



## Certification Policies

Version 6.0 1/2026

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# Introduction

## The APIQ✓® Program

APIQ✓® stands for “The Australian Pork Industry Quality Assurance Program”, which is an *on-farm Quality Assurance system which assists producers to identify and manage farm risks by following good agricultural practices using the principles of HACCP.*

The principles of HACCP (Hazard Analysis and Critical Control Point), where relevant to pork production are incorporated into the Australian Pork Limited (APL) QA (Quality Assurance) Statement and are reflected in the APIQ✓® Manuals.

[The Pork On-farm HACCP Plan Final Report](#), commissioned by APL, states that “By applying a HACCP-based approach it was determined that the application of a set of Good Agricultural Practices (GAP) on farm would be effective in ensuring low risk. It was, therefore, concluded that on-farm food safety may not warrant full HACCP plans at the individual level provided GAP is in place”.

APIQ✓® is designed to assist the producer apply good agricultural practice by identifying and managing risks through a process of reviews and evaluations against defined standards. Both the producer and APIQM make routine declarations regarding the producer’s compliance with the Standards to maintain producer compliance with APIQ✓® Certification and ensure the integrity of the on-farm system is maintained under APIQ✓® and accords with the principles of HACCP.

The APIQ✓® Program codifies agricultural practices at farm level to fulfill both trade and government regulatory requirements with particular regard to food safety and quality. Good Agricultural Practices (GAP) are defined by the [FAO](#) as practices “addressing environmental, economic and social sustainability for on-farm production and post-production processes resulting in safe and healthy food and non-food agricultural products.”.

The APIQ✓® logo includes a ✓ and a ®, symbols of acceptance, approval, high standards, and quality.

APL, as the national representative body for pig producers, is the owner and managing agent of the APIQ✓® Program and has stewardship of the APIQ✓® Program on behalf of the industry.

It is the key objective of Australian Pork Limited (APL) that all pigs produced and sold into the food chain are APIQ✓® Certified. This is driven by APIQ✓® Management (APIQM) which is responsible for: facilitating and supporting producers foremost to assist them to implement Quality Assurance (QA) on-farm; encouraging compliance with APIQ✓® Standards and facilitating audit services directly or through an independent third party.

## **APIQ✓® Scope**

APIQ✓® is a voluntary program which involves on-farm quality standards for: safe and efficient production of pigs to produce wholesome food, the implementation of systems to manage and control biosecurity risks, and the implementation of standards that focus on the welfare of the animals throughout the farm production process.

APIQ✓® covers production within the boundaries of the producer's property or sphere of control. Pigs remain the responsibility of the producer while in transit. An agent/buyer has responsibility once an animal has been consigned to their care while held in sale yards; and an abattoir or new owner has responsibility from the point of unloading.

## **APIQ✓® Policies**

APIQ✓®'s policies are divided into two (2) categories:

- Certification Policy (CP)
  - This is document defines the policies that govern and underpin the APIQ✓® Program, including the process for achieving and maintaining certification.
- Administrative Policy (AP)

This document deals with the practical application of the APIQ✓® Certification Policies.

# CP#1

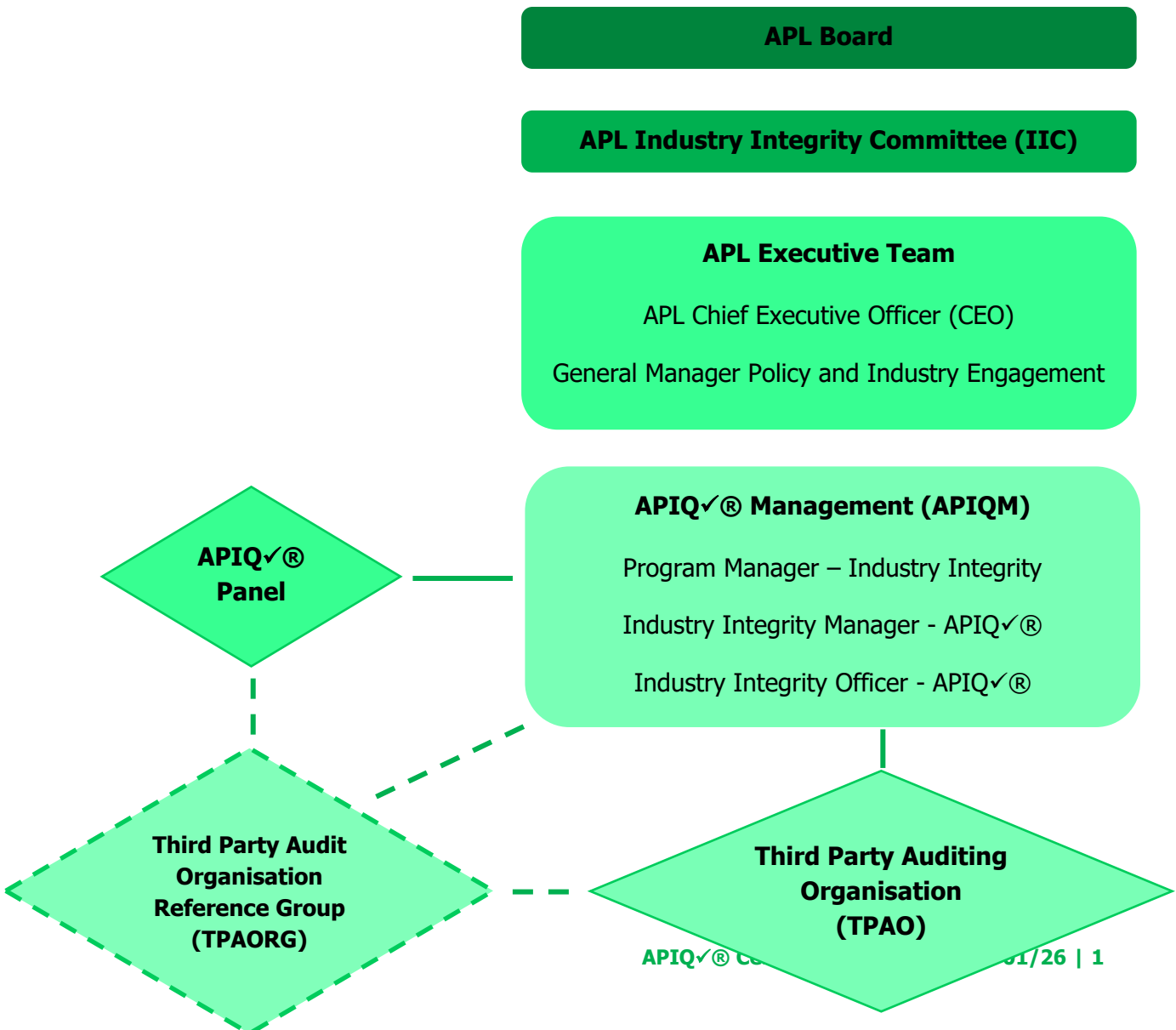
## MANAGEMENT OF THE APIQ✓® PROGRAM

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

### 1.1. Policy

Australian Pork Limited (APL) and has stewardship of the APIQ✓® Program on behalf of the industry. Within these Certification Policies, 'APL' may refer to the APL Board, the APL Industry Integrity Committee, the APL Executive Team, and/or APIQ✓® Management; each play important but different roles in the effective development and management of APIQ✓®, supported by the APIQ✓® Panel, Third Party Auditing Organisation, and Third Party Auditing Organisation Reference Group.





## **1.2. Roles and Responsibilities within the APIQ✓® Program**

### **1.2.1. The APL Board**

The APL Board holds the position of highest authority within APIQ✓®.

In addition to endorsing the Strategic direction set by the APL Executive team and APIQ✓® Management, the APL Board is responsible for endorsing:

- Amendments to the APIQ✓® Standards and Certification Policies
- Changes to Third Party Auditing Organisation audit fees and service agreements
- Appointments to the APIQ✓® Panel
- APIQ✓® Panel decisions, where the Panel has decided to suspend or cancel a producer's APIQ✓® Certification
- The scope of Major and Minor Reviews

Other relevant matters, as required. In addition, the Board determines whether certification should be suspended or cancelled and hears and determines appeals relating to suspension or cancellation.

### **1.2.2. The Industry Integrity Committee (IIC)**

The APL Industry Integrity Committee gives counsel and direction to APIQ✓® Management to ensure the APIQ✓® Program remains fit for purpose for the industry, and to ensure the ongoing integrity of the Program.

The IIC makes recommendations to the APL Board for consideration, relating to:

- Amendments to the APIQ✓® Standards and Certification Policies
- Changes to Third Party Auditing Organisation audit fees and service agreements
- The scope of Major and Minor Reviews
- Other relevant matters, as required

### **1.2.3. The APL Executive Leadership Team**

The APL Executive Leadership Team sets the Strategic and Operational direction of the APIQ✓® Program, and oversees APIQ✓® Management to ensure appropriate support and resourcing is in place to enable delivery against key performance indicators. Additionally, the APL Executive Leadership Team acts as the conduit between APIQ✓® Management and the APIQ✓® Panel, and the APL Board.

Within the APL Executive Leadership Team, primary responsibility for the APIQ✓® Program sits with APL's Chief Executive Officer, and the General Manager Policy and Industry Engagement.

Other members of the APL Executive Leadership Team are: the General Manager Research, Innovation and Extension, Chief Financial Officer, and Chief Marketing Officer.

#### **1.2.4. APIQ✓® Management**

APIQ✓® Management is responsible for the day-to-day administration, management, and development of the APIQ✓® Program on behalf of the pork industry. It is directed in its decisions by the APIQ✓® Certification and Administrative Policies, and the APIQ✓® Standards, and escalates information and decisions to the APL Executive Team, IIC, APL Board, and APIQ✓® Panel as required. APIQ✓® Management works closely with the independent Third-Party Auditing Organisation to ensure a robust and high quality audit experience for industry. Additionally, APIQ✓® Management is responsible for:

- Communication and engagement with producers and other APIQ✓® stakeholders
- Facilitating and supporting producers to implement and comply with the APIQ✓® Standards on-farm
- Providing input into strategic planning relating to APIQ✓®
- Drafting amendments to the APIQ✓® Standards and Policies
- Facilitating Major and minor reviews of the APIQ✓® Program, Standards, and Policies
- Preparing papers for the APL Board, IIC, and APIQ✓® Panel
- Providing secretariat services to the APIQ✓® Panel and the Third Party Auditing Organisation Reference Group (TPAORG)
- Preparing and distributing reports
- Database management
- Other relevant matters, as required

#### **1.2.5. APIQ✓® Panel**

The APIQ✓® Panel makes independent assessments and rulings in regard to an individual's or organisation's performance against the prescribed APIQ✓® Standards and Certification Policies.

The Panel makes recommendations on incidences and situations that are outside the scope of APIQM and when decisions need to be at arm's length from APL to protect the integrity of the APIQ✓® Program.

Members are appointed to, and operate within, the APIQ✓® Panel in accordance with the APIQ✓® Panel Terms of Reference, and are directed in their decisions by the APIQ✓® Certification and Administrative Policies, and the APIQ✓® Standards.

The APIQ✓® Panel makes recommendations to the IIC for consideration, relating to:

- Amendments to the APIQ✓® Standards and Certification Policies
- Changes to Third Party Auditing Organisation audit fees and service agreements
- The scope of Major and Minor Reviews
- Other relevant matters, as required

The Panel determines courses of action where incidents of misconduct and serious non-compliance to APIQ✓® Standards and Policies are identified, including when a Critical CAR is called, including making recommendations directly to the APL Board for consideration, relating to the suspension or cancellation of a producer's APIQ✓® Certification.

The APIQ✓® Panel consists of a Panel Chair, who is nominated by the APL Board, and six (6) members;

- one (1) intensive livestock veterinarian
- one (1) independent specialized auditor (preferably with an intensive farming background)
- one (1) individual from the supply chain (eg. a customer representative), and
- three (3) producers (not APL producer-elected Board Directors).

### **1.2.6. Third Party Auditing Organisation (TPAO)**

The Third Party Auditing Organisation (TPAO) conduct audits of accredited and prospective APIQ✓® properties to verify compliance with the APIQ✓® Standards in accordance with the APIQ✓® Certification Policies and Administrative Policies, and as per the Service Agreement between the Third Party Auditing Organisation and APL.

### **1.2.7. Third Party Auditing Organisation Reference Group (TPAORG)**

The Third-Party Auditing Organisation Reference Group will monitor and review the services provided by the Third-Party Auditing Organisation (TPAO) to ensure the outcomes specified by the APIQ✓® Certification Policies are achieved, and that the TPAO are delivering a robust and high quality audit experience for the pork industry.

Members are appointed to, and operate within, the Third-Party Auditing Organisation Reference Group in accordance with the TPAORG Terms of Reference, and are directed in their decisions by the APIQ✓® Certification and Administrative Policies, and the APIQ✓® Standards.

The TPAORG consists of five (5) members;

- two (2) members from the TPAO
- two (2) members from APIQM, and
- one (1) representative from the APIQ✓® Panel

# CP#2

## PRODUCER OBLIGATIONS WITHIN THE APIQ✓® PROGRAM

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 2.1. Policy

Each APIQ✓® site must appoint a Site Primary Contact (and, for Joint Certification, an Operational Contact) to receive and manage APIQ✓® communications, and report key changes to the business/site. Additionally, contacts or their nominated representative are responsible for reporting issues that threaten pig welfare, food safety, or the integrity of the industry to APIQ✓® Management.

### 2.2. Site Contacts

#### 2.2.1. Site Primary Contact

Each APIQ✓® site must nominate a Site Primary Contact who is the main contact point for information including but not limited to:

- Scheduling of audits
- Audit reports
- Notification of Critical CARs or Incidents relating to the site
- Audit invoices
- Updates to audit fees and charges
- Other communications from APIQ✓® Management, which may include resources, program updates/information, surveys, etc.

The Site Primary Contact is responsible for notifying APIQM within ten (10) business days of any of the following changes taking place:

- The Site Primary Contact changes.
- There is a change in owner/management
- There is a change to the site's veterinarian

### 2.2.2. Operational Contact

In addition to nominating a Site Primary Contact, sites accredited under a Joint Certification must nominate an Operational Contact Person who has operational oversight of all sites within that Joint Certification.

This person may be the same or different to a Site Primary Contact, may opt in or out of receiving the information listed above as it relates to each site within the Joint Certification, and may notify APIQM of changes/issues in lieu of the Site Primary Contact.

It is recommended that the Site Primary Contact and/or the Operational Contact attend APIQ✓® audits. Where that is not possible, it is the site's responsibility to nominate an alternative, appropriate and competent person to accompany the auditor during the audit.

## 2.3. Notification of Incidents

Where issues arise relating to a site or business that jeopardise the health and welfare of the pigs, people or piggery and may lead to public scrutiny of the piggery and/or the industry, APIQM must be notified by the Site or Operational Contact or their nominated representative, by text, email, or phone call. This notification must occur within 24 hours. Issues include but are not limited to:

- Critical breaches of the APIQ✓® Standards
- Unexpected events leading to significant pig losses and/or welfare issues (including contingency plan failures, accidents, transport incidents, breaches of the Model Code of Practice for the Welfare of Animals – Pigs and/or state animal welfare or biosecurity regulations)
- Serious food safety incidents (e.g. product recalls, detection of residues)
- A site coming under investigation by a regulatory authority
- Fires, floods and other natural disasters or severe weather events that impact the pigs or piggery
- Notifiable disease outbreaks
- Failure to comply with biosecurity requirements (including in relation to the introduction of new stock and semen)
- Farm trespass events, including suspected trespass events

These issues may be handled in accordance with [CP#8 Management of Complaints and Incident Investigations](#).

# CP#3

## REVIEW AND VERIFICATION OF THE APIQ✓® PROGRAM

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 3.1. Policy

APIQ✓® is subject to ongoing review and verification of the quality of its policies, processes, and operations and seeks to achieve continuous improvements.

### 3.2. APIQ✓® Systems Audits

The APIQ✓® Program will undergo an independent Systems Audit to verify compliance with the policies and processes outlined in the APIQ✓® Certification Policies.

The Systems Audit must be conducted by an independent Certifying Body (CB), and will review both APIQ✓® Management's performance, as well as that of the Third-Party Auditing Organisation.

The Systems Audit must be completed by June 30 each year.

The same auditor cannot be engaged for the Systems Audit for more than three (3) consecutive years.

The results of the annual Systems Audit must be presented to the APIQ✓® Panel and the Industry Integrity Committee.

### 3.3. APIQ✓® Witness Audits

Witness audits must be conducted for each APIQ✓® auditor at least every two (2) years as part of the Third-Party Auditing Organisation's auditor improvement program, to ensure the quality, consistency, and competency of auditors.

The results of witness audits must be made available to APIQM. A summary of training and witness audits must be presented to the Third-Party Auditing Organisation Reference Group.

## 3.4. APIQ✓® Reviews

The scope of Major and Minor Reviews is set by the APIQ✓® Panel and endorsed by the APL Board.

APL maintains custody and control over the APIQ✓® Standards, Policies, documents, templates, manuals, and resources and may amend these at its sole discretion. Changes to APIQ✓® verification options (e.g. VEBs, CSC) must be agreed upon with their respective Standard owners and other key stakeholders. Legal advice will be sought on proposed changes where necessary.

Any revisions and amendments made that change the intent of Policies and/or Standards must be endorsed by the APL Industry Integrity Committee and approved by the APL Board prior to publication

All manuals, documents, templates, and resources supporting the APIQ✓® Program will have a version number, which is updated to evidence reviews.

### 3.4.1. Minor Reviews

A Minor Review is a general review of the APIQ✓® Program which takes place annually, to address stakeholder feedback and any program issues that may have arisen since the last review.

At a minimum, a Minor Review includes review of the APIQ✓® Standards Manual, the APIQ✓® Administrative Policies, and the APIQ✓® Panel and TPAORG Terms of Reference. Where appropriate with regard to the approved Minor Review scope, other APIQ✓® documents, templates, manuals, and resources may also be included for review.

### 3.4.2. Major Reviews

A Major Review is a review of the APIQ✓® Program to ensure it remains fit for purpose and continues to support and demonstrate the integrity of the pork industry. Major Reviews occur every fourth year, but more regularly if required.

APIQM, assisted by a working group, conducts a Major Review of:

- The APIQ✓® Standards Manual
  - The APIQ✓® Certification Policies
  - The APIQ✓® Administrative Policies
  - All other manuals, documents, templates, and resources supporting the APIQ✓® Program
- Customers with specification modules included in APIQ✓® will be included in working groups.

In years where a Major Review occurs, a Minor Review is not required.

# CP#4

## ACHIEVING AND MAINTAINING APIQ✓® CERTIFICATION

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 4.1. Policy

APIQ✓® certification is a voluntary program that confers a valuable status on producers who comply with the relevant prescribed Standards and Certification Policies. The APIQ✓® system is critical to ensuring confidence in industry standards and quality and the industry's reputation more broadly.

Sites may be certified as a single site, or under a joint certification. All sites including those seeking APIQ✓®, APIQ✓® Free Range (FR), APIQ✓® Outdoor Bred, Raised Indoors on Straw (OBRIS), and Gestation Stall Free (GSF), Customer Specifications Coles (CSC) and/or Voluntary Enhanced Biosecurity Standards for African swine fever (VEBS-ASF) verification must have Compliance Audits which consists of a desk and site audit, to verify compliance with the most current version of the APIQ✓® Standards Manual.

The APIQ✓® Standards and this policy aim to facilitate ongoing APIQ✓® Certification through the transition of ownership, to allow sales, production and management of pigs while maintaining Quality Assurance (QA).

### 4.2. APIQ✓® Verification Options

The APIQ✓® Standards Manual includes:

- Gestation Stall Free (GSF) production (Option A)
- Customer Specifications for supply to Coles Supermarkets Australia Pty Ltd (CSC) (Option B)
- Voluntary Enhanced Biosecurity Standards for African Swine Fever (VEBS-ASF) (Option C)

Through the Compliance Audit process, producers can verify that they meet these Standards and receive GSF, CSC and/or VEBS-ASF Verification. CSC Verification allows a producer to seek to supply pigs to Coles Supermarkets Australia Pty Ltd (Coles) but can also be provided where a producer does not intend to supply Coles but meets the Standards.

Other verification options may be added to APIQ✓® as agreed and approved in the future.



## 4.3. APIQ✓® Certification Types

### 4.3.1. Single sites

Single sites have an individual certification and renewal date. A producer may have more than one single site certified under APIQ✓®. Audit frequency is as per [CP#6 APIQ✓® AUDIT TYPES AND FREQUENCY](#).

### 4.3.2. Joint Certification

Where a producer or business entity owns or manages two (2) or more pig production sites, the producer is eligible, and may decide, to apply to APIQM for APIQ✓® Joint Certification. Under a Joint Certification, nominated sites are joined under one (1) certification with a single renewal date. This renewal date is to be determined in agreement with APIQM at the time the Joint Certification is approved. [CP#6 APIQ✓® AUDIT TYPES AND FREQUENCY](#).

A producer, owner or business may have more than one (1) Joint Certification under APIQ✓®. In this situation, the producer must formally identify to APIQM which sites are assigned to each Joint Certification.

It is the responsibility of the producer/business entity to implement a quality management system across all sites in a joint certification. This system is audited as part of annual compliance audits, and then individual sites are audited against the APIQ✓® Standards and to verify that the company's systems, policies and procedures are being followed.

## 4.4. Steps to APIQ✓® Certification

### 4.4.1. For producers who are new to the APIQ✓® Program

Producers with no Quality Assurance (QA) on-farm, who wish to establish APIQ✓® on-farm, follow these steps:

**Step 1:** Contact APIQM to express interest in becoming APIQ✓® Certified:

**Phone** – 02 6285 2200,

APIQ✓® Website – [www.apiq.com.au](http://www.apiq.com.au)

Email APIQM on – [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au)

**Step 2:** Download the APIQ✓® Manuals and Guides from the APIQ✓® website:  
<http://www.apiq.com.au>.

**Step 3:** Work through the APIQ✓® manuals and guides and create a *Piggery Management Manual* or *QA Manual* and record keeping system to meet the requirements outlined in the APIQ✓® Standards Manual. Records may include individual Standard Operating Procedures (SOPs) or Work

Instructions (WI) and records using, your own records, or the templates available through the APIQ✓® website.

**Step 4:** Manage the piggery as described in your *Piggery Management Manual*.

**Step 5:** Complete an Internal Audit using either your own internal audit template or the *APIQ✓® Express Audit Checklist* available from the APIQ✓® website.

**Step 6:** Create Corrective Action Requests (CARs) for non-compliances identified in the Internal Audit and complete the corrective actions to close each CAR.

**Step 7:** The producer contacts APIQM and/or the Third Party Audit Organisation auditor to request an audit/s.

**Step 8:** APIQM, if contacted, will advise the Third Party Audit Organisation of the new producer's details. The TPAO will assign the audit and will advise APIQM of producer contact.

**Step 9:** The assigned auditor contacts the producer to schedule the audit.

**Step 10:** The producer or their representative/s participate in the Compliance Audit process by attending the opening meeting<sup>1</sup>, desk audit<sup>2</sup>, site audit<sup>3</sup> and closing meeting<sup>4</sup> and closing out any CARs.

**Step 11:** The auditor records audit findings directly to the Third Party Audit Organisation APIQ✓® Audit Template.

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<sup>1</sup> Opening Meeting – After following on-farm biosecurity activities for entry to the piggery, such as signing the Visitor Register, the auditor and producer and/or their representative/s meet to review the audit plan and processes.

<sup>2</sup> Desk Audit – At the request of the auditor, the producer provides: their last Audit Report and documented evidence that CARs from the audit have been closed, and answers questions related to their systems, processes and records as outlined in their *Piggery Management Manual/QA Manual* (including SOPs or Work Instructions)

<sup>3</sup> Site Audit – Having completed the desk audit, the auditor and producer inspects required production areas. The auditor seeks permission to engage with staff and observes farm activities in progress. The auditor aims to determine whether systems outlined are being followed and that the practices allow the producer to meet the APIQ✓® Standards and Performance Indicators.

<sup>4</sup> Closing Meeting – Having completed the opening meeting, desk audit, and site audit, the producer and or their representative meet with the auditor to: review the findings and observations of the Compliance Audit, agree to any CARs that have been identified, review the reporting process and auditor recommendation, and resolve any concerns.

**Step 12:** The Third Party Audit Organisation's audit system notifies APIQM electronically that an audit has been conducted.

The following rules apply:

- If the producer meets all APIQ✓® Standards and Performance Indicators then APIQM approves Certification and issues APIQ✓® Certificate(s).
- If all CARs are not closed out, APIQM will determine whether it can issue Current (Conditional) Certification. It can grant Current Certification once all CARs are closed.

If the auditor does not recommend Certification and/or APIQM determines that the producer is not meeting the APIQ✓® Standards and Performance Indicators and/or is not agreeing to and signing CARs, then Certification is declined.

#### **4.4.2. For producers with Current APIQ✓® Certification**

Prior to their APIQ✓® Certification expiry date, the producer's site(s) should have an APIQ✓® Compliance Audit to have their Certification approved for renewal.

They must take the following steps to maintain APIQ✓® Certification:

**Step 1:** Complete an Internal Audit approximately five (5) months but no later than eight (8) months before their APIQ✓® Certification expiry date; close any CARs identified in the Internal Audit; and review and revise on-farm manuals and records to ensure their systems remain current and are compliant to the current APIQ✓® Standards.

**Step 2:** The Third Party Audit Organisation scheduler programme identifies audits that are due three (3) months prior to expiry and advises these producers that their annual compliance is due and that an auditor will be contacting them to schedule an audit.

**Step 3:** The Third Party Audit Organisation scheduler programme and assigns an auditor to the producer. The assigned auditor contacts the producer to schedule the audit no more than three (3) months prior and no later than two (2) months before the producer's certification expires.

Note: The appointed auditor makes every effort to schedule other activities and functions around the audit to minimise chargeable expenses, such as travel and accommodation.

The Third Party Audit Organisation advises APIQM of when annual compliance audits are occurring and of the assigned auditor for the sites.

**Step 4:** Steps 10 through 12 in clause 4.4.1 are completed and the producer's Certified status is revised to Current, Current (Conditional), Current (On Probation), Suspended, or Cancelled, as outlined in [CP#5 APIQ✓® STATUSES](#).

## 4.5. Change of site ownership

Responsibility to notify APIQM of changes rests with the current owner of the piggery enterprise. APIQM will determine appropriate certification on a case-by-case basis using the following descriptions as a guide:

1. Where APIQM has received a notice of a change of ownership requiring APIQ✓® Certification, APIQM will consider actions needed and advise the applicant within ten (10) business days of receipt of the notification. APIQM must be notified of any change in management on an APIQ✓® Certified site within 10 business days of change taking place. In order to maintain the APIQ✓® Certification, new management must produce evidence of relevant qualifications and/or relevant industry experience. Where the site and the purchaser/new manager have not had experience managing APIQ✓® on-farm, APIQ✓® Certification cannot be claimed and certification must be applied for as a new certification.
2. Where vendors and/or purchasers with current certification wish to continue to operate and trade pigs underpinned by QA, they must notify APIQM of the change of ownership and the purchaser must apply for independent or Joint Certification. Conditional certification may be granted on the basis that both entities are following their prescribed program.
3. Where the vendor does not have current certification, but the purchaser has current certification on other sites, the purchaser may be awarded Conditional Certification by notifying APIQM of the purchase and by completing an Internal Audit of the new site within 10 business days of takeover. The Internal Audit must identify all CARs required to align the new site with the QA program of their existing sites, if being added to a Joint Certification, or CARs needed to establish APIQ✓® on site if single site certification is sought.
4. If the audit of the purchaser's previously held sites is more than nine (9) months due, then the new site must have a successful Compliance Audit completed within three (3) months and the site will then be added to the annual rotation of audits.

A producer may be certified as Conditional APIQ✓® provided:

- a. An Internal Audit is submitted to APIQM which meets APIQM approval AND
- b. Evidence of farm records is submitted to APIQM and meets its approval AND
- c. An APIQ✓® Compliance Audit is scheduled to be conducted within three (3) months of application for APIQ✓® Certification and verification is provided to APIQM.

To facilitate the appropriate Certification of pig production through changes of ownership and size of enterprise changes, notification is to be sent in writing to APIQM, and must include:

- Basic details of the change in ownership/management (No detail of any financial transactions is to be included).

- Identify all parties involved including APIQ✓® Certification number(s) and PigPass Registration Number and Property Identification Code(s) of certified properties.
- Contact details of all parties concerned.
- Outline of certification requirements needed by the producer/owner.

APIQM will:

- Acknowledge receipt of the notice in writing (by email where provided) in two (2) business days of receipt.
- Review certification requirements according to policy.
- Seek assistance of the Panel if required.
- Report to all parties identifying requirements to obtain or maintain certification within ten (10) business days of receipt of notification.

APIQM will advise the designated representative of the business/s to be certified of the requirements for APIQ✓® Certification in writing within 10 business days.

Where a Compliance Audit is required, APIQM:

- Will Forward the site details to the Third Party Audit Organisation who will in turn assign an auditor to the site in consultation with the owner manager or a designated representative.
- May assign the audit to another registered APIQ✓® Auditor in consultation with the owner manager or a designated representative.

Assessments and expected courses of action are based on an assumption that either the vendor or the purchaser wishes to maintain or obtain APIQ✓® Certification and that the responsibility for notification rests with this party.

#### 4.6. Adding a site to an existing Joint Certification

Where the operation's previous management is maintained under new ownership and the sites' existing APIQ✓® Certification is current:

- The new owner notifies APIQM of the purchase and requests that the site be added to their existing Joint Certification. The new owner should within three (3) months of acquisition review the existing *Piggery management Manual/QA Manual* and conduct an internal audit and adapt/incorporate changes into the site's *Manuals*. Conditional certification can be given as outlined in [CP#5 APIQ✓® STATUSES](#).
- The producer seeks approval by submitting a Joint Certification Application Form to APIQM with a copy of the completed Internal Audit.

APIQM may also request, at its discretion, an independent report from an independent expert e.g. vet, auditor etc., as approved by APIQM, to support the Internal Audit, or a statutory declaration indicating that the Internal Audit is a true and accurate reflection of the operation.

- Where more than three (3) months have elapsed since change of ownership, the site will be required to have a Compliance Audit at the time of application. The site's *Piggery*

*Management Manual/QA Manual* must be incorporated into the manual of the Joint Certification and all APIQ✓® Standards will be assessed in the audit.

- Where the new site has no APIQ✓® Certification irrespective of retention or change in ownership or management:
  - The producer may elect to add the site or sites to an existing Joint Certification at any stage by applying to APIQM and completing an application for each new site.
  - Where the applicant's existing Joint Certification audit is:
    - i. More than nine (9) months due then a Compliance Audit must be completed within three (3) months.
    - ii. Less than nine (9) months due – An Internal Audit will be required.
    - iii. All sites will be listed in CRM with Conditional certification until they have had their compliance audits and certification has been approved.
    - iv. APIQM advises the TPAO of the changed arrangement.

# CP#5

## APIQ✓® STATUSES

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 5.1. Policy

APIQ✓® certification status options are:

- Current
- Current (Extended)
- Current (Conditional)
- Current (On Probation)
- Suspended
- Cancelled
- Expired

Producers who fail to comply with the APIQ✓® Standards, Certification Policies, or applicable laws at any time can expect their certification status to be reviewed and, if appropriate, suspended or cancelled.

The producer is primarily responsible for notifying all their buyer(s) and customer(s) of their revised status. APIQM will also provide confirmation where the producer has given written permission to notify their nominated buyer(s) and/or customer(s) of a change in the producer's APIQ✓® Certification.

### 5.2. APIQ✓® Certification Statuses

A producer's APIQ✓® Certification Status is recorded within the APIQ✓® System and can be viewed by the producer, as well as authorised external parties including abattoirs, auditors, saleyard operators, and regulators with a signed access deed in place.

#### 5.2.1. Current Statuses

Sites with a status of Current, (including Current (Extended), Current (Conditional), and Current (On Probation)) remain APIQ✓® certified and may continue to operate and trade as APIQ✓® Certified to their respective customers.

- **Current** – status applied when a producer has met all required APIQ✓® Standards and the audit invoice has been paid.

This status applies during the period between the site's most recent audit date and their current expiry date.

- **Current (Extended)** – status applied when scheduling or other circumstances necessitate a "Current" status producer's expiry date to be shifted back, to allow for the audit and auditing processing.

This status applies, when approved, for a maximum period of three (3) months (unless otherwise specified) from the site's annual expiry date.

- **Current (Conditional)** – status automatically applied when a producer has not yet met all required APIQ✓® Standards following an audit or investigation, and/or the audit invoice has not been paid.

This status applies for a maximum period of three (3) months unless specifically extended. This time is sufficient for a site to:

- Close out Major and Minor CARs (30 and 60 days, respectively), and/or as per custom timeframes set by APIQ✓® Management
- Make payment against, or arrange a payment plan for, outstanding audit invoices

Where a site fails to meet the conditions required to obtain "Current" status within the required timeframe, the site is no longer APIQ✓® accredited; its status shall automatically progress to "Expired".

- **Current (On Probation)** – status automatically applied when a producer has received a Critical CAR and/or been involved in a Critical Incident.

This status applies for a two (2) year period unless the APIQ✓® Panel determine a reduced duration or alternative Certification Status is appropriate.

Sites with a status of "On Probation" are audited twice per year at the producer's cost until the On Probation period ends, either at the end of the two (2) year period, or when the site's status changes. At least one audit within the On Probation period will be an ad hoc audit.

Where a site On Probation:

- fails to meet the requirements outlined in an Agreed Action Plan within a reasonable timeframe, and/or
- has a further Critical breach of the APIQ✓® Standards, and/or
- does not adhere to the Certification Policies

the matter shall be referred to the APIQ✓® Panel which may recommend the site be suspended or cancelled.

### 5.2.2. Suspended, Cancelled, and Expired Statuses

Sites with a status of Suspended, Cancelled, or Expired, are no longer APIQ✓® accredited, which means:

- The producer cannot claim to be APIQ✓® certified for the site to which the certification applies, and all pigs kept on that site; and
- Pigs from that site will not be eligible for sale and delivery to markets that specify APIQ✓® certification.



Suspension, Cancellation, and Expiry apply to all pigs on farm at the Date of status change but exclude pigs in transport and/or at lairage at the Date of status change. The Date of status change is the date the producer receives written notification of the status change from APIQM.

Written notification will be by email and is deemed to have been received at the expiration of one (1) business day after the email is sent.

- **Suspended** – status applied when a producer has:
  - Seriously breached the APIQ✓® Standards or Certification Policies; and/or
  - Engaged in ongoing/systemic breaches of the APIQ✓® Standards or Certification Policies; and/or
  - Failed to comply with corrective actions within the required timeframes, following an audit or investigation; and/or
  - Failed to act honestly and ethically with an APIQ✓® auditor; and/or
  - Failed to notify APIQM of serious issues or external investigations that the producer should reasonably have known about; and/or
  - Conducted themselves in a manner that jeopardises the integrity and reputation of the APIQ✓® Program and/or broader pork industry, and/or involves a breach of the law.

Suspended applies for a maximum period of six (6) months. Where a producer fails to meet the APIQ✓® Panel/APL Board stipulated conditions to re-enter the APIQ✓® Program within that timeframe, the site's status shall automatically progress to "Cancelled".

- **Cancelled** – status applied when a producer has:
  - Seriously breached the APIQ✓® Standards or Certification Policies; and/or
  - Engaged in ongoing/systemic breaches of the APIQ✓® Standards or Certification Policies; and/or
  - Failed to comply with corrective actions within the required timeframes, following an audit or investigation; and/or
  - Failed to act honestly and ethically with an APIQ✓® auditor; and/or
  - Failed to notify APIQM of serious issues or external investigations that the producer should reasonably have known about; and/or
  - Conducted themselves in a manner that jeopardises the integrity and reputation of the APIQ✓® Program and/or broader pork industry, and/or involves a breach of the law.

Cancelled status applies for a minimum of 12 months and remains in place indefinitely, until or unless a producer/site successfully completes a Compliance Audit to re-enter the APIQ✓® Program and Certification is approved by the APL Board.

- **Expired** - status automatically applied when a producer has failed to sufficiently address the conditions associated with Conditional accreditation within the three (3) month timeframe and/or has chosen not to proceed with APIQ✓® Certification.

Expired status applies indefinitely, until or unless a producer/site successfully completes a Compliance Audit to re-enter the APIQ✓® Program. Where a site's certification has expired due to an unpaid invoice, a Compliance Audit may not be required to obtain recertification if the invoice is paid within four (4) months of the Compliance Audit.

## 5.3. Changes to APIQ✓® Status

### 5.3.1. Notification of status change

APIQM records any change to a site's certification status in its system, with a linked record of all communications.

It is the producer's responsibility to notify their buyers and customers of any change of certification status except:

- Where the producer is verified to supply Coles Supermarkets Australia Pty Ltd under Customer Specifications – Coles (CSC), or
- Where a producer and/or retailer has a written arrangement in place with their customers authorising APIQM to notify their customers when a change of status occurs

in which case APIQM will notify the producer's customers after first notifying the producer.

In all instances APIQM will communicate verbally and in writing with all parties concerned to confirm status, actions, requirements, responsibilities, and options available to the producer concerning APIQ✓® certification.

### 5.3.2. Process for requesting an Extension

Extensions may be granted for a maximum period of up to three (3) months from the current APIQ✓® Certification Expiry date.

Extension applications must be submitted to APIQ✓® Management prior to the Certification Expiry date and include:

- The requested extension period
- The reason/need for an extension
- An internal audit that has been completed within 7 days of the application being submitted (unless otherwise stated by APIQM).

APIQM will inform the producer if it has approved or denied their extension application within two (2) business days of receipt. APIQM will also advise the TPAO of any approved extensions.

If the producer has been approved for an extension to their APIQ✓® Certification, the Trade Mark Licence will also be extended for the same period.

In exceptional circumstances, APIQM may, in consultation with the APIQ✓® Panel, approve an extension for greater than three (3) months, however, may require additional information/evidence to support the application in these instances.

Once the APIQ✓® Compliance Audit is completed and certification approved after an extension, the new APIQ✓® Certification Expiry date will be the previous Certification Expiry date plus one (1) year.

### 5.3.3. Process for Suspension or Cancellation

A decision to suspend or cancel a producer's certification status should take into account the following guiding principles:

- Ensuring APIQ✓® Standards are met for Management of site and staff, Food Safety, Animal Welfare, Facilities and Maintenance, Biosecurity, Transport and Traceability, and Free Range/Outdoor Bred Raised on Straw.
- Protecting the confidence, reputation, and integrity of APIQ✓® certification and the industry.
- Protecting the integrity of auditors when the auditor has taken all reasonable steps to meet their responsibilities to the TPAO, APIQ✓®, the producer, and the auditing process.
- Protecting the interests of the producer when the producer has acted in accordance with APIQ✓® Standards and these Policies.
- Assisting producers in achieving sustainable, quality production while meeting customer requirements.

The decision to approve the change of a site's status from Current (including Current (Extended), Current (Conditional), and Current (on Probation)) to Suspended or Cancelled status may only be made by the APL Board, at the recommendation of the APIQ✓® Panel.

To suspend or cancel a producer's APIQ✓® certification:

**Step 1:** The Panel must be satisfied on reasonable grounds that the producer has:

- a. Seriously breached the APIQ✓® Standards or Certification Policies; and/or
- b. Engaged in ongoing/systemic breaches of the APIQ✓® Standards or Certification Policies; and/or
- c. Failed to comply with corrective actions within the required; and/or timeframes, following an audit or investigation; and/or
- d. Failed to act honestly and ethically with an APIQ✓® auditor; and/or
- e. Failed to notify APIQM of serious issues or external investigations that the producer should reasonably have known about; and/or
- f. Conducted themselves in a manner that jeopardises the integrity and reputation of the APIQ✓® Program and/or broader pork industry, and/or involves a breach of the law.

**Step 2:** The APIQ✓® Panel may seek information or insight from APIQM and/or the APL Executive Team, in relation to the review of a producer's APIQ✓® certification status. The Panel may also request that APIQM undertake testing, including genetic testing, of one or more pigs for the purpose of its review of a producer's APIQ✓® certification status. Any information or advice provided to the APIQ✓® Panel must be in writing.

**Step 3:** A draft recommendation by the APIQ✓® Panel to the APL Board following a review of a producer's APIQ✓® certification status must include:

- a. The date and nature of the CAR/s, Complaint/s, and/or Incident/s which triggered the review;
- b. The Panel's recommendation;
- c. The reasons for that recommendation; and

- d. Clear direction from the Panel about the requirements the producer must address if they wish to reapply to the APIQ✓® Program. At minimum, return to the APIQ✓® Program following Suspension requires:
  - i. Evidence that CARs have been closed in full, and any Agreed Action Plans have been followed
  - ii. The completion of a Compliance Audit and satisfactory report from the auditor that validates the closure of previous CARs. This Compliance Audit must be approved by the Panel prior to occurring, and is at the producer's cost.

**Step 4:** A copy of the Panel's draft recommendation must be provided to the producer concerned who will have 5 (five) business days from the date the recommendation was posted to respond. This is to give the producer concerned a reasonable opportunity to put evidence, material and/or other submissions to the Panel via APIQM, in relation to the CAR, Complaint, or Incident which has given rise to the review.

**Step 5:** The Panel must consider any response provided by the producer within the response timeframe, and wait for the period for the producer to respond to expire before finalising its recommendation to the APL Board, or amending its decision. Responses provided after the timeframe has expired may or may not be considered.

**Step 6:** Where the Panel's final decision involves a recommendation to the APL Board, the Board must be provided with:

- a. The finalised recommendation (as per Step 3)
- b. A history of events leading to the recommendation, including:
  - i. A detailed list of actions completed to date by the Panel and APIQM in relation to the CAR/s, Complaint/s, and/or Incident/s;
  - ii. Details of any expert advice sought by the APIQ✓® Panel;
- c. Copies of the evidence and material considered by the Panel throughout its review;
- d. The producer's response.

**Step 7:** The APL Board must confirm or reject the Panel's recommendation within 24 hours of receiving it, or provide further instructions to the Panel within 24 hours.

**Step 8:** APIQM will notify the producer concerned by phone and in writing of the outcome by the Panel or Board, as appropriate.

**Step 9:** A producer has the right to appeal the decision as per [CP#9 MANAGEMENT OF APPEALS AND DISPUTES](#).

### **5.3.4. Urgent Suspension or Cancellation**

In circumstances where a CAR or incident arises that jeopardises the integrity and reputation of the APIQ✓® Program and/or broader pork industry, and/or involves a breach of the law, the APIQ✓® Panel Chair in consultation with the APL CEO may propose urgent suspension or cancellation to the APIQ✓® Panel members.

Where urgent suspension is endorsed by the APIQ✓® Panel, all steps in 5.3.3 are followed, except Step 4 (where the producer is provided with a draft recommendation and given five (5) days to respond) and Step 5 (where the Panel must review the producer's response before finalising their recommendation).

### **5.3.5. Reinstatement of Current Status**

The decision to reinstate Current status to a site:

- Current (On Probation) – may be determined by the APIQ✓® Panel
- On Suspended – may be determined by the APIQ✓® Panel
- On Cancelled – may only be determined by the APL Board, at the recommendation of the APIQ✓® Panel.

Where the Panel or Board declines to change the producer's Certification Status back to Current, the APIQ✓® Panel and/or Board must outline further compliance requirements needed. APIQM will, as necessary, provide support to the producer to assist them to meet these requirements.

# CP#6

## APIQ✓® AUDIT TYPES AND FREQUENCY

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 6.1. Policy

APIQ✓® audits include scheduled Compliance Audits and Ad Hoc Audits, and Internal Audits. Additional audits may be requested by producers or required by the APIQ✓® Panel or APL Board, with costs and procedures varying depending on site status and audit type.

### 6.2. APIQ✓® Audit Types

#### 6.2.1. APIQ✓® Compliance Audits

Compliance audits are scheduled by the TPAO auditor in consultation with the producer. An APIQ✓® Compliance Audit can be conducted no earlier than three (3) months prior to the current APIQ✓® Certification expiry date.

The following are not considered Compliance Audits unless approved by APIQM:

- Audits to confirm a variation to Certification type
- Additional site audits that occur as ad hoc audits or are at the request of the producer

APIQM and/or TPAO representatives (including Witness Auditors) reserve the right to attend any Compliance Audit at their discretion or at the direction of APIQM and/or the TPAO.

#### 6.2.2. APIQ✓® Ad Hoc Audits

APIQM may initiate ad hoc audits at its own discretion, or may be requested to arrange an ad hoc to ensure a site's ongoing compliance with the APIQ✓® Standards.

Requests for ad hoc audits are arranged by APIQM and are conducted by a qualified APIQ✓® auditor.

APIQM will provide producers with at least 24 hours' notice of an ad hoc audit, wherever possible and reasonable. An ad hoc audit will be a full audit of all APIQ✓® Standards, unless otherwise stated at the time the producer is notified, and may also assess other relevant criteria as requested by APIQM.

Non-compliances identified during an ad hoc audit will be established and managed in accordance with [CP#7 MANAGEMENT OF APIQ✓® CORRECTIVE ACTION REQUESTS](#).

APIQM will cover the cost of an ad hoc audit unless:

- The ad hoc occurs at a site with Current (On Probation) status
- The ad hoc identifies a Major or Critical breach of the Standards

In these instances, the producer will be expected to cover the cost of the audit, which will be in line with the most current version of the APIQ✓® Fee Schedule. Failure to pay audit costs may result in the expiration of a producer's APIQ✓® Certification, as per [CP#5 APIQ✓® STATUSES](#).

### **6.2.3. APIQ✓® Internal Audits**

The producer or any party of their choosing (except their APIQ✓® Compliance Audit auditor) must conduct any number of Internal Audits, but one must be approximately five (5) months but no later than eight (8) months after their APIQ✓® Compliance Audit is conducted.

The Internal Audit report is to be reviewed by the external auditor as part of the annual APIQ✓® Compliance Audit.

### **6.2.4. Other Audits**

Additional audits outside of the annual APIQ✓® audit rotation may be requested by the producer and may proceed (subject to auditor availability):

- At any time for sites that are Current, Current (Conditional), Current (Extended) and/or Expired.
- Only if approved by the APIQ✓® Panel or APL Board (as per [CP#5 APIQ✓® STATUSES](#)) for sites that are Current (On Probation), Suspended, and/or Cancelled.

Additional producer-requested audits are to be at the producer's own cost. Requests for additional audits are made by the producer and/or APIQM to the Third Party Audit Organisation.

Where a producer and their customer/s have an agreed arrangement requiring more than one (1) Compliance Audit per year, the producer is required to notify APIQM in writing to enable APIQM to facilitate this requirement.

Where the arrangement includes the customer receiving a copy of the Compliance Audit report, the producer must provide a written authority to APIQM allowing APIQM to provide access to the report to the customer.

APIQM must advise the TPAO where such arrangements are agreed. Where a producers' Certification has been Suspended or Cancelled, the Panel may, at its discretion, require additional Compliance Audits to verify effectiveness of ongoing compliance.

## **6.3. APIQ✓® Audit Frequency**

### **6.3.1. For single sites**

Single sites are required to have an annual Compliance Audit.

### **6.3.2. For sites under Joint Certification**

All sites under a Joint Certification (as established by the producer and approved by APIQM) must have a Compliance Audit at least once within every two (2) year period.

Each year's annual Compliance Audit site selection will cover a sample of sites, considering all certification types and production types within the Joint Certification at the time of the annual APIQV® certification expiry date. Other factors, including the introduction of new sites to a Joint Certification, historic non-compliances, and/or compliance concerns may also be considered by APIQM in determining sites to be audited in any given year's annual site selection.

Any given site may be audited in consecutive years to meet sample requirements.

Producers may discuss site selection with APIQM, however, the final selection of sites for annual site selection is at APIQM's discretion.

Each site audited within a Joint Certification must have an individual audit report completed and presented for approval, unless otherwise permitted by APIQM.

In the event that one site under a Joint Certification receives a Critical during an audit or incident:

- site selection for that year will be disregarded
- all sites under the same Joint Certification will be required to be audited, ideally within three (3) months of the Critical CAR being raised. This will be at the producer's cost. Sites within the joint certification that were audited within three (3) months of the Critical CAR may not require re-auditing.
- Site selection resumes and applies as normal in the following year.



# CP#7

## MANAGEMENT OF APIQ✓® CORRECTIVE ACTION REQUESTS

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 7.1. Policy

There are three (3) categories of Corrective Action, recorded as a Corrective Action Request (CAR), which may be identified in relation to a producer or site through an APIQ✓® Compliance Audit or a complaint and incident investigation ([CP#8 Management of Complaints and Incident Investigations](#)). These are Critical (CCAR), Major (MCAR), Minor (mCAR). Observations (O) may also be given.

Each has a prescribed action and outcome designed to protect the auditor, the producer, the industry, and the integrity of the program.

### 7.2. Corrective Action Requests (CARs)

A Corrective Action Request (CAR) is a formal request issued when a producer does not meet a requirement of the APIQ✓® Standards. It requires corrective action within a specified timeframe.

CARs may be identified in relation to a producer or site through an APIQ✓® Compliance Audit, or an Incident Investigation.

Where CARs are raised during an audit, the auditor discusses the detail of the non-compliances with the producer at the closing meeting and assists the producer to develop actions to address them. The auditor should ensure the producer understands the APIQ✓® Standards and possible outcomes and actions required for each category of CAR.

Where the producer does not agree with a non-compliance, the auditor will inform the producer of the proposed CAR and report their recommendations to the Third Party Audit Organisation as soon as possible. The Third Party Audit Organisation will contact the producer and auditor to review the CAR and recommendations of the auditor to ensure that the assessments have been fair and reasonable.

Where necessary the TPAO will contact APIQM to discuss the corrective action in detail to arrive at a suitable outcome. Where the producer still does not accept the CAR, they may appeal the decision as per [CP#9 MANAGEMENT OF APPEALS AND DISPUTES](#).

### 7.2.1. Minor CARs (mCARs)

Category	Criteria	Timeframe for corrective action	Process for management and close out	Authority for close out
Minor (mCAR)	A mCAR is a breach of the Standards that does not pose a risk to the health, biosecurity, or welfare of the pigs, producers, or consumers, but which could develop into a Major or Critical issue if not rectified.	60 days from the date of the audit	<p>A site may receive any number of minor CARs during an audit.</p> <p>The auditor is responsible for following up with the producer to close out minor CARs within the required timeframes. Once the auditor has received sufficient evidence to determine that all actions have been completed by the producer and the non-compliance no longer exists, the CAR is closed out and signed off by the auditor. The Third-Party Auditing Organisation provides completed audit information to APIQM.</p> <p>A producer may request extensions for the close out of Major and minor CARs; these must be approved by APIQM.</p>	TPAO or APIQM

### 7.2.2. Major CARs (MCARs)

Category	Criteria	Timeframe for corrective action	Process for management and close out	Authority for close out
Major (MCAR)	A MCAR is a breach of the Standards of significant concern, and/or a systematic issue but does not pose an immediate threat to pigs, producers, or consumers, and can be rectified over time.	30 days from the date of the audit	<p>A site may receive up to three (3) Major CARs during an audit without escalation.</p> <p>The auditor is responsible for following up with the producer to close out Major CARs within the required timeframes. Once the auditor has received sufficient evidence to determine that all actions have been completed by the producer and the non-compliance no longer exists, the CAR is closed out and signed off by the auditor. The Third-Party Auditing Organisation provides completed audit information to APIQM.</p> <p>A producer may request extensions for the close out of Major CARs; these must be approved by APIQM.</p> <p>Where a producer is notified of a fourth or more MCAR, it becomes a CCAR and will be addressed through the Panel (as per CCAR below).</p> <p>Where multiple sites under a joint certification receive the same MCARs during an audit period, this may indicate a systemic issue, and APIQM may at its discretion choose to require audits at some or all of the other sites.</p>	TPAO or APIQM

### 7.2.3. Critical CARs (CCARs)

Category	Criteria	Timeframe for corrective action	Process for management and close out	Authority for close out
Critical (CCAR)	<p>A CCAR is a serious breach of an APIQ✓® Standard, and/or the Model Code of Practice for the Welfare of Animals – Pigs, and/or is given when a site accumulates four (4) or more Major CARs during an audit, indicating a systemic issue.</p> <p>Breaches of this nature will often relate to animal welfare, food safety, or biosecurity</p> <p>These situations may or may not have been created by the producer/owner/site staff, but pose an immediate threat to pigs, producers, consumers, and/or the APIQ✓® Program or pork industry, and require immediate and urgent action.</p>	<p>Immediate action must be taken to address the immediate issues/risks.</p> <p>Timeframes for the full close out are as per the Approved Action Plan.</p>	<p>Where a CCAR or suspected CCAR is observed by the auditor:</p> <p><b>Step 1:</b> The auditor must notify the TPAO Program Manager immediately. The TPAO Program Manager then alerts APIQM.</p> <p><b>Step 2:</b> APIQM alerts:</p> <ul style="list-style-type: none"> <li>a. The APL CEO</li> <li>b. The APL General Manager Policy and Industry Engagement</li> <li>c. The APIQ✓® Panel Chair</li> </ul> <p><b>Step 3:</b> The producer's APIQ✓® Certification is immediately revised to Current (On Probation)</p> <p><b>Step 4:</b> Within 24 hours of the audit, the auditor and/or TPAO provide APIQM with:</p> <ul style="list-style-type: none"> <li>a. The auditor's description/comments relating to the potential CCAR</li> <li>b. Photographs, videos, and any other relevant evidence to support the potential CCAR</li> </ul> <p><b>Step 5:</b> APIQM must then confirm the CCAR, or downgrade the potential CCAR, in accordance with <b>CP#7 MANAGEMENT OF APIQ✓® CORRECTIVE ACTION REQUESTS</b>. A confirmed CCAR must be communicated to the TPAO, APL CEO, APL GM Policy and Industry Engagement and APIQ✓® Panel. A decision to downgrade a potential CCAR must be documented.</p>	APIQ✓® Panel

			<p>Where a CCAR is confirmed:</p> <p><b>Step 6:</b> APIQ✓® Management must contact the producer within 72 hours of the audit to formally confirm the CCAR, and outline next steps. This communication must:</p> <ol style="list-style-type: none"> <li>Inform them of the change to their APIQ✓® Certification status</li> <li>Identify which CARs from the audit will be reviewed by the APIQ✓® Panel</li> <li>Include the APIQ✓® Action Plan template for the producer to complete.</li> <li>Specify the deadline by which the producer must have returned the completed Action Plan and any other relevant commentary/evidence to APIQ✓® Management. This deadline will be a maximum of 72 hours from the time the producer was contacted by APIQM, and may be less, depending on the severity of the CAR, and the availability of the APIQ✓® Panel.</li> </ol> <p><b>Step 7</b> The producer is required to provide APIQM with all relevant documents, commentary, and evidence for the Panel to consider. The producer does not have the right to attend the Panel meeting to make oral submissions.</p> <p><b>Step 8:</b> The APIQ✓® Panel must meet to review the CCAR and information provided by the site/producer within five (5) business days of the producer being contacted by APIQM. At this meeting, the APIQ✓® Panel may:</p> <ol style="list-style-type: none"> <li>Recommend to APIQM that a CAR/CARs are downgraded</li> <li>Recommend to APIQM that the CAR/s are closed and the site's Status returns to Current.</li> </ol>	
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			<ul style="list-style-type: none"> <li>c. Recommend to APIQM that the CAR/s are closed and the site's Status remains Current (On Probation)</li> <li>d. Request additional evidence is provided and/or further action is taken. In this instance, the Panel will outline these additional requirements to APIQM</li> <li>e. Recommend to the APL Board that the certification of the site be Suspended. This process is outlined in <a href="#">CP#5 APIQ✓® STATUSES</a>.</li> <li>f. Recommend to the APL Board that the certification of the site be Cancelled. This process is outlined in <a href="#">CP#5 APIQ✓® STATUSES</a>.</li> </ul> <p>The Panel may also recommend to APIQM that a breach be reported to the relevant regulatory authority, in line with <a href="#">CP#8 MANAGEMENT OF COMPLAINTS AND INCIDENT INVESTIGATIONS</a>.</p> <p><b>Step 9:</b> APIQM will notify the producer of the APIQ✓® Panel's recommendation within 24 hours of the APIQ✓® Panel's meeting for a., b., c., d. as per <a href="#">CP#5 APIQ✓® STATUSES</a> for e. and f.</p>	
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#### 7.2.4. Observations (Os)

Category	Criteria	Timeframe for corrective action	Process for management and close out	Authority for close out
Observation (O)	<p>An O is not a breach of the Standards.</p> <p>It raised to make a producer aware of a situation that, if allowed to remain, may develop into a CAR over time.</p>	N/A	The number of observations possible is unlimited, and there are no immediate actions required by the producer to rectify observations noted by the auditor.	N/A



## 7.3. Capturing evidence during audit

It is an expectation that auditors use photographs and videos to support the written findings captured in the audit report. This may include photographs and videos of good compliance, and evidence of any CARs raised during the audit.

- Photographs and/or videos must be captured if the auditor sees a Major, Critical, or suspected Critical CAR during the audit.
- Where site biosecurity requirements or other policies prohibit auditor mobile/photography devices from being taken onto or used on a site, the site representative may take photos/videos during that audit instead. These photos/videos must be approved by the auditor at the time as an accurate representation of what they wished to capture, and an auditor must have been provided with digital copies of these prior to leaving the site.

## 7.4. Amending or removing CARs

CARs agreed to between a producer and auditor remain in place unless overridden by APIQM; APIQM reserves the right to override an agreed CAR where deemed necessary.

Review of a CAR's rating may occur as part of an appeal/dispute put forward by the producer (in accordance with [CP#9 MANAGEMENT OF APPEALS AND DISPUTES](#)) following an audit or receipt of their audit report, or be initiated by APIQ✓® Management.

A decision to upgrade a minor CAR to a Major CAR or downgrade a Major CAR to a minor CAR may occur at APIQM's discretion at any stage in the audit report review or close out process prior to the CAR being closed.

A decision to upgrade or downgrade a Critical CAR must be approved by the APIQ✓® Panel. Decisions to up or downgrade a Critical CAR may only occur:

- During the initial technical review of the audit report (prior to the finalised audit report being sent to the producer)
- During the APIQ✓® Panel's review of a CCAR.

Any decisions to upgrade or downgrade a CAR's rating is communicated to the TPAO, and an updated audit report is provided to the producer to reflect the final ruling.

## 7.5. Escalation of CARS

Where a CAR relating to the same issue repeats at two (2) consecutive external audits, that CAR may be escalated at the second audit.

- CARs that repeat at the same category at a consecutive audit may be escalated to the next category of CAR (e.g. consecutive mCARs may become an MCAR, and consecutive MCARs may become a CCAR).

- CARs that repeat at a higher category at a consecutive audit may be escalated to a CCAR (e.g. an mCAR that repeats as a MCAR at the consecutive audit may become a CCAR).

Where a site changes ownership between audits, escalation of repeat CARs may still apply.

# CP#8

## MANAGEMENT OF COMPLAINTS AND INCIDENT INVESTIGATIONS

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 8.1. Policy

This Policy deals with:

- APIQM's power to conduct an investigation when it becomes aware of an actual or potential breach of the APIQ✓® Standards or these Policies;
- How APIQM will manage Incidents and complaints;
- The processes and procedures which will be followed by APIQM when conducting an investigation

This Policy applies to producers, auditors, and all other parties involved in APIQ✓® certification and/or acting for and on behalf of APIQM or APL in relation to APIQ✓® certification.

### 8.2. Registering complaints and incidents

Complaints and Incidents should be made and reported to APIQM in writing, and addressed to [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au), or

APIQ✓® Management

PO Box 4746 Kingston ACT 2604

Australia

T: 1800 789 099

#### 8.2.1. Complaints

All stakeholders are free to register complaints regarding the APIQ✓® Program. Complaints are kept confidential unless the complainant is otherwise advised.

- Complaints regarding a TPAO auditor are to be directed to the TPAO. The TPAO must advise APIQM of the complaint in writing and is expected to handle any complaints as per their HR policies and in the best interest of the APIQ✓® Program.
- Complaints regarding the TPAO are to be directed to APIQM.

- Complaints regarding a producer or site are to be directed to APIQM.
- Complaints regarding APIQM are to be directed to APL's GM Policy and Industry Engagement, or APL's CEO as appropriate.

### 8.2.2. Incidents

Incidents may be:

- Breaches of the APIQ✓® Standards that are identified separately from an audit
- Breaches of the APIQ✓® Certification Policies
- Other issues that may pose a risk to the integrity and reputation of the APIQ✓® Program
- Other issues that may pose a risk to the integrity and reputation of the TPAO
- Other issues that may pose a risk to the integrity and reputation of the broader pork industry.

APIQM has a responsibility to uphold the integrity of the APIQ✓® Program, and to protect the reputation of the Australian pork industry. As such, it may be necessary for APIQ✓® Management to exercise its right to investigate an Incident by or involving a producer, auditor, or other party involved in APIQ✓® certification.

APIQM may become aware of an Incident through a complaint, notification or self-reporting by a producer, or may instigate an investigation of its own initiative.

## 8.3. Investigation of complaints and incidents

Within one (1) business day of receipt or identification, an Initial Assessment of the Complaint or Incident is conducted by APIQM and will record:

- A summary of the Complaint or Incident
- Identification of any breached APIQ✓® Standards
- Identification of any breached CPs
- A classification of the issue as Critical, Major, or Minor, based on the information received and as per the definitions below. This classification may be discussed with the APIQ✓® Panel Chair.

Critical	<p>Is a serious breach of an APIQ✓® Standard, and/or the Model Code of Practice for the Welfare of Animals – Pigs, and/or state regulations.</p> <p>Breaches of this nature will often relate to animal welfare, food safety, or biosecurity</p> <p>These situations may or may not have been created by the producer/owner/site staff, but pose an immediate threat to pigs, producers, consumers, and/or the APIQ✓® Program or pork industry, and require immediate and urgent action.</p>
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Major	Is a breach of the Standards of significant concern, and/or a systematic issue but does not pose an immediate threat to pigs, producers, or consumers, and can be rectified over time.
Minor	Is a breach of the Standards that does not pose a risk to the health, biosecurity, or welfare of the pigs, producers, or consumers, but could develop into a Major or Critical issue if not rectified.

APIQM will determine in its sole discretion whether to proceed with an investigation. APIQM is not required to give reasons for its decision to proceed or not proceed with an investigation or discontinue an investigation. Where APIQM determines to proceed with an investigation it must not provide details to the complainant.

APIQM is not required to conduct or continue an investigation if it determines that an investigation is not required or would not be appropriate in the circumstances. APIQM may also decide not to conduct an investigation if it determines another relevant body or authority has already investigated and resolved the same matter.

APIQM and the APL Board reserve the right to publish or notify relevant stakeholders of an Incident or complaint, an investigation, and/or any penalty imposed on a person under these Policies.

APIQM will cover the costs of an investigation and review during the review process. However, where an investigation determines one or more parties are at fault for a Critical breach of the APIQ<sup>✓</sup>® Standards and/or Certification Policies, APIQM may charge the party/s involved with the sum of all costs.

APIQM is required to keep electronic records of all documents and evidence associated with an investigation for a minimum period of seven (7) years.

### 8.3.1. Minor and Major complaints and incidents

Where a Complaint or Incident is classified as Minor or Major in the Initial Assessment, APIQM makes a general Enquiry with relevant parties.

The APL CEO and GM Policy and Industry Engagement are provided with the results of the Enquiry and a recommendation from APIQM as to whether a full investigation is warranted.

- Where an APL Executive Team member determines a full investigation is not warranted, APIQM notifies relevant parties of the outcome.
- Where an APL Executive Team member determines a full investigation is warranted, the matter proceeds in accordance with the process below:

**Step 1:** The producer's APIQ<sup>✓</sup>® Certification is automatically revised to Current (Conditional)

**Step 2:** The APL CEO, APL GM Policy and Industry Engagement, and APIQ✓® Panel members are notified within 24 hours.

**Step 3:** APIQM will make contact with the Site Primary Contact within 24 hours of the decision to investigate from the APL Executive Team to:

- a. Inform them of the classification of the Incident
- b. Inform them of the change to their APIQ✓® Certification status
- c. Outline the process (as per the below).
- d. If the issue was not self-reported, the Site Primary Contact is also provided with a summary of the Complaint/Incident that is under investigation

**Step 4:** Relevant parties may provide additional information/evidence to APIQM and/or APIQM may request additional information/evidence to provide to the Panel for consideration.

**Step 5:** The APIQ✓® Panel must meet to review the available information within seven (7) days and may:

- a. Recommend to APIQM that the Complaint or Incident is closed and the site's Status returns to Current.
- b. Request additional evidence is provided and/or further action is taken. In this instance, the Panel will outline these additional requirements to APIQM.
- c. Recommend to the APL Board that the certification of the site be Suspended. This process is outlined in [CP#5 APIQ✓® STATUSES](#).
- d. Recommend to the APL Board that the certification of the site be Cancelled. This process is outlined in [CP#5 APIQ✓® STATUSES](#).

**Step 6:** APIQM will confirm the outcome/s in writing to all relevant parties.

### 8.3.2. Critical complaints and incidents

Where a Complaint or Incident is classified as Critical in the Initial Assessment:

**Step 1:** The producer's APIQ✓® Certification is automatically revised to Current (On Probation)

**Step 2:** The APL CEO, APL GM Policy and Industry Engagement, APIQ✓® Panel members, and APL Industry Integrity Committee Chair are notified as soon as practicable.

**Step 3:** APIQM will make contact with the Site Primary Contact within 24 hours of the completion of the Initial Assessment to:

- a. Inform them of the classification of the Incident
- b. Inform them of the change to their APIQ✓® Certification status
- c. Outline the process (as per the below).
- d. If the issue was not self-reported, the Site Primary Contact is also provided with a summary of the Complaint/Incident that is under investigation

**Step 4:** Relevant parties may provide additional information/evidence to APIQM and/or APIQM may request additional information/evidence to provide to the Panel for consideration.

**Step 5:** The APIQ✓® Panel must meet to review the Initial Assessment and any other available information within 72 hours of being notified by APIQM, unless otherwise directed by the APIQ✓® Panel Chair. At this meeting, the APIQ✓® Panel will determine whether it is appropriate/relevant/necessary for the APIQ✓® Program to conduct additional investigation into the issue:

- i. Where it is deemed appropriate/relevant, the Panel will determine:
  - a. Whether APIQM will conduct an investigation and/or audit into the issue
  - b. Whether a nominated investigator (including an APIQ✓® auditor) will conduct an investigation into the issue
- ii. Where it is not deemed appropriate/relevant/necessary, skip to Step 10.

Regardless of whether additional investigation is recommended, if the Complaint or Incident relates to a producer and is so serious that it may compromise the integrity of the APIQ✓® Program and/or involve a potential breach of the law, the Panel may also recommend to the APL Board that the producer's certification be suspended or cancelled, in accordance with [CP#5 APIQ✓® STATUSES](#).

The Panel may also recommend to APIQM that a potential breach be reported to the relevant regulatory authority, in line with [CP#2 PRODUCER OBLIGATIONS WITHIN THE APIQ✓® PROGRAM](#).

**Step 6:** APIQ✓® Management will notify relevant stakeholders of the investigation. This notification is in writing, and must:

- a. Identify and/or introduce the investigator/s
- b. Identify the Complaint or Incident
- c. Outline the possible outcomes of an investigation (as per Step 9)

**Step 7:** The party assigned to investigate will review the details of the Complaint or Incident with all relevant stakeholders--including producers, processors, transporters, service providers, auditors, facilitators, and customers--who may have been incidental to, or affected by the Complaint or Incident.

**Step 8:** The party assigned to investigate will develop an Incident Report to summarise the Complaint or Incident under investigation, track the investigation, and record the outcomes of the investigation.

**Step 9:** Once complete, the Incident Report will be submitted to the APIQ✓® Panel for review, and the Panel may:

- d. Recommend to APIQM that the Complaint or Incident is closed and the site's Status returns to Current.
- e. Recommend to APIQM that the Complaint or Incident is closed and the site's Status remains Current (On Probation)
- f. Request additional evidence is provided and/or further action is taken. In this instance, the Panel will outline these additional requirements to APIQM
- g. Recommend to the APL Board that the certification of the site be Suspended. This process is outlined in [CP#5 APIQ✓® STATUSES](#).
- h. Recommend to the APL Board that the certification of the site be Cancelled. This process is outlined in [CP#5 APIQ✓® STATUSES](#).

**Step 10:** APIQM will notify the producer concerned in writing of the outcome by the Panel or Board, as appropriate.

## 8.4. Reporting regulatory breaches

Where there are breaches of the APIQ✓® Standards and/or Incidents that are also a potential breach of the relevant state's animal welfare, food safety, traceability, and/or biosecurity legislation, APIQM and/or the APIQ✓® Panel may recommend reporting the matter to the appropriate regulatory authority, or its nominated representative, and/or RSPCA.

The decision to report is made by the APL CEO (or Acting CEO if the APL CEO is unavailable).

The Site Contact Person or Operational Contact may be given the choice to self-report.

Where APL is required to make the report, APL may provide the regulator with copies of any document considered appropriate. This may include, but is not limited to:

- Any APIQ✓® audit report past or present
- Evidence relating to the CAR/s, including photographs, videos, and auditor comments
- Action Plans and other relevant communications from the producer/site.
- Incident Reports resulting from an investigation

APL will inform the APL Board, the Industry Integrity Committee, the APIQ✓® Panel, and the person/persons concerned.

Where auditors have statutory obligations for reporting, they are encouraged to act in accordance with the requirements of that obligation and are expected to advise APIQM of any notifications they have made under statutory obligations.



# CP#9

## MANAGEMENT OF APPEALS AND DISPUTES

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 9.1. Policy

Producers may appeal against decisions made regarding the management of the APIQ✓® Program, the enforcement of its Standards and Certification Policies and decisions by the Board to suspend or cancel certification.

Decisions that may be appealed include:

- The assignment of, or classifications of, CARs
- Refusal to grant extensions
- Changes to APIQ✓® status

### 9.2. Appeals and disputes

#### 9.2.1. Lodging an appeal or dispute

Appeals must be made in writing to APIQM, within ten (10) business days of receipt of notification of the decision being appealed.

An appeal must:

- a. Clearly state that an appeal is being made
- b. Include the name and contact details of the appellant
- c. Identify APL registration and APIQ✓® Certification numbers, where applicable/relevant
- d. Include the date and details of the decision which is being appealed, including identification of parties involved.
- e. Include the date the appellant received notice of the decision which is being appealed.
- f. Outline the appellant's reasons for the appeal
- g. Outline the decision the appellant believes should have been made
- h. Provide all evidence and materials intended to support the appeal

Receipt of an appeal does not affect the validity of the decision being appealed which continues in effect unless otherwise determined by the APL Board.

### 9.2.2. Resolving an appeal or dispute

APIQM will confirm receipt of the appeal in writing within two (2) business days of receipt.

Once the ten (10) business days (appeal period) expires, or the appellant notifies APIQM that no further evidence related to the appeal will be forthcoming, the information will be reviewed by APIQM. Where it is determined to be appropriate, information will be provided to the party whose decision is being appealed, for any response. The appeal and response will then be referred to the appropriate entity in accordance with the below:

- Where the appeal is made against a decision made by an auditor or the TPAO, APIQM determines the outcome.
- Where the appeal is made against a decision made by APIQM, the GM Policy and Industry Engagement and/or APL CEO determine the outcome.
- Where the appeal is made against a decision made by members of the APL Executive Team, the APIQ✓® Panel determine the outcome.
- Where the appeal is made against a decision made by the APIQ✓® Panel, the APL Board determine the outcome.
- Where the appeal is made against a decision made by the APL Board, the APL Board determine the outcome; there is no higher authority in this process than the APL Board.

The decision-making entity has five (5) business days from the expiry of the appeal period to review the appeal.

The decision-making entity may request further information from the appellant and/or party whose decision is under appeal and may set time limits within which the appellant or other party is to provide any further response.

Neither the appellant nor the party whose decision is under appeal has any right to appear before the APL Panel or APL Board to make oral submissions.

A decision on the appeal must be made in writing and provided to the appellant and other relevant parties, and must set out:

- Whether the decision under appeal has been:
  - Confirmed
  - Varied
  - Set aside and replaced by a new decision
- The reasons for the decision

If the appeal decision is to vary or set the decision under appeal aside, then the new decision will take effect as if it had been made on the date of the decision under appeal.

The result of an appeal against the APIQ✓® Panel or APL Board is final, and may not be appealed against.

# CP#10

## REQUIREMENTS FOR APIQ✓® AUDITORS

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 10.1. Policy

The Third Party Audit Organisation providing auditing services to APIQ✓® has a service agreement with Australian Pork Limited, which notes that services will be performed by “suitably qualified auditors”.

The TPAO is required to ensure all auditors are suitably qualified, trained and capable of conducting APIQ✓® Audits. Auditors employed or engaged by a contracted Third Party Audit Organisation (TPAO) to provide Third Party Audits (TPA) for APIQ✓® must comply with all registration, qualification, and training requirements specified by the TPAO.

Auditors must be independent of the organisation being audited. APIQM may at its discretion engage auditors to assist with extraordinary services such as complaints or incident investigations and management, and ad hoc audits.

At least one APL staff member is to retain auditor certification at all times.

### 10.2. Auditor skills and qualifications

Auditors shall possess the following skills, training, and qualifications:

- Trained Auditor and preferably a Lead Auditor qualification
- Approved by Exemplar Global as a Food Safety auditor (NFSA-2 or above), or equivalent
- A minimum of 2 years’ experience in primary production of animals/livestock
- A post-secondary qualification in food or agriculture, or a related discipline.

Prior to sign-off as an APIQ✓® auditor, the auditor must have:

- Conducted at least 5 observation audits where those audits are undertaken by at least 2 different auditors
- Undertaken at least 2 witnessed audits, one of which may be witnessed by a member of APIQ Management.
- Completed the TPAO’s onboarding program, including APIQ-program-specific training.

## **10.3. Auditor Registration**

Auditor registration and management of qualifications are to be managed by the Third Party Audit Organisation as outlined in the Australian Pork Limited Service Agreement.

### **10.3.1. Registration Renewal**

Auditor Registration shall be managed by the Third Party Audit Organisation while there is a valid Australian Pork Service Agreement in Place between the TPAO and Australian Pork Limited.

## **10.4. Auditor Independence**

Auditors must be an independent third party in all situations. Specifically, "Independent" requires that the individual auditor:

- The auditor has not been responsible for the creation, development or implementation of the on-farm QA system in any way, including facilitation.
- The auditor does not have an ongoing role in the day-to-day management of the site, and is not providing management services to the producer other than the APIQ<sup>✓</sup>® audit; AND/OR
- The auditor has not provided advisory services to the specific producer being audited (presently, or at any point within the last three (3) years); AND/OR
- The auditor is not related to the producer; AND
- The auditor does not have a business or financial interest in the ownership, management, or operation of the business or its associated parent company or organisation.

This process will be administered by the contracted Third Party Audit Organisation.

### **10.4.1. Exceptions**

Exceptions may be granted where extenuating circumstances exist, and where agreed in consultation with APIQM.

The Third Party Audit Organisation must advise APIQM in writing (email is sufficient) whenever they encounter a potential conflict of interest. APIQM will assess the nature of the conflict and either ask that the audit be reassigned, or if this is not practical, assess the conflict and approve an exception if it is in the best interests of all parties.

Failure to declare a potential COI may be considered a breach of the Australian Pork Limited Service Agreement between APL and the contracted Third Party Audit Organisation.

## **10.5. Auditor Rotation**

An auditor cannot be assigned to audit a site for more than three (3) consecutive audits. Every fourth audit a different auditor must audit the site; in the fifth audit, the previous auditor may be assigned to undertake the site audit with future audits meeting the rotation policy.

The TPAO may at its discretion assign an auditor outside the rotation policy should it be in the best interest of APIQ✓® and or the producer and when approved by APIQM.

## 10.6. Auditor training and development

Training arrangements for Auditors in relation to knowledge of the APIQ✓® Standards are specified in the Service Agreement.

*The TPAO must ensure that all auditors conducting audits are trained in accordance with APL's then-current APIQ✓® Standards Manual and supporting documents. The TPAO will conduct all such training at its own cost. APL may participate in and observe such training.*

*APL will assist with the training and development of Auditors specific to APIQ✓® at no cost to the TPAO. Such training will be conducted at a frequency and at a location reasonably determined between the parties.*

*The parties agree that they will hold joint professional development exercises to maintain technical expertise and awareness sessions on relevant APIQ✓® program requirements. Such development exercises will be conducted at a frequency and at a location reasonably determined between the parties. Costs for such development exercises will be split as reasonably determined between the parties.*

APIQM will attend the Third Party Audit Organisation annual training days and provide training to auditors who conduct APIQ✓® Audits.

- Training may be classroom based or in the field.
- The Third Party Audit Organisation auditors must make themselves available at such training days to ensure consistency amongst auditors and to help control the cost of training.
- Auditors may only be excused attendance in the case of emergency at APIQM's sole discretion.
- APIQM will pay for the reasonable costs associated with providing this training.

# CP#11

## APIQ✓® PROGRAM FEES AND CHARGES

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 11.1. Policy

Producers pay their audit fees to the Third Party Audit Organisation directly, and in accordance with the Fee Schedule. The TPAO and/or auditors cover the costs associated with certification and registration.

### 11.2. Audit Costs

Auditor fees and charges are specified in the APIQ✓® Fee Schedule and will apply to all audits conducted by the TPAO.

Payment of fees is to be made by the producer to the TPAO, and failure to pay audit fees will result in the expiration of APIQ✓® Certification, as per [CP#5 APIQ✓® STATUSES](#).

#### 11.2.1. Changes to audit costs

Proposed changes to APIQ✓® audit fees must be proposed by APIQM or the TPAO at any point after July 1, but no later than April 1 within a financial year.

The proposal for revised fees must be presented to the APIQ✓® Panel, the APL Industry Integrity Committee for review, and the APL Board for approval. Any fee review will be negotiated between APL and the TPAO in line with the Service Agreement.

Any approved changes to APIQ✓® audit fees will come into effect on July 1 each year, unless otherwise agreed between APL and the TPAO.

APIQM must formally communicate any changes to the APIQ✓® audit fees to all Site Primary Contacts and Operational Contacts ([CP#2 PRODUCER OBLIGATIONS WITHIN THE APIQ✓®PROGRAM](#)) at least one month before the changes come into effect.

### 11.3. Auditor Costs

The Third Party Audit Organisation and/or its auditors will meet the following costs:

- Auditor Certification costs (including but not limited to courses, exams, training, time, travel, accommodation, and food); AND
- National Food Safety Auditor Certification (including but not limited to courses, exams, training, time required, travel, accommodation, and food); AND
- Auditor Registration Costs (including but not limited to EXEMPLAR Global annual fee, Indemnity and Liability Insurance (Private Auditor), and Work Cover Insurance (for employees/contractors)).
- Witness Audits

Costs for Auditors employed by Australian Pork Limited (APL) are met by APL.

# CP#12

## USE OF APIQ✓® SIGNS AND LOGOS

**ADMINISTERED BY:** APIQ✓® MANAGEMENT (APIQM)

**LAST REVIEWED:** December 2025

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### 12.1. Policy

Australian Pork Limited (APL), as the national representative body of pig producers, is the owner and manager of the APIQ✓® program. APL has stewardship of the APIQ✓® program on behalf of the industry.

APIQ✓® Logos remain the property of Australian Pork Limited (APL) and are maintained by the APL Communications division.

### 12.2. APIQ✓® sign and logo options

#### 12.2.1. APIQ✓® approved gate signs:

- APIQ✓® Certified Sign



- APIQ✓® Free Range (FR) Certified Sign



- APIQ✓® Outdoor Bred, Raised Indoors on Straw (OBRIS) Certified Sign





### 12.2.2. APIQ<sup>✓</sup>® Logo Options

Artwork for use other than gate signs, including but not limited to websites, packaging, and labels, must meet the approval of the APL PorkMark Program Manager and the APL Marketing Brand representative.

- APIQ<sup>✓</sup>® Logo artwork cannot be used unless it has been approved.
- i. APIQ<sup>✓</sup>® Logos available for approved Trade Mark Licence use include:
  - APIQ<sup>✓</sup>® FR and;



- APIQ<sup>✓</sup>® OBRIS.



## 12.3. Use of APIQ<sup>✓</sup>® Signs and or Logos

### 12.3.1. By producers

- APIQ<sup>✓</sup>® Certified producers may apply to APL to use the APIQ<sup>✓</sup>®, APIQ<sup>✓</sup>® FR or APIQ<sup>✓</sup>® OBRIS Logos for gate signs after completing, submitting, and approval of a Licence Deed by APL.
- Where APIQ<sup>✓</sup>® Certification is Cancelled, Suspended, or Expired, the gate sign(s) must be removed.
- To be eligible to use the APIQ<sup>✓</sup>® Logos, a producer must have Current or Conditional Certification.
- A producer must be Certified APIQ<sup>✓</sup>® FR or APIQ<sup>✓</sup>® OBRIS to use these Logos.

- Producers contact APIQM via email on [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au) or by phoning 1800 789 099 to obtain a Licence Deed.

### **12.3.2. By external parties**

- External parties may apply for permission to use the APIQ✓®<sup>®</sup>, APIQ✓®<sup>®</sup> FR, or APIQ✓®<sup>®</sup> OBRIS Logos when they are selling or processing pig meat that has been sourced from an appropriately Certified site.
- Permission to use the APIQ✓®<sup>®</sup> Logos may be approved by APL Marketing in consultation with APIQ✓®<sup>®</sup> Management (APIQM) on receipt of a signed Trade Mark Licence and a copy of the current APIQ✓®<sup>®</sup> FR or OBRIS Certificate from the site of origin.
- To obtain a Trade Mark Licence application, applicants email the APL PorkMark Program Manager on or phone (02) 6285 2200.
- The Trade Mark Licence is valid while a supplier's/ producer's site(s) remain APIQ✓®<sup>®</sup> Certified.
- Producers re-apply for the Trade Mark Licence in conjunction with their sites' annual APIQ✓®<sup>®</sup> Certification renewal.
- If the producer has applied for an extension to their APIQ✓®<sup>®</sup> Certification, the Trade Mark Licence will also be extended for the same period.
- If a producer's APIQ✓®<sup>®</sup> Certification is Cancelled, Suspended, or Expired, the producer must notify the applicant and the applicant must cease use of the APIQ✓®<sup>®</sup> Logo immediately until APIQ✓®<sup>®</sup> Certification is verified and renewed.

### **12.3.3. Termination of use**

- A Licence Deed is terminated when the sites' APIQ✓®<sup>®</sup> Certification status changes to Expired, Cancelled, or Suspended.
- APL may cancel a License Deed or Trademark agreement in the event of a breach of the terms of use.
- It is the APIQ✓®<sup>®</sup> Certified producer's responsibility to notify APIQM, or the APL PorkMark Program Manager and other relevant parties if they decide not to renew their APIQ✓®<sup>®</sup> Certification.
- For producers using gate signs, it is APIQM's responsibility to notify the producer if their APIQ✓®<sup>®</sup> Certification is Cancelled, Suspended, or Expired.
- For external parties using APIQ✓®<sup>®</sup> Logos for use other than gate signs, it is the APL PorkMark Program Manager's responsibility to notify applicants and other relevant parties when a producer's APIQ✓®<sup>®</sup> Certification is Cancelled, Suspended, or Expired.

