

# Fodder Fed Accreditation Scheme Program Rules

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## 2. FOREWORD

This manual contains the Rules and Standards for AUS-MEAT accreditation of the Fodder Fed Accreditation Scheme.

The Fodder Fed Accreditation Rules and Standards are designed to protect:

- (i) The interests of the Australian industry in relation to the sale distribution and export of Australian Meat and Livestock,
- (ii) The reputation of AUS-MEAT; and
- (iii) The integrity of the AUS-MEAT Language.

Ian C. King  
Chief Executive  
AUS-MEAT Limited

### 3. INTRODUCTION

#### 3.1. AUS-MEAT Limited

3.1.1. AUS-MEAT Limited (ABN 44 082 528 881) is a company limited by guarantee. It is jointly owned by Meat and Livestock Australia Limited (MLA) and Australian Meat Processor Corporation Limited (AMPC).

3.1.2. The AUS-MEAT Limited head office is at Unit 1/333 Queensport Road North, MURARRIE, Brisbane, Queensland, 4172.

3.1.3. As at 1 July 2018, the AUS-MEAT Limited Board consisted of:

- An independent Chairman;
- Two representatives appointed by MLA; and
- Two representatives appointed by AMPC.

#### 3.2. Australian Meat Industry Standards and Accreditation Committee (AMILSC)

3.2.1. The AMILSC Committee, made up of industry representatives, provides advice to the AUS-MEAT Limited Board on matters relating to the AUS-MEAT National Accreditation Standards.

3.2.2. The Committee comprises representatives from:

- Australian Meat Industry Council (AMIC);
- Cattle Council of Australia (CCA);
- Sheep Producers Australia (SPA);
- Australian Lot Feeders' Association (ALFA);
- Australian Pork Limited (APL);
- Australian Supermarkets /Independent Retailers; and
- Commonwealth Department of Agriculture and Water Resources.

## 4. DEFINITIONS AND APPLICATION

### 4.1. Definitions

In these Rules, where commencing with a capital letter the following definitions will apply, unless the context otherwise requires:

**Abattoir** means premises registered by where animals are processed for the production of meat for human consumption;

**Accreditation** means accreditation of a Feeding Facility by AUS-MEAT in accordance with these Rules;

**Agent** means a person approved by AUS-MEAT to act on its behalf;

**Audit** means a systematic and independent examination to verify that an Enterprise is acting in accordance with these Standards;

**Auditor** means a person qualified to conduct Audits;

**AUS-MEAT** means AUS-MEAT Limited ABN 44 082 528 881;

**CATTLE** means all domestic bovines (e.g. cows, bulls, steers, heifers and calves);

**DOF** (Days On Feed) means the difference between the exit date and the entry date of cattle (entry date being counted while the exit date does not);

**Department** means the Commonwealth Department of Agriculture and Water Resources;

**Enterprise** means the legal entity that operates the Feeding Facility involved in the production of livestock under the Fodder Fed Accreditation Program;

**Feeding Facility** means a defined area with watering and feeding facilities where livestock have *ad libitum* access to grass/pasture whilst also being hand or mechanically fed for the purposes of production.

**Goods and Services Tax (GST)** means a tax payable in accordance the A New Tax System (Goods and Services Tax) Act 1999;

**Logo** means the FODDER FED & device trade mark, registration number 2078679, a copy of which is set out in Appendix 1;

**Quality System** means the system prepared and adopted by a Feeding Facility to comply with AUS-MEAT requirements;

**Quality System Manual** means the documentation defining how quality is controlled, maintained and improved at the Feeding Facility;

**Fodder Fed** means that Cattle have been raised and finished in an accredited FFAS Feeding Facility and to the specific AUS-MEAT accredited standards for gaining Fodder Fed Accreditation;

**Fodder Fed Advice** means an official instrument that is issued to amend these FFAS Rules and Standards from time to time;

**Fodder Fed Delivery Docket** means the approved document (including electronic) for describing Calves fed in an Accredited Feeding Facility that have met the requirements for Fodder Fed;

**FFAS** means Fodder Fed Accreditation Scheme;

**Rules** means these FFAS Rules and any amendments made hereto from time to time;

**Standards** means the FFAS Standards attached as Appendix 4.

#### 4.2. Presumptions of Interpretation

- 4.2.1. For the purpose of these Rules, unless these Rules otherwise provide, all powers to be exercised by AUS-MEAT may be exercised by its Chairman (or his nominee).
- 4.2.2. A reference to a person includes the person's successors and permitted assigns.
- 4.2.3. A reference to a person who holds an office includes (as the case requires) the person who holds:
  - (a) that office from time to time;
  - (b) a corresponding office in another jurisdiction; or
  - (c) an office that replaces the nominated office from time to time.
- 4.2.4. A word which denotes:
  - (a) the singular denotes the plural and vice versa;
  - (b) any gender denotes the other gender; and
  - (c) a person includes an individual, a body corporate and a government.
- 4.2.5. A reference to a paragraph or an annexure is a reference to a paragraph of or an annexure to these Rules.
- 4.2.6. A reference to any other agreement or instrument, where amended or replaced, means that agreement or instrument as amended or replaced.

#### 4.3. Application

The granting of Fodder Fed Accreditation by AUS-MEAT does not imply or confirm that State planning and environmental management requirements are being met. Various State authorities are responsible for ensuring that due attention is paid to site selection and the provision of the appropriate facilities and structures necessary to obtain approval or licensing. It is the responsibility of Enterprise management to ensure that the relevant State approvals and/or licenses are obtained and maintained.

#### 4.4. Rights of entry

- 4.4.1. The Enterprise must:
  - (a) Permit AUS-MEAT or its Agent to audit the enterprise's Quality System and view product held by the Enterprise;
  - (b) Provide any assistance reasonably required by AUS-MEAT or its Agent;
  - (c) Produce to AUS-MEAT or its Agent any information, records or documents reasonably required by AUS-MEAT or its Agent; and
  - (d) Provide AUS-MEAT or its Agent with access to the Enterprise premises at times reasonably required by AUS-MEAT or the Agent for the purpose of reviewing the Enterprise's compliance with the Rules and Standards.



## 5. OBLIGATIONS OF ACCREDITED ENTERPRISES

### 5.1. Compliance

5.1.1. Each Enterprise must comply in all respects with:

- (a) these Rules;
- (b) the Standards; and
- (c) all laws and regulations relevant to the conduct of its activities, including holding all licences, permits, consents and approvals required for any of its activities.

5.1.2. Each Enterprise must, as required by AUS-MEAT, provide evidence acceptable to AUS-MEAT of its compliance with the matters set out in paragraph 5.1.1.

### 5.2. Model Codes of Practice, Guidelines and Legislation

5.2.1. The Enterprise shall identify, obtain copies of and comply with those codes of practice, guidelines and legislation that are relevant to it, based on the type of livestock being produced as detailed in its application. This does not preclude the addition of other codes, guidelines and legislation which, in the opinion of AUS-MEAT and industry, are to be complied with. The codes of practice, guidelines and legislation to be complied with will generally take into consideration the type of livestock being produced and the objectives of this Accreditation scheme.

### 5.3. Quality System

5.3.1. The Enterprise must establish, maintain and comply with a documented Quality System approved by AUS-MEAT (Refer Appendix 3).

5.3.2. All Quality System documentation must be approved by AUS-MEAT prior to Accreditation. The Enterprise must ensure that the documentation is varied from time to time to conform with any variations in the Fodder Fed Rules and Standards, or the relevant Codes of Practice, Guidelines or Legislation.

### 5.4. Reference Material

5.4.1. The Enterprise must, at all times, make the following documents available for reference by staff:

- (a) those Codes of Practice, Guidelines or Legislation (as superseded or amended) that Fodder Fed Programs are required to comply with;
- (b) the Quality System Manual;
- (c) the Fodder Fed Program Rules;
- (d) the Fodder Fed Standards;
- (e) licences/approval documentation issued by the relevant approval authority; and
- (f) the relevant livestock and/or feeding specifications;
- (g) and all other documents which AUS-MEAT advises must be made available for reference.

## 5.5. Management Representative

- 5.5.1. The Enterprise shall appoint a member of management who, irrespective of other responsibilities, shall have responsibility and authority to:
- ensure that the approved Feeding Facility quality system is established, implemented, maintained and updated; and
  - report to senior management on the effectiveness and suitability of the approved quality system.
- 5.5.2. The Management Representative must notify AUS-MEAT in writing if the operation of the Feeding Facility varies from the original application for Accreditation. Notification must be received by AUS-MEAT within 28 days of the variation occurring.

## 6. FEES

- 6.1. Each Enterprise must pay all fees payable in connection with these Rules (Including without limitation fees payable to AUS-MEAT, its agents and representatives).
- 6.2. Each Enterprise wishing to apply for accreditation will be required to purchase the Fodder Fed Rules and Standards (and other relevant material) at a price determined by AUS-MEAT.
- 6.3. All Auditing costs will be borne solely by the enterprise wishing to apply for accreditation.
- 6.4. An initial application fee and an annual accreditation fee will apply at a rate determined by AUS-MEAT.
- 6.5. Goods and Services Tax (GST) will be payable on all applicable fees and charges.

## 7. ATTRIBUTES OF AUDITORS

- 7.1. Each Auditor must:
- be registered with Exemplar Global Inc. as a Lead Auditor or Auditor for Food Safety Systems to Scope 17: Livestock
  - be able to demonstrate experience in rural production systems and specifically livestock production systems;
  - hold and maintain current chemical user accreditation (Australian Quality Training Framework Level 3) or demonstrated equivalent competency;
  - be competent in the use of electronic reporting systems;
  - demonstrate to AUS-MEAT's reasonable satisfaction:
    - a practical working knowledge of the application and understanding of the interpretation of the FFAS Standards;
    - experience in auditing food safety/quality assurance programs and an understanding of HACCP principles and practices; and
    - capability to provide the required audit services as witnessed by AUS-MEAT.

## 8. AUDIT FEES

- 8.1. A fee applies to all initial, routine and follow-up Audits. Rates are subject to change. Industry participants will be notified of any changes by AUS-MEAT.

## 9. APPLICATION

- 9.1. Each Enterprise must apply to AUS-MEAT for Accreditation and supply all relevant information as required by AUS-MEAT on the prescribed form (Appendix 2 as amended). It is the responsibility of each Enterprise to notify AUS-MEAT of all changes to information provided at the time of application.
- 9.2. Each Enterprise must pay all fees payable to AUS-MEAT or its agents connected with such an application.
- 9.3. Each Enterprise must establish and maintain a quality system approved by AUS-MEAT. The Enterprise must ensure that the documentation is varied from time to time to conform to any variations in these Rules and Fodder Fed Advice's issued from time to time.

## 10. INITIAL AUDIT

- 10.1. Prior to Accreditation, each proposed Enterprise must arrange for an Auditor to conduct an Audit of its business in respect of which it is seeking Accreditation. All Audits under this paragraph will be at the Enterprise's sole expense.
- 10.2. Following an Audit referred to in paragraph 10.1; AUS-MEAT will notify the Enterprise of its decision concerning Accreditation and, if the Enterprise is accredited, send an Accreditation certificate to the Enterprise.

## 11. ACCREDITATION CATEGORIES

- 11.1. Each Enterprise will be categorised by AUS-MEAT as set out in paragraph 11.3.
- 11.2. Each Enterprise's categorisation will be reviewed after each audit of the Fodder Fed Program by AUS-MEAT.
- 11.3. Categories in respect of accreditation
- 11.3.1. The general categories in respect of accreditation are:
- (a) **A - Accredited (A)** - The Enterprise is meeting Fodder Fed Accreditation Scheme requirements.
  - (b) **N - Not Accredited (N)** - the Enterprise is not accredited with the Fodder Fed Accreditation Scheme.
- 11.4. The general category of Not Accredited includes the following sub-categories:
- (a) **C - Cancelled** - the Enterprise has advised that Accreditation is no longer required and has voluntarily cancelled its Accreditation.
  - (b) **W - Withdrawn** - Accreditation has been withdrawn by AUS-MEAT.
  - (c) **SC - Show Cause** - AUS-MEAT has applied a sanction to the and has issued a Show Cause Notice.

- 11.5. An Enterprise may be placed in the SC category if AUS-MEAT considers that a major breach of Fodder Fed requirements has or is likely to occur at the Enterprise including, but not limited to, those matters referred to in paragraph 18.2.1.
- 11.6. An Enterprise placed in the SC category will be audited at a frequency determined by AUS-MEAT until the activity for which the Enterprise was placed in the SC category has been corrected to the satisfaction of AUS-MEAT.

## 12. USE OF THE FFAS LOGO

An Accredited Enterprise may only use the Logo in accordance with these Rules and must not in any way alter, amend or vary the Logo, or use the Logo in any manner which, in the opinion of AUS-MEAT may adversely affect the goodwill attaching to the Logo or the reputation of AUS-MEAT.

## 13. PROCEDURE FOR ACCREDITATION AUDITS

- 13.1. Audits will be undertaken by one (1) or more Auditors.
- 13.2. The Accreditation Audit will be conducted in the following manner:
  - (a) On arrival at the Enterprise an Auditor will contact the management representative and conduct an entry meeting to explain the scope of the audit and manner in which it will be conducted and answer questions that management may have in respect of the Audit;
  - (b) The Auditor(s) will audit the Enterprise's Quality System Manual to ensure that the matters set out in it are being complied with and, that:
    - (i) product which does not conform to specifications can be detected, controlled, corrected, recorded and treated in accordance with procedures set out in Enterprise's Quality System Manual;
    - (ii) when monitoring of product (e.g. Veterinary medicine expiry dates) is undertaken by staff, sufficient and random samples are obtained to properly measure performance or conformance;
    - (iii) the activities and findings of staff are recorded on appropriate forms and reports as described in the Enterprise's Quality System Manual; and
    - (iv) the Quality System Manual is approved by AUS-MEAT; and
    - (v) the Fodder Fed Rules and Standards including mandatory reference material as detailed in paragraph 5.4 are being complied with.
- 13.3. Audit findings will be documented in an Audit report;
- 13.4. When Auditing, the Auditor will evaluate non-conformances according to a non-conformance scale as shown in Table 1:

### Table 1 – Non-Conformance Assessment Scores

Non-Conformance	Documented by	Definition
Critical Non-conformance	Documented on a Critical Incident Report (CIR) without a Corrective Action Request (CAR). Accreditation would not be recommended. Decisions on action to be taken are ultimately the responsibility of AUS-MEAT.	Would cause loss of integrity of the Australian Meat and Livestock Industry and AUS-MEAT. There would be clear evidence that Standards had been compromised. All incidents relating to breaches of mandatory animal welfare, environment, food safety and AUS-MEAT Minimum Standards for Fodder Fed should be treated in this category.
Major Non-conformance	Documented on CAR's.	Has the clear <u>potential</u> to impinge on the integrity of the Australian Meat and Livestock Industry and the Fodder Fed Program. If not addressed there would be potential for the non-conformity to further compromise the Standards.
Minor Non-conformance	Documented as an observation.	Does not directly impinge on the integrity of the Australian Meat and Livestock Industry and Fodder Fed Program.

13.5. An AUS-MEAT Representative will conduct an exit meeting and provide a written report of the audit noting:

- (a) confirmation of those areas of the Quality System found to be in place and working effectively;
- (b) faults detected and their severity;
- (c) matters that require rectification and follow up audit arrangements if necessary; and
- (d) whether or not the Enterprise will be recommended for Accreditation.

13.6. AUS-MEAT will not grant Accreditation if it considers that:

- (a) the Enterprise's Quality System fails to detect, record and correct non conformity, where in the opinion of AUS-MEAT such failure prejudices:
  - (i) the reputation or integrity of AUS-MEAT;
  - (ii) the interest of the Australian Meat and Livestock industry in relation to the sale or distribution of Australian Meat or Livestock; or
  - (iii) the reputation or integrity of the AUS-MEAT Language.

13.7. Following the audit AUS-MEAT will notify the Enterprise of its decision concerning Accreditation in writing and, if the Enterprise is Accredited, send an Accreditation Certificate.

## 14. FOLLOW UP AUDITS

14.1. Follow up audits are conducted to ensure that non-conformances raised during an audit have been corrected within the agreed time frame.

14.2. In some circumstances a site visit may not be necessary and can be replaced by the submission of documents by the Enterprise (e.g. by e-mail) which provide assurance

that the non-conformances have been corrected within the agreed time frame. This option, where appropriate, will be discussed and confirmed at the exit meeting.

- 14.3. Should any non-conformance not be corrected within the agreed time frame then a revised rectification date shall be established. Failure to take the necessary action by this revised date may result in the Enterprise being issued with a show cause notice asking it to show why Accreditation should not be withdrawn.
- 14.4. The Audit is closed out when, in AUS-MEAT's opinion, Enterprise management has taken effective corrective action. If corrective action is not required to be taken as a result of the audit, the audit is closed out at the exit meeting.

## **15. MANAGEMENT RESPONSIBILITIES IN AUDITS**

- 15.1. As participants in a program of industry self-regulation, the Feeding Facility management representative has a number of responsibilities to assist in the conduct of the Audit. The Feeding Facility management representative must:
  - (a) inform relevant employees of the objectives and scope of the Audit;
  - (b) nominate members of staff who may be required to accompany the Auditor;
  - (c) provide all resources required by the Auditor to properly carry out the Audit;
  - (d) provide access to materials and records as requested by the Auditor;
  - (e) generally co-operate with the Auditor to ensure that the objectives of the Audit are achieved; and
  - (f) follow-up with corrective action on Audit reports as necessary.

## **16. CONTINUING AUDITS**

- 16.1. Accredited Enterprises will generally be Audited once in a twelve-month period or at a frequency determined by AUS-MEAT. The audits are announced and scheduled with the Enterprise.
- 16.2. Continuing audits examine all aspects of the structure, documentation, management and conduct of the Enterprise's Quality System in a similar manner as an Accreditation audit.
- 16.3. At the completion of each audit an AUS-MEAT representative will conduct an exit meeting and provide a written report of the audit.
- 16.4. Notwithstanding paragraph 16.1, AUS-MEAT may conduct random unannounced Audits. The cost of these Audits will ordinarily be borne by AUS-MEAT. However, AUS-MEAT may require all costs associated with the Audit to be paid by the Enterprise, where a breach of these Standards is recorded at the conclusion of the Audit.

## **17. DISPUTE RESOLUTION PROCEDURE AND APPEALS**

In the event that an Enterprise is placed in the Not Accredited (N) category, either by reason of accreditation being suspended or withdrawn by AUS-MEAT or by reason of a Show Cause Notice being issued by AUS-MEAT under paragraph 11, the Enterprise concerned has, during the period of fourteen days immediately succeeding the date of such withdrawal or issuance of Show Cause Notice, the right to appeal against such

refusal or cancellation by requesting the President of the Law Society of Queensland appoint an independent expert to determine the dispute.

The Enterprise must at the same time give notice of such appeal using the prescribed form to AUS-MEAT including details of the dispute. The independent expert in such appeal, after submissions of such written or verbal representations as the parties desire to make or as the independent expert requires, must consider the merits of the appeal and prepare a finding.

The decision will be final and binding on AUS-MEAT and the Enterprise. The parties must pay the costs of the appeal as determined by the independent expert.

The final decision to accept or decline the appeal shall be communicated to the Enterprise within seven days of the decision being made.

## **18. CESSATION OF ACCREDITATION**

### **18.1. Voluntary Withdrawal**

18.1.1. An Enterprise may give written notice to AUS-MEAT to request withdrawal of Accreditation. Withdrawal is effective on receipt by AUS-MEAT of the notice.

### **18.2. Withdrawal of Accreditation by AUS-MEAT**

18.2.1. The Accreditation of an Enterprise may be withdrawn by AUS-MEAT if:

- (a) AUS-MEAT detects an extreme non-conformance in an Enterprise including, but not limited to, evidence of animal cruelty or deliberate pollution of the environment;
- (b) the relevant State or Local authority has:
  - (i) Not issued a licence or approval for the Enterprise to operate; or
  - (ii) withdrawn the Enterprise's licence or approval to operate;
- (c) management fails to permit reasonable access to AUS-MEAT or to co-operate with an Auditor during an Audit of the Enterprise;
- (d) management fails to maintain its Quality System or failure to take the specified corrective action;
- (e) the Enterprise fails to pay any fees associated with the Fodder Fed Program;
- (f) the Enterprise supplies false information or documentation;
- (g) AUS-MEAT considers that the Enterprise is unable or unwilling to comply with AUS-MEAT requirements; or
- (h) AUS-MEAT considers that matters have occurred or are likely to occur at the Enterprise which may prejudice the reputation of AUS-MEAT, the integrity of the AUS-MEAT Language or the interests of the Australian Meat and Livestock industry in relation to the sale, distribution or export of Australian Meat and Livestock.

18.2.2. If any of the matters set out in paragraph 18.2.1 occurs AUS-MEAT may serve in notice in writing on the Fodder Fed Program stating:



- (a) The grounds on which AUS-MEAT formed the belief by virtue of which the notice is given; and
- (b) That the Enterprise may give AUS-MEAT a written statement within 14 days of receipt of the notice showing cause why its Accreditation should not be withdrawn and that if the Enterprise fails to respond to the notice, its Accreditation may be withdrawn.

18.2.3. AUS-MEAT will:

- (a) Consider any written submission made by the Fodder Fed Program pursuant to paragraph 18.2.2;
- (b) obtain and consider any other material that it may consider relevant; and
- (c) decide;
  - (i) not to take any further action;
  - (ii) to withdraw the Accreditation; or
  - (iii) to take such other steps with regard to Accreditation as AUS-MEAT considers appropriate in the circumstances.

18.2.4. AUS-MEAT may adopt such procedures in deciding whether or not to withdraw the Accreditation of an Enterprise as it considers necessary. Those procedures may vary from time to time as, in the opinion of AUS-MEAT, the circumstances require.

18.2.5. The procedures described above are subject to modification, if in the opinion of AUS-MEAT, it is necessary to do so in the interest of:

- (a) promoting, controlling, protecting or furthering the interests of the Australian Meat and Livestock industry in relation to the sale or distribution of Australian Meat and Livestock within Australia or overseas; and
- (b) improving the production of Australian Meat and Livestock or encouraging the consumption of Australian Meat;
- (c) Maintaining the integrity of the Fodder Fed Program.

18.2.6. Where Accreditation of an Enterprise is withdrawn, AUS-MEAT will notify Enterprise management in writing and will advise the AUS-MEAT Committee, appropriate Government authorities and Accredited Abattoirs.

18.2.7. As a result of the withdrawal of Accreditation the Enterprise will be removed from the list of Accredited Enterprises. The Enterprise must return its Accreditation Certificate and all unused Fodder Fed Delivery Dockets to AUS-MEAT.

### 18.3. Reapplying for Accreditation

18.3.1. Procedures for reapplying for Accreditation and their timing are as follows:

(a) *Voluntary Withdrawal*

Where an Enterprise voluntarily withdrew from the Fodder Fed Program, an application may be made at any time following the same procedure as for initial Accreditation.

(b) *Loss of Accreditation for Breach of Legislation*



Where Accreditation has been withdrawn because the Enterprise's approval to operate has been taken away, Accreditation will not be considered until approval has been reinstated by the relevant authority. Once this has occurred, an application for Accreditation may be made to AUS-MEAT following the same procedure as for initial Accreditation.

*(c) Loss of Accreditation for Failing to Meet Fodder Fed Standards*

An application to AUS-MEAT for Accreditation cannot proceed until after a period of 30 days has elapsed from the date Accreditation was withdrawn. After this period has elapsed, application for Accreditation may be made to AUS-MEAT following the same procedure as for initial Accreditation.

## **19. VERACITY OF STATEMENT CLAIMS**

- 19.1. Accredited Enterprises must not make any "whole of life" claims or other assurances regarding the feeding history, drugs treatments, animal husbandry conditions, handling, and/or geographical references of introduced animals unless verifiable documentary evidence supporting those claims (such as written and signed statements from all previous vendors) is available. Records of the verifiable evidence shall be maintained.

## **20. USE OF INFORMATION**

- 20.1. The Enterprise acknowledges that AUS-MEAT may use information concerning the Enterprise or the business of the Enterprise obtained in connection with this Manual or Accreditation in such a manner as AUS-MEAT considers appropriate for the purposes of these Rules and Standards of Accreditation, including:
- (a) providing any or all such information to the Department in connection with Meat Export Licences; and
  - (b) publishing any or all such information as AUS-MEAT considers necessary or desirable for the purposes of the Fodder Fed Program; and
  - (c) exchange of information with the relevant authorities.
- 20.2. All information collected by AUS-MEAT Limited in relation to the Fodder Fed Program is managed in accordance with the AUS-MEAT Privacy Statement – Fodder Fed Program, as described below.
- 20.3. AUS-MEAT Privacy Statement - Fodder Fed Program

AUS-MEAT Limited respects the privacy of individuals. The information in this application form being collected may be personal information. It is collected by AUS-MEAT Limited for a number of purposes, including processing your Fodder Fed Program registration/renewal, answering your Fodder Fed Program enquiry, keeping you informed of the services AUS-MEAT provides, assisting AUS-MEAT to improve its service and sharing information with organisations which assist or liaise with AUS-MEAT in providing these services to you. Further information can be obtained from the AUS-MEAT Privacy Policy in relation to the collection, use and disclosure of personal information.

## **21. INDEMNITY**

- 21.1. The Enterprise indemnifies AUS-MEAT against all damages, losses, costs and expenses incurred by AUS-MEAT arising out of:
- (a) any non-compliance by the Enterprise with these Rules and Standards or any other Accreditation requirements; or
  - (b) any act or omission of AUS-MEAT in connection with these Rules and Standards of Accreditation.

## **22. LIABILITY**

- 22.1. Without limiting AUS-MEAT's rights arising out of a breach of these Rules and Standards, if an Enterprise breaches a term of these Standards, the Enterprise must, on demand from AUS-MEAT, pay AUS-MEAT by way of liquidated damages an amount of \$5,000.00 for each day that the breach continues.

## **23. ACKNOWLEDGEMENT**

- 23.1. The parties acknowledge that the amount set out in paragraph 22.1 is:
- (a) a genuine pre-estimate of the damages suffered by AUS-MEAT in the event of a breach, having regard to the loss of goodwill attaching to the Logo and the effect on the reputation and effectiveness of the Fodder Fed Program; and
  - (b) not a penalty.

## **24. VARIATIONS**

- 24.1. AUS-MEAT may from time to time amend the Fodder Fed Accreditation Schemes' Accreditation Rules and Standards.
- 24.2. Where AUS-MEAT proposes to amend the Fodder Fed Program Rules and Standards, AUS-MEAT must notify all Enterprises operating Accredited Feeding Facilities of its intention. A variation takes effect:
- (a) seven (7) days after AUS-MEAT sends the notice, or from any other date specified in the notice; and
  - (b) despite any accidental failure to give notice to any Accredited Feeding Facility.

## **25. PUBLIC INSPECTION OF THE RULES AND STANDARDS**

- 25.1. These Rules will be available for inspection during normal business hours at the offices of AUS-MEAT Limited at Unit 1/333 Queensport Road North, MURARRIE, Brisbane, Queensland, 4172.

## Appendix 1 – Fodder Fed Logo



## Appendix 2 – Application Form



AUS-MEAT Limited | ABN 44 082 528 881  
 P | 1800 621 903 E | ausmeat@ausmeat.com.au  
 PO Box 3403, TINGALPA DC QLD 4172

### Fodder Fed Accreditation Scheme (FFAS) Application Form

**1. PERSONAL DETAILS:** *Please print clearly*

I, \_\_\_\_\_, hereby apply for AUS-MEAT accreditation of my enterprise in the Fodder Fed Accreditation Scheme (FFAS) and will:

(a) Adhere to all requirements for the FFAS as detailed by AUS-MEAT from time to time; and  
 (b) Fully support and comply with the policies, procedures and specifications set out in the approved Quality System.

Signed:

Date:

**2. PROPERTY DETAILS:** *Please print clearly*

Facility Capacity:	<input type="text"/>	Head	<input type="text"/>	PIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Facility Name:	<input type="text"/>												
Company Name:	<input type="text"/>												
ABN:	<input type="text"/>												
Postal Address:	<input type="text"/>												
Postal Town:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>								
Location Address:	<input type="text"/>												
Location Town:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>								
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>										
Facsimile:	<input type="text"/>	Email:	<input type="text"/>										

**2. DECLARATION:** *Please complete the following*

(i) Name of State or Local Approval Authority: \_\_\_\_\_

(ii) Have appropriate relevant authority approvals or licences been obtained?  
 Yes  No  Other  *If other, please provide details.* \_\_\_\_\_

(iii) Have appropriate relevant authority approvals been applied for?  
 Yes  No  Other  *If other, please provide details.* \_\_\_\_\_

**Note:** *This information may be brought to the attention of the relevant authorities.*

Signed:  Date:

Position:



**4. Existing QA Certification**

Does the PIC already hold certification in any other farm based QA programs? Yes  No

If YES, Record details below:

Program Name	Accreditation Number	Certificate Expiry Date

**5. - FEES - All prices exclude GST**

<b>(a) Application Fee</b>	An application fee of \$ xxx.00 applies. <i>Note: This includes the supply of Program Rules and Standards and a sample QA Manual.</i>
<b>(b) Accreditation Fees</b>	An Accreditation Fee of \$ XXX.00 is required to be paid following a successful initial accreditation audit and annually after each annual audit thereafter.
<b>(c) Audit Fees</b>	The cost of the initial audit (and annual audit thereafter) is charged separately to the Application.

**6. PAYMENT** Please select preferred payment method below:

Cheque (payable to AUS-MEAT Limited)  
Cheque enclosed for \$ \_\_\_\_\_

EFTPOS or Credit Card (VISA, Mastercard and AMEX accepted)

For payment by Credit Card or EFTPOS please contact the AUS-MEAT Accounts Department on 1800 621 903. AUS-MEAT cannot process Credit Card or EFTPOS details sent by post. Your payment will be automatically matched to your application and a tax invoice issued.

AUS-MEAT PRIVACY STATEMENT - FFAS: - **Insert relevant PP Statement**

The information collected in the normal course of business by AUS-MEAT may be personal information. It is collected and disclosed for the purposes of the FFAS and AUS-MEAT's business purposes. AUS-MEAT respects the privacy of individuals. Generally, AUS-MEAT does not release personal information other than to their service providers on a confidential basis for the purposes of conducting the FFAS program or as otherwise specified in the FFAS Rules. However, in response to a legal requirement, in an emergency, in response to any unlawful act or omission, or potential unlawful act or omission, or in otherwise exceptional circumstances, the Chairman of AUS-MEAT or the nominee may at their discretion authorise the release of personal information. The AUS-MEAT privacy policy governs the collection, use and disclosure of personal information collected by AUS-MEAT Limited.

**Return this form to: AUS-MEAT Limited, PO Box 3403, TINGALPA DC, QLD 4173**

CONTROLLED FORM

Form AGBXXX FFAS Application  
Issue 1  
01/08/2018

### Appendix 3 – Quality System Information

Developing the Quality System involves four phases:

- (a) **Planning** – of all those procedures, resources, structures, skills and responsibilities necessary to ensure goods and services consistently meet requirements.
- (b) **Documenting** the Quality System in an appropriate manner to describe the procedures, resources, organised structures, skills and responsibilities needed to ensure good and services meet requirements and to operate and maintain the Quality System.
- (c) The **Implementation and Maintenance** of the Quality System within the scope of the Fodder Fed Scheme, as planned and documented in (a) and (b) above.
- (d) The **on-going review** and updating of procedures and manuals.

#### The Quality System Manual

The **Quality System Manual** (QA Manual) is likely to include procedures or information on the following:

##### Management Section

<ul style="list-style-type: none"> <li>• Plan of Fodder Fed Production System</li> <li>• Corrective/Preventative Action</li> <li>• Internal Audit</li> <li>• Management Review</li> <li>• Records</li> <li>• Training</li> <li>• Non-conforming product</li> <li>• Contingency Planning (e.g. feed, water &amp; disease outbreak)</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Policy Statement</li> <li>• Document Control</li> <li>• Contract Review Livestock</li> <li>• Purchase of Livestock</li> <li>• Transport In</li> <li>• Livestock Intake Procedures</li> <li>• Livestock Identification</li> <li>• Daily Handling &amp; Observation</li> <li>• Sale Assessment and Selection</li> <li>• Transport Out</li> </ul>
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##### Feed

<ul style="list-style-type: none"> <li>• Purchase of Feed</li> <li>• Storage of Feed</li> <li>• Preparation of Rations</li> <li>• Feeding of Livestock</li> <li>• Water Supply</li> <li>• Water Supply Source</li> <li>• Water Storage</li> <li>• Use of Water</li> </ul>	<h5>Environment</h5> <ul style="list-style-type: none"> <li>• Community Amenity</li> <li>• Pen Management</li> <li>• Drainage Management</li> <li>• Manure &amp; Effluent Management</li> <li>• Environmental Recording</li> </ul>
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##### Chemicals

<ul style="list-style-type: none"> <li>• Purchase of Chemicals</li> <li>• Storage of Chemicals</li> <li>• Preparation of Chemicals</li> <li>• Use of Chemicals</li> </ul>	
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The relevant Codes of Practice, Guidelines and specifications must be cross referenced in the QA Manual.

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**Appendix 4 – Approved Standards**



***Fodder Fed Accreditation Scheme (FFAS)***

***APPROVED STANDARDS***

*Version V1, May 2019*

**Approved by AMILSC Meeting (14/5/19)**

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## 1.0 STANDARDS

The *Fodder Fed Accreditation Scheme (FFAS)* comprises **three (3) Modules**, each with one (1) or more Elements. Each element describes the outcomes that an accredited property must meet to maintain certification in the program.

Accreditation in the Livestock Production Assurance (LPA) which covers Food Safety, Biosecurity and Animal Welfare is a prerequisite program for participation FFAS. Information regarding LPA can be found at [www.mla.com.au](http://www.mla.com.au)

Module	Item	Standard Element	Outcomes
SYSTEMS MANAGEMENT	SM1	Training	Systems have been implemented that enable staff to be adequately trained to ensure they have the appropriate skills and knowledge to competently perform the duties required of them by the FFAS Standards.
	SM2	Internal Audit	Systems have been implemented that ensure periodic internal audits are performed to review ongoing compliance of the enterprise's activities to the FFAS Standards and that appropriate corrective and preventative actions are undertaken when non-conformances are identified.
	SM3	Quality Records	Systems have been implemented that ensure records are kept that provide documented evidence of the enterprise's compliance to the FFAS Standards and that these records are presented in a format that is easily reviewed.
	SM4	Document Control	Systems ensure that all documents relevant to the FFAS Standards are controlled enabling the review of their currency so that out of date or superseded documents are withdrawn and replaced with the new version.
PRODUCT INTEGRITY	PI1	FF Planning	Systems ensure that an appropriate site is identified and assessed as suitable to meet the FFAS Standards for the duration of the feeding period.
	PI2	Induction	Systems ensure that a process has been implemented to induct livestock without undue social implications and to ensure identification and traceability.
	PI3	Nutrition	Systems ensure that nutritional requirements are met for the duration of the feeding period and evidence of feed suitability is maintained.
	PI4	Feeding and Monitoring	Systems ensure that livestock feeding records are maintained and livestock are monitored to verify feed availability and feed suitability.
	PI5	Dispatch	Systems ensure that FFAS delivery documentation is managed to ensure correct use and accurate description of livestock.
	PI6	Eating Quality	Systems ensure that all livestock are managed to ensure eligibility for carcasses to be graded as Meat Standards Australia (MSA) requirements.

Module	Item	Standard Element	Outcomes
ENVIRONMENTAL MANAGEMENT	E1	Environment	Systems have been implemented to maintain relevant authority approval when applicable and to provide suitable environmental controls to support community amenity.

## 2.0 PERFORMANCE INDICATORS

To demonstrate compliance with the required outcomes of the *Fodder Fed Accreditation Scheme (FFAS)* program, an enterprise must achieve performance indicators specific to each code element.

<b>MODULE - SYSTEMS MANAGEMENT</b>	
<b>ELEMENT SM1 – SYSTEMS TRAINING</b>	
<b>OUTCOME:</b>	<b>Systems have been implemented that enable staff to be adequately trained to ensure they have the appropriate skills and knowledge to competently perform the duties required of them by the FFAS Standards.</b>
<b>PERFORMANCE INDICATORS:</b>	<ol style="list-style-type: none"> <li>1. Job descriptions and responsibilities for all staff members are documented.</li> <li>2. All staff have appropriate training in the requirements of the FFAS Standards and other relevant industry code of practice requirements and that suitable records of this training are maintained.</li> <li>3. PIC representatives that sign FF Declarations are familiar with the requirements of the FFAS Rules and Standards and any amendments issued from time to time.</li> </ol>

<b>ELEMENT SM2 – INTERNAL AUDITING</b>	
<b>OUTCOME:</b>	<b>Systems have been implemented that ensure periodic internal audits are performed to review ongoing compliance of the enterprise’s activities to the FFAS Standards and that appropriate corrective and preventative actions are undertaken when non-conformances are identified.</b>

**PERFORMANCE INDICATORS:**

1. Internal audits are performed on procedures, records and property facilities at least once per annum.
2. Internal audit/Inspection reports are documented.
3. Identified non-conformances and opportunities for improvement (including complaints) are documented and reviewed and details of corrective actions recorded.
4. Preventative action is taken to prevent any similar problem occurring.
5. A Corrective Action Report or equivalent record is maintained when:
  - (a) a defect or mistake is identified during an internal Audit, or by an external Auditor / assessor;
  - (b) a defect or mistake is identified during routine on-farm activities which cannot be rectified that day;
  - (c) a complaint is received from a purchaser or processor of your product;
  - (d) an adverse reaction to a chemical or an unexpected treatment failure has occurred; and/or
  - (e) product is identified as being potentially contaminated.
6. Continuous improvement is demonstrated through preventative action being taken to prevent any similar problem occurring.

**ELEMENT SM3 – QUALITY RECORDS**

**OUTCOME:** Systems have been implemented that ensure records are kept that provide documented evidence of the enterprise’s compliance to the FFAS Standards and that these records are presented in a format that is easily reviewed.

**PERFORMANCE INDICATORS:**

1. Complete, legible and accurate records are maintained and retained for a sufficient period of time to facilitate historical reference.

**ELEMENT SM4 – DOCUMENT CONTROL**

**OUTCOME:** Systems ensure that all documents relevant to the FFAS Standards are controlled enabling the review of their currency so that out of date or superseded documents are withdrawn and replaced with the new version.

**PERFORMANCE INDICATORS:**

1. All quality system documentation is controlled to ensure that only current documents are in use.
2. All documentation in use by the enterprise accurately reflects current management practices and procedures.
3. An updated list of all controlled documents is maintained that identifies the document date of issue, numbers of the document in circulation and where they are stored.
4. The FFAS Rules and Standards are included on the controlled document master list.

<b>MODULE - PRODUCT INTEGRITY</b>
<b>ELEMENT PI1 – PLANNING</b>
<b>OUTCOME: Systems ensure that an appropriate site is identified and assessed as suitable for the duration of the feeding period.</b>
<p><b>PERFORMANCE INDICATORS:</b></p> <ol style="list-style-type: none"> <li>1. The feeding site(s) is identified and described within a site plan(s) to include:             <ol style="list-style-type: none"> <li>(a) Regional site location;</li> <li>(b) Site map with local roads and infrastructure where applicable;</li> <li>(c) Water points;</li> <li>(d) Fodder feeder location(s);</li> <li>(e) Sites that may be used in rotation (if applicable);</li> <li>(f) Orientation to North.</li> </ol> </li> </ol>
<b>ELEMENT PI2 - INDUCTION</b>
<b>OUTCOME: Systems ensure that a process has been implemented to induct livestock without undue social implications and to ensure identification and traceability.</b>
<p><b>PERFORMANCE INDICATORS:</b></p> <ol style="list-style-type: none"> <li>1. Introduced cattle must be positively and uniquely identified to the feeding 'lot' within three (3) days of commencement of the feeding program.</li> <li>2. Records must be maintained for each Lot which include:             <ol style="list-style-type: none"> <li>(a) The total number of cattle to be fed;</li> <li>(b) Lot identification; and</li> <li>(c) Individual animal identification correlated to lot.</li> </ol> </li> </ol>
<b>ELEMENT PI3 – NUTRITION</b>
<b>OUTCOME: Systems ensure that nutritional requirements are met for the duration of the feeding period on fodder and evidence of feed suitability is maintained.</b>
<p><b>PERFORMANCE INDICATORS:</b></p> <ol style="list-style-type: none"> <li>1. Cattle are provided with unconfined access to graze grass/pasture with unconfined access to a fodder diet in accordance with the <i>Minimum Standards for Fodder Fed Beef</i>.</li> <li>2. Records are maintained to demonstrate the minimum feeding duration, including entry and exit dates for the feeding regime.</li> <li>3. Feed fed to cattle does not contain animal products with the exception of exemptions that may be applied from time to time by statutory authorities.</li> <li>4. When rations are mixed at the Feeding Facility, staff are aware of the Australian Code of Good Manufacturing Practice for Home-mixed Feeds, SCA 1991 (as amended or superseded) and a copy should be available at the Feeding Facility. Although not a mandatory Code, this Code provides a reference of industry best practice.</li> </ol>

## ELEMENT PI4 – FEEDING AND MONITORING

**OUTCOME: Systems ensure that livestock feeding records are maintained and livestock are monitored daily to verify feed availability and feed suitability.**

**PERFORMANCE INDICATORS:**

1. Cattle are provided with *ad libitum* access to pasture/grass and a fodder-based diet as part of a defined, planned and verifiable feeding program.
2. The duration of the feeding program must be for not less than that prescribed in the *Minimum Standards for Fodder Fed Beef*.
3. Paddocks, fences and facilities are constructed and maintained to ensure that all:
  - (a) cattle within a lot have uninhibited *ad libitum* access to grass/pasture and fodder; and
  - (b) there is minimal risk of bruising and injury.
4. Cattle husbandry and management activities are undertaken and records kept to maintain welfare requirements of individual animals on feed with suitable access to facilities to administer treatments in a timely manner.
5. Feeding records are maintained to include:
  - (a) total kg of fodder-based diet provided to lot;
  - (b) date of each delivery of fodder-based diet;
  - (c) type and formulation of fodder-based diet; and
  - (d) daily number of livestock in lot.
6. Daily animal welfare records are maintained to include:
  - (a) veterinary treatments including date, product, animal ID, dose rate, WHP/ESI, date safe for dispatch or shipment;
  - (b) observations of rejects; and
  - (c) observations of deaths and disposals.

**ELEMENT P15 – DISPATCH**

**OUTCOME: Systems ensure that FFAS delivery documentation is managed to ensure correct use and accurate description of livestock.**

**PERFORMANCE INDICATORS:**

1. Only livestock that have been fed as part of the defined feeding program are eligible to be described on a FFAS Delivery Docket.
2. An authorised person must sign the FFAS Delivery Docket. The docket is only valid for seven (7) days from the date the livestock exit from the FF feeding facility and a copy of each FFAS Delivery Docket is kept by the FFAS Feeding Facility for at least eighteen (18) months. (Appendix 1 - FFAS Delivery Docket).
3. Records of the feeding history of livestock fed at more than one (1) FFAS Feeding Facility during the feeding period required by the AUS-MEAT Minimum Standards for Fodder Fed Beef are recorded on a FFAS Delivery Docket.
4. In cases that AUS-MEAT deem to be an animal welfare emergency (i.e. “Natural Disasters“ including floods, cyclone or earthquake); an Enterprise may request that AUS-MEAT approve an extension of the Expiry Date of no more than seven (7) days on an individual FFAS Delivery Docket pertaining to specified cattle affected in transit as a result. A copy of the written approval from AUS-MEAT must be provided to the receiver of the livestock along with the original FFAS Delivery Docket and a copy must be maintained by the Enterprise.
5. Carcasses of cattle identified on an individual FFAS Delivery Docket that has been granted an extension must comply with the Minimum Standards for Fodder Fed Beef when assessed at the Processing Enterprise.

**ELEMENT P16 – EATING QUALITY**

**OUTCOME: Systems ensure that all livestock are managed to ensure eligibility for carcasses to be graded as Meat Standards Australia (MSA) requirements.**

**PERFORMANCE INDICATORS:**

1. The property Identification Code (PIC) is Meat Standards Australia (MSA) Accredited.
2. Cattle are managed in accordance with minimum eligibility requirements for MSA.
3. All eligible cattle are accompanied by an approved MSA Vendor Declaration at time of dispatch.

**MODULE – ENVIRONMENTAL MANAGEMENT**

**ELEMENT EM1 - ENVIRONMENT**

**OUTCOME: Systems have been implemented to maintain relevant authority approval when applicable and to provide suitable environmental controls to support community amenity.**

**PERFORMANCE INDICATORS:**

1. Evidence of relevant authority approval to operate the facility is maintained as applicable.
2. Feeding facility management and staff are aware of their environmental responsibilities.
3. The feeding area site and surrounds are managed in accordance with relevant approvals and to maintain community amenity (including odour, dust, noise and traffic) at all times.
4. The placement of feeding and watering facilities within the feeding area consider the potential for detrimental impact upon the environment.

## Attachment 1: Minimum Standards for Fodder Fed Beef

### Fodder Fed *Symbol FF*

Number of days in feeding program 30

Fodder Definition per *Animal Raising Claim Framework for Beef Production Systems in Australia (as Amended)* Fodder refers particularly to food given to animals (including plants cut and carried to them), rather than that which they forage for themselves (called forage). Fodder includes hay, straw, silage, compressed and pelleted feeds, oils and mixed rations, and sprouted grains and legumes (such as bean sprouts, fresh malt, or spent malt).

#### Feeding Requirements

The cattle must have been fed in a Fodder Fed Accredited Facility during which time the cattle have had *ad libitum* access to a combination of grass/pasture and a fodder-based diet as part of a defined feeding program of no less than 30 days.

The fodder-based diet accessible to cattle has been formulated to ensure that appropriate and complete nutrition is provided throughout the feeding period.

#### *Note:*

Types of fodder include conserved forage plants (hay and silage), compound feed and premixes, often called pellets, nuts or (cattle) cake, crop residues (stover, copra, straw, chaff, sugar beet waste), freshly cut grass and other forage plants, molasses, seaweed, seeds and grains, either whole or prepared by crushing, milling, etc., sprouted grains and legumes, yeast extract (brewer's yeast residue), native green grass, bran, oilseed press cake (cottonseed, safflower, sunflower, soybean, peanut or groundnut), green maize, green sorghum and leaves from certain species of trees.