



Australian Government
**Department of Agriculture
and Water Resources**

APPROVED EXPORT PROGRAM GUIDELINES

For the export of livestock



These guidelines are subject to amendment. Please ensure that you refer to the most recent version of these guidelines.

Version 1.0 current as of July 2018.

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Acronyms and definitions

Australian Government Accredited Veterinarian (AAV)	A veterinarian who is accredited by the Australian Government under Part IIA of the <i>Export Control Act 1982</i> to conduct duties in relation to the export of livestock, in accordance with relevant Australian and importing country requirements.
Approved Export Program (AEP)	An exporter's program of activities, approved by the Secretary, for AAVs preparing livestock consignments for export or accompanying livestock consignments on ships.
Australian Standards for the Export of Livestock (ASEL)	The standards represent the basic animal health and welfare requirements for the conduct of livestock exports, which the Australian Government require exporters to meet.
The department	The Australian Government Department of Agriculture and Water Resources.
Export Advisory Notice (EAN)	For advice, or guidance, or instructions to exporters of livestock and livestock reproductive material, on how to comply with importing country requirements, or Australian Government legislation, or department administrative requirements.
Element	Establishes an outcome, the performance requirements and performance criteria indicators that an exporter must meet in their approved arrangement.
Exporter	A person preparing a consignment of livestock for export.
Importing country requirements	Requirement set by a government body in an importing country that must be met in order for a product to be imported into that country.
Livestock export licence	Licence to export livestock granted by the secretary or their delegate following the satisfaction of certain criteria in accordance with the AMLI Act.
Livestock	Cattle, sheep, goats, deer, buffalo and camelids (camels, llamas, alpacas and vicunas), including the young of an animal of those kinds.
Management plans	Specific sets of instructions in the approved arrangement to manage particular risks that could be encountered during the export process, such as heat stress, heavy cattle, mechanical breakdown, disease outbreak, rejection by a market etc.
Notice of Intention (NOI)	The notice of intention to export livestock, received by the department from an exporter.
Non-conformance report	A non-conformance report documents the details of a non-conformance identified during monitoring, reviews or internal audits. The objective of the report is to clearly describe the problem so corrective action can be initiated by person(s) in management and control.
Standard Export Plan (SEP)	Specific plans in the approved arrangement describing how an exporter will meet all relevant Australian Government legislation, standards, importing country requirements and any other commercial requirements, for the market, species, class and mode of transport.
Verification	Confirmation, including documentation as evidence, that procedures have been conducted accurately and in accordance with the requirements of the approved arrangement.
Work instruction	A written description of the key tasks or activities required to complete procedures in accordance with the approved arrangement.

Approved Export Program (AEP)

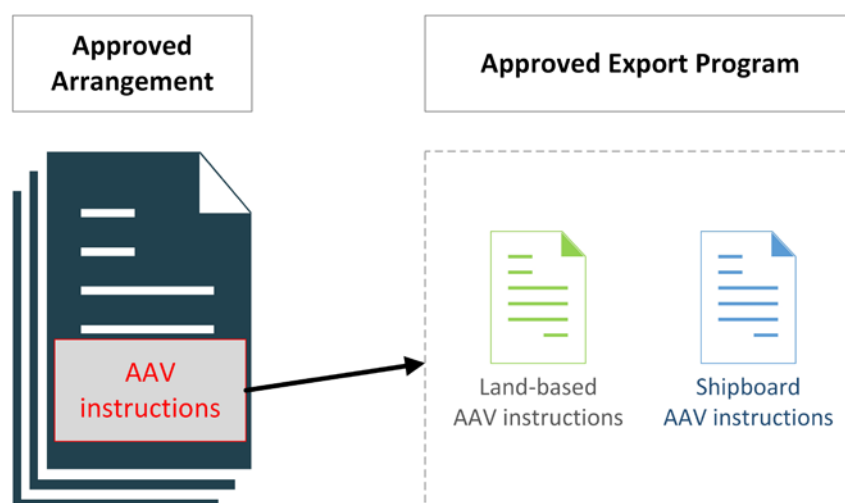
Purpose and scope

These guidelines have been prepared to assist livestock exporters (exporters) draft an Approved Export Program (AEP) that contains instructions to Australian Government Accredited Veterinarians (AAVs) preparing livestock for export (land based AAVs) or accompanying livestock on sea voyages. Examples of AEPs for both land-based and shipboard AAVs are provided within this document to help exporters draft their own AEPs.

Approved arrangement and the AEP

Within the current livestock export framework, instructions for AAVs form part of an exporter's approved arrangement. Exporters may have included instructions in different elements of their approved arrangement such as in the element for record keeping, voyage instructions, standard export plans (SEPs) and management plans. Amendments to the *Export Control (Animals) Order 2004* made in July 2018, mean that the instructions to AAVs must now be separated out into a standalone AEP. This separation results in clearer instructions provided to AAVs.

Any instruction to an AAV within an exporter's approved arrangement, SEPS or management plans must now be removed from those documents and placed in the exporter's corresponding AEP.



The management of the AEP will be undertaken through Element 7 of the exporter's approved arrangement. This includes document control, as well as declarations and records provided by AAVs to demonstrate their compliance with the AEP.

Structure of an AEP

Each exporter needs to have within their AEP, a program of activities (or instructions) for the AAV preparing consignments for export, and where relevant, for the AAV accompanying consignments exported by sea.

Similar to Standard Operating Procedure manuals with sets of work instructions issued to people undertaking the work, the exporter will create an AEP manual that includes specific instructions to the land based or shipboard AAV for different kinds of consignments.

An exporter's AEP may include a range of standalone sets of instructions that may be combined to match the particulars of a consignment. For example, for a consignment of buffalo and cattle to Indonesia, the exporter could provide a set of instructions to the land-based AAV covering the activities needed to prepare cattle for export by sea to Indonesia and a separate set of instructions to prepare buffalo for export by sea to Indonesia. Alternatively, the exporter could provide a set of instructions for the AAV to prepare both species for export to Indonesia by sea.

Another possibility is to structure AEPs to correspond to each SEP, for land based AAV preparation work. It is up to the exporter to decide how to best combine different requirements within their AEP. The exporter can discuss their proposed structure with the department prior to drafting.

The department has provided two examples with mandatory elements for shipboard and land-based AAVs within this document. Using those examples, exporters can draft instructions relevant to their business, covering activities the AAV will carry out.

Drafting the instructions to AAVs within the AEP

The instructions to AAVs must state the activities the AAV must do and what records and evidence the AAV must keep to demonstrate compliance. For those exporters that exported livestock consignments before 1 January 2017, a review of past consignments' approved export programs for AAVs will be a helpful guide.

AAVs are required to keep records as part of their accreditation as an AAV, as set out in section 4A.14 and 4A.15 of the *Export Control (Animals) Order 2004*. These records could readily be used for demonstrating instructions have been carried out. Exporters could also consider other record types, such as photographs, images, videos, declarations, which would enable the AAV to demonstrate the exporter's instructions have been carried out and completed. Include within the instruction, the requirement to keep records and what those records must contain.

ADDITIONAL INFORMATION

Additional information to assist the AAV prepare or accompany the consignment could include the exporter's SEP for the market, parts of ASEL, the full list of importing country requirements, or past voyage reports for that destination. This information can be provided separately to the AAV and does not form part of the exporter's AEP.

1. Exporter and AEP details

This part of the exporter's AEP specifies the AEP is document is maintained and documentation required to demonstrate compliance with the approved arrangement is recorded.

Outcomes

- AEP version number and approval date.
 - The version in use must be the most recent version approved by the department.
 - Exporter's licence name and number.
- There is a procedure for maintaining and storing records and documents required to demonstrate compliance with the AEP.

Performance criteria indicators

The exporter must demonstrate:

Element 1.1: The version of the AEP in use is current.

The version number and date approved is included in the footer of the approved arrangement to ensure any amendments or variations to the arrangement are documented.

Element 1.2: The AEP is clearly marked with the exporter's name and licence number.

Element 1.3: There is a procedure for keeping and storing records and documents to demonstrate compliance with the AEP.

Records and documents are kept for a period of 5 years, or as required by ASEL and Australian Government legislation requirements.

2. Land-based AAV instructions

This part of the exporter's AEP specifies the pre-export preparation activities an AAV must undertake.

Outcomes

1. The instructions cover the activities the exporter requires an AAV to carry out to prepare the livestock.
2. The activities are discussed with the exporter before the AAV commences work.
3. There are appropriate declarations, records and other materials to evidence the activities have been carried out.
4. These declarations and records are provided to the exporter and discussed as necessary.

Please note: Section 4A.14 of the *Export Control (Animals) Order 2004* requires AAVs to keep certain records.

Throughout the examples in this guideline, the red text is where exporter specific details would be entered and the blue text are words filled in as an example.

Consignment Description	
Species: _____	Importing Country: _____
Class: _____	Est. Departure Date: _____
Breed: _____	Vessel Name: _____
_____	Port of Loading: _____

AAV name(s): _____

AAV accreditation number: _____

The AAV must keep records as required by section 4A.14 of the *Export Control (Animals) Order 2004*

Activities	Date(s)	Records
<p>1. At source property(ies) (address and contact details)</p> <p>Test for BJD using PCR with negative results.</p> <p>Supervise application of external parasiticide for ticks.</p>	<p>Within 60 days of export.</p>	<p>Test results</p> <p>Treatment record: date, name of tickicide, active ingredient, dose per head, number treated volume used.</p>
<p>2. At registered premises (address and contact details)</p> <p>Individually examine cattle at the registered premises; only those cattle that:</p> <ul style="list-style-type: none"> - are free from signs of disease and external parasites, - fit to travel, - are free from the symptoms listed in the cattle rejection criteria as per ASEL Standard 3 Appendix 3.1 [You may wish to attach the rejection criteria] - showed no clinical signs of notifiable diseases during the isolation period in the registered premises, - show no clinical signs of infectious keratoconjunctivitis, ringworm, warts, scabies and cow pox, <p>qualify for export.</p> <p>AAV to record details of all rejected animals and ensure they are clearly identified and separated from the consignment.</p>	<p>Within 48 hours prior to loading</p>	<p>Inspection record</p> <p>List of rejects including NLIS numbers and reasons for rejection</p> <p>Record of where rejects segregated on registered premises</p>

<p>3. Completion of program</p> <p>Provide a signed, dated statement to [exporter contact details] and attach records made. Set out the activities that have been completed, the dates of completion, the number of animals inspected, the number rejected, reasons for rejection, confirmation that all rejects removed from consignment, statement about whether the cattle are fit for export and if the consignment meets relevant ASEL and importing country requirements. [You may wish to include a template of the statement]</p>	<p>Within 48 hours prior to loading.</p>	<p>Statement about implementation of the program.</p>
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Exporter name:	Date
<hr/>	
Signature	
AAV name	
<hr/>	<hr/>
Signature	Date

3. Shipboard AAV Instructions

This part of the exporter's AEP must specify activities, to be undertaken by an AAV required to accompany livestock on an export voyage.

Outcomes

1. The instructions cover activities an AAV can carry out to ensure the health and welfare of the livestock during the voyage.
2. The instructions include activities the AAV is required to do under the Australian Standards for the Export of Livestock and other associated export legislation, including Section 4A.15 of the *Export Control (Animals) Order 2004*.
3. There are appropriate declarations, records and other materials to evidence the activities have been correctly completed and compiled.
4. The activities are discussed with the exporter before the voyage.
5. The implementation of the activities is reported to the exporter or the exporter's representative and discussed after the voyage.
6. Relevant parts of the *Export Control (Animals) Order 2004* and Standards 4 and 5 of the Australian Standards for the Export of Livestock must be provided as an appendix to every shipboard AAV instructions issued.

Consignment Description	
Species: _____	Importing Country: _____
Class: _____	Est. Departure Date: _____
Breed: _____	Vessel Name: _____
_____	Port of Loading: _____

AAV name(s): _____

AAV accreditation number: _____

Dr _____ must:

- remain on the vessel until the last animal has disembarked. The Master has been informed of this requirement. If the vessel is delayed, [exporter contact details] will inform you of your revised travel arrangements to Australia, as necessary. If you are asked to leave the vessel before the last animal has unloaded you must inform [exporter contact details] as soon as practicable and inform the department.
- Prior to boarding, ensure [exporter contact details] has provided a copy of the load plan, voyage route, final weights, class and type of livestock loaded, details of fodder and bedding loaded, details of any livestock health issues identified during preparation and how addressed; and list of veterinary drugs and equipment on the vessel.
 - Advise [exporter contact details] if additional veterinary equipment/drugs are required prior to the voyage starting.
- The AAV must keep records as required by section 4A.14 of the *Export Control (Animals) Order 2004*.
- **Provide a daily report to the department** in accordance with section 4A.15 of the *Export Control (Animals) Order 2004* using the form (attached). This report must also be provided to [exporter contact details].
- Ensure livestock are treated as required, records of treatment are kept, including NLIS /PIC of the treated animals.
- Verify the load plan provided for the voyage is implemented and effective; if not, adjust as necessary to ensure the welfare of the livestock. Notify [export contact details] if there are concerns.
- **Provide an end of voyage report to the department** within 5 days of the end of voyage (also attached).
- Provide an end of voyage report directly to [exporter contact details] setting out any concerns/issues with the load plan, the health of the livestock loaded, their selection/preparation, the crew's ability to care for livestock effectively, any crew training requirements, suitability of the feed provided, adequacy of feed and water services during voyage, any improvements that could be made for future voyages.

- Provide written notification to [exporter contact details] if a notifiable incident occurs (see below). This notification must be provided as soon as possible (within 12 hours of occurring).

Notifiable incident means an incident that has the potential to cause serious harm to the health and welfare of animals. A notifiable incident includes, but is not limited to:

- a shipboard mortality rate equal to or greater than a reportable level*;
- disablement of ventilation, feeding and/or watering systems on a vessel carrying livestock, causing a serious adverse effect on animal welfare;
- rejection of livestock at an overseas port;
- diagnosis or strong suspicion of an emergency disease in a consignment of livestock;
- marine casualty of a vessel carrying livestock;
- disablement of a vessel carrying livestock, such that assistance is required for return to port;
- an act of terrorism or piracy; and/or
- any other incident that has a serious adverse effect on animal health and welfare.

***Reportable level** means, in respect of any species, the percentage listed below or three (3) animals, whichever is the greater number of animals:

- sheep and goats: one (1) per cent and two (2) per cent;
- cattle and buffalo, voyages ≥ 10 days: one (1) per cent;
- cattle and buffalo, voyages < 10 days: zero point five (0.5) per cent;
- camelids: two (2) per cent;
- deer: two (2) per cent;

Shipboard mortality rate refers to any species, and means the percentage determined by dividing the number of deaths of that species occurring while on the vessel (including during loading and unloading) by the total number of that species loaded, and multiplying the resulting figure by 100.

Mortalities which occur after arrival in the port must be included in the daily and end of voyage reports.

Exporter name:	Date
<hr/>	
Signature	
AAV name	
<hr/>	
Signature	Date



This is the appropriate daily report for an Australian Government Accredited Veterinarian to complete on an export voyage and supply to the Department. For voyages where a veterinarian is not on board, the accredited Stock Person must provide the daily report to the Department.

Voyage details

Australian Government Accredited Veterinarian

Date

Exporter

Vessel

Vessel position and ETA at next Port

Voyage #

Destination Port/s

Day of Voyage*

** Day number must be consistent with the day number used by the Master of the Vessel*

Report

Please attach the following information:

1. Numbers of each species of livestock loaded at each port
2. Daily recordings:
 - average dry bulb and wet bulb temperature for each deck
 - humidity for each deck
 - bridge temperature (ambient)
3. Feed and water consumption – average per head
4. Health and welfare issues – hospital pen report including medication and treatments
5. Births and abortions (including estimated stage of pregnancy)
6. Respiratory rate and character (1 = normal, 2 = panting, 3 = gasping)
7. Whether and to what extent the livestock show heat stress
8. Faeces – average for each cattle deck (1 = normal, 2 = sloppy, 3 = runny diarrhoea, 4 = like sheep pellets)
9. Issues from daily meeting
10. Mortality
 - Daily and cumulative mortality for each class of livestock and deck
 - Comment on cause of mortality
11. General conditions and comments including the deck conditions
12. Any other relevant matter

Veterinarian Declaration (delete as required)

I declare that the information that I have provided is true and accurate to the best of my knowledge.

Signature: _____

Date / /

Name: _____

The daily voyage report should be submitted to:
Department of Agriculture and Water Resources
Live Animal Exports
Email: Livestockexp@agriculture.gov.au



Privacy Policy

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive information' is a subset of personal information and means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The department collects your personal information for the purpose of assessing and processing your application for the export of live animals or animal reproductive material and for other related purposes. The Department is authorised to collect and store this personal information under the *Export Control Act 1982* (Cwlth) and the *Australian Meat & Live-Stock Industry (Export Licensing) Regulations 1998* (Cwlth).

If you fail to provide some or all of your personal information, the department may not be able to process your application.

The department may disclose your personal information to relevant authorities in an importing country and other Australian agencies, including the Australian Maritime Safety Authority and the Department of Home Affairs, as well as other persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence, registration or accreditation and to maintain the currency of your personal information for the purpose of the licence, registration or accreditation. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to and by the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the Department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.



This is the appropriate report for an accredited veterinarian to complete at the end of an export voyage and supply to the Department. For voyages where a veterinarian is not on board, the accredited Stock Person must provide the end of journey report to the Department.

Voyage details

AAV / Accredited Stock Person

Date

Exporter

Voyage No. of Days

Vessel Name

Voyage #

Departure Port(s)

Destination Port(s)

Report

This report must provide a general overview of the voyage, with mention of any specific issues relevant to the health and welfare of the livestock, and must include the following information:

1. Port or ports at which the loading took place:
 - The date the loading of the live-stock was completed at each port
 - Numbers of each species of livestock loaded at each port
2. The port or ports at which the live-stock were discharged:
 - The dates the live-stock were discharged at each port
 - Numbers of each species of livestock discharged at each port
3. Mortality – the total and percentage mortality for each species and class of livestock and the total and percentage mortality for each deck of the vessel
4. Feed and water – comment on stock access and if there were any issues with maintenance
5. Environmental conditions – comment on weather, temperature, humidity, ventilation and decks / bedding
6. Health and welfare of the livestock
 - the number of livestock born, the number of abortions and estimated stage of pregnancy
 - any treatments given to the livestock during the voyage
7. Relationships with the Master / crew / accredited stockperson / accredited veterinarian
8. Comments on discharge operations
9. Anything else relevant to the live-stock during the voyage

Veterinarian / Stock Person Declaration (delete as required)

I declare that the information that I have provided is true and accurate to the best of my knowledge.

Signature: _____

Date ____ / ____ / ____

Name:

The end of voyage report should be submitted to:

Department of Agriculture and Water Resources

Live Animal Exports

Email: Livestockexp@agriculture.gov.au



Privacy Policy

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive information' is a subset of personal information and means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department collects your personal information for the purpose of assessing and processing your application for the export of live animals or animal reproductive material and for other related purposes. The Department is authorised to collect and store this personal information under the *Export Control Act 1982* (Cwlth) and the *Australian Meat & Live-Stock Industry (Export Licensing) Act 1997* (Cwlth).

If you fail to provide some or all of your personal information, the Department may not be able to process your application.

The Department may disclose your personal information to relevant authorities in an importing country and other Australian agencies, including the Australian Maritime Safety Authority and the Department of Immigration and Border Protection, as well as other persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence, registration or accreditation and to maintain the currency of your personal information for the purpose of the licence, registration or accreditation. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to and by the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

Transitional arrangements to 31 October 2018

From 7 July 2018, the commencement of the *Export Control (Animals) Amendment (Approved Export Programs and Other Measures) Order 2018* (the Amendment Order), the program of activities for AAVS contained within the elements of the exporter's approved arrangement (AA) are taken to be a transitional AEP. The transitional AEP remains in force, unless suspended or cancelled, until 30 August 2018.

Put simply, all AAs in force prior to 7 July 2018 can continue to operate, by reference to the instructions contained in their current AA to AAVS, otherwise known as each exporter's 'transitional AEP'.

Exporters are required to apply to the department for an AEP by 30 August 2018. There is no fee for this assessment.

It is very important exporters meet the deadline to apply for approval of their AEP by 30 August 2018. If exporters do not submit their AEPs to the department for approval before the end of 30 August 2018, the transitional AEP will cease to operate.

Once the transitional AEPs cease, exporters cannot export livestock until an AEP has been approved by the Secretary.

Exporters are also required to vary their AA, at the same time they submit their AEP for approval, so that the AA no longer contains instructions for AAVs. The variation to the AA must be provided to the Secretary by 30 August 2018. No fee will be charged for this AA amendment, unless the exporter seeks other changes to the AA at the same time. If a variation to the AA is not submitted, the Secretary may suspend or revoke the AA.

If an application is received by the Secretary by 30 August 2018, the transitional AEP will be extended and continue to be in force until the Secretary makes a decision on that application. If the Secretary does not make a decision before the end of 31 October 2018, then the application is taken to have been refused.

The Secretary may suspend or cancel the transitional AEP at any time prior to 31 October 2018.

Assessment process for an AEP

AEPs must be approved by the department. No changes can be made to the AEP and given directly to an AAV. Only approved AEPs can be given to AAVs.

FOR LICENCED EXPORTERS WITH AN EXISTING APPROVED ARRANGEMENT

The exporter must prepare an AEP, containing AAV instructions to complement each of their approved SEPs, their approved arrangement and any AAV specific instructions included in management plans for heavy cattle, heat stress etc.

The exporter must also vary their existing SEPs, management plans and their approved arrangement to remove any activities or instructions to AAVs, now specified within the AEP.

The AEP, variation of existing SEPs, management plans and the exporter's approved arrangement must be submitted to the department for approval, along with the application form for an AEP and variation forms for the SEPs and the approved arrangement. These application and variation forms can be found on the department's website at:

agriculture.gov.au/export/controlled-goods/live-animals/livestock/information-exporters-industry/forms.

FOR NEW EXPORTERS

The exporter must prepare and apply to the Secretary for an approved arrangement, any required SEPs and an AEP and submit the document package to the department for approval along with the relevant application forms. Approval must be given prior to the exporter undertaking any consignment activities relating to the arrangement or the AEP.