

## 1.2. Are the listed documents available to staff.

### Standard

Are the following current documents available by staff:

- a. the current version of *FeedSafe® Standard - Australian Code of Good Manufacturing Practice for the Feed Manufacturing Industry* (as amended or superseded)
- b. the current version of the *FeedSafe® Certification Rules*
- c. the *National Biosecurity Manual for Feed Mills* (as amended or superseded)
- d. the approved Manufacturing site's *quality system manual* relevant safety data sheets for all materials stored on site

*All of these documents must be available for staff to access. Show where they are kept.*

### Purpose

The documents need to be available to all staff so they can understand the procedures and be able to assist in providing guidance to management on what they do on a daily basis.

### Reason

Staff must understand the processes they are following and implement.

Organisation must be following the most recent standards.

### What is Acceptable?

The documents need to be available for staff to access. These must be the most current versions.

It is usually a good idea to place them in the staff room for their access.

Bottom line is that they are accessible.

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