



Advice 3 / 09

6 February 2009

**TO: ALL LICENCED MEAT EXPORTERS  
MANAGEMENTS OF ALL AUS-MEAT ACCREDITED ENTERPRISES**

**ATTENTION: Officer in Charge AUS-MEAT Standards:**

### **NON PACKER EXPORTER (NPE) QUALITY SYSTEM CHECKLIST**

#### **BACKGROUND**

The *Australian Meat and Live-stock Industry (Export Licensing) Regulations 1998*, regulate the requirements that an Export business must comply with in order to hold an Export Meat Licence.

One of the requirements of holding an Export Meat Licence is the development and implementation of a Quality Assurance System accredited by AUS-MEAT Limited. This QA system must incorporate the necessary records and documents relevant to the Licence Holders Export activities within the Accreditation period.

Non Packer Exporters (NPE) that hold AUS-MEAT Accreditation will be required to demonstrate compliance to this requirement.

After full Industry consultation the 2009 edition of the National Accreditation Standards has been updated to include a requirement that all NPE's must establish a Quality Systems Checklist to cover the scope of export operations **or** develop and have approved an NPE Quality Management System.

The NPE must comply with the requirements set out in these Standards and must establish and maintain a Quality System checklist covering all export activities conducted by the NPE under the Scope of Operations. This Checklist may be incorporated into a Quality Management System approved by AUS-MEAT.

#### **NATIONAL ACCREDITATION STANDARDS**

Export of Meat and Meat Products activities must be documented in a Quality System Checklist covering the following:

- Scope of Operations (export activities) e.g species, types of products, export destinations
- Duties of responsible people including Accredited personnel
- Register and records of Accredited personnel
- Checking Quality Assurance Certificates for purchased Meat products
- Specification compliance against customer requirements (Product Realisation)
- Ensuring product / documentation compliance for Export destinations
- Review, disposition and documenting of Non Conforming product
- Preparing Export documents for Meat and Meat products
- Use of Reference material to determine Standards compliance and market suitability
- Compliance requirements for correct use of AUS-MEAT Language in Trade Description, advertising or promotional media
- Compliance with application for accreditation – changes to scope of operations, ownership, general communications (phone, e-mail, company website etc)

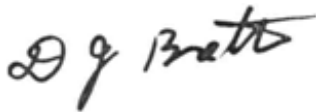
The Implementation date for this requirement will be **1 September 2009** – the start of the next Accreditation period.

**SUGGESTED ACTION**

Many NPE's have already adopted Checklists under their business practices and should not have any difficulty adopting / demonstrating such systems during the Accreditation audit.

Participants who have recently attended the Quality Systems Accreditation course will be familiar with the Quality System Checklist discussed / demonstrated at the course and can implement such systems into their current business practices.

For further information on the implementation of these new requirements, please refer to the AUS-MEAT website or contact AUS-MEAT Limited – [ausmeat@ausmeat.com.au](mailto:ausmeat@ausmeat.com.au)



**Denis Brett**  
**GENERAL MANAGER**  
**STANDARDS & TECHNICAL OPERATIONS**  
[www.ausmeat.com.au](http://www.ausmeat.com.au)

**Previous References:**  
AUS-MEAT Advice 17/90