

Australian Made Campaign Limited

HOW TO DEMONSTRATE COMPLIANCE WITH THE AUSTRALIAN MADE, AUSTRALIAN GROWN LOGO CODE OF PRACTICE

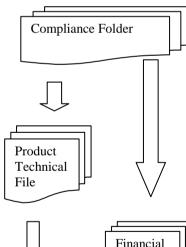
This document has been developed to help you identify what you need to satisfy a compliance audit for the Australian Made, Australian Grown Campaign. Random auditing of licensees is a requirement of our Code of Practice. It is also an opportunity for you to access our expert advice. The process may in fact assist you to ensure you have the documentation necessary to verify the claim that your products are made in Australia. This documentation would be important in the event that a competitor, a consumer or the government regulator challenged your claim.

This is not meant to be a difficult or onerous process. You probably already have the documentation that we need. This document aims to help you set up and maintain an effective system for demonstrating your compliance. You do not have to do it this way. However, the auditor will request this information to verify your compliance so the document is still a very useful reference.



POLICIES and PROCEDURES

The Code requires that you maintain systems and policies in order to ensure that your staff and any agents fully understand the requirements of the Code of Practice. This should cover policies and procedures that describe the activities relating to the Code of Practice and the mechanisms in place to address such issues eg. record keeping, change management, complaints and dispute resolution etc. You must also maintain sufficient documentary records to substantiate the compliance of your licensed product/s with the compliance tests contained in the Code.

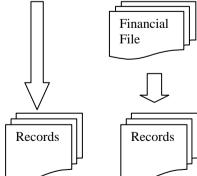


CREATE A COMPLIANCE FOLDER

Keep all the information to support your compliance in the one place. The folder should be constructed in two parts

PRODUCT TECHNICAL FILE

This information sets out how each product complies with the relevant compliance criteria for the representation being used with the logo. The typical documents in this file for each product are bill of materials, production flow chart, advertising material etc.



FINANCIAL FILE

This information sets out the breakdown of the costs of manufacturing and producing each licensed product. The typical documents for this file are breakdown of direct and indirect labour costs, material costs etc

ON GOING RECORDS

The Code of Practice also asks that you be able to demonstrate the use of the logo, budgeted turnover and actual sales turnover.

The checklist below can be used to ensure that your documentation will satisfy the requirements of the Code of Practice.



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POLICIES AND PROCEDURES

Are there policies and procedures that show:	YES	NC
What needs to done in the event of a change of production process		
What needs to done in the event of a change of sourcing of inputs/components to the production process		
How the Australian Made, Australian Grown logo should be used		
How products are added to and removed from the registered list		
What needs to be done when contact details have changed ie. change of company name, address etc.		
PRODUCT LIST FOLDER		
We recommend that you keep a folder for the product/s registered with the Australian Grown Campaign. This folder should contain:	alian M	ade,
A master list of products registered to use the logo		
Details of any changes to the list of products from time to time		
A TECHNICAL FILE for each product or range of similar products with the foinformation:	llowing	
Product bill of materials		
Manufacturing flow chart indicating if product(s) are processed on site or by a subcontractor		
Example of each document where the logo is used ie. sales/marketing brochures		
Quantities of product released to the market showing the logo	П	



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A **FINANCIAL FILE** for each product or range of similar products with the following information;

Sample invoices for each different supplier of product components	
or ingredients showing cost and origin	
Breakdown of direct labour costs	
Breakdown of indirect labour costs	
Breakdown of overhead costs	
Budgeted turnover of products displaying the logo	
Actual sales turnover (\$AUD) of products displaying the logo	

A **GENERAL FILE** containing copies of correspondence sent to or received from Australian Made Campaign Limited.

This should include important documents such as the Code of Practice, as well as copies of your licence application form, renewal applications and other correspondence.