



16 December 2011

**TO: ALL LICENSED MEAT EXPORTERS  
MANAGEMENT OF ALL AUS-MEAT ACCREDITED ENTERPRISES**

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

## **AUS-MEAT STANDARDS OFFICERS - ON LINE THEORY EXAMINATIONS**

### **BACKGROUND**

Competence, Awareness and Training programs in Accredited Enterprises provide the required qualifications competency and skill sets for department Standards Officers. Before obtaining Certificates of Competence, AUS-MEAT Standards Officers must complete a theory examination and demonstrate practical competency of skills and knowledge within the respective processing department to the AUS-MEAT Auditor. The theory examination process can now be completed through an On Line Assessment program available on the AUS-MEAT Website:

<http://www.ausmeat.com.au/training/standards-officer-training.aspx>

### **EXAMINATIONS**

Examinations for Certificate of Competence are available for all processing departments. Before commencing any examination, it is important that trainees obtain the necessary knowledge of the required publications and workplace operations relevant to AUS-MEAT Accreditation:

- National Accreditation Standards (NAS)
- Australian Meat Industry Information Manual – Vol 1 (AMII)

as well as familiarity with the relevant sections of the Enterprise's Quality Management System (QMS).

#### **Officer in Charge (including Back up)**

Trainees can register for these questions once they have adequate knowledge of the NAS, AMII and the individual processing departments within the Enterprise. The OIC must have a thorough knowledge of the Enterprise's QMS.

#### **Slaughter Floor (Beef, Sheep / Goat, Pork)**

These examinations are for Slaughter Floor Standards Officers and consist of a combination of Questions from the NAS and AMII. Trainees should have an adequate knowledge of the relevant section(s) of the QMS and be familiar with Slaughter floor measurements / assessments and monitoring procedures.

Refer NAS 3.14.4 for Certificate of Competence requirements.

#### **Offal Room (Beef, Sheep / Goat, Pork)**

These examinations are for Offal Room Standards Officers and consist of a combination of Questions from the NAS and AMII. Trainees should have an adequate knowledge of the relevant section(s) of the QMS and be familiar with Offal Room monitoring procedures.

Refer NAS 3.14.4 for Certificate of Competence requirements.

### Load Out (General)

This examination is for Load Out Standards Officers and is a combination of Questions from the NAS and AMII. Trainees should also have an adequate knowledge of the relevant section(s) of the QMS and be familiar with Load Out monitoring procedures.

Refer NAS Appendix VIII for Load Out requirements

### Boning Room (Beef, Sheep / Goat)

These examinations are for Boning Room Standards Officers and consist of a combination of Questions from the NAS and AMII. Trainees should have an adequate knowledge of the relevant section(s) of the QMS and be familiar with Boning Room monitoring procedures.

**Trainees must first hold a Statement of Attainment (Beef or Sheep Specification Course) before they can attempt any of these Boning Room On Line examinations.** Trainees can then register for the examination questions once they have a good level of knowledge of the relevant sections of the NAS and the AMII.

### Boning Room (Pork)

These examinations are for Boning Room Standards Officers and consist of a combination of Questions from the NAS and AMII. Trainees should have an adequate knowledge of the relevant section(s) of the QMS and be familiar with Boning Room monitoring procedures.

It is recommended that Standards Officers also complete the 2006 PorkStar Training Manual currently available from MINTRAC.

Refer NAS 4.11.4 for Certificate of Competence requirements.

### ACFM Training (Beef, Sheep)

The Advanced Carcase Fat Measurement program (ACFM) examinations are also available and are accompanied by On Line Training Modules (Beef and Sheep).

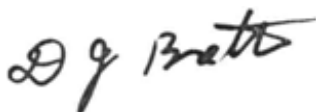
These examinations are for ACFM Fat Measurers and consist of a combination of Questions from the ACFM Standards and the respective ACFM Trainee Workbooks. Trainees should also have an adequate knowledge of the relevant section(s) of the QMS and be competent in Slaughter floor Fat measurements / assessments and monitoring procedures (refer NAS Appendix 5).

Refer ACFM Standards for Program and Qualification requirements.

## **SYSTEM REQUIREMENTS**

The Standards Officer On Line Assessment Program is password protected and only available for AUS-MEAT Members. The program can be used with most Web browsers, however Internet Explorer or Firefox are recommended. There is a detailed How to Use On Line Training information available once a user has logged on. Individual companies will need to consider system security issues for Web use and should consult with their System Administrators.

Any problems with obtaining access should be reported to AUS-MEAT Limited Ph (07) 3361 9200, Fax (07) 3361 9222, e-mail [ausmeat@ausmeat.com.au](mailto:ausmeat@ausmeat.com.au) .



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