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



CAPABILITY ASSSESSMENT/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



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

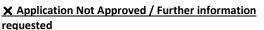
Proof of completion of these two training sessions must be submitted with the application.



SUBMIT APPLICATION

Employer submits the application form with all required certified supporting documents by email to aao@awe.gov.au

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



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