AQIS Notice Number **MEAT 2000/08**		**EU SEPARATION PROGRAMMES – consolidating and updating AQIS notices 99/16 and 99/19.**
NSFS Ref 16 and 17		
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Distribution Category	Last Notice this Category	Distribution Category	Last Notice this Category
☑ Central & Regional Office	2000/07	☑ Managers, Export Meat Establishments	2000/07
☑ OIC Inspection Staff Meat Establishments	2000/07	☑ Licensed Meat Exporters	99/23
☑ Meat Inspection Staff	2000/07	☐ Managers, Export Slaughtering Establishments	
☐ State/Territory Departments Responsible for Agriculture		☐ Managers, Domestic Meat Establishments	

Purpose

To consolidate AQIS notices 99/16 and 99/19 and to include changes to the requirements for separation programmes on EU listed establishments. Additionally, to advise companies and AQIS staff of the urgent need to reassess all separation programmes in light of this new notice and to update them where indicated as a matter of the highest priority.

Background

AQIS notices 99/16 and 99/19 detailed new requirements relating to the separation of livestock in lairages, separation of carcasses on the slaughter floor, in chillers and in boning rooms and the implementation of a new official mark, the "E-in-Oval" stamp. Additionally, the notices dealt with changes in AQIS inspection presence during load-out and to RFP validation.

The HGP free Accreditation Scheme was implemented on 1 December 1999, replacing the pink tagging system for declaring HGP freedom for cattle slaughtered for European Union markets. Operational experience and a number of other changes, notably the establishment of accreditation criteria for feedlots and saleyards, necessitates the consolidation and updating of these two notices.

Scope

This notice applies to all establishments listed for the EU or for individual EU member states and exporters exporting to these markets. It covers all meat commodities (red meat, Wild game, farmed game, ratites, and casings) and all processes involved in their production, storage, and distribution to the EU (slaughter, dressing, boning, processing, cold storage.)

Additionally, some requirements detailed in this notice are applicable to production for markets that require identical requirements as the EU (eg. Norway). Additional information on these markets is maintained in Volume II – Essential Requirements of the Export Meat Manual.

Actions

In light of the requirements detailed in this notice, all separation programmes at EU listed establishments must be reviewed and updated as indicated. AQIS staff are to assist company management in this process.
Addressing the integrity and operation of separation programmes on EU listed establishments is considered the highest priority leading up to the forthcoming review by Commission officials in November of this year. Accordingly, all EU separation programmes must be updated, verified and approved by the end of August 2000. Those establishments that do not have separation programmes at that time for any or all of the listings that they currently hold for the EU market must have those listings revoked.

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References

AQIS Legislation:

. EMO's Part 19 - Application of official marks

. EMO's Trade Descriptions Schedule 2.

. EMO’s 135A

. PGGO's 14 - Official marks and official marking devices

. PGGO's Schedules 1-12. Official Marks

AQIS Policies and Directives

- AQIS Notice 86/9 - Pre-printed resemblances of AI and AA marks, and Use of small AI stamp on meat carton end panels.
- AQIS Notice 97/12 – Amendments to requirements for gathering evidence on establishments where HGP breaches are suspected or have occurred.
- AQIS Notice 98/22 – 1. Consolidation of security notices 2. Devolvement of day-to-day control over the official mark to industry.
- AQIS Notice 99/16 – Revised Procedures at EU listed Establishments regarding 1. EU Separation Procedures 2. Use of Carton Seals 3. Use of Official Oval "E" stamp 4. AQIS Presence at Load-outs 5. Validation of RFP by AQIS Officers
- AQIS Notice 99/19 - New Arrangements for Cattle Identification, Receival, Segregation and checking Eligibility Status for Cattle Submitted for Slaughter at EU listed Abattoirs.
- National Plant Monitoring System
- Export Meat Manual Volume 3
- WP010.5.3 - Control and Security Arrangements - requirements to maintain the integrity of export eligible meats - Accountable items.

Australian Standards

- Australian Standard for the Hygienic Production of Game Meat for Human Consumption.

1. Sourcing of eligible stock for slaughter

11. *Cattle*

1.1. Cattle, with the exception of bobby calves under 80 kg liveweight/40 kg dressed weight, for slaughter for the EU markets must come from properties accredited by AQIS under Division 2A of the Export Meat Orders.

(a) These cattle are referred herein as **SCHEME CATTLE**.

(b) Current details of properties (farms, feedlots and saleyards) accredited under this Division can be found on the MLA website (www.mla.com.au).

1.2. Bobby calves under 80 kg liveweight/40 kg dressed weight may be sourced for veal production directly from any property, provided the calf travels directly from the property of birth to the abattoir and the abattoir maintains records to demonstrate this.

1.3. Bulls may be processed for this market, provided they are listed as eligible on the NLIS database.

Separation programmes must address the sourcing of SCHEME CATTLE and, where applicable, the sourcing of calves for veal production.

12. *Wild game*

1.4. The sourcing requirements for Wild game carcasses remain unchanged and must be done in accordance with the requirements set out in the Australian Standard for the Hygienic Production of Game Meat for Human Consumption.

13. *Other commodities*

1.5. There are currently no additional restrictions on the sourcing of other livestock for slaughter for this market.

2. Arrival of eligible animals at the slaughter/ establishment

14. *Cattle*

2.1. **SCHEME CATTLE** arriving at an EU listed abattoir for slaughter for the EU (and other HGP free markets) must be identified with a National Livestock Identification Scheme (NLIS) radio frequency identification device (RFID). RFIDs will either be in the form of an ear tag or rumen bolus with accompanying ear tag. The ear tag in both cases will be embossed with the NLIS logo.

Separation programmes must include procedures for ensuring that all SCHEME CATTLE arriving at the abattoir are properly identified with an NLIS RFID. Procedures for the separation of SCHEME CATTLE from improperly identified cattle must be included.
It is recommended, but not mandatory that the RFID number be electronically read on arrival or in the lairages prior to slaughter and the NLIS database interrogated to confirm the eligibility of each individual animal. This establishes the link between the SCHEME CATTLE and the accompanying EUVD.
If this is not done, the separation programme should address how the correlation between the consignment of cattle and the accompanying documentation is maintained.
The separation programme should additionally contain mechanisms for the separation of inadvertently mixed SCHEME CATTLE (both with other SCHEME CATTLE and with ineligible cattle). These procedures should be able to link the mixed SCHEME CATTLE back to the EUVD that accompanied them.
If SCHEME CATTLE cannot be properly linked to the accompanying documentation, then they may not be slaughtered for the EU market.

2.2. **SCHEME CATTLE** arriving at an EU listed abattoir for slaughter for the EU must additionally be identified using a lime-green "E-in-Oval" tail tag with the consigning property's Property Identification Code (PIC = tail tag number), under the following conditions –

(a) **SCHEME CATTLE** coming directly from accredited farms must have the lime-green tail tag.

(b) **SCHEME CATTLE** coming directly from accredited feedlots may not have the lime-green tail tag, provided either a green management ear tag has been used as a means of visual separation at the feedlot or a mutually agreeable system for visually identifying **SCHEME CATTLE** has been arrived at between the EU listed abattoir and the accredited feedlot.

(c) **SCHEME CATTLE** coming directly from accredited saleyards should have the lime-green tail tag unless the tag was lost in transit to the saleyard or whilst the animal was at the saleyard. In this event, an appropriate State/Territory "emergency" tag may have been applied and will suffice for the purpose of retaining the animal with its companion **SCHEME CATTLE**.

Separation programmes must address the visual identification of SCHEME CATTLE to ensure that they are properly separated from ineligible cattle on arrival. The programme must include checks for the presence of the lime-green tail tag where appropriate and that the PIC on the lime-green tail tag matches the PIC on the accompanying documentation (see below).
The separation programme should address the visual identification of SCHEME CATTLE sourced from accredited feedlots.

2.3. **SCHEME CATTLE** arriving at an EU listed abattoir for slaughter for the EU must be accompanied by either a correctly completed original European Union Vendor Declaration (EUVD) or a properly endorsed photocopy under the following conditions –

(a) **SCHEME CATTLE** arriving directly from an accredited farm or feedlot must be accompanied by the original EUVD.

(b) **SCHEME CATTLE** arriving directly from an accredited saleyard must be accompanied by a photocopy of the original EUVD. This photocopy must be signed and endorsed by the stock agent handling the sale at the saleyard, must be amended by the stock agent to show the correct number of cattle travelling in the consignment (in the event that the original lot was split at the saleyard). A fax of this document is unacceptable – the documentation must travel with the consignment to maintain the physical link between the **SCHEME CATTLE** and the appropriate declaration. Additionally, a manifest of the RFID numbers can be supplied along with the post-sale summary.

Separation programmes must address the procedures to ensure that documentation on arrival is correct. These checks should include verification that the number of animals listed on the EUVD is correct and that the information on the EUVD is correct.
It should be noted that information available on the MLA website about accredited properties might only include the postal address of the accredited manager. The EUVD requests a property address be included, which may be different. Abattoirs should verify the details that will appear on the EUVD when arranging delivery of the SCHEME CATTLE.
The accreditation status of the consigning property as listed on the EUVD must be confirmed. For cattle moving from accredited saleyards, the accreditation status of the saleyard must also be verified on the NLIS database.

*NOTE: Cattle may be consigned to EU listed abattoirs directly from accredited properties without NLIS RFID identification, lime-green tail tags and accompanying EUVDs. This is acceptable – these cattle are being consigned as non-*Scheme Cattle *and are therefore not eligible for EU slaughter. The rules of the HGP free Accreditation Scheme allow accredited producers, in the first 12 months of their accreditation, to consign cattle to non-EU destinations without NLIS RFID identification.*

15. *Wild game*

2.4. There are no changes at this time to the checks on Wild game carcasses required upon arrival.

16. *Other commodities*

2.5. There are currently no additional restrictions on the identification and documentation that must accompany livestock arriving for slaughter for this market.

2.6. Lots of animals for EU slaughter must be identified to the satisfaction of the On-plant Veterinary Officer (OPVO) to the property of origin, as per Export Meat Order 135A.

3. Separation in lairages

17. *All livestock*

3.1. All EU eligible stock (**SCHEME CATTLE** and other EU eligible livestock) must be housed in separate pens that are clearly identified as containing EU eligible stock.

(a) Signage denoting EU pens can be detached and applied according to daily requirements.

3.2. A blue ante-mortem card endorsed by the AQIS VO must travel with the lot.

3.3. The kill sheet must show the EU status of eligible lots along with the Property Identification Code (PIC) of the consigning property where applicable (for **SCHEME CATTLE**) and the pen number for each lot.

Separation programmes must describe the physical separation of EU eligible livestock from other animals. The identification of EU eligible pens must be detailed and a sample kill sheet should be included showing how EU eligible animals will be identified on this documentation.

18. *Additional requirements for **SCHEME CATTLE***

3.4. The EUVD (original or copy, as applicable) must be attached to the kill sheet for the OPVO.

3.5. The PIC of the consigning property or saleyard must be verified as accredited prior to ante-mortem being conducted.

3.6. Cattle that lose NLIS RFID identification must be separated from the lot and are not eligible for slaughter for the market.

3.7. Cattle that lose lime-green tail tags (where present) remain as **SCHEME CATTLE** but their eligibility must be confirmed against the NLIS database.

(a) A printout of the confirmation from the NLIS database must be made available to the OPVO at ante-mortem inspection.

Separation programmes must address the above points.

4. Separation on the slaughter floor/Wild game processing area

19. *General*

4.1. It is preferred that EU production be completed before non-EU. If EU production follows non-EU, then there must be an effective clean down between runs.

(a) An effective clean down ensures that no non-EU eligible products can be mixed, or otherwise come in contact with EU eligible product.

(b) Particular attention should be paid to potential common contact points.

4.2. EU runs must be positively identified.

(a) The start of the non-EU run must be positively identified if done after EU production.

(b) The end of the non-EU run must be positively identified if done before EU production.

(c) There must be sufficient space between EU and non-EU runs to ensure that there is no mixing of carcasses.

The separation programme should detail production order. Once included in the approved programme this cannot be altered without prior amendment to the separation programme. If the abattoir elects to slaughter non-EU before EU, the scope of "an effective clean down" should be detailed within the programme.

4.3. The Australia Inspected (AI) mark is the official health mark with respect to red meat and must be placed on all carcasses leaving the slaughter floor that the company wishes to be eligible for the EU.

4.4. The Australia Approved (AA) mark is the official health mark with respect to ratites and must be placed on all carcasses leaving the slaughter floor that that the company wishes to be eligible for the EU.

4.5. The E-in-Oval mark is an official mark (but not an official *health* mark) used for the identification and separation of EU eligible product. This mark must be applied to all carcasses (red meat and ratites) leaving the slaughter floor that the company wishes to be eligible for the EU.

4.6. The Pentagonal Wild Game mark is the official health mark for use on EU eligible Wild game product and must be placed on all carcasses leaving the processing area that the company wishes to be eligible for the EU.

Both the official health mark *{changed by 2000/12}* **and the E-in-Oval official mark are used by company personnel under the general supervision of AQIS staff. When not in use, they must be returned to AQIS security. The separation programme must detail who is responsible for the collection and return of the official health mark and official mark for EU production.**

4.7. Non-EU carcasses during an EU production run must be positively identified using a system of marks or tags described in the separation programme. Non-EU carcasses may occur during EU production runs for the following reasons –

(a) Emergency slaughters – animals slaughtered for animal welfare considerations.

(b) Lost identification on **SCHEME CATTLE** – every effort should be made to detect and isolate such cattle in the lairages prior to slaughter. The occurrence of animals with lost identification on the slaughter floor should trigger a review of the separation programme in the lairages and the implementation of appropriate corrective action.

(c) Ineligible identification on **SCHEME CATTLE** – the NLIS database has returned an ineligible reading for an animal.

4.8. Offal from these animals must not enter the offal room until the EU run is finished.

The separation programme should address the procedures for handling and separating these carcasses from EU eligible carcasses.
The separation programme should address the handling of offal from these animals such that it can be positively excluded from EU production (must not enter offal room whilst EU offal production is taking place) and so that it is handled properly to ensure HACCP critical limits are not exceeded and food safety is not compromised. Options include, but are not limited to –

1. **Not saving offal from EU production as E-in-Oval product, in which all offal is free to enter the offal room, but is packed for other destinations.**
2. **Condemning the offal of non-EU animals slaughtered during EU production.**

Alternative approaches must be addressed in the company HACCP plan to ensure that food safety is not compromised.

20. *Cattle*

4.9. In addition to the above general requirements, **SCHEME CATTLE** must have their NLIS RFID identification read to confirm eligibility. This should be done prior to hide removal (while the RFID remains attached to the carcass).

4.10. The database should be notified of the slaughter of each individual animal.

Separation programmes must address where the reading of identification takes place and address the interaction with the database. As above, there should be procedures for handling and identifying those carcasses that return ineligible readings. To be eligible, the database must list the RFID/NLIS number of each individual animal against the PIC of the consigning property (listed on the EUVD).

NOTE: The National Livestock Identification Scheme is in the process of being adopted

*within the broader Australian cattle herd. Additionally, cattle identified as a requirement of this Scheme may move out of the closed system. To ensure the continuing integrity of the HGP free Accreditation Scheme to supply cattle to the EU market, EU listed establishments are required to read all individual identification on cattle (whether **SCHEME CATTLE** or otherwise) and notify the NLIS database that the animal has been slaughtered.*

Separation programmes must address the reading of non-SCHEME CATTLE bearing NLIS permanent individual identification and the notification to the NLIS database of the slaughter of those animals. SCHEME CATTLE must be notified to the NLIS database even if not processed for the EU.

4.11. The RFID or NLIS number of each Scheme animal must be linked to the body number of the carcass to ensure traceability of carcasses to the live animal.

4.12. Company inventory controls (required under AQIS notice 98/22) should link body numbers to cartons produced and should show the number of EU eligible units (animal, carcasses, and cartons) at each step.

4.13. Records relating to number of EU eligible cattle slaughtered should be submitted to AQIS on a weekly basis for audit. The AQIS OPVO is expected to undertake a test trace back from cartoned product to the NLIS number, date of slaughter etc and record results in the NPMS.

4.14. Companies are further encouraged to develop systems for tracing carcass meat from individual animals into cartons.

4.15. Carcasses must be palpated (or searched by another approved and effective method) for HGP implants.

4.16. Palpation must be **active** and **determined** and must focus on both approved implantation sites and illicit sites (including the caudal tail fold, brisket and inter-digital space).

4.17. Palpation must occur prior to hide removal whilst the RFID is still attached to the carcass.

4.18. The person undertaking the palpation must have both hands free to palpate each site and all its surfaces actively. It is not satisfactory to hold the horn cutter in one hand and casually feel the ear with the free hand.

4.19. All HGP free declared stock (either on NVDs or from EU accredited properties) during non-EU production runs must be verified as HGP free. This verification is required at non-EU listed establishments.

4.20. All HGP treated declared stock (on NVDs) must be examined for triangular earmarks. This verification is required at non-EU listed establishments.

4.21. AQIS must be informed if an implant is detected. Details of the accredited property must be provided and appropriate records (EUVD, for example) made available.

4.22. The hide of the animal must be retained along with the lime-green tail tag (if attached) and the NLIS identification still attached to the ear.

4.23. Reporting of suspected HGP breaches must be done in accordance with AQIS notice 97/12.

4.24. All companion animals and all animals from the same Property Identification Code will be ineligible for the EU market. All live animals from the PIC at the abattoir must be separated from **SCHEME CATTLE**. When these animals are slaughtered, they should be palpated to detect additional implants.

4.25. All carton products on the establishment from animals from the PIC must be traced and removed from the EU market (the E-in-Oval mark must be defaced).

Separation programmes must address the traceback and traceforward of all live animals and product to ensure that all product from any given PIC can be identified and removed from the EU export chain if indicated. It is expected that the OPVO will undertake test traceback and traceforward to ensure that the separation programme is effective.

4.26. All RFIDs on **SCHEME CATTLE** and non-Scheme cattle must be collected and disposed of in a secure manner. For additional information on collection and disposal, companies should contact Meat and Livestock Australia.

Separation programmes must also address the secure collection and disposal of RFIDs.

5. Separation in the offal room

21. *All production*

5.1. EU production in offal rooms must be positively identified.

5.2. During changeover from EU production to non-EU production, all EU packed offal must be packed into cartons *prior* to any non-EU offal entering the offal room.

5.3. The start of non-EU production must be positively identified if following EU production.

5.4. The end of non-EU production must be positively identified if preceding EU production.

Separation programmes must describe the identification of EU and non-EU production runs. Additionally, the separation programmes must describe procedures for ensuring that EU and non-EU offal is properly separated and how part cartons of EU offal will be handled to ensure that they are identified and separated from non-EU production (unsealed part cartons must be held under AQIS security when AQIS staff are not present on the establishment).

5.5. Eligible cartons are to be stamped with the E-in-Oval official mark and sealed with an Official carton seal required for the EU (this seal is described in Section 15 of this notice). *The end panel must also bear an impression of the Official Health Mark - these may be computer generated, but the means of generation must be under AQIS security after hours* *{inserted by 2000/12}*.

Separation programmes must address the collection and return of the E-in-Oval official mark and the Official carton seal required for the EU. Additionally, inventory control systems must reconcile the number of offal cartons produced against the number of carton seals used against the number of EU carcasses slaughtered. The reconciliation should include lost, damaged, defective and destroyed carton seals and the circumstances relating to this.

5.6. If EU production follows non-EU production (see separation on the slaughter floor) there must be an effective clean down of facilities prior to EU offal entering the offal room.

(a) An effective clean down ensures that no non-EU eligible products can be mixed, or otherwise come in contact with EU eligible product.

(b) Particular attention should be paid to potential common contact points.

Separation programmes must fully describe the clean down between production runs where companies elect to follow non-EU production with EU production.

6. Separation in carcase chillers

22. *All production*

6.1. Where it is practical and possible, EU eligible carcasses marked with the E-in-Oval official mark *or Pentagonal Wild Game Mark* *{inserted by 2000/12}* should be kept in separate chillers from non-EU eligible carcasses.

6.2. Where this is not possible, there should be clear separation (one rail) between EU eligible carcasses and non-EU carcasses and the ends of rails holding EU eligible carcasses must be clearly identified.

6.3. Inventory controls required under AQIS Meat notice 98/22 must specifically account for all E-in-Oval *or Pentagonal Wild Game Mark* *{inserted by 2000/12}* product. The inventory controls must be able to link carcass numbers to individual identification number of the animal and the accompanying EUVD *in the case of beef* *{inserted by 2000/12}*.

Separation programmes must address the above points.

7. Separation in boning rooms

23. *All production*

7.1. Independent boning rooms must only source carcasses for boning for EU production from EU listed slaughter establishments and must be able to reconcile the EU product brought in to the accompanying meat transfer certificate (MTC).

(a) The accompanying MTC must have been signed by an AQIS officer and this should be checked and followed-up in the event that there is any doubt.

(b) Where a consignment of EU eligible product (with the E-in-Oval *or Pentagonal Wild Game* *{inserted by 2000/12}* official mark intact) arrives and the MTC has not been signed by an AQIS officer, this product should be retained, an investigation conducted and an incident report submitted.

Separation programmes for these establishments must address the sourcing of eligible carcasses and the reconciliation of carcasses to the appropriate MTC. A system for identifying carcasses to the accompanying MTC should be described.

7.2. It is preferred that EU production precedes non-EU production.

7.3. Changeover from EU production to non-EU production must be conducted in such a way that no non-EU product is placed on tables prior to all EU product being packed in cartons.

7.4. If non-EU production is completed first, there must be effective cleaning of product contact areas to prevent the mixing of EU and non-EU product.

(a) An effective clean down ensures that no non-EU eligible products can be mixed, or otherwise come in contact with EU eligible product.

(b) Particular attention should be paid to potential common contact points.

7.5. Both EU production and non-EU production runs must be positively identified.

7.6. In multiple line boning rooms, it is permissible to operate one or more lines for EU production whilst boning non-EU production on the remainder, provided that the EU line is positively identified and all procedures are EU compliant and there is no cross-contamination between EU and non-EU lines.

7.7. For centralised pack-off systems, there must be sufficient gap between EU eligible product and non-EU product so that there can be no possibility of mixing the two lines under any circumstances (including breakdowns).

Separation programmes must describe the identification of EU and non-EU production runs. Additionally, the separation programmes must describe procedures for ensuring that EU and non-EU meat is properly separated and how part cartons of EU meat will be handled to ensure that they are identified and separated from non-EU production (unsealed part cartons must be held under AQIS security when AQIS staff are not present on the establishment). For multiple line boning rooms, the separation programmes must address the identification of EU lines and any controls necessary to prevent mixing of product. Where companies elect to undertake EU production after non-EU production, the scope of the effective cleandown must be fully described in the separation programme, paying particular attention to common contact surfaces.

7.8. Vacuum packaged product must be positively identified up until the point of carton closure. Inserts may be used, but not displaying a facsimile of the AI official health mark or the E-in-Oval official mark, as these are not considered secure.

Separation programmes must describe the positive identification of vacuum packaged product.

7.9. Procedures must be documented to handle vacuum packaged product that must be re-bagged to ensure mixing with ineligible product does not occur.

7.10. Dropped meat procedures should be described to ensure that there can be no mixing between EU eligible and ineligible product (eg in multiple line boning rooms – separate table for EU dropped meat or similar arrangement).

Separation programmes must describe the separation of vacuum packaged product rebagging and dropped meat procedures to the extent that it is necessary to ensure no mixing between eligible and ineligible product occurs.

7.11. Eligible cartons are to be stamped with the E-in-Oval official mark *or Pentagonal Wild Game mark (where appropriate)* *{inserted by 2000/12}* and sealed with an official carton seal *bearing the appropriate official health mark* *{inserted by 2000/12}* see Section 15). *For non-wild game products, the end panel must also bear an impression of the Official Health Mark - these may be computer generated, but the means of generation must be under AQIS security after hours* *{inserted by 2000/12}***.**

7.12. The E-in-Oval official mark/*P*entagonal Wild Game mark *{altered by 2000/12}* and carton seals must be returned to AQIS security when the production run is complete and before non-EU production reaches packing stage.

Separation programmes must address the collection and return of the E-in-Oval official mark and the Official carton seal. Additionally, inventory control systems must reconcile the number of cartons produced against the number of carton seals used against the number of EU carcasses entering the boning room. The reconciliation should include lost, damaged, defective and destroyed carton seals and the circumstances relating to this.

8. Separation in further processing rooms

8.1. Independent processors of EU eligible meat products must only source meat for processing for EU markets from EU listed establishments (abattoirs, boning rooms or coldstores).

8.2. Inventory controls must be able to reconcile incoming meat with the accompanying MTC.

8.3. The accompanying MTC must have been signed by an AQIS officer and this should be checked and followed-up in the event that there is any doubt.

8.4. Where a consignment of EU eligible product (with the E-in-Oval official mark intact or pentagonal Wild Game mark) arrives and the MTC has not been signed by an AQIS officer, this product should be retained, an investigation conducted and an incident report submitted.

Separation programmes for these establishments must address the sourcing of eligible meat and the reconciliation of meat to the appropriate MTC. A system for identifying incoming carton meat and/or carcasses to the accompanying MTC should be described.

8.5. It is preferred that EU production is undertaken before non-EU production. If non-EU production does precede EU production, there must be an effective clean down between production runs.

(a) An effective clean down ensures that no non-EU eligible products can be mixed, or otherwise come in contact with EU eligible product.

(b) Particular attention should be paid to potential common contact points.

8.6. EU and non-EU production runs must be positively identified.

8.7. Eligible cartons are to be stamped with the E-in-Oval official mark *or Pentagonal Wild Game Mark (where appropriate)* *{inserted by 2000/12}* and sealed with an official carton seal *bearing the appropriate official health mark* *{inserted by 2000/12}* (see Section 15). *For non-wild game products, the end panel must also bear an impression of the Official Health Mark - these may be computer generated, but the means of generation must be under AQIS security after hours* *{inserted by 2000/12}*.

8.8. Inventory controls must reconcile incoming eligible meat with the eligible product produced.

Separation programmes must address the collection and return of the E-in-Oval official mark, *Pentagonal Wild Game mark* *{inserted by 2000/12}* **and the Official carton seal. Additionally, inventory control systems must reconcile the number of cartons produced against the number of carton seals used against the amount of EU meat entering the production area. The reconciliation should include lost, damage, defective and destroyed carton seals and the circumstances relating to this.**

9. Separation at cold stores

9.1. EU storage areas must be clearly designated. There must be separate racks and stacks for EU eligible product. Product should be stored against the establishment number of the packing establishment.

9.2. Inventory controls must be able to link all product to the accompanying MTC.

9.3. The accompanying MTC must have been signed by an AQIS officer and this should be checked and followed-up in the event that there is any doubt.

9.4. Where a consignment of EU eligible product (with the E-in-Oval official mark/pentagonal Wild Game mark intact) arrives and the MTC has not been signed by an AQIS officer, this product should be retained, an investigation undertaken and an incident report submitted.

Separation programmes must clearly describe the separation and identification of EU eligible product within the coldstore, as well as the link between product and the applicable MTC.

10. Load-out

10.1. If EU product is being loaded for inter-establishment transfer in the same vehicle as non-EU product, there must be a physical barrier, such as shrinkwrap or boards, between the two categories of product.

10.2. Only EU eligible product is to be loaded out for export to the EU or movement to an EU listed establishment.

10.3. The E-in-Oval official mark/pentagonal Wild Game mark must be defaced, removed or obliterated if product loses its EU eligibility *and an Australia Approved Official Health Mark applied, if not already present {inserted by 2000/12}*. This need not be done provided the product is handled as EU up until container loading for export.

10.4. All EU load-outs are to be supervised by an AQIS officer (directly at independent establishments, generally at integrated plants).

10.5. EU product loaded for non-EU destinations need not be loaded under AQIS supervision, however, the officer authorising the RFP must note in the inspector's comments field that EU product has been loaded and the inventory controls (MTCs etc) must accurately reflect the destination of this product.

10.6. MTCs for EU eligible product must be signed by an AQIS officer and endorsed with the words "**This meat has been produced, stored, transported and despatched in accordance with EU requirements"**. The endorsement may be completed by a company official, but must be countersigned by the signing AQIS officer.

Separation programmes must describe the method for separating product on vehicles where applicable. They should describe a system for notifying AQIS when EU eligible load-outs are to take place.
For integrated establishments with fulltime AQIS presence, the AQIS staff MUST be notified of the intent to load out BEFORE loading begins. Product may be marshalled before AQIS is notified, but if loading commences before AQIS staff have the opportunity to verify the eligibility of the product to be loaded, the product must be unloaded so the AQIS inspector can verify the eligibility of the product.
For independent establishments, notification must be made to allow sufficient time for the presence of an AQIS officer to be arranged. Product may be marshalled prior to the arrival of the AQIS officer, however, if loading commences before AQIS staff have the opportunity to verify the eligibility of the product to be loaded, the product must be unloaded so the AQIS inspector can verify the eligibility of the product.

10.7. For product loaded for export –

(a) The exporter **MUST** use the Single Electronic Window option on EXDOC for RFPs covering edible product to an EU member country or its Territory.

(b) The RFP must be submitted and accepted via EXDOC prior to the inspection of the consignment by AQIS. A printout of the submitted RFP must be given to an AQIS officer **BEFORE** the load out commences. The RFP status should be one of the following – ORDR, INIT or FINL.

(c) If variations between the submitted RFP and the actual consignment occur during the load out of the product, the amendments must be sent via EXDOC and a new copy of the RFP supplied to the inspecting officer **PRIOR** to authorisation.

(d) The RFP may only be authorised by the inspecting AQIS officer (or where the inspecting AQIS officer does not have direct access to EXDOC, by a second AQIS officer acting on the confirmation of the inspecting AQIS officer). After authorisation, a new print out of the RFP (showing the status at INSP, HCRD or COMP, with the inspector user ID and statement regarding EU eligibility) must be provided to the inspecting AQIS officer within one working day of the RFP authorisation.

(e) The Export Permit Number (PIM number) will not be available until the RFP is authorised. It will be sent to Customs via the Single Electronic Window, which will generate a clear Export Clearance Number (ECN).

(f) EXIT clearance will not be available for product exported to EU markets after 30 June 2000. The use of PIA numbers will no longer be acceptable for edible meat to EU markets from 30 June. The Customs EXIT system will identify any PIA applications lodged after this date for these destinations and AQIS will not supply certification.

(g) The date of departure cannot be amended by the exporter after authorisation of the RFP. This can only done by AQIS documentation staff after written confirmation of the change of the departure date is provided by the exporter.

(h) Similarly, the health certificate description cannot be amended after authorisation.

(i) Health certificates must be printed on or prior to the nominated date of departure of the vessel. No amendments to the RFP by the exporter will be permitted after the after the date of departure.

(j) If the health certificate is not submitted in sufficient time to allow printing and signing on or before the departure date, AQIS will not issue the health certificate for any EU destination. The product will have to be diverted to a non-EU market or returned to Australia for re-inspection.

At establishments that load product for export, separation programmes must describe the procedures for lodging the RFP prior to loading for export commences and for supplying AQIS with the required RFP printouts. Records must demonstrate the amendments required for an RFP, where applicable.

10.8. Damaged cartons discovered during load out may be repacked under AQIS supervision. Cartons may be sealed and stamped as per requirements detailed in this notice. Inventory control systems must be present to reconcile the use of carton seals etc, with respect to damaged cartons.

Separation programmes must describe procedures for handling damaged EU cartons and for reconciling damaged cartons and seals used to close these cartons.

11. Load-In

23.1. AQIS on-plant staff are to ensure that load-in records are checked as part of NPMS monitoring.

23.2. At establishments with full-time AQIS presence, a total of two EU load-ins per month must be physically supervised.

23.3. At establishments without full-time AQIS presence, where daily visits are being undertaken, load-in records and inventory controls are to be verified at every visit.

23.4. Physical supervision at establishments without full-time AQIS presence must be undertaken at least monthly.

23.5. Company must undertake checks on the condition of product on arrival, hygiene of transport vehicles etc, as well as check accompanying MTCs for –

(a) Correct information.

(b) EU endorsements that "**This meat has been produced, stored, transported and despatched in accordance with EU requirements".**

(c) AQIS officer signature.

23.6. Where discrepancies are detected, the product should be retained, and investigation conducted and an incident report filed.

Separation programmes, in addition to addressing inventory controls as required above, must also ensure that AQIS staff are aware of scheduled EU load-ins so that random supervision of these load-ins can be undertaken.

12. Monitoring and Corrective actions

12.1. Separation programmes must include monitoring procedures to ensure that the implementation and operation of the approved programme meets the objectives of the programme.

12.2. Corrective actions should be detailed. Corrective actions should include:

(a) The loss of EU eligibility of product and livestock if the integrity of the audit trail demonstrating the eligibility of the product is corrupted or lost.

(b) For cattle, this includes removing Scheme cattle from the EU production chain in the event that the correlation between cattle identification and EUVD cannot be maintained.

NOTE: Where product loses EU eligibility, a report on the circumstances should be generated and provided to the National HGP co-ordinator through the establishment's OPVO and ATM.

12.3. Corrective actions should also include a review of the separation programme in the event that monitoring demonstrates that any aspect of the programme is impractical or unworkable in the approved form.

13. Records

24. *Cattle*

13.1. Additional records required to be maintained by the establishment management for two years after **SCHEME CATTLE** are slaughtered are –

(a) All EUVDs for received **SCHEME CATTLE** with the appropriate kill sheet for those animals

(b) All individual identification numbers of slaughtered **SCHEME CATTLE**

(c) Records demonstrating the eligibility check of the Property Identification Code of the consigning property on the NLIS database

(d) Records of checking the eligibility of individual animals

(e) Records demonstrating that the eligibility of animals that lose the lime-green transaction tail tag (where present) has been verified on the NLIS database **or** records demonstrating that such animals are excluded from EU slaughter

(f) Records demonstrating the notification to the database of all individually identified animals slaughtered (whether **SCHEME CATTLE** or otherwise)

(g) Records correlating body numbers to PICs and individual identification numbers

14. Other programmes

14.1. Separation programmes must be consistent with other approved programmes, Standard Operating Procedures (SOPs) and HACCP. Where establishments hold MSQAs, the separation programme is to be integrated as an EU separation Standard Operating Procedure (SOP) of the approved MSQA.

Management are to review their separation programmes to ensure that they are consistent with this notice by 31 July 2000. Where no changes are identified as necessary, the separation programme must still be submitted to the AQIS ATM for verification that the programme is consistent with the requirements of this notice.

The separation programme must be reviewed at least annually by company management to ensure it continues to be practical and workable and implemented correctly.

15. Carton seals

15.1. All carton product (red meat, wild game, farmed game and ratites) destined for EU markets must have two carton seals, bearing the applicable official health mark.

15.2. On fresh meat and farmed game, the official health mark that will be applied will be the Australia Inspected (AI) official health mark.

15.2A On ratites, the official health mark that will be applied will be the Australia approved (AA) official health mark {inserted by 2000/12}.

15.3. On wild game, the official health mark that will be applied will be the Pentagonal Australia Approved official mark{*altered by 2000/12}*, as described in AQIS notice 97/14 *(referred to in this notice as the Pentagonal Wild Game Official Health Mark {inserted by 2000/12})*.

15.4. The seals must be applied so as to make each carton tamper evident. For example –

(a) One piece cartons will have one seal on all possible entry points (a minimum of two seals, but more may be required to cover all possible entry points – the reconciliation of product should account for this extra usage, if necessary).

(b) Two piece cartons (a lid and a base) will have two carton seals applied one on each side such that the seal overlaps lid and base.

15.5. These carton seals are accountable items and will be issued by AQIS for use only during an EU production run. At the completion of the production run, the carton seals must be returned to AQIS lock-up security.

15.6. A full reconciliation of the use of the carton seals will be required at the completion of each day.

25. *Carton Reseals*

15.7. Product opened for direct examination by an AQIS officer, or opened by company persons under the supervision of an AQIS officer must be resealed using an "AQIS Official Re-inspection Seal".

15.8. The re-seal must be applied next to the site of the removed seal in the same manner as the removed seal.

15.9. The re-seal must be endorsed with the applicable official health mark (Australia Inspected, *Australia Approved{inserted by 2000/12}* or *P*entagonal *Wild Game Mark {inserted by 2000/12}*) bearing the establishment number of the establishment where the examination was undertaken.

If sealed product is opened in the absence of an AQIS officer, it may not be resealed with an AQIS Official Re-inspection Seal and the E-in-Oval official mark must be defaced. The product must be separated from EU eligible product and the required reconciliation adjusted appropriately.

26. *Type of seal/reseal*

15.10. The design and size for carton seals will be as per the specification under Schedule 7 of the Prescribed Goods (General) Orders (PG(G)Os).

15.11. The design and size of carton reseals is as per the specification under Schedule 8 of the PG(G)Os.

27. *Carton Seal/Reseal Manufacture*

15.12. Manufacturers must apply to AQIS for approval to manufacture official "AQIS EU Carton Seals" and "AQIS Official Re-inspection Seals", using an EX 91. The application must include a code of practice addressing the secure production of seals.

15.13. AQIS Meat Inspection Division Technical Services and Operations Branch will maintain a list of approved manufacturers and will circulate the list to EU listed processing plants.

15.14. An EX 91 and a copy of an example code of practice for seal manufacturers can be received by contacting AQIS MID on (02) 6271 6650.

28. *Procedure for Ordering Carton Seals*

15.15. Only establishments that produce EU eligible product will be permitted to use official AQIS EU carton seals.

15.16. Establishment must submit a completed EX 92 – "Authorisation to Manufacture Official Marks and Official Marking Devices" to the AQIS approved seal manufacturer. This application must be endorsed by the AQIS officer-in-charge at the establishment.

15.17. The seal manufacturer, on receipt of a completed EX 92 from an export registered establishment, must manufacture the required number of carton seals bearing the appropriate official marks and send the carton seals to the AQIS On-Plant Supervisor (OPS) at the establishment.

15.18. A copy of the EX 92 must be forwarded to AQIS MID, Canberra. The manufacturer must record on the EX 92 the serial number sequence of the carton seals manufactured and forwarded to the establishment OPS.

15.19. Upon receipt of the seals, the AQIS OPS must check the seals against the order placed by the establishment, record the serial number range and quantity received in the "Daily Works Reconciliation – Carton Seals" (E251) and store the carton seals under AQIS lock-up security. When not in use, the E251 must be kept under security in the class "C" cabinet.

29. *Procedure for Ordering Carton Re-seals*

15.20. Reseals can be ordered from the National Stores in Dubbo, using the standard equipment requisition form. The reseal numbers must be recorded by stores and included on the requisition issue form.

15.21. Upon receipt of the seals, the AQIS OPS must check the number of seals received against the number issued and the acknowledgment of receipt slip completed and returned to National Stores. The serial number range must be recorded in a separate "Daily Works Reconciliation – Carton Seals" (E251), maintained for this purpose. Carton re-seals must be kept under security in the class "C" cabinet.

30. *Daily Issue and Reconciliation of Carton Seals*

15.22. The management representative, as nominated in the approved separation programme, should be issued seals at the commencement of the EU production.

15.23. The number of carton seals issued and their serial numbers (from/to) must be recorded in the "Daily Issues – Carton Seals" (E252).

15.24. The management representative must sign for the seals in the space provided and the AQIS officer must countersign.

15.25. At the time of issue, a check should be made to determine whether any seals are missing.

15.26. At the end of the EU production run, the management representative must return the carton seals to an AQIS officer.

15.27. The AQIS officer must record the serial numbers of the carton seals returned, sign the entry for the return of the seals and the management representative must countersign.

15.28. The total number of defective, damaged or missing seals must be recorded in the E252 upon return of the seals and carried over to the appropriate space in the E251.

15.29. When not in use, the carton seals must be kept under AQIS lock-up security.

31. *Reconciliation of Carton Re-seals*

15.30. The reconciliation of carton re-seals must be maintained in the manner outlined above in a “Daily Issues – Carton Seals” (E252) maintained separately from the records maintained for the reconciliation of carton seals.

16. *O*fficial marks *{altered by 2000/12}*

16.1. The E-in-Oval official mark must be applied by rubber or metal stamp to all carcasses and cartons of EU eligible fresh meat, farmed game and ratite, in the manner described above within this notice.

16.2. The Pentagonal *Wild Game* *{inserted by 2000/12}* official health mark must be applied by rubber or metal stamp to all EU eligible wild game *carcasses and cartons* *{inserted by 2000/12}*.

16.3. The design and size of the E-in-Oval official mark is as specified *in the relevant instrument of approval (for further information, contact AQIS Central Office)* *{inserted by 2000/12}*.

16.4. The design and size of the Pentagonal official health mark for wild game is as specified in the PG(G)Os and AQIS Notice 97/14.

32. *Approved Stamp manufacturers*

16.5. All currently approved official stamp manufacturers are eligible to make the E-in-Oval official mark *and the Pentagonal Wild Game official health mark (if listed in their approved Code of Practice)* *{inserted by 2000/12}*.

16.6. Only rubber or metal stamps of the E-in-Oval official mark *and the Pentagonal Wild Game official health mark* *{inserted by 2000/12}* are permitted.

16.7. The use of on-plant computer generated E-in-Oval official marks *or Pentagonal Wild Game official health marks* *{inserted by 2000/12}* is not permitted.

33. *Security of the official marks* {inserted by 2000/12}

16.8. Existing procedures for official mark issue and reconciliation must also be followed for the E-in-Oval official mark *and Pentagonal Wild Game official health marks* *{inserted by 2000/12}*.

16.9. Companies must describe in their separation programmes the daily collection and return of E-in-Oval official marks *and Pentagonal Wild Game official health marks* *{inserted by 2000/12}*.

17. AQIS responsibilities

34. *On-plant staff*

1. Separation programmes

17.1. On-plant staff, where present, should liaise with company staff to ensure that separation programmes are reviewed and submitted by 31 July, 2000.

17.2. On-plant staff are to desk audit the programme (using the attached checklist) and recommend approval to the ATM as appropriate.

17.3. The separation programmes should be forwarded, together with the correctly completed checklist signed by the desk auditor, to the ATM for approval.

17.4. The desk audit should be undertaken on unamended programmes to confirm that they are consistent with this notice.

17.5. During the operation of an approved separation programme, on-plant staff are to desk audit submitted variations/amendments to the separation programme and recommend, if appropriate, the variations/amendments to the ATM.

17.6. Upon approval, a full compliance audit of the separation programme must be conducted on plant and each following month leading up to the expected European Commission review in November 2000.

17.7. After this, the separation programme can be placed into the plant audit schedule, in addition to normal monitoring and verification as required under the NPMS. NPMS monitoring requirements are –

(a) Check the checker twice per week (once with an MSQA).

(b) Independent check, once per week.

2. Lairages

17.8. The OPVO must monitor the separation, identification and documentation of EU eligible stock. This is includes monitoring **SCHEME CATTLE** for proper RFID identification and for the absence of the triangular earmark. The detection of a triangular earmark should be treated as per the detection of an implant on the slaughter floor (see AQIS notice 97/12).

17.9. The OPVO must endorsed the blue ante-mortem card for EU declared stock as "Fit for EU" for eligible animals, only if –

(a) All animals pass ante-mortem inspection. Where suspects are removed from a lot, the kill sheet should be amended to indicate this. For **SCHEME CATTLE**, the individual identification of the animal removed must be recorded so that it can be reconciled with the accompanying EUVD.

(b) The veterinary officer is satisfied that the animals are properly identified to the property of origin. For **SCHEME CATTLE**, this includes being satisfied that the property has been confirmed as being accredited, all cattle in the lot carry RFIDs and the accompany documentation (EUVD) is correct.

(c) The veterinary officer is satisfied that the company's separation systems on arrival and in the lairages have operated correctly.

17.10. Where **SCHEME CATTLE** are not individually read and verified as eligible on the NLIS database on arrival or in the lairages, the OPVO must satisfy themselves that the cattle presented are properly identified (RFIDs and, where applicable, lime-green tail tags) and that the correct documentation has been presented.

17.11. The OPVO cannot, however, endorse the blue ante-mortem as "Fit for EU" (this is not formally established until the identification of the animal has been determined and verified against the NLIS database). In this case, the endorsement on the blue ante-mortem card must indicate "Fit for EU – Health only".

3. Production areas (slaughter floor/Wild game processing floor/boning and offal rooms etc.)

17.12. On-plant staff must verify that palpation (or other approved detection method) is being correctly undertaken. On-plant staff check 5% of eligible carcasses.

17.13. Procedures for the collection of evidence in the event are as per AQIS Notice 97/12. AQIS staff must retain and remove ineligible product from the EU production line in the event of a detection.

17.14. Additionally, AQIS staff are to verify the individual eligibility of each animal at the rate of either 5% of eligible carcasses, or in accordance with the following table, whichever is the **lower.**

Abattoir Monitoring Sample Sizes for EU eligible cattle

Fortnightly EU eligible slaughter numbers	Fortnightly sample size
1 000	138
1 500	142
2 000	143
2 500	144
3 000	145
3 500	146
4 000	146
4 500	146
5 000	147
6 000	147
7 000	147
8 000	147
9 000	148
10 000	148
> 10 000	149

17.15. This can be done in one of two ways –

(a) Record either the RFID number or the NLIS number (the first is the number encoded on the chip in the device and can be read from the company reader; the second is the number printed on the outside of the tag) and verify that the company records demonstrate the eligibility of this number.

(b) Record either the RFID number or the NLIS number and independently verify eligibility on the NLIS database. Instruction on how to do this will follow.

17.16. At an integrated establishment, the AQIS veterinary officer must randomly monitor at least 2 production changeovers (from or to EU production) per week in each production area.

17.17. At independent boning and processing establishments, the AQIS officer must monitor all production changeovers (from or to EU production).

17.18. The E-in-Oval official mark, *the Pentagonal Wild Game official health mark* *{inserted by 2000/12}* and official Carton seals must be secured under AQIS lock-up security at the end of an EU production run (section 13).

17.18A Where computer generated official health marks (either the Australia Inspected or Australia Approved) are used, the means of generating the mark must be kept under AQIS lock-up security when AQIS is not present on the establishment.

17.19. Additionally, AQIS inspectors are to ensure that all inspection requirements for EU product, as per the Export Meat Manual, Volume II –

Essential Requirements, are carried out correctly. The OPVO is to monitor inspection procedures.

4. Load-out

17.20. At establishments with full-time AQIS presence loading EU product during normal working hours, all EU load-outs must be under general AQIS supervision – shift hours are considered normal working hours on the establishment where shifts are undertaken.

17.21. At independent establishments without full-time AQIS presence and all establishments loading EU product outside normal working hours, all EU load-outs are to be directly supervised. Supervision commences with the pre-loading hygiene check of the container or transport unit.

17.22. Supervision should ensure that only EU eligible product is loaded out for EU destinations and that the requirements regarding separation of EU and non-EU product on transports detailed in the approved separation programmes are adhered to.

17.23. Meat Transfer Certificates (MTCs) for inter-establishment transfers may be completed by company personnel but must be signed by an AQIS officer. The AQIS officer must only sign the MTC if it has been endorsed with the words "**This meat has been produced, stored, transported and despatched in accordance with EU requirements".**

17.24. Product subsequently loaded out from a receiving establishment must be able to be reconciled with the accompanying MTC.

17.25. Where product is being loaded for export, AQIS staff must examine the load against the printout of the RFP provided by the company to ensure that the details of the consignment are correct. If variations in the details are detected during inspection, the RFP must be appropriately amended by the exporter. A new printout will be supplied by the exporter.

17.26. When the consignment details have been confirmed, the RFP can be authorised. This should take place as soon as possible after inspection, and must be done on the day of inspection.

17.27. If the inspecting officer does not have immediate access to EXDOC to enable timely validation, then the details (RFP number, container and seal number and confirmation of compliance with EU requirements) should be faxed to an AQIS officer at either the regional office where the health certificate is to be printed or an export establishment with EXDOC access. The faxed details must be validated with an impression of the departmental seal and the authorised officer's card number. The receiving officer should validate that RFP.

17.28. Once validated, a further copy of the RFP will be printed by the exporter and passed to the inspecting AQIS officer. The printout must clearly show that the RFP has been validated (status INSP, HCRD or COMP) and the statement that the product complies with EU requirements.

17.29. All printouts of the RFPs (supplied prior to loading, after loading showing amendments and after validation) must be filed by the inspection AQIS officer in the National Filing System. A copy of the health certificate will be forwarded to the AQIS officer at the authorising establishment – this should be stapled to the RFP printouts and filed together.

5. Load in

17.29. AQIS on-plant staff are to audit load-in records for EU product regularly as part of the NPMS (once per week). Additionally, two load ins of EU product are to be directly supervised per month to ensure that appropriate hygiene checks are undertaken, separation principles are followed, documentation is checked and inventory controls properly recorded.

17.30. At establishments without regular full-time presence, load in records are to be checked at every visit. Additionally, one load in of EU product is to be directly supervised per month to ensure appropriate hygiene checks are undertaken, separation principles are followed, documentation is checked and inventory controls properly recorded.

6. Inventory Controls

17.31. On a weekly basis, management is to provide EU eligible slaughter and reconciliation details. These details should be verified against Ante-mortem information.

17.32. The OPVO, at least twice per month, is to conduct test traceback and traceforward of product ensuring that the link between cartons, body numbers and individual identification numbers on cattle is properly established and maintained and record the results in the NPMS.

17.33. For beef production, the OPVO should be able to either, –

(a) Select an incoming identification number of an animal and determine the incoming EUVD number, the body number of the carcass and the disposition of that carcass (eg boned, including the range of cartons that carcass was packed into).

(b) Select a body number and trace it back to the individual identification number of the animal and the accompanying EUVD number, and trace it forward to final disposition.

(c) Select a range of cartons and determine the body numbers in those cartons, the individual identification numbers, and the accompanying EUVD numbers.

17.34. The OPVO should rotate the use of the three methods in 17.33 (a) – (c) above.

17.34. ATMs must ensure that, in conjunction with on-plant AQIS staff, company management reviews existing separation programmes to ensure that they are consistent with this notice and submit all separation programmes by 15 August 2000.

17.35. Separation programmes should be submitted for assessment against this notice regardless of whether the company management review indicates changes are necessary.

17.36. Separation programmes must cover all operations in the establishment listings for this market, that is, for example, if the establishment is listed for the slaughter of multiple species, then the separation programme must address specific requirements applicable to each species listing, where necessary. If separation programmes do not address all listings, the programmes must be returned for appropriate inclusion or that listing must be removed.

17.37. ATMs are to approve acceptable programmes and forward an approved copy to the MID co-ordination unit. All acceptable programmes must be received by 31 August 2000.

17.38. ATMs must include the programme into the monthly audit schedule. Approved programmes are to undergo complete compliance audit every month leading up to the expected European Union review in November 2000.

17.39. Additionally, ATMs are to assess AQIS on-plant staff adherence to EU inspection procedures as per the Export Meat Manual, Volume II – Essential Requirements.

17.40. ATMS are to forward to the National HGP co-ordinator reports provided by company management regarding any product that loses EU eligibility.

SYSTEM AUDIT CHECKLIST

Client Name :

Number :

EU listings:

Other listings:

Page ☐ of ☐ pages

Operation Audited **EU Separation Programme**

All questions must be checked, either yes, no or not applicable. Where a question is checked as no, then the separation programme does not conform with the requirements of this notice and must be returned to the company to be properly addressed.

Item	Requirement	Page in QA Manual	AQIS Reference	Activity Compliance	Comments/Remarks
1. Animal Receival					
1.1.	Does the separation programme address the sourcing of **SCHEME CATTLE** from accredited farms, feedlots or saleyards?		AQIS Notice 2000/08, Section 1.1 to 1.3	**Y/N/NA**	
1.2.	Does the separation programme include procedures for ensuring all **SCHEME CATTLE** arriving at the abattoir are properly identified with an NLIS RFID?		AQIS Notice 2000/08, Section 2.1	**Y/N/NA**	
1.3.	Do procedures exist for segregating improperly identified cattle?		AQIS Notice 2000/08, Section 2.1	**Y/N/NA**	
1.4.	Are the RFIDs read upon arrival/in the lairages?		AQIS Notice 2000/08, Section 2.1	**Y/N/NA**	

1.5.	Does the separation programme address the separation of inadvertently mixed cattle?		AQIS Notice 2000/08, Section 2.1	**Y/N/NA**	
1.6.	Do these procedures deal with the matching of mixed **SCHEME CATTLE** with the appropriate EUVD?		AQIS Notice 2000/08, Section 2.1	**Y/N/NA**	
1.7.	If no, does the separation programme ensure that **SCHEME CATTLE** that cannot be linked back to the appropriate EUVD are excluded from EU slaughter?		AQIS Notice 2000/08, Section 2.1	**Y/N/NA**	
1.8.	Does the separation programme include procedures for ensuring all **SCHEME CATTLE** arriving at the abattoir are visually identified (as required, depending on origin)?		AQIS Notice 2000/08, Section 2.2	**Y/N/NA**	
1.9.	Does the separation programme include checks that PIC on the lime-green tail tags (where required) matches the PIC on the accompanying documentation?		AQIS Notice 2000/08, Section 2.2	**Y/N/NA**	
1.10.	Does the separation programme address the visual identification of cattle arriving from accredited feedlots?		AQIS Notice 2000/08, Section 2.2	**Y/N/NA**	
1.11.	Does the separation programme address documentation checks of cattle on arrival, including verification of that the number of animals arriving at the abattoir and the number listed on the EUVD is correct?		AQIS Notice 2000/08, Section 2.3	**Y/N/NA**	

1.12.	Does the separation programme address the need to determine, in advance, the correct details that will appear on the EUVD?		AQIS Notice 2000/08, Section 2.3	**Y/N/NA**	
1.13.	Does the separation programme address the confirmation of the PIC, as listed on the EUVD, as accredited?		AQIS Notice 2000/08, Section 2.3	**Y/N/NA**	
1.14.	For Wild game, does the separation programme address the sourcing of Wild game carcasses in accordance with the Australian Standard for the Hygienic Production of Game Meat for Human Consumption?		AQIS Notice 2000/08, Section 2.4 Australian Standard for the Hygienic Production of Game Meat for Human Consumption AS 4464:1997		
1.15.	For other livestock, does the separation programme address the identification of animals to the satisfaction of the veterinary officer (as per EMO 135A)?		AQIS Notice 2000/08, Section 2.6 Export Meat Orders, 135A	**Y/N/NA**	
ANIMAL RECEIVAL IS COMPLIANT				**Y/N/NA**	
2. Holding and lairages					
2.1.	Does the separation programme describe the physical separation of EU eligible livestock from other animals?		AQIS Notice 2000/08, Section 3.1 to 3.3	**Y/N/NA**	
2.2.	Does the separation programme describe the physical identification of EU eligible pens?		AQIS Notice 2000/08, Section 3.1 to 3.3	**Y/N/NA**	

2.3.	Does the separation programme include a sample kill sheet that demonstrates how EU eligible animals will be identified on this documentation?		AQIS Notice 2000/08, Section 3.3	**Y/N/NA**	
2.4.	For **SCHEME CATTLE**, does the separation programme require that the EUVD is attached to the kill sheet?		AQIS Notice 2000/08, Section 3.4	**Y/N/NA**	
2.5.	For **SCHEME CATTLE**, does the separation programme ensure that the PIC of the consigning property is accredited?		AQIS Notice 2000/08, Section 3.5	**Y/N/NA**	
2.6.	Does the separation programme ensure that **SCHEME CATTLE** that lose their RFID are separated and not slaughtered for the EU market?		AQIS Notice 2000/08, Section 3.6	**Y/N/NA**	
2.7.	Does the separation programme ensure that **SCHEME CATTLE** lose their lime-green tail tag (where required) are confirmed as eligible against the NLIS database? Will a printout of this confirmation be available to the veterinary officer at ante-mortem?		AQIS Notice 2000/08, Section 3.7	**Y/N/NA**	
HOLDING AND LAIRAGES IS COMPLIANT				**Y/N/NA**	
3. Slaughter floor					
3.1.	Does the separation programme address production order?		AQIS Notice 2000/08, Section 4.1	**Y/N/NA**	

3.2.	If the separation programme allows for non-EU production before EU production, is the clean down described between production runs effective to prevent cross-contamination non-EU and EU product?		AQIS Notice 2000/08, Section 4.1	**Y/N/NA**	
3.3.	Is the identification of the EU production run adequately described?		AQIS Notice 2000/08, Section 4.2	**Y/N/NA**	
3.4.	Is the identification of the start of non-EU production runs following EU production runs adequately described?		AQIS Notice 2000/08, Section 4.2 (a)	**Y/N/NA**	
3.5.	Is the identification of the end of non-EU production runs preceding EU production runs adequately described?		AQIS Notice 2000/08, Section 4.2 (b)		
3.6.	Is the spacing between EU and non-EU production runs, described in the separation programme, sufficient to prevent mixing of carcasses?		AQIS Notice 2000/08, Section 4.2 (c)	**Y/N/NA**	
3.7.	Does the separation programme properly describe the collection and return of the appropriate official health mark and the E-in-Oval official mark, including the persons responsible?		AQIS Notice 2000/08, Section 4.3 to 4.6	**Y/N/NA**	
3.8.	Does the separation programme address the handling and separation of emergency slaughter and other EU ineligible carcasses?		AQIS Notice 2000/08, Section 4.7	**Y/N/NA**	
3.9.	Does the separation programme address the handling of the offal from these animals to prevent its entry into the offal room whilst EU offal is present?		AQIS Notice 2000/08, Section 4.8	**Y/N/NA**	

3.10.	Does the separation programme ensure that this offal, if retained, is handled such that food safety is not compromised?		AQIS Notice 2000/08, Section 4.8	**Y/N/NA**	
3.11.	For **SCHEME CATTLE**, does the separation describe the reading of identification and verification against the NLIS database that the cattle are eligible for EU slaughter?		AQIS Notice 2000/08, Section 4.9 – 4.10	**Y/N/NA**	
3.12.	For **SCHEME CATTLE,** does the separation programme describe the link between the RFID number and the body number of each carcass?		AQIS Notice 2000/08, Section 4.11 – 4.14		
3.13.	Does the separation programme adequately describe procedures for palpating or alternatively detecting HGP implants?		AQIS Notice 2000/08, Section 4.15 – 4.18	**Y/N/NA**	
3.14.	Does the separation programme adequately describe action to be taken in the event that an implant is detected, particularly notifying AQIS and retaining the hide?		AQIS Notice 2000/08, Section 4.21 – 4.25	**Y/N/NA**	
3.15.	Does the separation programme demonstrate the ability to trace back and trace forward all live animals and product at the establishment from a given PIC in the event that an implant is detected in a carcass from that PIC?		AQIS Notice 2000/08, Section 4.25	**Y/N/NA**	
3.16.	Dose the separation programme address the secure collection and disposal of RFIDs?		AQIS Notice 2000/08, Section 4.26	**Y/N/NA**	
SLAUGHTER FLOOR IS COMPLIANT				**Y/N/NA**	

4. Carcass chillers					
4.1.	Does the separation programme adequately address the separation of E-in-Oval carcasses from other carcasses in the chillers?		AQIS Notice 2000/08, Section 6.1 – 6.2	**Y/N/NA**	
4.2.	Does the separation programme address the inventory controls on E-in-Oval carcasses? (It is acceptable to cross-reference to the approved security programmes as detailed in AQIS notice 98/22)		AQIS Notice 2000/08, Section 6.3	**Y/N/NA**	
4.3.	For **SCHEME CATTLE**, do the inventory controls link the carcass number to the identification number?		AQIS Notice 2000/08, Section 6.3	**Y/N/NA**	
CARCASS CHILLERS ARE COMPLIANT				**Y/N/NA**	
5. Offal Room					
5.1.	Does the separation programme adequately address the identification of EU and non-EU production runs?		AQIS Notice 2000/08, Section 5.1	**Y/N/NA**	
5.2.	Does the separation programme adequately address the separation of EU and non-EU production?		AQIS Notice 2000/08, Section 5.2 – 5.4	**Y/N/NA**	
5.3.	Does the separation programme adequately describe the handling and identification of part cartons?		AQIS Notice 2000/08, Section 5.2 –5.4	**Y/N/NA**	

5.4.	Does the separation programme address the collection and return of the AI official health mark, the E-in-Oval official mark and carton seals?		AQIS Notice 2000/08, Section 5.5	**Y/N/NA**	
5.5.	Does the separation programme address the inventory controls on E-in-Oval offal cartons?		AQIS Notice 2000/08, Section 5.5	**Y/N/NA**	
5.6.	Does the separation programme address the reconciliation of carton seals, including lost, damaged, defective and destroyed seals?		AQIS Notice 2000/08, Section 5.5	**Y/N/NA**	
5.7.	If EU production follows non-EU production, does the separation programme fully describe the clean down between production runs?		AQIS Notice 2000/08, Section 5.6	**Y/N/NA**	
OFFAL ROOM IS COMPLIANT				**Y/N/NA**	
6. Boning room					
6.1.	In independent boning rooms, does the separation programme address the sourcing of EU eligible carcasses from EU listed abattoirs?		AQIS Notice 2000/08, Section 7.1	**Y/N/NA**	
6.2.	In independent boning rooms, does the separation programme describe the reconciliation of carcasses with the accompanying MTC?		AQIS Notice 2000/08, Section 7.1	**Y/N/NA**	
6.3.	Does the separation programme address production order?		AQIS Notice 2000/08, Section 7.2 – 7.7	**Y/N/NA**	

6.4.	If the separation programme allows for non-EU production before EU production, is the clean down described between production runs effective to prevent cross-contamination non-EU and EU product?		AQIS Notice 2000/08, Section 7.4	**Y/N/NA**	
6.5.	Does the separation programme describe the identification of EU and non-EU production runs?		AQIS Notice 2000/08, Section 7.5	**Y/N/NA**	
6.6.	Does the separation programme describe the handling and identification of part cartons?		AQIS Notice 2000/08, Section 7.2 – 7.7	**Y/N/NA**	
6.7.	For multiple line boning rooms, do the described procedures prevent the mixing of EU and non-EU production?		AQIS Notice 2000/08, Section 7.2 – 7.10	**Y/N/NA**	
6.8.	Does the separation programme address the positive identification of vacuum packaged product?		AQIS Notice 2000/08, Section 7.8	**Y/N/NA**	
6.9.	Does the separation programme address the identification and separation of vacuum packaged product to be rebagged?		AQIS Notice 2000/08, Section 7.9	**Y/N/NA**	
6.10.	Does the separation programme include dropped meat procedures, to the extent that they are required to ensure mixing of eligible and ineligible product does not occur (eg multiple line boning rooms)?		AQIS Notice 2000/08, Section 7.10	**Y/N/NA**	
6.11.	Does the separation programme address the collection and return of the AI official health mark, the E-in-Oval official mark and carton seals?		AQIS Notice 2000/08, Section 7.11 – 7.12	**Y/N/NA**	

6.12.	Does the separation programme address the inventory controls on E-in-Oval fresh meat cartons?		AQIS Notice 2000/08, Section 7.11 – 7.12	**Y/N/NA**	
6.13.	Does the separation programme address the reconciliation of carton seals, including lost, damaged, defective and destroyed seals?		AQIS Notice 2000/08, Section 7.12	**Y/N/NA**	
BONING ROOM IS COMPLIANT				**Y/N/NA**	
7. Further processing rooms					
7.1.	In independent processing rooms, does the separation programme address the sourcing of EU eligible product from EU listed abattoirs?		AQIS Notice 2000/08, Section 8.1	**Y/N/NA**	
7.2.	In independent processing rooms, does the separation programme describe the reconciliation of incoming carton product with the accompanying MTC?		AQIS Notice 2000/08, Section 8.2 – 8.4	**Y/N/NA**	
7.3.	Does the separation programme address production order?		AQIS Notice 2000/08, Section 8.5	**Y/N/NA**	
7.4.	If the separation programme allows for non-EU production before EU production, is the clean down described between production runs effective to prevent cross-contamination non-EU and EU product?		AQIS Notice 2000/08, Section 8.5	**Y/N/NA**	
7.5.	Does the separation programme describe the identification of EU and non-EU production runs?		AQIS Notice 2000/08, Section 8.6	**Y/N/NA**	

7.6.	Does the separation programme address the collection and return of the AI official health mark, the E-in-Oval official mark and carton seals?		AQIS Notice 2000/08, Section 8.7 – 8.8	**Y/N/NA**	
7.7.	Does the separation programme address the inventory controls on E-in-Oval product?		AQIS Notice 2000/08, Section 8.8	**Y/N/NA**	
7.8.	Does the separation programme address the reconciliation of carton seals, including lost, damaged, defective and destroyed seals?		AQIS Notice 2000/08, Section 8.8	**Y/N/NA**	
FURTHER PROCESSING ROOM IS COMPLIANT				**Y/N/NA**	
8. Freezing/Cold Storage					
8.1.	Does the separation programme clearly describe the separation and identification of EU eligible product in the coldstore/freezers?		AQIS Notice 2000/08, Section 9.1	**Y/N/NA**	
8.2.	Does the separation programme clearly indicate how the link between product and the applicable MTC is established and maintained?		AQIS Notice 2000/08, Section 9.2 – 9.4	**Y/N/NA**	
FREEZING/COLD STORAGE IS COMPLIANT				**Y/N/NA**	
9. Load-out					

9.1.	Does the separation programme clearly describe the method for separating EU eligible and EU ineligible product on vehicles?		AQIS Notice 2000/08, Section 10.1	**Y/N/NA**	
9.2.	Is there a system for notifying AQIS of when load-outs are to take place?		AQIS Notice 2000/08, Section 10.4 – 10.6	**Y/N/NA**	
9.3.	For product loaded for export, does the separation programme address the procedures for lodging the RFP prior to loading commences and supplying a printout of the RFP to the inspecting AQIS officer?		AQIS Notice 2000/08, Section 10.7	**Y/N/NA**	
9.4.	For product loaded for export, does the separation programme address the procedures for amending the RFP when required and providing AQIS with the required information and printout to allow validation of the RFP?		AQIS Notice 2000/08, Section 10.7		
9.5.	Does the separation programme describe the procedures for re-packing and reconciling damaged EU eligible cartons discovered during load-out?		AQIS Notice 2000/08, Section 10.8	**Y/N/NA**	
LOAD OUT IS COMPLIANT				**Y/N/NA**	
10. Load in					
10.1.	Does the separation programme address the notification of AQIS of schedules load ins so appropriate supervision can be planned?		AQIS Notice 2000/08, Section 11.1 – 11.6	**Y/N/NA**	

10.2.	Does the separation programme address the checking of product at load-in		AQIS Notice 2000/08, Section 11.5		
LOAD IN IS COMPLIANT				**Y/N/NA**	
11. Monitoring and Corrective Actions					
11.1.	Does the separation programme describe adequate monitoring procedures to ensure the implementation and operation of the approved programme meets the objectives of the programme?		AQIS Notice 2000/08, Section 12.1	**Y/N/NA**	
11.2.	Does the separation programme describe corrective actions to be taken in the event that the separation programme fails to operate correctly or otherwise fails to meet the objectives of the programme?		AQIS Notice 2000/08, Section 12.2 – 12.3	**Y/N/NA**	
MONITORING AND CORRECTIVE ACTIONS ARE COMPLIANT				**Y/N/NA**	
Separation Programme is compliant				**Y/N/NA**	

THE SEPARATION PROGRAMME PRESENTED COMPLIES WITH THE REQUIREMENTS OF AQIS NOTICE 00/##, IS WORKABLE AND CAN BE RECOMMENDED FOR APPROVAL.

Auditor's Name (Printed):-

_____Signature:_____Date:-

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I HAVE VERIFIED THAT ALL QUESTIONS IN THIS CHECKLIST HAVE BEEN CORRECTLY ADDRESSED AND I AM PREPARED TO APPROVE THE SEPARATION PROGRAMME TO WHICH IT REFERS.

ATM's Name (Printed):-

_____Signature:_____Date:-

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