

AUS-MEAT INDUSTRY INFORMATION

AUDIT CHECKLIST – NON PACKER EXPORTER (NPE)

AUS-MEAT Limited is an industry owned company operating as a joint venture between Meat & Livestock Australia (MLA) and the Australian Meat Processor Corporation (AMPC). AUS-MEAT runs efficient, disciplined business practices operating under internationally recognised Quality Management Systems: ISO 9001: 2000.

Export Meat Regulations – NPE's

Under the *Australian Meat and Live-Stock Industry Act 1997* a person in management and control of a Meat Export Business must hold an Export Meat Licence. All Export Meat Licence holders must have AUS-MEAT Accreditation before they will be issued with a Licence. The information on our Training section webpage provides the necessary details about the Qualification requirements (Quality Systems Accreditation) that is required by NPE's.

Accreditation Requirements – NPE's

AU-MEAT Limited is cited as the Standards responsible for setting standards for meat for export under Regulation 3 (1) of the Australian Meat and Livestock Industry (Export Licensing) Regulations 1998. AUS-MEAT accreditation is provided to NPE's that trade or distribute Australian Meat or Meat Products. All NPE's will be required to conform to the National Accreditation Standards and will be subject to an annual audit, annual accreditation fee and annual 'User licence' to access the AUS-MEAT On Line Membership information.

What does the Audit Involve

The Audit involves a visit to the NPE's regular place of business (factory, office, home office etc) to assess the NPE's preparation, ability and readiness to achieve / maintain accreditation. The NPE will need to demonstrate knowledge and familiarity of the Australian Export Meat Industry and an understanding of International trading processes. NPE's will need to demonstrate an understanding and use of the AUS-MEAT Language when describing products in contracts, purchasing instructions or orders, specifications, consignment documents, customer supplier correspondence and on company websites, brochures, promotional material etc.

The Audit Process

The Auditor will request the NPE to demonstrate an understanding of the National Accreditation Standards (NAS) and other regulatory requirements or Industry programs such as Exdoc, Elmer2, Quota Management and general Market Access knowledge. Part of the Audit will also include a review of the NPE's Quality Management System or Quality Systems Checklist (NAS 7.2) and ability to use the AUS-MEAT On Line Members information service. The Auditor will require the NPE to provide examples of Personnel qualifications, Specifications, QA Certificates, Contract pro-forma, Export documentation and Complaint handling procedures. These can be actual examples or referenced from documents, websites or previous completed shipments.

The Audit will take approximately 2 -3 hours with another hour required for preparing the Audit report. The cost of the audit is paid by the NPE.

Further Information

AU-MEAT Limited

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AUS-MEAT Audit Checklist – NPE

The Auditor will want to see

- Scope of operations (can be Export Activity Declaration)
- Personnel qualifications (including back up person and letter of intent from consultants / business associates), current contact details and active e-mail address
- On Line Access, understanding and ability to use information i.e. National Accreditation Standards, AMII manuals, Handbook of Australian Meat, Cut Code Database
- Market access information - Accredited Establishment listings, Overseas country listings, special requirements e.g. EU, Halal
- Understanding and ability to use the AUS-MEAT Language (various publications, brochures available)
- Understanding of the Australian Meat Industry (refer MINTRAC products)
- Meat Export Documentation (refer AQIS website)
- ELMER 3 (Export Meat Manual Vol 2)
- EXDOC – understanding of Export Documentation System (refer AQIS website)
- Compliance requirements for correct use of AUS-MEAT language on company websites, brochures or other promotional material.

Paperwork / Information required at audit

- Quality Management System or Quality Systems Checklist - as demonstrated at Quality Systems Accreditation Course for NPE's (refer NAS 7.2)
- Company specification samples prepared using the AUS-MEAT Language (refer Handbook Of Australian Meat Checklist pg 16)
- Sample QA Certificate from Meat Processor (refer NAS 7.3)
- Contract pro-forma – the mandatory / optional requirements required for establishing a contract with an importer
- Process for handling Complaints / Non Conforming products
- Current certificate of Accreditation (existing NPE's)
- Other document samples – Certificate of Origin, Bill of Laden, Freezing Certificate, Loadout Summary, Health certificate, Halal certificate, Purchase contracts and other documentation specifically required.

Relevant Website Links

AQIS Export Documentation
<http://www.daffa.gov.au/aqis/export/meat/elmer-3>

DAFF – Quota Administration
<http://www.daff.gov.au/agriculture-food/meat-wool-dairy/quota>

Meat & Livestock Australia
<http://www.mla.com.au/default.htm>

Australian Meat Industry Council
<http://www.amic.org.au/>

MINTRAC
<http://www.mintrac.com.au/>

AUSTRADE
<http://www.austrade.gov.au/>

Australian Bureau of Statistics
<http://www.abs.gov.au>