

**APPROVED
ARRANGEMENT
GUIDELINE**

~

WILD GAME MEAT

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Disclaimer

These guidelines are for guidance only. The Guidelines do not necessarily cover all the requirements of the Export Control Act 1982 and the relevant Export Control Orders. Some of the legislative requirements referred to in the Guidelines have exceptions or important qualifications. In most cases, the particular circumstances of an establishment will need to be taken into account in determining how the legislative requirements relating to an approved arrangement are to be met for that establishment. The Guidelines are not a substitute for professional advice.

While all reasonable efforts have been made to ensure that the information in the Guidelines is accurate, up to date and complete, the Commonwealth does not accept liability for any loss or damage that could result from relying on information provided in these Guidelines.

Preface

Under the Export Control (Wild Game Meat and Wild Game Meat Products) Orders 2010, it is the responsibility of the Establishment Occupier to develop, implement and maintain the establishment's approved arrangement to meet food safety and product integrity requirements and facilitate market access.

This Approved Arrangement needs to demonstrate that the objectives of the Order 1.03 are met to ensure that wild game meats and wild game meat products intended for export:

- Are wholesome or are identified for further processing for food; and
- Are derived from animals that were treated humanely during harvest; and
- Meet the importing country requirements necessary to maintain market eligibility; and
- That their integrity as food is assured; and
- Meet the requirements for accurate trade description.

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

The information provided in these guidelines will aid in verifying on-going compliance of food safety and product integrity management systems of establishments in the Australian wild game meat industry.

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

Mark Schipp
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Definitions

These definitions supplement those in the Export Control Act 1982, Export Control (Wild Game Meats) Orders 2008 and the Australian Standard for the Hygienic Production and Transportation of Wild Game Meats for Human Consumption (AS 4464:2007).

Competent	Are able to perform the allocated skill, task or function satisfactorily.
Control (verb)	To take all necessary actions to ensure and maintain compliance with criteria established in the HACCP plan.
Control (noun)	The state wherein correct procedures are being followed and criteria are being met.
Control measure	Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Corrective Action	Action taken to address non-compliance (immediate) and action taken to ensure that the chance of repeat non-compliance is prevented or minimised (long term or preventive).
Deviation	Failure to meet a critical limit.
Export Documentation Operating System (EXDOC)	The computer system controlled by AQIS for receiving electronic Notices of Intention to export and for issuing Export Permit and Government certificates.
Export Permit	A permit issued by AQIS for the export of Wild Game Meats under clause 6 or 7 of Schedule 8 of the Export Control (Wild Game Meat and Wild Game Meat Products) Orders.
Flow diagram	A systematic representation of the sequence of steps or operations used in the production or manufacture of a particular product.
Good Hygienic Practice (GHP)	All practices regarding the conditions and measures necessary to ensure that the safety and suitability of food at all stages of the food chain.
Hazard Analysis Critical control point (HACCP) plan	A document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.
Humane harvesting of Wild	Kangaroos are to be head shot only.
Game animals	Wild Game Boar is to be head or chest shot by firearm; chest shot by arrow; or the insertion of a knife into the heart or major blood vessels. There is to be no evidence of the animals being mauled/savaged by dogs during the capture process.
	A form approved by the Secretary for use with the transport of animal food or pharmaceutical material between registered establishments or from registered establishments to animal food manufacturers or to premises

handling pharmaceutical material. This form may be electronic.

Inedible Meat Transfer Certificate (IMTC)

Meat Hygiene

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

Meat Transfer Certificate (MTC)

A form approved by the Secretary for use when export eligible Wild Game Meats are transferred between export registered establishments. This form may be electronic.

Non-export meat

Meat that is not produced in accordance with the Orders (including Wild Game Meats that have lost their eligibility for export).

Organoleptic Inspection

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

Pre-requisite Programs

General sanitation, hygiene, testing and maintenance programs applied prior to the application of HACCP, ensuring that the HACCP process can focus on issues directly related to food safety and including SSOPs.

Request for Permit (RFP)

The electronic version of the Notice of Intention. When it is validated it automatically generates the Export Permit.

RFP Validator (or RFP authorised signatory)

A “fit and proper person” (as defined under the Orders) who has been granted password access to EXDOC to validate permits.

Sanitation Standard Operating

A documented system for assuring that personnel, facilities, equipment and utensils are clean and where necessary, sanitised to specified levels during operations.

Procedure (SSOP)

Standard Operating Procedure (SOP)

A document describing the way an activity, process or service is delivered.

State Regulatory Authority

The state authority responsible for an aspect of regulation of wild game harvesting and/or processing.

Step

A point, procedure, operation or stage in the food chain including raw materials, from primary production to final consumption.

Work Instruction

A written job description; in-line specification; work procedure.

Acronyms

Further to the definitions provided above acronyms used in this document are expanded below for reference.

AQIS	Australian Quarantine and Inspection Service
AS	Australian Standard
ATM	Area Technical Manager
CEGEM	Construction and Equipment Guideline for Export Meat
ECA	<i>Export Control Act, 1982</i>
EC(WGMWGMP)O	<i>Export Control (Wild Game Meat and Wild Game Meat Products) Orders</i>
EGMIAC	Export Game Meat Industry Advisory Committee
FSANZ	Food Standard Australia New Zealand
ISO	International Standards Organisation
MHA	Meat Hygiene Assessment
MI	Meat Inspector
MSDS	Material Safety Data Sheet
NMMP	National Microbial Monitoring Program
NRS	National Residue Survey
OPS	On-Plant Supervisor
OPV	On Plant Veterinarian
PIC	Property Identification Code
QA	Quality Assurance

Approved Arrangements

Purpose

The EC (WGMWGMP) Orders require that the occupier of an establishment engaged in the preparation of Wild Game Meats for export has an Approved Arrangement.

The purpose of the Approved Arrangement is to clearly describe those processes and practices which, when correctly applied by the occupier, will underpin AQIS certification of wild game meats and wild game meat products for export.

The Approved Arrangement describes how occupiers will meet legislative requirements, including assuring compliance with:

- The sourcing of animals that were treated humanely during harvest;
- Good hygienic practices (GHP) to ensure that food is wholesome;
- The application of HACCP for food safety;
- Product integrity through the application of product identification, segregation, and traceability practices ensuring that product is accurately described and maintains relevant importing country identification; and
- Importing country requirements.

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

Scope

These guidelines are applicable to all registered establishments processing wild game meat and wild game meat products for export. Where the wild game is to be further processed or stored; the Approved Arrangement Guidelines for Wild Game Meat and Wild Game Meat Products will contain all relevant information.

Sections of the Approved Arrangement

Figure 1 is a diagrammatic representation of the three fundamental components that may comprise an Approved Arrangement at an establishment.

Part 1: System Support - sets out objectives for product wholesomeness and integrity and outlines procedures, including review and audit practices, required to underpin the quality management framework of an Approved Arrangement.

Part 2: Process Control – describes:

- a) The procedures required to ensure food wholesomeness and the programs needed to form the basis of Good Hygienic Practices (GHP) at an establishment;
- b) The application of HACCP principles to underpin food safety.

HACCP principles must be applied for the identification, evaluation and control of food safety hazards. The HACCP approach described in these guidelines is based on the principles of HACCP published by the Joint Food and Agriculture Organisation (FAO)/ World Health Organisation (WHO) Codex Alimentarius Commission.

Part 3: Certification Requirements - describes procedures required to ensure product integrity and accurate labeling to underpin export certification.

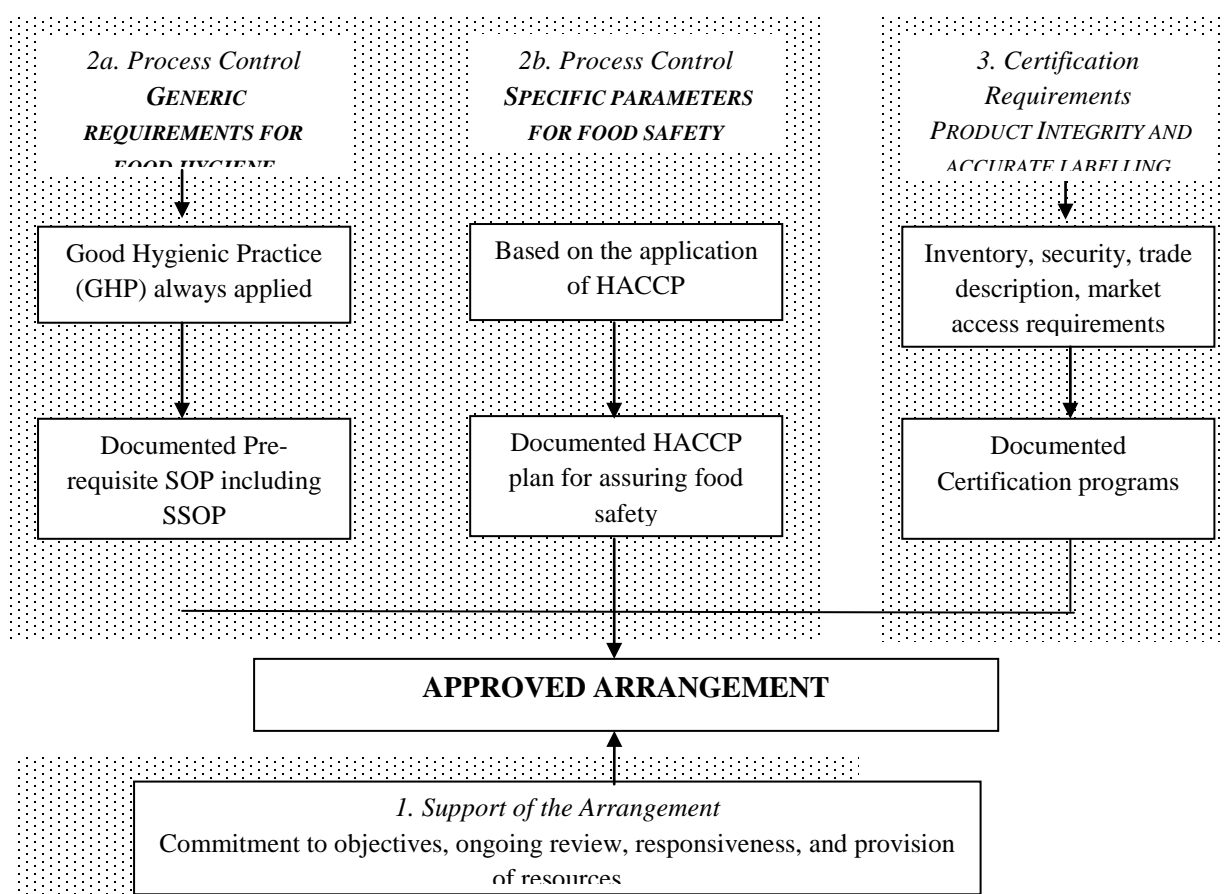


FIGURE 1: FUNDAMENTAL COMPONENTS OF AN APPROVED ARRANGEMENT

Structure of these Guidelines

This Guideline has been developed by AQIS in consultation with EGMIAC to describe an approach that will support the development, implementation and maintenance of an Approved Arrangement.

In summary, the guidelines are designed to:

- Provide advice to occupiers on principles to be addressed while developing arrangements;
- Provide advice to AQIS regarding principles to be addressed in assessment of an Arrangement for approval;
- Describe the Approved Arrangement framework to trading partners and commercial customers; and
- Provide a tool to guide the on-going verification of Approved Arrangements.

These guidelines provide a format for the development of, and a workbook for the audit of the approved arrangement

These guidelines are advisory and the arrangement may take any form provided that the objectives and requirements of the Export Control (Wild Game Meat and Wild Game Meat Products) Orders 2010 and relevant importing countries are met. The Approved Arrangement framework outlined in these guidelines provides a useful basis to address importing country requirements and may also assist in addressing additional customer requirements for individual establishments.

Review Process for These Guidelines

It is intended that these guidelines will be reviewed annually by the Australian Quarantine and Inspection Service (AQIS) in conjunction with the State Regulatory Authorities responsible for Wild Game and the Export Wild Game Meat Industry Advisory Committee (EWGMIAC).

Any other variations to these guidelines will be undertaken in consultation with the Australian Export Wild Game Meat Industry Advisory Committee (EWGMIAC). Variations to these guidelines must be approved by the Secretary, Department of Agriculture, Fisheries and Forestry.

Interpreting this Guideline

Each section of this document will require documented procedures to be developed that address the relevant activities for each establishment type. For all sections performance requirements provide the basis for the development of relevant documented procedures.

Documented procedures may be in the form of Standard Operating Procedures and/or Sanitation Standard Operating Procedures where identified in the introduction for each section. This format for SOP or SSOP (Appendix 1) meets most overseas market and ISO standards.

Guides for scope and content for procedures

Guides for scope and content are provided within each section of these guidelines that can be utilised for the development of procedures to address management practices, hygienic operations and other requirements for export certification. The guides for scope and content describe the actions or procedures that need to be undertaken to demonstrate compliance.

Performance requirements for each procedure

The performance requirements relate to the guides for scope and content and their purpose is to provide a tool to develop Standard Operating Procedures and/or Work Instructions.

Workbook for Approved Arrangement Application Preparation and Auditing

The section headings and the performance requirements of this guideline and targets described within this Workbook for Approved Arrangement Application Preparation and Auditing may assist in the preparation of applications of an Approved Arrangement and the development of verification system for internal audit. It may also provide a framework for verification that will encourage more consistent application of verification activities and their reporting.

The workbook will be utilised by AQIS to audit the approved arrangement and may be utilised for internal audit and monitoring purposes and for verification by establishment management. The workbook lists the targets indicate the level of performance expected for approval of an approved arrangement.

Targets for each procedure

Wherever possible, targets have been identified to address specific legislative requirements.

1. Some targets reflect the requirements under the Export Control Act 1982 (ECA) and subordinate legislation where they relate directly to the procedures required under the Approved Arrangement. These targets **must be met** in the Approved Arrangement.
2. Good (management/hygienic) practice targets reflect the current industry practices implemented to meet a requirement. These targets are intended as a guide to assist industry in achieving the required outcome of legislative requirements. While these targets are not compulsory, operators need to ensure the outcomes of the applicable legislative requirements are met.

Applicants for an Approved Arrangement are to identify those targets that the applicant does not consider necessary for that establishment to meet the requirements of the Orders.

Alternative Compliance

There is provision for establishments to develop alternative procedures, with any necessary alternative targets, providing performance indicators and outcomes are validated under the Approved Arrangement framework to the satisfaction of the AQIS.

Using the Guideline to Verify the Approved Arrangement

Verification activities through audit, and through microbiological and residue testing, by both the industry/processors and by AQIS further underpin the provision of export certification.

Unless agreed with the establishment, the scope of the verification undertaken by AQIS will be limited to matters that relate to compliance with the ECA, subordinate legislation and Australian Standard for the Hygienic Production of Wild Game Meat for Human Consumption (AS 4464:2007).

Supporting documentation

The following references are recommended for the development and maintenance of an Approved Arrangement at a registered establishment:

Policy and legislative references

1. Export Control (Wild Game Meat and Wild Game Meat Products) Orders (2010)– www.aqis.gov.au
2. Australian Standard for the “Hygienic Production of Wild Game Meat for Human Consumption - AS 4464:2007” - <http://www.publish.csiro.au>
3. Policy for an Approved Arrangement at an Establishment. - www.aqis.gov.au
4. Policy for Audit and Sanctions. - www.aqis.gov.au
5. Policy for registration of an establishment. - www.aqis.gov.au

Other guidelines and industry recommendations

1. Construction and Equipment Guidelines for Export Meat. Second edition. AQIS. 1988 (current publication).
2. Code of Practice for the field harvesting of Feral Animals(States)
3. Code of Practice for the Humane Shooting of Kangaroos 1998 Dept of the Environment and Heritage.
4. Guide for Use and Control of Electronic Records for Statutory Compliance AQIS. 2004.
5. Meat Hygiene Assessment Manual. AQIS 2008
6. AQIS Meat Notices
7. Bacterial testing of work surfaces - CSIRO publishing 1993
8. Codex HACCP - www.codexalimentarius.net/download/standards/23/cxp_001e.pdf
9. A Guide to the implementing and auditing of HACCP– (SCARM Report 60) - www.publish.csiro.au/nid/18/pid/1498.htm
10. Australian Meat Industry (MTM00) Training Package (Department of Education Science and Training)
11. Meat Hygiene Assessment 2nd edition.

PART 1 System Support

Introduction

Outcome

Management systems sustain product wholesomeness, safety and integrity and staff have the resources to effectively implement the Approved Arrangement.

The EC(WGM&WGMP)O's and the Australian Wild Game Meat Standard (AS 4464.2007) require that occupiers of meat establishments demonstrate commitment to ongoing assessment and review of the management and production systems at meat premises against the objectives and requirements of the legislation.

This section requires that:

- The company, through the most senior manager on site, commits formally to the Approved Arrangement and to compliance with legislation, including importing country requirements. The occupier defines the organisation's objectives, including performance management and commitment to the preparation of wholesome products and to the maintenance of product integrity;
- The occupier documents an organisational chart (showing lines of communication) of management and personnel with Approved Arrangement related responsibilities; and
- The occupier documents procedures for
 - management review,
 - internal audit,
 - corrective actions
 - training, and
 - Document control.

1. Policy objectives and commitment

Outcome

The occupier demonstrates commitment to the Approved Arrangement.

Performance Indicators

Management is to develop, publish and formally commit to a quality policy that describes their commitment and compliance to producing wild game meats and wild game meat products that are:

- Produced with good hygienic practice using HACCP principals maintaining product integrity;
- Wholesome;
- Accurately described;
- Meet the requirements of the Export Control Act and its sub-ordinate legislation and relevant importing country requirements; and
- Traceable.

2. Organisational structure

Outcome

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

Performance Indicators

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

3. Management review

Outcome

The Approved Arrangement is suitable, adequate and effective

Performance Indicators

1. The review process is supported by senior management.
2. The review follows a defined process, and is documented and are conducted at planned intervals to assess; -

Compliance of the Approved Arrangement with legislative requirements;

- Whether the operations have met the expected outcomes of the Approved Arrangement;
 - Confirmation that the Approved Arrangement is current.
 - The continued suitability, adequacy and effectiveness of the Approved Arrangement.
3. The inputs to management review includes information on; -
 - Results of audits (internal & external),
 - Training
 - Customer feedback,
 - Process performance and product conformance
 - Status and effectiveness of corrective actions
 - Follow-up action from previous management reviews
 - Changes that could affect the Approved Arrangement
 - Recommendations for improvement
 - Verification of HACCP (see part b process control)
 4. The outputs from the management review records decisions and actions related to:
 - Improvement of the effectiveness of the Approved Arrangement and its processes
 - Improvement of product related to legislative and customer requirements
 - Resource needs

4. Internal audit

<i>Outcome</i>

Internal audit verifies compliance with the Approved Arrangement.

Performance Indicators

1. The audit schedule covers all elements of the Approved Arrangement.
2. There is a nominated frequency for the audit of each element.
3. An audit procedure is developed and followed
4. Competent personnel independent of the element conduct the audit

Note: Establishments operating with up to 3 people may replace internal audit with management review to ensure the Approved Arrangement is operating effectively.

Internal audit is also required to fully cover elements of the HACCP Plan (see process control part B)

5. Corrective Action

Outcome

Corrective actions are taken ensure food safety, wholesomeness and product integrity.

Performance Indicators

1. The general principles relating to corrective action are covered.
2. Corrective actions are specified where possible.
3. Corrective actions for specific procedures (SSOP and SOP) are detailed to address predictable non-compliances.
4. Corrective actions are applied for both internal and external reports of non-compliances.
5. Corrective action addresses both defective products and processes.
6. Corrective action addresses actions that prevent any underlying failure.
7. Corrective actions are applied to both internal and external non-compliance reports.
8. Corrective actions address defective products and processes (immediate).
9. Corrective actions address underlying cause/s of failure (long term or preventive).
10. Records are kept of all corrective actions.

Note – It is recommended there be a corrective action procedure to cover those elements not specifically covered in process control i.e. external non-compliances/complaints (e.g. customer complaints/regulatory audit results).

6. Training

Outcome

Staff and employees are competent.

Reference

Australian Meat Industry (MTM00) Training Package (Department of Education Science and Training) competency criteria

Performance Indicators

1. Staff and employees are assessed for task competency in terms of the relevant work instruction.
2. The training needs of staff and employees are regularly identified and addressed.
3. Training programs are available and new and existing staff and employees participate as required.
4. All new staff and employees undertake an induction training program as required.
5. Records of training and assessment are maintained for staff and employees.

7. Document control

Outcome

Approved Arrangement documentation is maintained.

Reference

Guide for the Use and Control of Electronic Records for Statutory Compliance (www.daff.gov.au)

Performance Indicators

1. There is a procedure for amending the Approved Arrangement.
2. There are records of amendments to the Approved Arrangement.
3. No variations that could adversely affect the arrangement (i.e. those that effect wholesomeness or integrity or compliance with the EC (WGM) Os) are implemented prior to approval by the ATM.
4. The version of the Approved Arrangement in use is current and approved.
5. Controlled copies of the Approved Arrangement are available to relevant people.
6. Staff and employees have access to the parts of the Approved Arrangement, regulations and any other advice that are relevant to them including AQIS Notices, master lists of chemicals, master list of references, or HACCP references.
7. Auditable records are maintained. Electronic Manuals/Records comply with the Guide for the Use and Control of Electronic Records for Statutory Compliance.

Note: Documentation requirements exist for the HACCP Plan (see Principle 7 in Appendix 3)

PART 2

Process Control

A) Good Hygienic Practice

B) Hazard Analysis Critical Control Point

Introduction

Through all phases of production, from receipt of incoming product until consignment of the finished product, the occupier is required to demonstrate effective process control in the production of Wild Game Meats that are wholesome by the application of Good Hygienic Practice and the rigorous application of HACCP.

Part A of this section covers pre-requisite programs designed to underpin the following outcome:

Outcome
<i>Processing operations do not jeopardise product wholesomeness.</i>

An internationally accepted method of presentation is Sanitation Standard Operating Procedure (SSOPs) and Standard Operating Procedures (SOPs). (See Appendix 1 for recommended format).

Examples of documented Good Hygienic Practices that are relevant to the Process Control requirement of the Approved Arrangement are:

Sanitation Standard Operating Procedures

- *Pre-operational sanitation*
- *Operational sanitation*
- *Personal hygiene*

Standard Operating Procedures

- *Waste disposal*
- *Water supply*
- *Pest and vermin control*
- *Structure and Maintenance*
- *Control of hazardous substances*
- *Purchasing*
- *Calibration*
- *Sourcing of carcasses*
- *Animal Welfare*
- *Dressing*
- *Boning*
- *Temperature control*
- *Sampling programs*
- *Animal Food Material*

Part B of this section covers HACCP designed to achieve the following outcome:

Outcome
<i>Production of safe food.</i>

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

Process Control

PART A – Good Hygienic Practice

1. Pre-operational sanitation

Outcome

The plant and equipment are not a source of contamination to wild game meat.

Reference

Bacterial testing of work surfaces - CSIRO publishing 1993

Performance Requirements

1. The establishment has a documented procedure for pre-operational sanitation.
2. Procedures are in place to ensure that, prior to commencement of operations, plant and equipment that could contact product, either directly or indirectly, are cleaned and sanitised.
3. Other areas of the establishment, including storage areas, amenities and establishment environs are kept in a suitable sanitary state.
4. The procedure addresses verification of monitoring and corrective action.
5. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
6. The records of these procedures and corrective action taken are being maintained.
7. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.

2. Operational sanitation

Outcome

The plant and equipment are not a source of contamination to wild game meat.

Performance Requirements

1. The establishment has a documented procedure for operational sanitation.
2. The procedure (at a minimum) addresses the ongoing sanitation of food contact surfaces.

3. The procedure addresses other areas critical to the production of safe food.
4. The procedure addresses separation of edible, inedible and condemned material.
5. The procedure addresses verification of monitoring and corrective action.
6. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
7. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
8. The records of these procedures and corrective action taken are being maintained.

3. Personal hygiene

Outcome

Personnel are not a source of contamination to wild game meat.

Performance Requirements

1. The establishment has a documented procedure for Personal Hygiene practices that ensure Wild Game Meats are not contaminated.
2. The procedure addresses edible, inedible and maintenance workers and visitors.
3. Persons handling edible product or working in or entering edible product handling areas are medically fit for purpose.
4. The procedure addresses the issue and maintenance of clean outer clothing.
5. The procedure addresses verification of monitoring and corrective action.
6. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
7. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
8. The records of these procedures and corrective action taken are being maintained.

4. Waste disposal

Outcome

The handling of waste does not jeopardise the wholesomeness of wild game meat.

Performance Requirements

1. The establishment has a documented procedure for Waste disposal.

2. The waste disposal system is sufficient to handle and treat (as required) all the waste produced at the premises originating from product handling areas.
3. The procedure addresses the potential for contamination of edible product, contact surfaces and personnel who handle product.
4. The procedure addresses verification of monitoring and corrective action.
5. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
6. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
7. The records of these procedures and corrective action taken are being maintained.

5. Water supply

Outcome

Water does not contaminate wild game meat.

Performance Requirements

1. The establishment has a documented procedure for supply of water.
2. The procedure addresses on plant treatment where necessary.
3. The procedure addresses the protection of the potable supply from contamination.
4. Water supply and distribution is mapped for hot and cold water.
5. The potable supply is protected from contamination up to the point of use.
6. Potable water is tested regularly to confirm its potability.
7. The procedure addresses verification of monitoring and corrective action.
8. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
9. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
10. The records of these procedures and corrective action taken are being maintained.

6. Pest control

Outcome

Pests do not jeopardise the wholesomeness of wild game meat

Performance Requirements

1. The establishment has a documented procedure for pest control.
2. Potential pests have been identified
3. The procedure addresses potential access points to the building.
4. The procedure addresses potential harbourage and breeding sites.
5. The procedure addresses controlling the numbers of pests immediately outside of the plant.
6. The procedure addresses verification of monitoring and corrective action.
7. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
8. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
9. The records of these procedures and corrective action taken are being maintained.

7. Structure and Maintenance

Outcome

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

Performance Requirements

1. The establishment has a documented procedure for structure and maintenance.
2. There is a floor plan of the establishment.
3. A plan of the establishment shows equipment layout and product flow.
4. Defects jeopardising the wholesomeness of Wild Game Meat are identified and corrected immediately.
5. There is a structured preventive maintenance program and carried out in a timely manner.
6. All repairs are carried out so that they do not jeopardise sanitary operation or the wholesomeness of meat or meat products.
7. The procedure addresses verification of monitoring and corrective action.

8. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
9. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
10. The records of these procedures and corrective action taken are being maintained.

8. Control of hazardous substances

Outcome

Hazardous substances do not jeopardise the wholesomeness of wild game meat.

Performance Requirements

1. The establishment has a documented procedure for the control of hazardous substances.
2. The establishment has documented information on all hazardous substances used.
3. The Hazardous substances are fit for use and used in accordance with the directions for use.
4. The hazardous substances are identified.
5. The hazardous substances are stored, used and handled in a way that doesn't jeopardise the wholesomeness of Wild Game Meats.
6. The access to hazardous chemicals is controlled.
7. The procedure addresses verification of monitoring and corrective action.
8. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
9. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
10. The records of these procedures and corrective action taken are being maintained.

9. Purchasing

Outcome

Ingredients, processing aids and packaging do not contaminate wild game meat.

Performance Requirements

1. There is a documented procedure for the sourcing of ingredients, processing aids, labels, tags, printing inks and packaging material.
2. The ingredients, processing aids, labels, tags, printing inks and packaging material are fit for purpose and their handling are not a source of contamination to Wild Game Meat.

3. The labels, tags, printing inks and packaging material are fit for purpose and do not contaminate Wild Game Meat.
4. The procedure addresses verification of monitoring and corrective action.
5. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
6. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
7. The records of these procedures and corrective action taken are being maintained.

10. Calibration

Outcome

Measuring equipment is maintained, calibrated and accurate.

Performance Indicators

1. The establishment has a documented procedure for Calibrating measuring equipment.
2. Measuring equipment is identified and manufacturer specifications listed.
3. Measuring equipment is calibrated in accordance with manufacturer specifications.
4. Where equipment is outside appropriate calibration status, risk assessments are conducted on the product and the appropriate actions taken and recorded.
5. The procedure addresses verification of monitoring and corrective action.
6. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
7. All tasks involving the calibration of measuring equipment are detailed in written work instructions and personnel are competent in the application of these instructions.
8. The records of these procedures and corrective action taken are being maintained.

11. Sourcing and transport of Game Animal Carcasses

Outcome

Carcasses presented for dressing are sourced and transported from field depots holdings where the management of animals does not jeopardise wholesomeness of derived Wild Game Meats.

Reference AQIS Meat Notice 2009/18

Performance Requirements

1. The establishment has a documented procedure for the sourcing of wild game carcasses for processing. This procedure ensures:
 - Wild game carcasses are sourced from accredited harvesters and field depots.
 - Wild game carcasses are identified to their harvester, time of harvesting and harvesting location (Property Identification Code or where there is no PIC the full property name and address) up until the carcass is passed fit for human consumption and their integrity is assured
 - Wild game carcasses are not sourced from areas subject to an official prohibition for the presence of potentially harmful substances.
 - The person responsible for the harvesting or chilling the carcasses ensures that the wild game carcasses are wholesome
 - Records are available that verify that wild game carcasses have been chilled, stored and transported in accordance with the refrigeration requirements of the Orders and the Standard
2. Only wholesome wild game carcasses less than 14 days from the time of harvest are presented for processing (pre-dressing inspection).
3. The procedure addresses verification of monitoring and corrective action.
4. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
5. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
6. The records of these procedures and corrective action taken are being maintained.

12. Animal Welfare

Outcome

Procedures are in place to ensure that only wild game animals that have been humanely harvested are processed.

Reference *AQIS Meat Notice 2009/18*

Performance Requirements

1. The establishment has a documented procedure that ensures that only wild game carcasses that are humanely harvested are processed.
2. The procedure addresses the monitoring for evidence of animal welfare nonconformities.
3. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.

4. Work Instructions are written that are current and detail the actions necessary to achieve the above requirements.
5. The records of these procedures and corrective action taken are being maintained.

13. Dressing

Outcome

Dressing processes ensure the wholesomeness and integrity of wild game meats.

Performance Requirements

1. The establishment has a documented procedure for dressing.
2. Wild game carcasses and carcase parts are identified and traceable back to the harvester, time of harvest, and harvest area until post mortem disposition is made.
3. Contamination and cross contamination is prevented.
4. The procedure addresses verification of monitoring and corrective action.
5. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
6. All tasks involving the dressing of wild game carcasses are detailed in written work instructions and personnel are competent in the application of these instructions.
7. All carcasses and carcase parts declared fit for human consumption have undergone AQIS post mortem inspection
8. The records of these procedures and corrective action taken are being maintained.

14. Boning

Outcome

Boning does not jeopardise the wholesomeness and integrity of wild game meats.

Performance Requirements

1. The establishment has a documented procedure for boning.
2. Contamination and cross contamination is prevented.
3. The procedure addresses verification of monitoring and corrective action.
4. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.

5. All tasks involving the boning of wild game carcasses are detailed in written work instructions and personnel are competent in the application of these instructions.
6. The records of these procedures and corrective action taken are being maintained.

15. Temperature control

Outcome

Chilling and freezing practices maintain and do not jeopardise the wholesomeness of wild game meat.

Performance Indicators

1. The establishment has a documented procedure for temperature control.
2. Meat produced is processed, chilled, frozen and/or stored in a manner that achieves the Requirements.
3. The procedure addresses verification of monitoring and corrective action.
4. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
5. All tasks involving the temperature control of wild game carcasses are detailed in written work instructions and personnel are competent in the application of these instructions.
6. The records of these procedures and corrective action taken are being maintained.

16. Sampling programs

Outcome

Results from sampling programs are valid.

References

AQIS Notice 2007/13 - Testing for Trichinella in meat exported to the European Union.

AQIS Notice 2010/02 – Microbiological testing of wild game carcasses and bulk packed cartooned meat.

Performance Indicators

1. Surveillance, sampling, monitoring and testing programs are developed and complied with for microbiological status of wild game meat and residue status of incoming wild game carcasses.
2. AQIS approved laboratories are used where testing is required for certification purposes.

17. Animal Food Material

Outcome

Animal Food is collected, packaged and stored in a way that ensures that wild game meat and wild game meat products for export for food are not contaminated

The Export Control (Wild Game Meat and Wild Game Meat Products) Orders requires that material for use as animal food does not jeopardise the integrity of meat and meat products for export. Establishments handling material for use as animal food must include procedures with their Approved Arrangement which ensures;

- Monitoring of the production, segregation and storage temperature of animal food is performed during production;
- The procedure addresses corrective action when the collection, packaging, segregation and storage of animal food done in a way that it compromises wild game meat and wild game meat products for export for food;
- The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:
 - Review of the monitoring records,
 - Review of deficiencies,
 - Checks of the monitoring procedures,
 - The effectiveness of corrective actions
 - The following tasks and their frequency are identified ;
 - Animal food is collected continuously during the operations in a manner that ensures that poultry meat and poultry meat products for export for food are not contaminated;
 - Animal food is collected continuously into containers used solely for that purpose;
 - Animal food is reduced in temperature to less than 7°C without delay and maintained at or below that temperature until it is transferred to a Pet Food Processor or frozen to -12°C
- Temperature checks of animal food are performed throughout production.
- The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks;
- Records of monitoring, corrective action, verifications of those actions and verification of effective animal food production process are kept.
- It is effectively segregated from edible meat and meat products until packaged, labelled and, if necessary, stained in accordance with the Australian Wild Game Meat Standard
- It is adequately handled to meet animal food standards (e.g. removal of parasite lesions) and its hygiene and integrity is protected from contamination by condemned or inedible material
- An inventory system is implemented for animal food at the establishment
- It is dispatched to other registered establishments or approved heat processors or received onto the establishment using Inedible Meat Transfer Certificate.

Process Control

PART B – Hazard Analysis and Critical Control Points

Outcome

The production of Wild Game Meats that are safe.

See Appendix 3 – The HACCP System

Performance Requirements

1. HACCP is addressed in detail in Appendix 3
 - 1.1 A HACCP team was assembled and described the product and its distribution (preliminary step 1, 2).
 - 1.2 The analysis includes the intended use of or the consumers of the finished product(s) (preliminary step 3).
 - 1.3 The establishment has a flow chart that describes the process steps and product flow and has been verified (preliminary step 4, 5).
 - 1.4 The establishment has conducted a hazard analysis that includes food safety hazards likely to occur (principle 1).
 - 1.5 There is a written HACCP plan for each product where the hazard analysis revealed one or more food safety hazard(s) are reasonably likely to occur (principle 2).
 - 1.6 All hazards identified in the analysis are included in the HACCP plan; the plan lists a Critical Control Point (CCP) for each food safety hazard identified (principle 2).
 - 1.7 The HACCP plan specifies critical limits, monitoring procedures, and the monitoring frequency performed for each CCP (principles 3, & 4).
 - 1.8 The plan describes corrective actions taken when a critical limit is exceeded (principle 5).
 - 1.9 The HACCP plan was validated using multiple data inputs and outputs including monitoring and/or verification results (principle 6).
 - 1.10 The HACCP plan lists the establishment's procedures to verify that the plan is being effectively implemented and functioning and the frequency for these procedures (principle 6).
 - 1.11 The establishment is performing daily record review (principle 6).
 - 1.12 The HACCP plan has been reassessed at least annually (principle 6).
 - 1.13 The HACCP plan's record-keeping system documents the monitoring of CCPs and/or includes records with actual values and observations (principle 7).
 - 1.14 The HACCP plan is dated and signed by a responsible establishment official (NB – This can be a specific commitment in the company policy statement.).

The HACCP plan is being complied with.

PART 3

Product Integrity and Certification Requirements

Introduction

To meet legislative requirements for export certification, a system to maintain product integrity must be developed that is based upon a sound foundation of product identification, security, traceability and recall procedures.

Outcome

Product integrity is assured and certification is accurate and complete.

The occupier:

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

Procedures addressing product integrity include:

- Product traceability and recall
- Trade description
- Export security/integrity
- Control of official marks
- Importing country requirements
- Export Documentation (EXDOC)

Note: Within an establishment's Approved Arrangement a number, or all, of these procedures may be related and could be addressed with a single procedure. This could for example be based around product identification and inventory controls.

1. Insecurity during Exceptional Circumstances

Outcome

All product biosecurity is maintained during exceptional circumstances.

Note: This section may be addressed in part or total in previous sections of the document and does not have to be addressed as a separate section of the approved arrangement. It is intended to highlight requirements

that may be considered necessary to comply with the requirements for other authorities that may audit your documents.

Performance Requirements

1. The establishment has a documented procedure for the biosecurity of product when exceptional circumstances arise.
2. Aspects of exceptional circumstances to be addressed include but may not be limited to allergen risk management, breakdowns, refrigeration failures, fire and emergency, water and sewerage breakdowns that may cause adulteration, contamination of product.
3. The procedure addresses verification of monitoring and corrective action.
4. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
5. All tasks involving the biosecurity of wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
6. The records of these procedures and corrective action taken are being maintained.

2. Product traceability, withdrawal and recall

Outcome

All incoming products are traceable back to the supplier and Wild Game Meats can be traced forward to facilitate recall if necessary

Performance Requirements

1. The establishment has a documented procedure for traceback of incoming product.
2. The establishment has a documented procedure for tracing product forward for withdrawal or recall.
3. Carcasses, Wild Game Meats are identified at each stage of production.
4. Product and ingredients are traceable.
5. Product can be withdrawn and/or recalled.
6. The procedure addresses verification of monitoring and corrective action.
7. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
8. All tasks involving the traceability, withdrawal and recall of wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
9. The records of these procedures and corrective action taken are being maintained.

3. Trade description

Outcome

Product is accurately and permanently identified.

Performance Indicators

1. The establishment has a documented procedure for applying an accurate trade description.
2. Product is accurately described at each stage of production.
3. The procedure addresses verification of monitoring and corrective action.
4. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
5. All tasks involving the application of a trade description to wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
6. The records of these procedures and corrective action taken are being maintained.

4. Export security and integrity

Outcome

Edible wild game meat maintains its integrity and is kept separate from inedible and condemned wild game meat and meat.

See Appendix 2 – Product Integrity and Certification Procedures

Performance Requirements

1. The establishment has a documented procedure for export security and product integrity.
2. There is an auditable inventory system.
3. Edible product is segregated from inedible and condemned product.
4. Meat transfer certificates and Inedible Meat Transfer Certificates are used and reconciled.
5. The market eligibility of wild game meat can be readily ascertained at all times during processing and storage.
6. There is sufficient identification and segregation during processing and storage to preclude mixing of product with different eligibility and inedible and condemned product.
7. Inventory systems enable the eligibility of product to be verified.
8. Access to inedible and condemned material is controlled.
9. The procedure addresses verification of monitoring and corrective action.

10. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
11. All tasks involving the security and integrity of wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
12. The records of these procedures and corrective action taken are being maintained.

5. Control of official marks

Outcome

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

See Appendix 2 – Product Integrity and Certification Procedures

Performance Requirements

1. The establishment has a documented procedure for the use and control of official marks and other accountable forms.
2. There is an ordering system for accountable items.
3. There is a daily use and reconciliation process.
4. Official marks are only applied to product that has been passed as fit for human consumption.
5. Access to and application of official marks and forms is controlled.
6. Application of official marks, marking devices and official (accountable) forms are accounted for and only applied by nominated personnel.
7. Official marks are defaced where appropriate
8. The procedure addresses verification of monitoring and corrective action.
9. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
10. All tasks involving the control of Official Marks for wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
11. The records of these procedures and corrective action taken are being maintained.

6. Importing country requirements

Note: Establishments may choose to address importing country requirements under section 3 of this part.

Outcome

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

Performance Requirements

1. The establishment has documented procedures that address importing country requirements where necessary.
2. Identification of differing eligibilities is provided for.
3. Segregation to the degree necessary to maintain integrity.
4. Importing country requirements are met before certification can be requested.
5. Procedures within the Approved Arrangement reflect the market listing held by the plant.
6. The procedure addresses verification of monitoring and corrective action.
7. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
8. All tasks involving the importing country requirements for wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
9. The records of these procedures and corrective action taken are being maintained.

7. Export documentation

Outcome

Wild Game Meats are exported from Australia when certification requirements are accurately met.

References

<http://www.aqis.gov.au/EXDOC>

Performance Indicators

1. The establishment has documented procedures for generating and validating export documentation.
2. RFP validation is an independent process to that which generated the RFP.
3. Request for Permits (RFPs) sent to AQIS must be accurate and complete.
4. All meat exported has a valid export permit.
5. Importing country requirements are met before certification can be validated for that market.

6. The procedure addresses verification of monitoring and corrective action.
7. The procedure addresses the frequency of the tasks including monitoring and verification by the individuals responsible for those tasks.
8. All tasks involving the importing country requirements for wild game meat and or products are detailed in written work instructions and personnel are competent in the application of these instructions.
9. The records of these procedures and corrective action taken are being maintained.

Appendix 1

Documentation of Procedures

Sanitation Standard Operating Procedure and Standard Operating Procedure (advisory)

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

The development of each element of a procedure (e.g. scope, monitoring, corrective action, verification etc) must be able to be referenced back to the requirements mentioned above.

E.g. Cleaning and Sanitation, Product Traceability and Recall

Purpose

What is the procedure trying to achieve? E.g. ensure that the premises and equipment commence operations in a sanitary state and are maintained in an acceptable sanitary state during operations.

Scope

What does the procedure cover? E.g. all areas where prescribed goods are processed or stored, all areas where packaging materials are stored, all areas used by personnel who come into contact with prescribed goods.

Definitions

Include any definitions relevant to the procedure.

Background

Include any relevant background information to assist with understanding the procedure.

References

Include any reference material relevant to the procedure, including legal references. This may be best achieved by the use of a master list.

Methodology

Give details of the process (how is it done, when is it done, how often is it done)

Monitoring

The monitoring method(s), monitoring frequency and how the monitoring is recorded need to be described with any measurements or observations to assess whether the process is operating within defined limits (how is it done, when is it done, how often is it done). This must be specific and state the pass/fail criteria. The frequency of monitoring must be defined, it cannot be described 'as necessary' or random.

Responsibility

Give details of who does the various activities. Are there any specific requirements for responsibility that AQIS requires e.g. stamps, seals, RFP validation? This should also help when writing specific job and task work instructions.

Corrective action

Describe actions taken when the results of monitoring indicate a loss of control. These actions:

- *Should bring the process back under control*
- *Should include any non-conforming product produced in the production lot. Either return non-conforming product to acceptable specification or condemn.*
- *Should describe immediate corrective and longer-term preventive action.*
- *Should also pick up corrective action that relates to problems at verification.*
- *Are there any specific items that AQIS want to specify e.g. mixing EU with non-EU makes it all non-EU.*

Records

Identify by form name or number the written records to be used for monitoring, corrective action and verification.

Verification

This is the continual review of process control systems to ensure that regulatory and/or specified requirements are met. It is necessary to specify all activities required to verify the procedure is effective – periodic review of monitoring documentation, internal audit and management review of internal audit documentation. It needs to include methodology and any necessary action. Verification may use a different test to monitoring e.g. microbiology. Are there any specific items that AQIS requires e.g. surface micro to verify sanitation? There is a need to describe what is done, when it is done, how often it is done.

In all cases Internal Audit and Management Review are verifications.

Note 1 *This format is not applicable to the system support area.*

Note 2 *When developing procedures, each section of the Approved Arrangement guideline may contain content specific to the procedure that is in addition to the generic requirements stated above. Each section of the Approved Arrangement must be read in conjunction with the relevant sections of the Export Control (Wild Game Meat and Wild Game Meat Products) Orders and Australian Wild Game Meat Standard when developing the Arrangement.*

Work Instruction (advisory)

Under a SOP may be a number of Work Instructions. These could cover the details of the tasks to be done in a process such as skinning. There should also be detailed work instructions covering monitoring, corrective action and verification activities.

The extent to which an occupier addresses the elements of the Approved Arrangement is dependent upon the scope of wild game meat processing activities, markets that the occupier is listed to access, and relevant aspects of the business environment.

The Export Control (Wild Game Meat and Wild Game Meat Products) Orders also provide industry the opportunity to implement scientifically validated alternative procedures following AQIS approval.

Appendix 2

Product Integrity and Certification Procedures

A) Export security and integrity

1. **Inter-establishment transfer:**

The Export Control (Wild Game Meat and Meat Products) Orders requires that integrity of Wild Game Meats is maintained during transport of product. To ensure that this happens in a way that is consistent between establishments the regulations specify the information that must travel with the load.

For inter-establishment transfer the following is required:

- Effective segregation and identification according to trade description and market eligibility during transport
- Accompanying Meat Transfer Certificate (MTC)
 - Pre-printed MTCs are available from AQIS
 - AQIS may approve electronic systems that cover the required information
 - MTCs must be endorsed with the market eligibility of the product as required (not the listings of the establishment)
 - If the receiving establishment fails to return the duplicate MTC, the occupier should contact AQIS
- Procedures for responding to reports, from other establishments, of unsatisfactory transfer of Wild Game Meats
- Procedures for reporting to other establishments when unsatisfactory transfers of Wild Game Meats are received.

2. **Non-export meat**

Product not eligible for export can be handled provided that the following conditions are met.

For non-export meat:

- Non-export meat is not received, stored or processed unless provided for in the Approved Arrangement;
- Nomination of type, species and use on establishment of non-export goods

- Identification, segregation and inventory systems covering receipt, processing, storage and despatch;
 - A diagram of the site identifying storage areas may be necessary;
 - Storage areas should be capable of being locked;

Note: Some markets may require AQIS presence or lock-up security at establishments processing and storing export and non-export meat.

- Identification of secured storage areas for non export goods:
- Unidentified meat at a minimum must be segregated by time or structure
- Packaged and identified meat at a minimum must be segregated by time or structure or space
- Clear differentiation between non-export and export packaging in a processing/boning plant

3. Wild game meat from another country for further processing and export

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

For imported Wild Game Meats:

- The goods are accompanied by an official certificate from that country;
- The goods are identified and segregated from other meat through receipt, storage, processing and re-export
 - Some markets permit product to be produced from both Australian and New Zealand meat.

Note: Imported meat that is for domestic use is treated like non-Export meat

4. Condemned material:

The Export Control (Wild Game Meats and Meat Products) Orders requires that condemned material does not jeopardise the integrity of Wild Game Meats and Meat Products for export. Establishments handling condemn material must include procedures with their Approved Arrangement which ensure

- Once it is moved out of the direct control of a Meat Safety Inspector, it is effectively segregated until made inedible by rendering or chemical denaturation;
- The segregated area is controlled sufficiently to prevent direct or indirect contamination of edible Wild Game Meats and Meat Products; and

5. Animal food material:

The Export Control (Wild Game Meats and Meat Products) Orders requires that material for use as animal food does not jeopardise the integrity of Wild Game Meats and Meat Products for export. Establishments handling material for use as animal food must include procedures with their Approved Arrangement which ensure

- Once it is moved out of the direct control of a Meat Safety Inspector, it is effectively segregated from edible Wild Game Meats and Meat Products until packaged, labelled and, if necessary, stained in accordance with the AS4464:2007;
- It is adequately handled to meet animal food standards (e.g. removal of parasite lesions) and its hygiene and integrity is protected from contamination by condemned or inedible material;
- The animal food area is controlled sufficiently to prevent direct or indirect contamination of edible Wild Game Meats and Meat Products;
- Material designated as animal food is not left in an area unsecured or unsupervised.
- An inventory system is implemented for animal food at the establishment
- Clearly labelled as animal food and is segregated in storage
- It is despatched to other registered establishments or approved heat processors or received onto the establishment using Inedible Meat Transfer Certificate:
- If the receiving establishment fails to return the duplicate MTC, the occupier should contact AQIS.
- A valid export permit

6. Pharmaceutical material:

The Export Control (Wild Game Meats) Orders requires that material for pharmaceutical use does not jeopardise the integrity of Wild Game Meats for export. Establishments handling material for pharmaceutical use must include procedures with their Approved Arrangement which ensure

- Once it is handled other than as edible meat, it is effectively segregated from edible Wild Game Meats and Meat Products until packaged and labelled in accordance with the Australian Meat Standard;
- It is adequately handled to meet pharmaceutical material standards (e.g. refrigerated) and its hygiene and integrity is protected from contamination by condemned or inedible material;
- Clearly labeled as pharmaceutical product, segregated in storage; and
- It is despatched to other registered establishments or received onto the establishment using Inedible Meat Transfer Certificate:
- If the receiving establishment fails to return the duplicate MTC, the occupier should contact AQIS.
- A valid export permit

B) Official Marks and Marking Devices

The Export Control (Wild Game Meats and Meat Products) Orders require that official marks are kept under the control by the occupier to ensure that they are only applied to Wild Game Meats and Meat Products that are eligible for that mark. The Export Control (Prescribed Goods General) Orders specify the sizes for official marks that must be used on Wild Game Meats.

Resemblances

To enable industry to utilise resemblances the sizes below are to be used. Unless otherwise required by an importing country resemblances can be controlled through general AQIS supervision and verification activities.

It is important that resemblances:

- Are not used for the primary mark that is applied to carcasses, tags or cartons, unless it is in accordance with an importing country requirement
- Have a documented procedure for and a record of ordering and receipt of resemblances.

Sizes of resemblances

Description	Dimension of Resemblance	Large Size	Small Size
Australia Approved	1. Resemblance of mark specified in Orders 13.12 and 13.13 to the Export Control (Prescribed Goods General) Orders as amended	(mm)	(mm)
	a) Breadth of Oval	40	18 or less
	b) Height of Oval	30	12 or less
	2. The letters and registered establishment number shall be clear and legible		

Defacement

The Export Control (Wild Game Meats and Meat Products) Orders require that official marks are defaced under certain circumstances. Official marks, other than resemblances, are defaced when:

- A product ceases to be fit for human consumption or loses a market eligibility as defined by that mark (e.g. EU);
- Product may lose its market eligibility when the specific market procedure is not adhered to;
- The intention to export is abandoned;
 - This does not apply to carcasses, carcase parts;
 - For packaged meat this only applies to the mark on the main panel or tag.

Note: an “Australia Approved” mark used under the Export Control (Wild Game Meat and Meat Products) Orders need not be defaced when the intention to export is abandoned.

- The carton, label or tag on which the mark is applied is damaged and is being replaced.
- The replacement must be recorded in the inventory control system.
- Where there is regular AQIS presence on site these replacements should only occur with their approval or verification

The arrangement shall have procedures for notifying AQIS when this occurs

- It may occur by direct notification; or
- It may be recorded within the inventory system and be available for audit.

Container seals

The Export Control (Wild Game Meats) Orders requires that the use of container and Tyden seals must be controlled and accounted for.

For One Seals:

- Orders must be made directly to AQIS Stores Section.
- The person placing the order must be nominated on the registration as a fit and proper person.
- Once received, the boxes of seals must be checked to ensure that the number and serial number range of the seals are consistent with the Stores despatch documents.
- A register must be kept which shows the number and serial numbers of seals received, on hand and issued for use at the establishment each work day. Details of specific use of particular seals must be recorded. These records may be kept in the seal register or with records completed at the place of use (e.g. at container sealing), provided each seal can be accounted for.
- Damaged, unusable and broken seals must be accounted for.
- All seals must be under the direct control of the persons nominated by the occupier to secure and issue them, or the persons nominated to receive and use them. The seals must be under lock-up security when not under the direct supervision of these persons.
- Seals currently on the establishment and seal registers must be made available to AQIS auditors on request.

*Note: **Tyden and One Seals** are only available through AQIS Stores Section.*

***Tyden** seals are not normally issued to occupiers of establishments, however, in cases where they may be, the occupier's control procedures must be the same as for One Seals.*

C) Export documentation

Note. An application for an export permit to export wild game meat and meat products must be made by or on behalf of the person who intends to export the wild game meat and should be provided prior to export. An RFP is submitted to AQIS through the EXDOC system.

1. For a Request for Permit (RFP):

- Ensure that the computer-based system conforms with the *EXDOC Exporter System Interface Specification*

2. That the RFP details the information required for verification:
 - Header
 - RFP reference
 - Exporter and consignee identification.
 - Discharge country and port.
 - Destination country and city.
 - Name of vessel, voyage number, date of shipment.
 - Health certificate print controls and identifiers.
 - Forward and transfer indicators.
 - Inspection establishment and date.
 - Line (per product parcel)
 - Product inspection description and health certificate description.
 - Product packaging, quantity, shipping marks.
 - Quota references.
 - Container and seal numbers.
 - Processing and packing establishments, and the periods of product processing.
3. The RFP is verified by:
 - An AQIS Officer when the officer has supervised the loading and has reasonable grounds to believe that the information provided in the RFP is true and accurate; or
 - Where provided for under the Approved Arrangement, a person designated by the occupier and authorised by AQIS as an RFP Verifier.
4. An “RFP Verifier” verifies that:
 - The information in the RFP is correct prior to verifying it; and
 - The product being verified meets legislative requirements.
5. The RFP Verifier uses an auditable trail of information that is kept and available for verification.
 - The RFP Verifier is legally responsible for the accuracy of the information provided in the RFP and that the goods being certified comply with the Orders and any required importing country requirements. There are penalties if false declarations are made.
 - The RFP Verifier should initial or sign documents used in checking RFP for verification e.g. load-out sheet.

6. Should occupiers or exporters become aware of inaccuracies in export documentation or become aware that the goods may not meet export requirement, they immediately inform the relevant AQIS Regional Office to seek amendments, obtain clarification and follow instructions. If necessary, this may involve cessation of transport or loading on ship.

Note: Details of procedures for the EXDOC system can be obtained at <http://www.aqis.gov.au/EXDOC>

An RFP Verifier is responsible for the accuracy of all the information on an RFP including the compliance of the goods being validated against the relevant Australian legislation and any relevant importing country requirements

It is an **offence** to export wild game meat unless an Export Permit has been issued by AQIS.

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

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

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

Note: This procedure does not apply to:

- a) SOUP, SOUP POWDER, SOUP CONCENTRATE AND MEAT EXTRACTS;
- b) Tallow;
- c) Gelatin;
- d) Regenerated collagen products;
- e) Wild game meat products containing less than 5% mass of meat;
- f) Wild game meat exported in a consignment of no more than 10 kilograms;
- g) Wild game meat that is exported to New Zealand;

Unless the importing country requires government certification

Appendix 3

The HACCP System

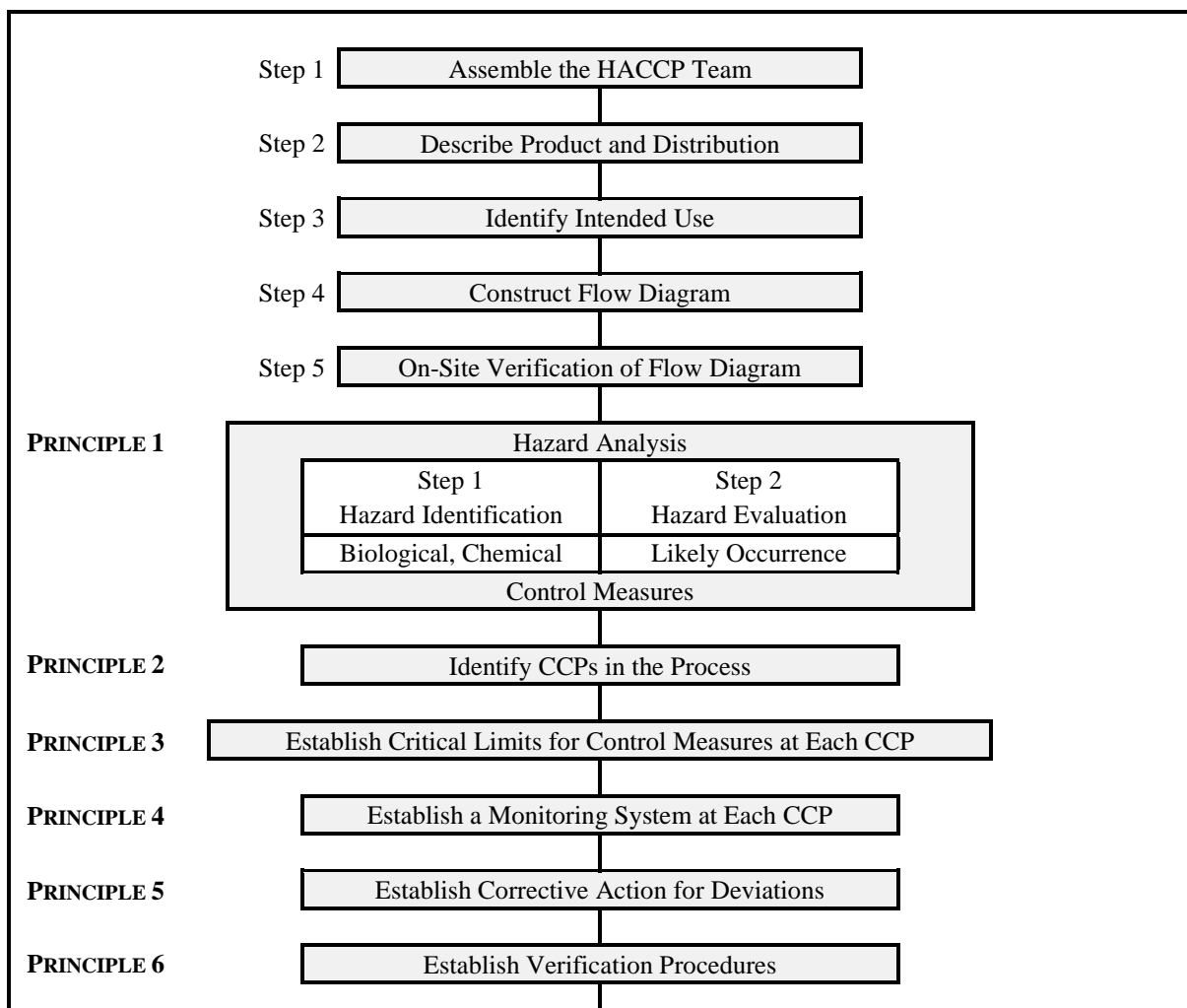
HACCP

The HACCP method describes a system for the identification, evaluation and control of hazards that are significant for food safety. The HACCP approach described in this Part is based on the principles of HACCP published by the Joint FAO/WHO Codex Alimentarius Commission.

Principles of HACCP

HACCP applies a systematic logic sequence to the identification, evaluation and control of food safety hazards based on seven principles (Figure 1) and five preliminary steps.

Figure 1: Logic Sequence for Developing a HACCP Plan



Developing the HACCP plan

The following five preliminary steps must be addressed initially:

1. Assemble the HACCP team
2. Describe the product and the method of distribution
3. Identify the intended use and consumers of the product
4. Construct a flow diagram which describes the process
5. Confirm the flow diagram

In addressing each of these steps, documentation must be created which provides evidence of the completion of these steps.

Preliminary Step 1. Assemble the HACCP team

The team:

- Requires people with knowledge and experience appropriate to the product and process.
- Is responsible for developing each step of the HACCP plan.
- Requires a leader or coordinator, who possesses recognised qualifications in the application of HACCP.

Preliminary Step 2 Describe the Product

A description of the product includes information such as: composition, physical/chemical structure (including A_w , pH, etc.), preservation status (heat-treated, frozen, smoked, etc.), packaging, durability, storage conditions and method of distribution.

Preliminary Step 3. Identify the Intended Use and Consumers of the product

Consumers may be the general public or a particular segment of the population, including infants, elderly and immunologically compromised. It is important that the intended use of the product by consumers be identified. For example, it should be clearly stated whether the product is to be consumed raw or partially cooked.

Preliminary Step 4. Construct a flow diagram

A flow diagram should provide a clear, simple description of the steps in a production process from receipt of raw materials to final loading of finished products. There should be sufficient detail to enable hazard identification, but not so much as to overburden the plan with less important points. For example, dividing steps into their individual tasks within the flow chart should be avoided.

Preliminary Step 5. Confirm the Flow Diagram

The accuracy and completeness of the flow diagram is confirmed and the diagram signed and dated by the person(s) confirming the flow.

Principle No. 1: Conduct the Hazard Analysis

- The hazard analysis identifies those hazards significant to food safety and their control measures.
- A hazard analysis is conducted for each product or process type.
- The likelihood of occurrence and the potential severity for public health are evaluated in determining the significance of hazards in a product type.
- Control measure(s) are assigned to each significant hazard identified by the hazard analysis.

Principle No. 2: Determine the Critical Control Points

- Critical control point (s) are determined at point(s) in the process where significant hazards can be controlled and are essential to prevent or eliminate the hazard or reduce it to an acceptable level.
- The determination of a CCP can be assisted by the application of decision trees in risk matrix. The decision tree approach is not mandatory; however, the thought process can be useful.

(Note: some markets require the use of the decision tree as part of the process)

Principle No. 3: Establish Critical Limits at Each CCP

- Critical limit(s) are set for the control measure(s) at each CCP.
- Critical limits relate to the control measure at the CCP for the significant hazard.
- The measurement of critical limits is made from the product; or from processing agents; or from equipment (such as air temperatures in cooking vessels or refrigeration chambers).
- Operating limits can be established at a level before the critical limit is breached to allow early intervention before deviation from the critical limit.

Principle No. 4: Establish Monitoring Procedures

- Monitoring is scheduled to measure the critical limit at a CCP. The procedure specifies fully how, when and by whom the monitoring is performed.
- Continuous monitoring is more reliable and is designed to detect shifts from operational limits, thereby allowing correction before deviation from the critical limit.
- Where monitoring is not continuous, the amount and frequency of monitoring should be sufficient to assure that the CCP is under control.
- Personnel must be adequately trained in the monitoring procedures for the CCP for which they are responsible.

Principle No. 5: Establish Corrective Action

- Corrective action is defined for deviations from the critical limit at each critical control point.

- Corrective action must address the following principles:
 - a) The identification and correction of the cause of the deviation (including preventive action);
 - b) The identification, isolation, treatment and disposition of affected product (lot or batch); and
 - c) The records that document the incident and the action taken.
- The personnel responsible for taking corrective action and for releasing affected product after corrective action has been taken are identified.

Principle No. 6: Establish Verification Procedures

- Verification determines the effectiveness of the HACCP Plan and that the system is operating according to the Plan.

1. Validation

- Initial validation is conducted during the development and implementation of the HACCP to determine that the Plan is scientifically sound, is complete and that hazards are effectively controlled.

2. Verification

- Verification shows whether the HACCP system is functioning effectively on an ongoing basis.
- Verification procedures include:
 1. Review of monitoring and corrective action records for each CCP;
 2. Calibration of measuring equipment used in the monitoring of critical limits;
 3. Review of the monitoring procedure at critical control points;
 4. Microbiological analysis of product samples (for some product: hazard combinations, testing may be prescribed either by the Controlling Authority or by importing countries).

3. Reassessment

- Reassessment of the HACCP plan is undertaken at least annually to revalidate the HACCP plan.
- The HACCP plan will also be reassessed when there have been alterations to the process; where the HACCP plan has failed; where new hazards are identified; or the intended use of the product has changed.

Principle No. 7: Establish Record Keeping Procedures

- The HACCP Plan and associated records are available as part of the Approved Arrangement.
- The records from the HACCP Plan include:
 1. The HACCP team;
 2. The description of the product, distribution, consumer and intended use;
 3. The verified and signed flow diagram;

4. Hazard analysis including the rationale and references for determining significant hazards and their control measures;
5. CCP determination and technical basis of critical limits;
6. HACCP table for each CCP identifying activities for the control of the significant hazard;
7. CCP monitoring activities;
8. Deviations and related corrective action;
9. Verification including validation, daily verification and reassessment;
10. Modifications to the HACCP plan.