

## ASSESSMENT OF CREDENTIALS

Information and application form available on the department's website:  
<http://www.agriculture.gov.au/export/controlled-goods/meat/elmer-3#aemis--australian-export-meat-inspection-system>  
Completed application form with certified supporting documentation to be submitted by email to: [aao@awe.gov.au](mailto:aao@awe.gov.au)  
The application is assessed against a checklist by the department's AAO administrator.



## CAPABILITY ASSESSMENT/S

The AAOs employer requests the departmental veterinary officer (OPV or ATM) to perform a species capability assessment on the applicant against departmental instructional material for each species which the applicant has identified on their application forms.



### ✓ **Capability Confirmed**

Employer emails copy of capability assessment to the AAO Coordinator along with the application form to [aao@awe.gov.au](mailto:aao@awe.gov.au)



### ✗ **Not Capable**

Applicant may not be approved as an AAO until they have successfully completed a capability assessment.



## TRAINING SESSIONS

Department approved Registered Training Organisations (RTOs) conduct the following training sessions:

- Third Party Authorised Officers Obligations Session
- AAO Induction Program

Proof of completion of these two training sessions must be submitted with the application.



## SUBMIT APPLICATION

Employer submits the application form with all required certified supporting documents by email to [aao@awe.gov.au](mailto:aao@awe.gov.au)

The application is assessed against a checklist by the department's AAO administrator.



### ✗ **Application Not Approved / Further information requested**

Employer advised by email detailing the reasons.



### ✓ **Application Approved**

Instrument of Appointment (IOA) emailed to the AAO's employer with the OPV copied in.

The ID card is posted to the employer and the AAO signs the letter confirming receipt. The ID card confirmation letter is emailed to [aao@awe.gov.au](mailto:aao@awe.gov.au)