



Operational Guideline for EU Loadout Verification

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1 Purpose

This guideline is provided to assist the Recognised Agencies (RAs) to perform Loadout checks on export consignments of dairy material and dairy product. Additionally it serves to reiterate the obligations of Exporters of Dairy Material and Dairy Product to the EU as prescribed in section 2.1 of the European Union, Animal Products: Overseas Market Access Requirements.

This guidance ensures that all parties are familiar with the requirements and procedures for Loadout checks.

2 Scope

This is an MAF: Import and Export Food Operational Guideline.

This guideline outlines;

- the obligations of all Exporters of Dairy Material & Dairy Product to the EU
- the frequency of Loadout verification checks on product being exported
- what is required to be checked when an RA performs a Loadout verification check
- the Loadout verification reporting obligations of the RA.

3 Outcome

Loadout verification checks for exported commercial shipments are performed in a consistent and auditable manner, such as to satisfy the European Union, Animal Products: Overseas Market Access Requirements.

4 References

Under section 60A of the Animal Products Act 1999, the Director-General has notified the following export requirements specified under section 60 of that Act for dairy material and dairy product intended for export; section 2.1 European Union, Animal Products: Overseas Market Access Requirements.

5 Verifier Competency

A person carrying out Loadout verification checks, must have the same recognitions as a verifier who carries out verification of export dairy stores.

6 Guidelines

6.1 Process



Exporters must ensure all commercial consignments of dairy material or dairy products (excluding sample consignments) destined for the EU are notified to the Recognised Agency that verifies the premises of final control, **no less than 2 days prior** to the loading and sealing of containers at the premises of final control.

The notification is to include the following minimum details:

- Exporter reference/Order/SDO number and associated details (where appropriate);
- Reference number which can be checked at the time of export certification;
- Product details and quantity;
- Store details where product is being loaded out; this is referred to as the premises of final control;
- Date and time of Loadout; and
- RMP Operator or Store contact person at the premises of final control.

Notification must be made in writing by e-mail, or fax. Verbal communication is not suitable, as this is not an auditable method of notification.

It is the obligation of the Exporter to ensure notifications of each EU consignment are received by the RA in a timely manner.

6.2 Frequency

Loadout verification checks must be performed at each premises, which has acted as the premises of final control for a consignment(s) to the EU since their last RMP verification audit, at a minimum rate of 1 per routine RMP verification audit.

6.3 Loadout verification checks

The RA must select a shipment for Loadout verification checks during the routine RMP verification audit. Where practicable the routine audit should be scheduled when Loadouts are taking place. Selection criteria used by the RA must be demonstrably unbiased. The RA is not required to perform the Loadout checks on an EU consignment, however the RA is required to review their EU Loadout records at each routine RMP verification audit to ensure they are sufficient.

The RA must ensure when conducting the Loadout verification checks that they also witness sufficient physical loading of containers in order to be satisfied that actual practice aligns with documented procedures.

The RA is to advise the Manager (Export Eligibility) and the MAF dairy certification unit if there are non-compliances identified during the Loadout which may impact on certification.

The RA must check the following as appropriate.

- The identity, security arrangements and state of preservation of products is maintained and protected.



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- Products are protected from contamination, deterioration and decomposition and state of fitness maintained for intended purpose.
 - Shipping containers are maintained appropriate to the nature of the product, it's form of packaging and state of presentation.
 - The internal air temperature of any refrigerated shipping container holding products for human consumption is continuously recorded using a calibrated temperature recording device.
 - Integrity of the product is maintained during packing into the final container/package for export.
 - Packaging materials are clean and retain their physical integrity.
 - Damaged products for human consumption are handled and repackaged according to procedures in the RMP.
 - Product is not stored with any other product that may produce any odour (including respiratory gases) or any other form of potential contamination.
 - Product is eligible for the intended market and complies with requirements for labelling and documentation.
 - Containers are adequately sealed and stored after Loadout is complete.

6.4 Reporting

If critical non-compliances are identified the RA is required to notify the Manager (Export Eligibility). These are also required to be reported as an exception under the Risk Management Programme of the Premises of Final Control to the RMP Verifier.

In the event that a consignment is deemed not to have met the Export Requirements, export certification will be withheld.

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