

**WILD GAME MEAT**  
**WORKBOOK FOR APPROVED**  
**ARRANGEMENT APPLICATION AND**  
**AUDITING.**

**WILD GAME MEAT - WORKBOOK FOR APPROVED ARRANGEMENT APPLICATION PREPARATION AND AUDITING.**

**PART 1 SYSTEMS SUPPORT**

**1. Policy Objectives and Commitment**

<b>Item</b>	<b>Target</b>	<b>References</b>	<b>Part of AA that addresses requirement</b>	<b>Comment</b>	<b>Compliance</b>
1.1	A management statement in accordance with the guide for scope and content is made by the most senior company representative on-site	EC(WGMWGMP)O – 3.02 & Schedule 2 Clause 1 AS 4464:2007– 3.4			

**2. Organisation Structure**

<b>Item</b>	<b>Target</b>	<b>References</b>	<b>Part of AA that addresses requirement</b>	<b>Comment</b>	<b>Compliance</b>
2.1	Plant profile outlining process type, production capacity <i>Note: flow charts and plant layouts are also useful, see HACCP and Structure and Maintenance sections</i>	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.1(a)			
2.2	Organisational chart or list Alternative positions/personnel for decision making should be specified	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
2.3	Authority to initiate functions such as product withdrawal and recall	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.1(b)&(c); 3.5; 12.8			

**3. Management Review**

<b>Item</b>	<b>Target</b>	<b>References</b>	<b>Part of AA that addresses requirement</b>	<b>Comment</b>	<b>Compliance</b>
3.1	Conduct Management Review in line with written procedures at least 6 monthly.	EC(WGMWGMP)O – Schedule 2 Clause 5.1 AS 4464:2007– 3.9			
3.2	Inputs to Management Review are described	EC(WGMWGMP)O – Schedule 2 Clause 5.1 AS 4464:2007– 3.9			
3.3	Outputs of Management Review are recorded	EC(WGMWGMP)O – Schedule 2 Clause 5.1 & 5.2 AS 4464:2007– 3.9			

#### 4. Internal Audit

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.1	Policy for the application of Internal Audit is described	EC(WGMWGMP)O – 3.02			
4.2	Scope covers all stages of the operations A defined audit process is followed	EC(WGMWGMP)O – Schedule 2 Clause 5.1  AS 4464:2007– 3.9			
4.3	The use of checklists, audit summaries, non-compliance reports and observations are used to monitor the element being audited	EC(WGMWGMP)O – Schedule 2 Clauses 5.1; 5.2 AS 4464:2007– 3.9			
4.4	Corrective Actions are required when the element being audited is non-compliant.	EC(WGMWGMP)O – Schedule 2 Clauses 4.1; 4.2			
4.5	Verification is required of the effectiveness of corrective action.	EC(WGMWGMP)O – Schedule 2 Clause 3			
4.6	Each element is audited at least annually	EC(WGMWGMP)O – Schedule 2 Clause 5.1  AS 4464:2007– 3.9			
4.7	The personnel conducting the audit are competent and independent of the element being audited.	EC(WGMWGMP)O – Schedule 2 Clause 2  AS 4464:2007– 3.5			
4.8	Records are kept of Internal Audits	EC(WGMWGMP)O – Schedule 2 Clause 5.2  AS 4464:2007– 3.9; 14.1			

## 5. Corrective Action

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
5.1	Policy for the application of corrective action is described	EC(WGMWGMP)O – 3.02; AS 4464:2007– 3.6 to 3.8			
5.2	Investigation of cause of the deficiencies	EC(WGMWGMP)O – Schedule 2 Clause 3; 4.1 & 4.2  AS 4464:2007– 3.7			
5.3	Monitoring identifies deficiencies	EC(WGMWGMP)O – Schedule 2 Clauses 5.1,  AS 4464:2007– 3.9			
5.4	Corrective Actions: - – are specified in advance where possible; – address and is applied to product and processes to reduce the chance of a recurrence; – should be taken for non-compliances identified by employees or second and third parties.	EC(WGMWGMP)O – Schedule 2 Clause 4.1; 4.2  AS 4464:2007– 3.7			
5.5	Verification is required of effectiveness of corrective action.	EC(WGMWGMP)O – Schedule 2 Clause 3 AS 4464:2007– 3.1, 3.6; 3.8			
5.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b)  AS 4464:2007– 3.6; 3.8			
5.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2  AS 4464:2007– 3.5			
5.8	Records of monitoring, corrective action, verifications of those actions and verification are kept	EC(WGMWGMP)O – Schedule 2 Clause 4.3; 5.2 AS 4464:2007– 3.8; 14.1			

## 6. Training

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
6.1	There is a policy for Training that ensures staff and employees are competent	EC(WGMWGMP)O – 3.02; Schedule 2 Clause 2 AS 4464:2007– 3.5			
6.2	Training is available for all tasks for staff and employees Recognised training has been successfully completed for personnel who : – Develop and reassess HACCP plans (co-ordinator) – Swab carcasses for microbiological evaluation and perform ESAM sampling – Conduct Trichinella testing	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5 <i>MTWGM79C</i> , or equivalent; Vol2 – EU, Russia; AMN2007/13			
6.3	Monitoring by the Company ensures staff and employees are competent A company system for assessing competence is required to verify compliance, may use induction training and process control assessments as part of the process	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5; 3.6			
6.4	Corrective Actions are required when staff and /or employees do not meet the requirements of their allotted tasks	EC(WGMWGMP)O – Schedule 2 Clause 4.1 AS 4464:2007– 3.7			
6.5	Verification is required of effectiveness of corrective action.	EC(WGMWGMP)O – Schedule 2 Clause 3; AS 4464:2007– 3.6;3.8			
6.6	The procedure addresses the frequency of the tasks – Induction training – Refresher training – Skill enhancement	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.7(b)			
6.7	Training is to be provided by supervisors, leading hands and qualified training officers.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
6.8	Records of competency assessment and training are kept	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.8; 14.1			

## 7. Document Control

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.1	There is a procedure for Document Control of the Approved Arrangement.	EC(WGMWGMP)O – 3.02; Division 10.2; Schedule 2 Clause 11 AS 4464:2007– 3.1; 3.11			
7.2	<p>It is a requirement that the version of Approved Arrangement held by an establishment is current and approved</p> <p>Where the Approved Arrangement document is to be kept in electronic form, approval is based on a controlled process that includes the following activities:</p> <ul style="list-style-type: none"> <li>– A copy of the most current version supplied to AQIS is available in an electronic storage format (e.g. CD ROM) with the recorded segments “closed” (i.e. date and time stamped);</li> <li>– A summary of the current revision status’ of the sections of the manual is printed to show the current version status;</li> <li>– Use of an AQIS electronic signature (refer to Guidelines on the Use and Control of Electronic Records for Statutory Compliance).</li> </ul> <p>Companies will need to develop procedures for the management of the complete electronic documentation system.</p>	<p>EC (WGMWGMP) O– 3.02, 4.09</p> <p>Electronic Transaction Act; Guide to the use and control of electronic records for statutory compliance.</p> <p>AS 4464:2007– 3.1</p>			
7.3	<p>Monitoring of the Approved Arrangement is required to: -</p> <ul style="list-style-type: none"> <li>– ensure it is current;</li> <li>– documented processes are followed;</li> <li>– records of monitoring, corrective action, verifications of those actions are kept;</li> <li>– procedures are followed for the application of variations to the AA are followed.</li> </ul> <p>Access to Approved Arrangement and other important information is provided</p>	<p>EC(WGMWGMP)O – Division 10.2</p> <p>AS 4464:2007– 3.5</p>			
7.4	<p>The corrective action for AA amendment is a procedure that involves developing the amendment, obtaining internal company approval and providing a submission to AQIS on-plant staff and ATM</p> <p>No variations that could adversely effect the arrangement implemented prior to approval by AQIS</p>	<p>EC (WGMWGMP)O– Schedule 1; Part 2; Clause 14.1&amp; 14.2; Schedule 2 Clause 4.1 AS 4464:2007– 3.7</p>			

## 7. Document Control (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 3; AS 4464:2007– 3.6</p>			
7.6	<p>The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b); AS 4464:2007– 3.7(b)</p>			
7.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5</p>			
7.8	<p>Records of amendments After formal approval an amendment register will suffice as evidence of superseded documents. <i>Note: previous HACCP plans and their supporting documents must be kept (see HACCP section)</i> Where the Approved Arrangement document is to be kept in electronic form, records that are required to demonstrate compliance, printed versions, complete with signatures from person(s) in a position of management and control signifying their accuracy, can be provided. For example, weekly printouts of computerised temperature records of storage chambers signed by the QA manager). Where necessary to demonstrate compliance records are made. Relevant records either made or acquired are kept. For electronic records, the system to maintain the guidelines needs to comply with the Guidelines on the Use and Control of Electronic Records for Statutory Compliance.</p>	<p>EC(WGMWGMP)O – Division 10.2; Schedule 1 clause 15.1; Schedule 2 Clauses 4.3;7.1  AS 4464:2007– 3.5; 3.8; 14.1</p>			

**PART 2. PROCESS CONTROL Part A – Good Hygienic Practice**

**A.1. Pre-operational Sanitation**

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.1	A documented procedure is required for pre-operational sanitation	EC(WGMWGMP)O – 3.02; 4.10 AS 4464:2007– 3.1(a)&(d)			
A.1.2	Processes for sanitation of: - – production areas; – contact surfaces and equipment; – overheads; – chiller units; all other facility areas, including, , walls, amenities and storage; – personal issue equipment. are to be described	EC(WGMWGMP)O – 4.10  AS 4464:2007– 3.1(a); 4.3(a)&(b); 4.9; 4.10; 15.2;15.3			
A.1.3	Pre-operational sanitation monitoring is to be conducted before the commencement of operations before each shift or change of species where more than one species is processed on the same production line in a shift, production areas and equipment are subject to organoleptic assessment inspection (i.e. looks clean, feels clean, smells clean) – Attention is paid to contact surfaces. – Personal issue equipment is checked. – areas containing packaging where packing may come into contact with product are checked – sterilisers are checked (temperature 82°C); – hand-wash temperatures are checked (35°C to 46°C) – Overhead structures should not have the potential to contaminate edible product or contact surfaces by being a source of falling contamination. – Equipment that is assembled from multiple components in which particles or residues could accumulate is left disassembled for monitoring. – Ancillary areas/equipment (e.g. amenities, surrounds, storage areas etc.) are monitored. – Times of monitoring should be recorded. Equipment is disassembled for cleaning and cleaning in place (CIP) processes are described where required. Chemicals used in cleaning and sanitation are used, stored and handled in accordance with instructions specified on the label by the manufacturer.	AS 4464:2007– 3.6; 4.3(a)&(b); 4.6; 14.1; 15.2; 16.4(c); 16.6(a)  Good hygienic practice.			



### A.1. Pre-operational Sanitation (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.1.4	Corrective actions to include the following activities: <ul style="list-style-type: none"> <li>- defects on contact surfaces must be cleaned prior to commencement of operations (spot cleaning). Spot cleaning practices and procedures are to be documented;</li> <li>- overhead contamination (including condensation) that has the potential to contaminate edible product is removed prior to commencement (or continuation) of operations;</li> <li>- feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the cleaning supervisor</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 4.1  AS 4464:2007– 3.7; 4.3(a), 5.1(b)			
A.1.5	Verification procedures are in place that include: <ul style="list-style-type: none"> <li>- microbiological testing of product contact surfaces including personal issue equipment to verify the organoleptic assessment;</li> <li>- verification of cleaning in place</li> <li>- review of the monitoring records;</li> <li>- checks of the monitoring procedures;</li> <li>- review of corrective actions.</li> <li>- records are verified daily</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 3  AS 4464:2007– 3.6, 3.7(c) and 3.8,  Vol 2,  CSIRO Guide.			
A.1.6	Pre-operational assessment prior to the start of production is conducted daily Frequency of checks of ancillary areas is specified.	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.6; 3.7(b); 4.3 (a)&(b)			
A.1.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.1.8	Records of monitoring, corrective action, verifications of those actions and verification of effective pre-operational sanitation are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5;3.6; 3.8; 14.1			

## A.2. Operational Sanitation

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.1	A documented procedure is required for Operational Sanitation	EC(WGMWGMP)O – 3.02; 4.12 AS 4464:2007– 3.1 (a) & (d)			
A.2.2	Operational Sanitation encompasses: - – Edible product production areas; – Animal product production areas; – Condemned material areas; – Identification and segregation of workers operating in areas a-c; – The hygienic work practices of those workers; and – How effective operational sanitation is maintained.	AS 4464:2007– 3.1(a), 4.2(a), (c) & (d); - 4.3(d) 5.1 (f); 5.9; 5.13; 16.4(c); 16.6 Schedule 1 Clauses 1-13 Vol 2			
A.2.3	Operational sanitation monitoring is to be conducted during operations paying particular attention to: - a) product contact surface including personal issue equipment (saws, knives, sterilisers, gloves, aprons); – between carcasses prior to post-mortem or when contaminated if more frequent – entering rooms and leaving (if kept in refrigerated room may not be necessary) – build-up and contamination on surfaces after PM in breaks and between shifts – when contaminated. b) Hand-washing to be performed with liquid soap; – hands to be washed when entering and leaving edible product production areas – hands to be washed when they become contaminated c) Maintenance of – steriliser temperatures (minimum temperature 82°C) – hand wash facilities (liquid soap, warm water) – condensation (removed without cross contamination) – dropped meat pieces (external surfaces completely trimmed), dropped carcasses (contaminated side is completely trimmed).	AS 4464:2007– 3.1(a); 3.6; 5.1(b); 5.5; 5.9 to 5.11; 5.13 to 5.15  Schedule 1 Clauses 7-13			

<b>A.2. Operational Sanitation (cont.)</b>					
<b>Item</b>	<b>Target</b>	<b>References</b>	<b>Part of AA that addresses requirement</b>	<b>Comment</b>	<b>Compliance</b>
A.2.3 (cont)	<p>Procedures are to ensure that: -</p> <ul style="list-style-type: none"> <li>- ongoing cleaning does not jeopardise other Wild Game Meats;</li> <li>- floor cleaners don't contact meat, meat products or product contact surfaces;</li> <li>- personnel working in potentially contaminated areas of the establishment are distinguishable from those working in edible Wild Game Meat areas;</li> <li>- personnel working in potentially contaminated areas must only enter edible areas or handle edible goods after a suitable clean up and a change of protective clothing;</li> <li>- they include: identification, handling and separation of edible, inedible and condemned material in operations and in storage</li> <li>- different categories of workers are identified.</li> </ul> <p>Monitoring covers facilities, sterilisers as well as practices.</p> <ul style="list-style-type: none"> <li>- on re-entry to work areas personal issue equipment should pass organoleptic assessment;</li> <li>- time of monitoring should be recorded;</li> <li>- check personnel, issued equipment and hand washing on return from breaks.</li> </ul>	<p>AS 4464:2007– 3.1(a); 3.6; 5.1(b); 5.5; 5.9 to 5.11, 5.13 to 5.15</p> <p>Schedule 1 Clauses 7-13.</p>			
A.2.4	<p>Corrective actions to include the following activities:</p> <ul style="list-style-type: none"> <li>- Defects on contact surfaces must be cleaned prior to continuation operations (spot cleaning – must not cause cross contamination.);</li> <li>- Potentially contaminated product is isolated for reworking or downgrading;</li> <li>- Workers are retrained;</li> <li>- Feedback of reports of any sanitation deficiencies identified from monitoring and verification are made to the supervisor;</li> <li>- Effectiveness of actions must be verified.</li> </ul>	<p>EC (WGMWGMP) O – Schedule 2 Clause 4.1</p> <p>AS 4464:2007– 3.6; 3.7(a)&amp;(b); 3.8; 5.1 (f)</p> <p>Schedule 1 - 5(a); 7</p> <p>Good hygienic practice.</p>			

## A.2. Operational Sanitation (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.2.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>AS 4464:2007– 3.6; 3.7(c) &amp; 3.8            EC(WGMWGMP)O – Schedule 2 Clause 3;            AS 4464 –3.6</p>			
A.2.6	<p>Production and related areas are checked at least daily. Sampling of steriliser temperatures at commencement of each production run and during operations. Frequency of checks of ancillary areas is specified. Records are verified daily</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b)            AS 4464:2007– 3.6; 3.7(b);4.3 (a)&amp;(b)</p>			
A.2.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2            AS 4464:2007– 3.5</p>			
A.2.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of effective operational sanitation are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1            AS 4464:2007– 3.5; 3.6; 3.8; 14.1</p>			

### A.3. Personal Hygiene

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.3.1	A documented procedure is required for personal hygiene	EC(WGMWGMP)O – 3.02 AS 4464:2007– Schedule 1			
A.3.2	Personal hygiene encompasses: - – Personal health and fitness for work in food preparation – Personal hygiene practices such as hand washing and behaviour during work breaks – Wearing of protective clothing and footwear.	AS 4464:2007– 3.1 (a) & (d)			
A.3.3	For monitoring personal health, the following are included: – Medical clearance is obtained in order to commence work (doctor’s certificate), after any specific period of absence there is a medical clearance to recommence work – Surveillance of health of workers is carried out Monitoring procedures for personnel hygiene practices: - – clean protective clothing must be worn (not to be worn off site and must be cleaned when excessively contaminated or soiled); – clean footwear must be worn (cleaned when contaminated or soiled); – hair-nets (all hair is enclosed including beard and moustache ); and – gloves worn as required.	EC(WGMWGMP)O – Schedule 1 Clause 2(c), 7 to 16 AS 4464:2007– 3.6 Vol 2			
A.3.4	Corrective actions to include the following activities: – Deficiencies in practice must be rectified immediately – Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor	EC (WGMWGMP) O– Schedule 2 Clause 4.1  AS 4464:2007– 3.7 (a)&(b); 3.8			
A.3.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(WGMWGMP)O – Schedule 2 Clause 3  AS 4464:2007– 3.6; 3.7(c); 3.8			

### A.3. Personal Hygiene (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.3.6	The following tasks and their frequency are identified: <ul style="list-style-type: none"> <li>- Check personnel clothing and hygiene practices on return from breaks</li> <li>- Production and related areas are checked at least daily</li> <li>- Records are verified daily</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b);  AS 4464:2007– 3.6; 3.7(b)			
A.3.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.3.8	Records of monitoring, corrective action, verifications of those actions and verification of effective personal hygiene are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

#### A.4. Waste Disposal

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.4.1	A documented procedure is required for waste disposal	EC(WGMWGMP)O – 3.02 AS 4464:2007– 17.13 to 17.16			
A.4.2	Waste disposal should be specified for: <ul style="list-style-type: none"> <li>– sanitary facilities, amenities, laboratories, and surrounds</li> <li>– solid and liquid waste</li> <li>– pipelines (identification)</li> <li>– systems for stormwater drainage, sanitary drainage and production or trade waste.</li> </ul>	AS 4464:2007– 3.1 (a), (c)&(d); 4.3; 17.9; 17.13 to 17.16 Section 5 CEGEM Local by laws			
A.4.3	The monitoring procedure should cover waste control addressing;- <ul style="list-style-type: none"> <li>– potential cross contamination issues;</li> <li>– storage of waste around the establishment doesn't create a hygiene risk or a vermin harbourage;</li> <li>– waste water must be treated to the satisfaction of the relevant authorities;</li> <li>– biological wastes are controlled</li> </ul>	AS 4464:2007– 3.6			
A.4.4	Corrective actions to include the following activities: <ul style="list-style-type: none"> <li>– Deficiencies in practice should be rectified immediately</li> <li>– Feedback of reports of any deficiencies identified from monitoring and verification are made to the relevant supervisor</li> <li>– Effectiveness of actions should be verified.</li> </ul>	EC (WGMWGMP) O– Schedule 2 Clause 4.1  AS 4464:2007– 3.7			
A.4.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>– Review of the monitoring records,</li> <li>– Review of deficiencies,</li> <li>– Checks of the monitoring procedures,</li> <li>– the effectiveness of corrective actions</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 3  AS 4464:2007– 3.6; 3.7(c); 3.8			
A.4.6	The following tasks and their frequency are identified: <ul style="list-style-type: none"> <li>- Production and related areas are checked daily</li> <li>- Records are verified daily</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.6; 3.7(b)			

#### A.4. Waste Disposal (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.4.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.4.8	Records of monitoring, corrective action, verifications of those actions and verification of effective waste disposal are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6 3.8; 14.1			

#### A.5. Water Supply

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.5.1	A documented procedure is required for the water supply <ul style="list-style-type: none"> <li>– includes a water distribution map</li> </ul>	EC(WGMWGMP)O – 3.02; Schedule 4 – Part 1 AS 4464:2007– 3.1(a) & (d); 17.4 to 17.12			
A.5.2	The water supply is to be sufficient and appropriate to the operations undertaken. Where water is treated on plant to ensure potability <ul style="list-style-type: none"> <li>– A chlorine alarm must be fitted</li> <li>– A contact time of no less than 20 mins must be maintained for chlorine with the water prior to use</li> <li>– A free residue chlorine level of not less than 0.25ppm is maintained.</li> <li>– Pre-chlorination micro tests should be conducted</li> </ul> For canning operations (except Sterivac) monitoring demonstrates that there is a trace of chlorine used in the cooling water. To protect potable supply from contamination the following actions are complete: <ul style="list-style-type: none"> <li>– Tanks are covered</li> <li>– Tanks are cleaned</li> <li>– Tanks are locked</li> <li>– Pipes are identified as per potable water standard</li> <li>– Anti-back siphonage devices are fitted.</li> </ul>	EC(WGMWGMP)O – Schedule 4 Part 1 Australian Drinking Water Guidelines CEGEM  AS 4464:2007– 17.7 and 17.8			



### A.5. Water Supply(Cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance																
A.5.3	Where water is chlorinated on site free residual chlorine is monitored Where water is used as an ingredient in meat products it must be demonstrably potable <ul style="list-style-type: none"> <li>- i.e. a trace of chlorine should be detectable if poor history of potability.</li> </ul>	EC(WGMWGMP)O – Schedule 4 Part 1 Australian Drinking Water Guidelines AS 4464:2007– 3.6																			
A.5.4	Corrective actions to include the following activities: <ul style="list-style-type: none"> <li>- Deficiencies in practice must be rectified immediately</li> <li>- Reasons for non-compliance must be identified and rectified to prevent or minimise recurrence</li> <li>- Effectiveness of actions must be verified, including a microbiological retest of the supply.</li> <li>- Notify AQIS of potability failures</li> </ul>	EC (WGMWGMP) O– Schedule 2 Clause 4.1  AS 4464:2007– 3.7(a) &(b)																			
A.5.5	For verification purposes: <ul style="list-style-type: none"> <li>- On site chlorinated water supplies should be free from Coliforms and <i>E. coli</i> in any 100ml sample.</li> <li>- Other supplies should be free of <i>E. coli</i> and not have Coliforms in two successive tests or in more than 10% of samples annually.</li> <li>- Physical and chemical properties to be tested</li> <li>- Water will be assessed against the following table</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 3 Schedule 4 Part 1 Vol 2 Australian Drinking Water Guidelines AS 4464:2007– 3.6																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Coliforms/100ml</th> <th style="width: 33%;">E. coli type 1/100ml</th> <th style="width: 33%;">Rating</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0-2</td> <td style="text-align: center;">0</td> <td style="text-align: center;">Satisfactory</td> </tr> <tr> <td style="text-align: center;">3-10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">Suspicious</td> </tr> <tr> <td style="text-align: center;">&gt;10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">Unsatisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">1 or more</td> <td style="text-align: center;">Unsatisfactory</td> </tr> </tbody> </table>	Coliforms/100ml	E. coli type 1/100ml	Rating	0-2	0	Satisfactory	3-10	0	Suspicious	>10	0	Unsatisfactory		1 or more	Unsatisfactory					
	Coliforms/100ml	E. coli type 1/100ml	Rating																		
	0-2	0	Satisfactory																		
	3-10	0	Suspicious																		
>10	0	Unsatisfactory																			
	1 or more	Unsatisfactory																			
A.5.5 (cont.)	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 3  AS 4464:2007– 3.6; 3.7(c); and 3.8																			

### A.5. Water Supply (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.5.6	<p>The following tasks and their frequency are identified:  <b><u>For all establishments</u></b>            – Physico-chemical properties must be tested for annually (council or similar test on the same supply will suffice).</p>	EC(WGMWGMP)O– Schedule 2 Clause 4.1(b) AS 4464:2007– 3.6; 3.7(b)			
A.5.6 (cont.)	<p><b><u>Verification testing for Coliforms and <i>E. coli</i> must be as follows:</u></b>            – 2 sites tested each month for structurally integrated complexes, structurally independent processing establishments and cooked meat establishments            – 2 tests each month for cooling water at canneries and cooked meat establishments            – 1 test in ice used in edible products  <b><u>For establishments that chlorinate water:</u></b>            – The free residual chlorine is measured prior to start and every 2 hours that the system is operating.            – Pre-chlorination testing must be conducted annually.            Cleaning of tanks should be conducted annually.            Chlorine alarms are to be tested weekly</p>	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.6; 3.7(b) Australian Drinking Water Guidelines Vol 2			
A.5.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.5.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of effective water supply are kept.</p>	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

## A.6. Pest Control

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.6.1	A documented procedure is required for pest control.	EC(WGMWGMP)O – 3.02 AS 4464:2007– 4.11			
A.6.2	<p>The procedure includes pest and vermin control for access points including door ways, (in relation to personnel, equipment, product, and packaging), windows, vents etc. The procedures include actions to ensure that surrounds are clean, rubbish is removed, old equipment is cleaned and stored so as not to become a harbourage for pests and vermin, grass is mowed, etc.</p> <p>The procedures include a baiting program (where any toxic bait in bait-boxes is protected from interference and the weather). Chemicals are not used in a manner that could jeopardise the wholesomeness of wild game meats and/or wild game meat products.</p>	AS 4464:2007– 4.3; 4.8; 4.9(b); 4.11; 15.5; 15.7.			
A.6.3	<p>Monitoring activities include:</p> <ul style="list-style-type: none"> <li>– Condition of controls at access points must be checked regularly</li> <li>– Must be no evidence of pests inside of production and production related areas at the commencement of production and during production</li> <li>– Must be a method of detecting presence inside of plant</li> <li>– Toxic baits not allowed inside areas associated with edible production</li> <li>– Indicator baits checked prior to start of production (in case there is activity)</li> <li>– External baits checked for activity</li> <li>– Conditions of surrounds (not harbouring pests)</li> </ul>	AS 4464:2007– 3.6; 4.3(a);4.9(b); 4.11; 5.1(h); 15.5; 15.7			
A.6.4	<p>Corrective actions are required where vermin are detected inside the plant, in the immediate environment of the plant. Involved areas are checked for contamination of product, product contact equipment and packaging material:</p> <ul style="list-style-type: none"> <li>– Contaminated products and packaging material are condemned</li> <li>– Contaminated equipment is cleaned and sanitised,</li> <li>– Identification and repair of pest access points and cleaning up harbourage and breeding sites</li> <li>– Review of pest control procedures</li> </ul>	EC (WGMWGMP) O– Schedule 2 Clause 4.1  AS 4464:2007– 3.7 4.2(a)&(d); 4.6; 15.7			

### A.6. Pest Control (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.6.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 3</p> <p>AS 4464:2007– 3.6; 3.7(c)</p>			
A.6.6	<p>Frequency of activities:</p> <ul style="list-style-type: none"> <li>- Indicator baits and traps located inside the plant are checked daily prior to production commencing.</li> <li>- External baits are checked frequently enough to ensure that increases in vermin activity are detected before they become a problem to the production areas of the plant (suggest minimum of monthly when minimal activity).</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b)</p> <p>AS 4464:2007– 3.7(b); 4.2(a); 4.11</p>			
A.6.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2</p> <p>AS 4464:2007– 3.5</p>			
A.6.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of effective pest control are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1</p> <p>AS 4464:2007– 3.5; 3.6; 3.8; 14.1</p>			

## A.7. Structure and Maintenance

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.7.1	A documented procedure is required for the maintenance of the structure to the requirements of the Standard.	EC(WGMWGMP)O – 3.02 AS 4464:2007– 3.1(a)+(d); 4.6; 15.3			
A.7.2	The floor plan shows major equipment layout product and people flow. When structural and equipment alterations occur will need to treat as an amendment to AA (therefore new floor plan). As a guide, it may be useful to auditors to show the physical locations of CCPs (this could be addressed using HACCP Plan Flow chart)	EC(WGMWGMP)O – 4.10; Schedule 3 AS 4464:2007– 3.1(a)&(d); 15.4; 15.9 to 15.11  CEGEM			
A.7.3	There is a structured monitoring program in place. – Processing areas may use the sanitation monitoring process, or this procedure may be supplemented by an independent monitoring program – Critical defects are identified before they can jeopardise the wholesomeness of wild game meat and/or wild game meat products. – Defects are identified and rectified before they become critical (preventive maintenance).	AS 4464:2007– 3.6; 4.6; 5.1(f)			
A.7.4	Corrective actions ensure that: – critical defects are rectified before product wholesomeness is jeopardised – other defects identified and rectified before product wholesomeness is jeopardised – the process of rectification does not jeopardise the wholesomeness of wild game meats	EC (WGMWGMP) O– Schedule 2 Clause 4.1  AS 4464:2007– 3.7; 3.8; 5.1(f)			
A.7.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(WGMWGMP)O– Schedule 2 Clause 3;  AS 4464:2007– 3.6; 3.7(c); 3.8			
A.7.6	The following tasks and their frequency are identified: – Production and related areas are checked daily – Records are verified daily	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b); AS 4464:2007– 3.6; 3.7(b)			

### A.7. Structure and Maintenance (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.7.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.7.8	Records of monitoring, corrective action, verifications of those actions and verification of effective structure and maintenance are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

### A.8. Control of Hazardous Substances

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.8.1	A documented procedure is required for the control of hazardous substances.	EC(WGMWGMP)O – 3.02 AS 4464:2007– 15			
A.8.2	Hazardous substances are verified to be fit for their use and used in accordance with directions. Measures are taken to ensure storage, handling or use doesn't jeopardise the wholesomeness of wild game meat. Access to hazardous substances is limited to persons who are responsible and competent in handling those substances. In some cases, other regulations may require physical security of hazardous substances.	AS 4464:2007– 3.1(d); 3.5; 4.9 & 4.10			
A.8.3	Monitoring of the control, security and use of hazardous substances should include <ul style="list-style-type: none"> <li>– Master list of chemicals on site (name, location, category of use, expiry date etc.)</li> <li>– Material Safety Data Sheets (MSDS)</li> <li>– Instructions for use available</li> </ul> The following provide examples: <ul style="list-style-type: none"> <li>– AQIS acceptances for use (approvals pre 7/2005).</li> <li>– FSANZ approval</li> <li>– Generic approval (Chemical acceptance in ELMER).</li> <li>– Hazardous substances (containers) are obviously labelled</li> </ul>	AS 4464:2007– 3.1(d); 3.5; 4.9 & 4.10			

### A.8. Control of Hazardous Substances (Cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.8.4	Corrective actions ensure appropriate handling and disposition of contaminated product	EC (WGMWGMP) O – Schedule 2 Clause 4.1 AS 4464:2007– 3.7			
A.8.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	EC(WGMWGMP)O– Schedule 2 Clause 3; AS 4464:2007– 3.6; 3.7(c); 3.8			
A.8.6	Monitoring and verification of the use, handling and storage of hazardous substances should be at least weekly Production and related areas are checked daily Records are verified daily	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.6; 3.7(b)			
A.8.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O– Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.8.8	Records of monitoring, corrective action, verifications of those actions and verification of effective hazardous substance control are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

### A.9. Purchasing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.9.1	A documented procedure is required for Purchasing	EC(WGMWGMP)O – 3.02 AS 4464:2007– 3			
A.9.2	Ingredients, processing aids, labels, tags, printing inks and packaging material (e.g. Plastic wraps) that may come into contact with Wild Game Meat are not a source of contamination (letters of compliance with standards, FSANZ approval, etc). The handling of labels, tags, printing inks and packaging material (e.g. cartons) is not a source of contamination to Wild Game Meat.	AS 4464:2007– 14.1			

**A.9. Purchasing (Cont.)**

<b>Item</b>	<b>Target</b>	<b>References</b>	<b>Part of AA that addresses requirement</b>	<b>Comment</b>	<b>Compliance</b>
A.9.3	Monitoring of the process of ordering, receiving, storage and use of purchases is to be undertaken.	AS 4464:2007– 14.1			
A.9.4	Corrective actions ensure the purchasing of non-approved commodities are not allowed to come into contact with wild game meat, and when it occurs, how that product is isolated, reworked or condemned.	EC (WGMWGMP) O – Schedule 2 Clause 4.1  AS 4464:2007– 3.			
A.9.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(WGMWGMP)O – Schedule 2 Clause 3  AS 4464:2007– 3.6; 3.7(c); 3.8			
A.9.6	Monitoring and verification of the ordering, use, handling and storage of purchases should be at least weekly	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.6; 3.7(b)			
A.9.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.9.8	Records of monitoring, corrective action, verifications of those actions and verification of effective purchasing are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			



## A.10. Calibration

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.10.1	A documented procedure is required for calibration.	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A.10.2	<p>The procedure for calibrating monitoring equipment ensures that:</p> <ul style="list-style-type: none"> <li>– Measuring equipment is identified</li> <li>– The manufacturer’s specification for the equipment is available</li> <li>– Measuring equipment is calibrated in accordance with manufacturer’s directions to verify its accuracy               <ul style="list-style-type: none"> <li>– Standard instruments are used to calibrate from</li> </ul> </li> </ul> <p>Where necessary correction factors are used or equipment is corrected Equipment is recalibrated as required by the manufacturers’ directions. Determination is made as to whether out of specification measuring equipment resulted in incorrect product assessment for food safety, wholesomeness, load-out or transport. Equipment includes thermometers, carcass scales, product scales and laboratory equipment.</p>	<p>EC(WGMWGMP)O – Schedule 3 Clause 2</p> <p>AS 4464:2007– 3.2; 3.7; 4.5; 15.4</p> <p>National Measurements Act 1960</p>			
A.10.3	Monitoring is required to ensure that measurements taken during production are accurate within acceptable limits as per the manufacturer’s specifications.	EC(WGMWGMP)O – Schedule 3 Clause 2 AS 4464:2007– 14.1			
A.10.4	Corrective actions are required to ensure that recognised inaccurate measurements are corrected and the measuring devices are recalibrated to meet the acceptable limits.	EC (WGMWGMP) O – Schedule 2 Clause 4.1 AS 4464:2007– 3.7			
A.10.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>– Review of the monitoring records,</li> <li>– Review of deficiencies,</li> <li>– Checks of the monitoring procedures,</li> <li>– the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 3</p> <p>AS 4464:2007– 3.6; 3.7(c); 3.8</p>			

**A.10. Calibration (Cont.)**

<b>Item</b>	<b>Target</b>	<b>References</b>	<b>Part of AA that addresses requirement</b>	<b>Comment</b>	<b>Compliance</b>
A.10.6	The procedure addresses the frequency of the tasks See manufacturers specifications or sooner if damaged	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b); 15.3			
A.10.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.10.8	Records of monitoring, corrective action, verifications of those actions and verification of effective calibration are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

### A.11 Sourcing and Transport of Wild Game Animal Carcasses

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.11.1	A documented procedure is required for the sourcing and transport of wild game animal carcasses.	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A.11.2	<p>There is a sourcing program, that ensures that Incoming carcasses will be assessed to ensue that:</p> <ul style="list-style-type: none"> <li>– Only correctly identified carcasses with completed harvester tags are accepted for processing and that identification is maintained until final inspection for suitability for human consumption;</li> <li>– Animal Welfare aspects of harvesting have been followed (see section 12);</li> <li>– Carcasses delivered directly to the processing establishment from harvesting are isolated and placed under active refrigeration that ensures they are reduced to 7 °C or less within 24 hours of being placed under refrigeration</li> <li>– Evidence is presented with carcasses that their initial chilling and ongoing temperature control has been met (i.e. supplier certificates of compliance, field chiller records, continuous automatic temperature recording of meat and air temperatures);</li> <li>– The time since harvest does not compromise final product quality (≤14 days);</li> <li>– Receiving / pre-dressing inspection confirms the suitability for processing for human consumption (Animals are not submitted for processing if animals are affected by any disease or abnormality that could jeopardise the wholesomeness of wild game meats derived from it or the processing could contaminate other wild game meat).</li> </ul>	<p>EC(WGMWGMP)O – 4.05; 4.17</p> <p>AS 4464:2007– 3.6; 6.2; 6.4; 8.1 to 8.5; 9.1; 10.1; 10.4; 10.7; 12.2; 12.3 Appendices B to H</p> <p>Vol 2 EU entry</p> <p>AMN 2009/18</p>			
A.11.3	<p>The procedure addresses the monitoring of the sourcing and transport of wild game animal carcasses particularly: -</p> <ul style="list-style-type: none"> <li>– Carcase identification and associated documentation from field chillers and transportation;</li> <li>– Carcase temperature and temperature history;</li> <li>– Carcase condition and age.</li> </ul>	AMN2009/18			

### A.11 Sourcing and Transport of Wild Game Animal Carcasses (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.11.4	<p>The procedure addresses corrective action when:</p> <ul style="list-style-type: none"> <li>- carcasses are not identified properly;</li> <li>- animal welfare aspects of harvesting have been compromised;</li> <li>- carcasses delivered directly to the processing establishment from harvesting are not isolated or reduced in temperature 7 °C or less within 24 hours of being placed under refrigeration</li> <li>- carcasses are delivered without the necessary documentation detailing the history of the carcasses to the point of receipt and /or carcasses haven't met the temperature requirements and/or data loggers are not present or readily accessible before the load is loaded into the establishment;</li> <li>- carcasses are older than 14 days;</li> <li>- carcasses are not accepted at receipt / pre-dressing inspection;</li> </ul> <p>and how those carcasses are identified and retained for AQIS disposition or condemned.</p>	<p>EC (WGMWGMP) O – Schedule 2 Clause 4.1</p> <p>AS 4464:2007– 3.7AS 4464 –3.7; 9.1</p> <p>AMN 2009/18</p> <p>AMN2009/16</p>			
A.11.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O– Schedule 2 Clause 3</p> <p>AS 4464:2007– 3.6; 3.7(c); 3.8</p>			
A.11.6	<p>The procedure addresses the frequency of the tasks: -</p> <p>Each carcass will be: -</p> <ul style="list-style-type: none"> <li>- checked for correct identification and certification (pre-slaughter declaration of health);</li> <li>- checked to ensure that animal welfare of field harvesting is adequate;</li> <li>- checked for age;</li> <li>- subject to receipt / pre-dressing inspection.</li> </ul> <p>Each load will have its carcass temperature history checked for compliance and each load-in will have its air temperature record checked for compliance.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b)</p> <p>AS 4464:2007– 3.3; 3.6; 3.7(b); 6.2; 6.4; 9.1; 10.4; 12.2; 12.3; Appendices B to H</p> <p>EU</p>			

### A.11 Sourcing and Transport of Wild Game Animal Carcasses (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.11.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.11.8	Records of deficiencies related to harvesting or field depot are sent back to the harvester and/or field depot operator for their action with copies being provided to the SRA and AQIS OPV. Records of incoming declarations, temperature records, corrective action, verifications of those actions are kept	EC(WGMWGMP)O– Schedule 2 – 7.1  AS 4464:2007– 3.5; 3.6; 3.8; 14.1 AMN2009/16			

### A.12. Animal Welfare

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.12.1	A documented procedure is required to ensure animal welfare standards are maintained.	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A.12.2	There is a procedure that ensures: - – Only head shot kangaroo carcasses are processed – Only head or chest shot wild boar are processed – Wild boar savaged by dogs are rejected from processing	AS 4464:2007– 6.2, 7.1  AMN2009/16			
A.12.3	Monitoring of animal welfare issues is performed at receipt /pre-dressing inspection and in the skinning room once the hide/pelt has been removed. The carcass hide/pelt of wild game camouflages many defects of animal welfare concern e.g. dog bites and body shots.				

### A.12. Animal Welfare (Cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A12.4	<p>The procedure addresses corrective action when the harvesting and field dressing of a game animal is not done in a way that it;</p> <ul style="list-style-type: none"> <li>- reduces the risk of contamination of the carcasses and its carcass parts to a level that ensures that their wholesomeness and the wholesomeness of other game meat and game meat products is not jeopardised; and</li> <li>- ensures an accurate post-mortem disposition can be applied to the carcass and each of its carcass parts.</li> </ul> <p>Actions should be taken where there is evidence of an unacceptable harvest process resulting in delayed death of the animal through the savaging of animals by dogs; or kangaroos being other than head shot or wild boar being other than head or chest shot, is collected and traced back to the shooter and reported in an animal welfare incident report and to the field manager for action.</p> <p>This action includes animal welfare incident reporting including trace-back to the harvester, retraining by field supervisors and the possibility of further action through the RSPCA (or equivalent).</p>	<p>EC (WGMWGMP) O – Schedule 2 Clause 4.1</p> <p>AS 4464:2007– 3.6; 3.73.8; 7; 8.5(b); 9.1; 14.1</p> <p>Appendices A to H</p> <p>AMN2009/16</p>			
A.12.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> <li>-</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 3</p> <p>AS 4464:2007– 3.6; 3.7(c); 3.8</p>			
A.12.6	<p>The following tasks and their frequency are identified ;</p> <ul style="list-style-type: none"> <li>- receipt /pre-dressing inspection is performed on each game carcass;</li> <li>- Carcasses affected by dog bites and /or body shots are identified and removed from processing;</li> <li>- Affected product is removed from production</li> <li>- follow up responses are sought from the field, and what preventative steps are implemented.</li> <li>-</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b)</p> <p>AS 4464:2007– 3.7(b); 7</p> <p>AMN2009/16</p>			
A.12.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O– Schedule 2 Clause 2</p> <p>AS 4464:2007– 3.5</p>			

### A.12. Animal Welfare (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.12.8	Records of monitoring, corrective action, verifications of those actions and verification of effective sourcing and transport are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.8; 14.1			

### A.13. Dressing

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.13.1	A documented procedure is required for dressing game animal carcasses	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A.13.2	<p>Correlation of carcasses and carcase parts is maintained and are traceable back to the harvester, time of harvest, and harvest area (parts not requiring individual inspection may be aggregated prior to disposition) Carcases must be identified so that they can be correlated with their post-mortem disposition and processed accordingly. Refer to Sourcing of Livestock Procedure To prevent contamination and cross contamination, procedures include:</p> <ul style="list-style-type: none"> <li>– All equipment is sterilised are washed between carcasses prior to PM inspection )</li> <li>– Hands are washed between carcasses prior to PM inspection</li> <li>– All equipment is sterilised when it becomes contaminated during dressing.</li> <li>– Hands are washed when they become contaminated</li> <li>– Faecal and other objectionable contamination is trimmed from the carcase and it parts.</li> <li>– Carcasses older than 14 days are not processed for human consumption</li> </ul> <p>Refer also to Operational Sanitation. Each task has a work instruction and the personnel are competent in their application.</p>	<p>EC(WGMWGMP)O – Schedule 4 - Part I &amp;2 AS 4464:2007– 1.3; 3.1 (a) to (d); 3.3; 4; 4.4; 5.1 (d) &amp;(e); 6.4; 9.2; 9.3; 9.8; 9.11; 11; 11.11; 11.12; 12.1 to 12.3; Schedule 1 – 4(a); 7</p> <p>AS 4464:2007– 5; 9;</p>			

### A.13. Dressing (cont)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.13.3	For monitoring: – Meat Hygiene Assessment is used for process (procedure compliance) and product assessment (wholesomeness)	AS 4464:2007– 3.6 EGMIAC agreement			
A.13.4	Meat Hygiene Assessment outlines expectations for corrective action ESAM is included.	EC (WGMWGMP) O – Schedule 2 Clause 4.1  AS 4464:2007– 3.7			
A.13.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(WGMWGMP)O – Schedule 2 Clause 3  AS 4464:2007– 3.6; 3.7(c); 3.8			
A.13.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b)			
A.13.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.13.8	Records of monitoring, corrective action, verifications of those actions and verification of effective operational sanitation are kept. Records of deficiencies related to harvesting or field depot activity including microbiology are sent back to the harvester and/or field depot operator for their action with copies being provided to the SRA	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1 EGMIAC agreement			



#### A.14. Boning

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.14.1	A documented procedure is required for the boning of game animal carcasses	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A.14.2	The documented procedures include: – A work instruction for each task and the personnel are competent in their application. – Specific tasks may include, – pre-trim (see MHA); – dropped meat (refer to operational sanitation procedure); – inspection (sparganosis). Contamination and Cross Contamination is prevented Refer also to operational sanitation.	EC(WGMWGMP)O – Schedule 4 - Part I &2 AS 4464:2007– 3.1 (a) to (d); 3.3; 4; 5; 5.2 AS 4464 – 4 and 5			
A.14.3	Meat Hygiene Assessment is used for process (task compliance) and product assessment (wholesomeness – pre-trim and carton meat assessment)	AS 4464:2007– 3.6 EGMIAC			
A.14.4	Meat Hygiene Assessment outlines expectations for corrective action ESAM is included.	EC (WGMWGMP) O – Schedule 2 Clause 4.1 AS 4464:2007– 3.7AS 4464 - 3.7			
A.14.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(WGMWGMP)O– Schedule 2 Clause 3 AS 4464:2007– 3.6; 3.7(c); 3.8			
A.14.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b)			
A.14.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.14.8	Records of monitoring, corrective action, verifications of those actions and verification of effective sourcing and transport are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

### A.15. Temperature Control

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.15.1	A documented procedure is required for the temperature control of game animal carcasses, establishments and product.	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A15.2	<p>Wild Game Carcasses received from field chillers must be 7°C or less (a full history of the temperature of wild game animal carcasses is required up to the point of receipt at the processing establishment).</p> <p>Wild game carcasses received direct from being field shot must be reduced to 7°C or less within 24 hours of being placed under refrigeration and maintained at that temperature (See sourcing section).</p> <p>Dressing or processing is undertaken in a room that operates at no warmer than 10°C and the meat surfaces remain below 7°C for carcasses and 5°C for carcass parts at the points of microbiological concern.</p> <p>Documented procedures for temperature control include the following:</p> <ul style="list-style-type: none"> <li>- For product and processing rooms</li> <li>- For active refrigeration, adequate refrigeration is applied to all goods in the chamber to ensure they all meet the relevant requirements</li> </ul> <p>Chilled wild game meat is stored at or below 7°C or less. Frozen wild game meat for freezing is reduced without delay and held at or below -10°C, (-12°C- EU).</p>	<p>EC(WGMWGMP)O – 4.06-7 AS 4464:2007– 1.3; 3.1(a) and (d); 10; 10.1;11.5-6</p> <p>EU-1992/45</p>			
A.15.3	<p>For monitoring of product under active cooling to a temperature to of 7° C or below</p> <ul style="list-style-type: none"> <li>- Measurements of temperature are taken from the slowest cooling point of microbiological concern e.g. deep muscle of carcasses, thermal centre in cartons</li> <li>- Measurement represents the lot - all product is represented by the monitoring</li> <li>- There is an effective system which demonstrates refrigerated rooms continuously meet temperatures in the Approved Arrangement.</li> </ul> <p>(See sourcing of carcass section for refrigeration requirements prior to the processor)</p>	AS 4464:2007– 3.6			

### A.15. Temperature Control cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.15.4	For corrective actions: <ul style="list-style-type: none"> <li>- All product represented by the monitoring is included.</li> <li>- Where dressing/boning room needs to be kept at or below 10°C.</li> <li>- Products not meeting specification may be assessed for wholesomeness.</li> </ul>	EC (WGMWGMP) O – Schedule 2 Clause 4.1  AS 4464:2007– 3.7; 11.5			
A.15.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	EC(WGMWGMP)O – Schedule 2 Clause 3 AS 4464:2007– 3.6; 3.8			
A.15.6	The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b)			
A.15.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
A.15.8	Records of monitoring, corrective action, verifications of those actions and verification of effective temperature control are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

### A.16. Sampling Programs

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.16.1	A documented procedure is required for the sampling programs used.	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
A.16.2	Laboratories used for testing program required for certification are AQIS approved and use approved tests	AMN 2007/07			

### A.16. Sampling Programs (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
A.16.3	<p>Monitoring of the following is required: -</p> <ul style="list-style-type: none"> <li>- Microbiological samples are collected from incoming wild game carcasses.</li> <li>- Microbiological samples are collected from dressed carcasses of wild game. (ESAM)</li> <li>- Microbiological samples are collected from bulk meat packs of wild game.</li> </ul> <p>Trichinella samples are being collected from wild game pigs in duplicate, aggregated in 20s, and tested at an AQIS approved laboratory.</p> <p>Product is not released for EU or Russia, until the results are available.</p>	<p>EC(WGMWGMP)O– Schedule 2 - 8 AS 4464:2007– 3.12; 3.13</p> <p>AMN 2008/13</p> <p>AM N 2010/02</p>			
A.16.4	<p>Corrective actions include the following activities: -</p> <ul style="list-style-type: none"> <li>- The diversion of carcasses or product with unacceptable microbiological contamination levels from human consumption.</li> <li>- Trichinella samples are not being collected from wild game pigs in duplicate, aggregated in 20s, tested at an AQIS approved laboratory and product is released before the results are obtained.</li> </ul>	<p>EC (WGMWGMP) O – Schedule 2 Clause 4.1</p> <p>AS 4464:2007– 3.7</p>			
A.16.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 3</p> <p>AS 4464:2007– 3.6; 3.7(c); 3.8</p>			
A.16.6	<p>The procedure addresses the frequency of the tasks</p> <p>Production and related areas are checked daily</p> <p>Records are verified daily</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b); AS 4464:2007– 3.3; 3.6; 3.7(b)</p>			
A.16.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5</p>			
A.16.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of effective sampling programs are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1</p>			

## A 17 Animal Food

A.17.1	A documented procedure is required to ensure standards are maintained.	EC(WGMWGMP)O-Schedule 4, Part2 -2			
A.17.2	Animal Food is collected, packaged, stored, handled in a way that ensures that wild game meat and wild game meat products for export for food are not contaminated	EC(WGMWGMP)O-Schedule 4, Part2 -2 AS 4464:2007 –13			
A.17.3	Monitoring of the production, segregation and storage temperature of animal food is performed during production.	EC(WGMWGMP)O-Schedule 2 Clauses 5.1, 5.2; AS 4464:2007 – 13			
A.17.4	The procedure addresses corrective action when the collection, packaging, segregation and storage of animal food done in a way that it compromises wild game meat and wild game meat products for export for food.	EC(WGMWGMP)O-Schedule 2 Clause 4.1; AS 4464:2007 – 13			
A.17.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> </ul> the effectiveness of corrective actions	EC(WGMWGMP)O-Schedule 2 Clause 3; AS 4464:2007 – 13			
A.17.6	The following tasks and their frequency are identified ; <ul style="list-style-type: none"> <li>- Animal food is collected continuously during the operations in a manner that ensures that wild game meat and wild game meat products for export for food are not contaminated</li> <li>- Animal food is collected continuously into containers used solely for that purpose</li> <li>- Animal food is reduced in temperature to less than 7°C without delay and maintained at or below that temperature until it is transferred to a Pet Food Processor or frozen to a minimum of -12°C</li> <li>- Temperature checks of animal food are performed throughout production.</li> </ul>	EC(WGMWGMP)O-Schedule 2 Clause 2 AS 4464:2007 – 13			
A.17.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O-Schedule 2 Clause 2; AS 4464:2007 – 13			
1.17.8	Records of monitoring, corrective action, verifications of those actions and verification of effective animal food production process are kept.	EC(WGMWGMP)O-Schedule 2 Clause 7; AS 4464:2007 – 14			

**PART 2. PROCESS CONTROL Part B – Hazard Analysis and Critical Control Points**

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
B.1.1	HACCP Team - Co-ordinator should be competent, others should understand process - Describe product Distribution - Transport and storage conditions Intended consumers - Average person, immuno-compromised	AS 4464:2007– 3.5; 3.11(a)			
B.1.2	Intended use - Raw (to be cooked), cooked, RTE product	AS 4464:2007– 3.11(a)			
B.1.3	Product flow that has been verified - Each step for each product type, side chains	AS 4464:2007– 3.11(a)			
B.1.4	Hazard Analysis - Hazard identification - Hazard evaluation - Identify significant hazards	AS 4464:2007– 3.11(a)&(b)			
B.1.5	Identify Critical Control Points, - Use Critical Control Point decision tree	AS 4464:2007– 3.11(b)&(c)			
B.1.6	List Critical Limits - Must be measurable	AS 4464:2007– 3.11(d)			
B.1.7	Monitoring - How, frequency, who, where, when	AS 4464:2007– 3.11(e)			
B.1.8	Corrective action - Control affected product (lot) - Apply corrective action to lot - Apply corrective action to process AQIS will contacted in accordance with the approved HACCP plan	EC(WGMWGMP)O– Schedule 2 - 10 AS 4464:2007– 3.7; 3.8; 3.11(f)			
B.1.9	The plan has been validated	AS 4464:2007– 3.11(g)(i) Vol 2			

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
B.1.10	Verification of monitoring of critical limits to ensure compliance with HACCP plan	AS 4464:2007– 3.11(g)(ii)			
B.1.11	Verification <ul style="list-style-type: none"> <li>- records of Critical Control Point monitoring are verified</li> <li>- records of necessary corrective action being applied are verified</li> </ul>	AS 4464:2007– 3.11(g)(ii) Vol 2			
B.1.12	Annually reassessed Reassessed if changes	AS 4464:2007– 3.1(a)(e), 3.11(g)(ii) Food Standards Code			
B.1.13	Records <ul style="list-style-type: none"> <li>- Current plan, superseded plans, monitoring, verification, Corrective Action</li> </ul>	EC(WGMWGMP)O– Schedule 2 – 7.1 AS 4464:2007– 3.6; 3.11(h); 14.1			

## PART 3 PRODUCT INTEGRITY AND CERTIFICATION REQUIRMENTS

### 1. Biosecurity during Exceptional Circumstances

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
1.1	There is a section of the arrangement that covers Biosecurity during exceptional circumstances	EC(WGMWGMP)O– 3.02; Schedule 2 Clause 2 AS 4464:2007 – 3			
1.2	Aspects of Biosecurity to be covered in this section include, but is not limited to product; - <ul style="list-style-type: none"> <li>- Adulteration – the deliberate or intentional addition of some foreign material into or onto the game meat product</li> <li>- Contamination –               <ul style="list-style-type: none"> <li>- Biological -</li> <li>- chemical ,and</li> <li>- physical - wood, glass &amp; plastic</li> </ul> </li> <li>- segregation – animal food – HC game meat and game meat products</li> <li>- allergen risk management from colouring agents, preservatives and ingredients</li> <li>- Emergency planning and response when there is a: -               <ul style="list-style-type: none"> <li>- Power failure</li> <li>- Refrigeration breakdown</li> <li>- Fire and/or emergency</li> <li>- Wastewater and sewerage breakdown</li> <li>- Non conforming product</li> <li>- Contamination of the water supply</li> </ul> </li> </ul>	EC(WGMWGMP)O– Schedule 4, Part2 , 3			
1.3	Monitoring of Biosecurity issues is performed at all stages of production ensuring the work practices of individuals is in accordance with their respective work instructions and the requirement to produce wholesome product.	EC(WGMWGMP)O– Schedule 2 Clauses 5.1, 5.2 AS 4465:2007 – 3			
1.4	The procedure addresses corrective action when the work or personal practices of individuals contribute to poor product Biosecurity.	EC(WGMWGMP)O– Schedule 2 Clause 4.1 AS 4465:2007 – 3			
1.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> </ul> the effectiveness of corrective actions	EC(WGMWGMP)O– Schedule 2 Clause 3  AS 4465:2007 – 3			



**1. Biosecurity during Exceptional Circumstances (cont.)**

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
1.6	The following tasks and their frequency are identified; – Workers personal habits do not jeopardise product integrity – Workers adhere to their respective Work Instructions – Supervisors are advised immediately of deviations that may compromise product.	EC(WGMWGMP)O– Schedule 2 Clause 2  AS 4465:2007 – 3			
1.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O– Schedule 2 Clause 4.1(b) AS 4465:2007 – 3			
1.8	Records of monitoring, corrective action, verifications of those actions and verification of effective Biosecurity control are kept.	EC(WGMWGMP)O– Schedule 2 Clause 2 AS 4465:2007 – 3			

## 2. Product Traceability, Withdrawal and Recall

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
2.1	There is a section of the arrangement that covers Product Traceability, Withdrawal and Recall	EC(WGMWGMP)O – 4.17 AS 4464:2007– 12			
2.2	<p>In general: Product is to be identified and segregated to the extent necessary, at each stage of production to enable a particular description to be applied. This section requires a description of the auditable inventory system which provides (may correspond with system in export security and integrity sections): -</p> <ul style="list-style-type: none"> <li>– a definition of the batch (batch definition may differ in accordance with time and temperature etc.);</li> <li>– identification of the batch,</li> </ul> <p>Products are to be traceable – one step forwards one step backwards (i.e. to the immediate supplier and immediate customer) Product is to be withdrawn or recalled if un-wholesome Recall procedures are developed and documented. AQIS must be immediately notified in the event of a recall</p>	<p>EC(WGMWGMP)O– 4.17 Schedule 2 – 10 Schedule 6 – 1.1 Schedule 7 – 2 – 4; 6</p> <p>AS 4464:2007– 12</p> <p>Food Standards Code</p>			
2.3	<p>Monitoring is required to ensure that: -</p> <ul style="list-style-type: none"> <li>– the product being produced is correctly identified and segregated to the extent necessary, at each stage of production to enable a particular description to be applied;</li> <li>– the correct labels are applied to the product;</li> <li>– the products are traceable;</li> <li>– importing country requirements are being met.</li> </ul>	AS 4464:2007– 3.5; 3.6			
1.4	<p>Corrective actions: -</p> <ul style="list-style-type: none"> <li>– product loses market eligibility where market requirements can't be verified.</li> <li>– For product integrity market requirements – i.e. labelling /product may be diverted to another market if those requirements have been met.</li> <li>– Product may be reworked (with AQIS approval) and be diverted to another market if those requirements can be met.</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1 Schedule 7 – 7</p> <p>AS 4464:2007– 3.7</p>			

## 2. Product Traceability, Withdrawal and Recall (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
1.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O– Schedule 2 – 3</p> <p>AS 4464:2007– 3.5; 3.6</p>			
1.6	<p>The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b)</p>			
1.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5</p>			
1.8	<p>Records of inventory including product movements in and out of the establishments, corrective action and verifications are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1</p>			

### 3. Trade Description

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
3.1	There is a section of the arrangement that covers Trade Description	EC(WGMWGMP)O – 4.15 AS 4464:2007– 12			
3.2	<p>There must be enough information available to be able to apply the final trade description including any optional information.</p> <p>As a minimum edible product is identified by:</p> <ul style="list-style-type: none"> <li>- Date of packaging</li> <li>- Species</li> <li>- Basic categories</li> <li>- Net weight</li> <li>- Country of origin</li> <li>- Registration number of establishment where product last packed.</li> <li>- Identity of meat business where they are packed or exporter or consignee.</li> <li>- Refrigeration requirements</li> <li>- Name of product (in the case of meat products)</li> <li>- List of ingredients (in the case of meat products)</li> <li>- Identity of the batch</li> </ul> <p>In addition identification requirements may be specified by, Food Standards Code and Importing Country Requirements Translations of foreign country language labels are required to be held on site</p>	EC(WGMWGMP)O – Schedule 6 – Division 1.1 and 1.2 AS 4464:2007– 12.6			
3.3	<p>Monitoring of assessment and application of trade descriptions</p> <ul style="list-style-type: none"> <li>- Date of packaging; - Species; - Basic categories</li> <li>- Net weight; - Country of origin</li> <li>- Registration number of establishment where product last packed.</li> <li>- Identity of meat business where they are packed or exporter or consignee.</li> <li>- Refrigeration requirements</li> <li>- Name of product (in the case of meat products)</li> <li>- List of ingredients (in the case of meat products)</li> <li>- Identity of the batch</li> <li>- foreign country language labels translations are held on site</li> <li>-</li> </ul>	EC(WGMWGMP)O– Schedule 2 – 3			

### 3. Trade Description (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
3.4	Corrective actions are applied for non-compliance with a trade description	EC(WGMWGMP)O– Schedule 2 Clause 4.1 AS 4464:2007– 3.7			
3.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	EC(WGMWGMP)O – Schedule 2 – 3  AS 4464:2007– 3.5; 3.6			
3.6	The procedure addresses the frequency of the tasks Production and related areas are checked at the minimum of daily Records are verified daily	EC(WGMWGMP)O– Schedule 2 Clause 4.1(b)  AS 4464:2007– 3.3; 3.6; 3.7(b)			
3.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
3.8	Records of trade description monitoring, corrective action and verifications are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

#### 4. Export Security and Integrity

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.1	There is a section of the arrangement that covers Export Security and Integrity.	EC(WGMWGMP)O– 3.07-.09; 4.17; Schedule 7 - Parts 1&2 AS 4464:2007– 12			
4.2	<p>The auditable inventory system; see 1 (traceability and recall) allows for reconciliation in accordance with :</p> <ul style="list-style-type: none"> <li>- post-mortem disposition</li> <li>- trade description</li> <li>- market eligibility</li> <li>- receipt, current storage, and dispatch of animals and/or product</li> </ul> <p>Edible product is segregated from inedible product by space and signage</p> <p>Any retained meat (meat pending disposition) can be physically secured when required by the enterprise or AQIS</p>	<p>EC(WGMWGMP)O – Schedule 5 – Part 2&amp;3; Schedule 7 - Parts 1&amp;2</p> <p>AS 4464:2007– 13</p>			
4.2 (cont.)	<p>Inter-establishment transfer of edible/eligible product requires: -</p> <ul style="list-style-type: none"> <li>- Effective segregation and identification</li> <li>- Accompanying MTC</li> </ul> <p>Non-export meat can be handled provided the conditions in appendix 2 are met.</p> <p>Wild game meat from another country for further processing for export provided the conditions in appendix 2 are met.</p> <p>Condemned meat should be physically secured until denatured.</p> <p>Must be a visual system to identify inedible goods until packaged and labelled</p> <p>Inedible Meat Transfer certificates for use between registered establishments and State Government approved heat processors (PFMTC)</p>	<p>Approved Arrangement Guidelines for Wild Game Meat and Wild Game Meat Products- Appendix 2</p>			
4.3	<p>Monitoring</p> <ul style="list-style-type: none"> <li>- of segregation and identification</li> <li>- Trade description</li> <li>- Market eligibility</li> <li>- Accompanying documentation</li> <li>- Official marking.</li> <li>- Storage requirements, e.g. temperature</li> </ul>	<p>EC(WGMWGMP)O– Schedule 2 – 3 AS 4464:2007– 3.6 Approved Arrangement Guidelines for Wild Game Meat and Wild Game Meat Products- Appendix 2</p>			

#### 4. Export Security and Integrity (cont)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
4.3 (cont.)	<ul style="list-style-type: none"> <li>- MTCs &amp; PFMTCs that are generated for product loaded in/out</li> <li>- Completed correctly</li> <li>- Returned within 21 days &amp; Reconciled</li> </ul>				
4.4	<p>Corrective action</p> <p>In the event product integrity is compromised AQIS must be contacted.</p> <p>Should product integrity be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS.</p> <p>Unsatisfactory reports used when product has been received that is either non-compliant or the Certificate is non-compliant (MTCs &amp; PFMTCs).</p>	<p>EC(WGMWGMP)O– Schedule 2 – 4.1; 10.1; Schedule 8 – 7</p> <p>AS 4464:2007– 3.7</p>			
4.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O– Schedule 2 – 3</p> <p>AS 4464:2007– 3.5; 3.6</p>			
4.6	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b)</p>			
4.7	<p>The procedure identifies those responsible for the tasks</p> <ul style="list-style-type: none"> <li>- Persons who sign MTCs and IMTCs need to be nominated in the Arrangement</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5</p>			
4.8	<p>Records of monitoring, corrective action, verifications of those actions and verification for Export Security and integrity are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1</p>			

## 5 Control of Official Marks

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
5.1	Where there is no defined procedure AQIS shall control the official marks otherwise, there is a section of the arrangement that covers for the use and control of official marks	EC(WGMWGMP)O – 4.16, 7 Schedule 6&7			
5.2	Computerised labelling systems must operate in accordance with an AQIS approved code of practice. – The occupier may control this equipment if the specific Code of Practice for the Computer Generated Mark allows it and the AA covers this operation. (application of the mark is linked to an auditable inventory system) – For pre-printed serially numbered official marks, a reconciliation system accounts for their daily use and relates to the inventory control system. – Resemblances if used are covered. AQIS approval is required for the ordering and supply of all official marks.	EC(WGMWGMP)O – 7.01; 7.03; 7.04; 7.06; 7.07			
5.2 (cont.)	AQIS approval is obtained prior to installation of computer generated marking devices (including software) See Appendix 2 for daily control and reconciliation. See Appendix 2 for replacement label procedures				
5.3	Monitoring is required to show that official marks are only applied to eligible product. Marks must be applied correctly (clearly, legibly, to eligible product) Monitoring is required to show that control is maintained in processing areas and with defacement and/or replacement of official marks.	EC(WGMWGMP)O– 7.01  Schedule 2 – 3			
5.4	Corrective action In the event product integrity, including market eligibility is compromised AQIS must be contacted – Should product integrity be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS. Where official marks have been incorrectly applied to product, they must be removed (defaced) as soon as is practical and a record kept	EC(WGMWGMP)O– 7.05 Schedule 2 clauses 4.1; 10.1 Schedule 7 clause 7.1 AS 4464:2007– 3.7 Approved Arrangement Guidelines for Wild Game Meat and Wild Game Meat Products- Appendix 2	EC(WGMWGMP)O - Schedule 2 Clause 3; AS 4464 –3.6		



### 5 Control of Official Marks (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
5.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 – 3</p> <p>AS 4464:2007– 3.5</p>			
5.6	<p>Reconciliation of official marks and forms should occur at a minimum of weekly</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b)</p> <p>AS 4464:2007– 3.3; 3.6; 3.7(b)</p>			
5.7	<p>Only fit and proper persons may order official marks and forms</p> <ul style="list-style-type: none"> <li>- official mark order forms must be countersigned by an AQIS officer</li> </ul> <p>People responsible for daily use of official marks, marking devices and forms must be nominated in the Approved Arrangement</p> <ul style="list-style-type: none"> <li>- the nominated person is responsible for official marks when not secured</li> <li>- An identified company person secures all marks and marking devices when not in use.</li> </ul> <p>A fit and proper person should be responsible for the reconciliation of use of the official marks and forms.</p>	<p>EC(WGMWGMP)O– Schedule 2 Clause 2</p> <p>AS 4464:2007– 3.5</p>			
5.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of effective official marks are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1</p> <p>AS 4464:2007– 3.5; 3.8; 14.1</p>			

## 6. Importing Country Requirements

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
6.1	There is a section of the arrangement that covers Importing Country Requirements.				
6.2	Approved Arrangement reflects requirements and the process is operationally compliant before listing recommendation is made. May reference the export security and integrity section Identification of differing market eligibilities must be specified Segregation of differing market eligibilities must be specified	EC(WGMWGMP)O – Order 3.09, Schedule 2 Clause 11.1; Schedule 7 clauses 1-8 Vol 2			
6.3	Monitoring of identification and segregation systems	EC(WGMWGMP)O – Schedule 2 clause 3			
6.4	Corrective action – Should the product integrity procedure be compromised, the occupier must take action to secure the product and preserve evidence until advice is obtained from AQIS. – When product becomes ineligible for a market, all marks indicating eligibility are removed and inventory is amended to reflect the loss of eligibility.	EC(WGMWGMP)O – Schedule 2 clauses 4.1; 10.1; Schedule 7 clause 7  AS 4464:2007– 3.7			
6.5	The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include: – Review of the monitoring records, – Review of deficiencies, – Checks of the monitoring procedures, – the effectiveness of corrective actions	EC(WGMWGMP)O – Schedule 2 – 3  AS 4464:2007– 3.5; 3.6			
6.6	Reconciliation of official marks and forms should occur at a minimum of weekly	EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6; 3.7(b)			
6.7	The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.	EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5			
6.8	Records of monitoring, corrective action, verifications of those actions and verification of effective inventories are kept.	EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1			

## 7. Export Documentation

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.1	There is a section of the arrangement that covers Export Documentation.	EC(WGMWGMP)O– Schedule 8			
7.2	<p>It is an offence to export wild game meat unless an Export Permit has been issued by AQIS.</p> <p>Exporter must apply for an export permit (Request For Permit – RFP)</p> <p>RFP verification process verifies the information in the RFP. (different process to application)</p> <p>Certain markets require that the RFP be verified by an Authorise Officer.</p> <p>Other markets may allow verification of the RFP by exporter who has that authorisation under their Approved Arrangement.</p> <p>Once an Export Permit has been verified, the necessary Health Certification for that product for a particular market will be generated by AQIS</p>	EC(WGMWGMP)O– Schedule 8 clauses 1.1, 1.2, 2			
7.3	<p>Monitoring of the process is to show: -</p> <ul style="list-style-type: none"> <li>– that there is an auditable trail of information to lead to RFP verification;</li> <li>– products are identified to be wholesome and their integrity, including market eligibility is correct;</li> <li>– all documentation provided for the purposes of verification are initialled by the authorised person verifying the RFP;</li> <li>– the loading procedure was adequately supervised.</li> </ul> <p>The occupier at the last establishment that inspects the goods may verify the Export Permit if authorised under their AA.</p>	EC(WGMWGMP)O– Schedule 8 clauses 5.1; 5.4			
7.4	<p>Corrective action</p> <ul style="list-style-type: none"> <li>– In the event products are identified to be unwholesome or integrity, including market eligibility is compromised AQIS must be contacted.</li> <li>– Should product be identified to be unwholesome or integrity is compromised, the occupier must taken action to secure the product and preserve evidence until advice is obtained from AQIS.</li> </ul>	EC(WGMWGMP)O– Schedule 2 – clauses 4.1; 10.1 Schedule 7 – clause 7  AS 4464:2007– 3.7			

## 7. Export Documentation (cont.)

Item	Target	References	Part of AA that addresses requirement	Comment	Compliance
7.5	<p>The procedure addresses verification of monitoring and corrective action. Verification procedures are in place for monitoring and review that include:</p> <ul style="list-style-type: none"> <li>- Review of the monitoring records,</li> <li>- Review of deficiencies,</li> <li>- Checks of the monitoring procedures,</li> <li>- the effectiveness of corrective actions</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 – 3 AS 4464:2007– 3.5; 3.6</p>			
7.6	<p>The procedure addresses the frequency of the tasks Production and related areas are checked daily Records are verified daily</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 4.1(b) AS 4464:2007– 3.3; 3.6</p>			
7.7	<p>The individuals responsible for the tasks are identified and trained to follow the appropriate work instructions for their tasks.</p> <ul style="list-style-type: none"> <li>- RFP user IDs and passwords are strictly confidential and must not be shared</li> </ul>	<p>EC(WGMWGMP)O – Schedule 2 Clause 2 AS 4464:2007– 3.5</p>			
7.8	<p>Records of monitoring, corrective action, verifications of those actions and verification of load out and verification and integrity are kept.</p>	<p>EC(WGMWGMP)O – Schedule 2 Clause 7.1 AS 4464:2007– 3.5; 3.6; 3.8; 14.1</p>			