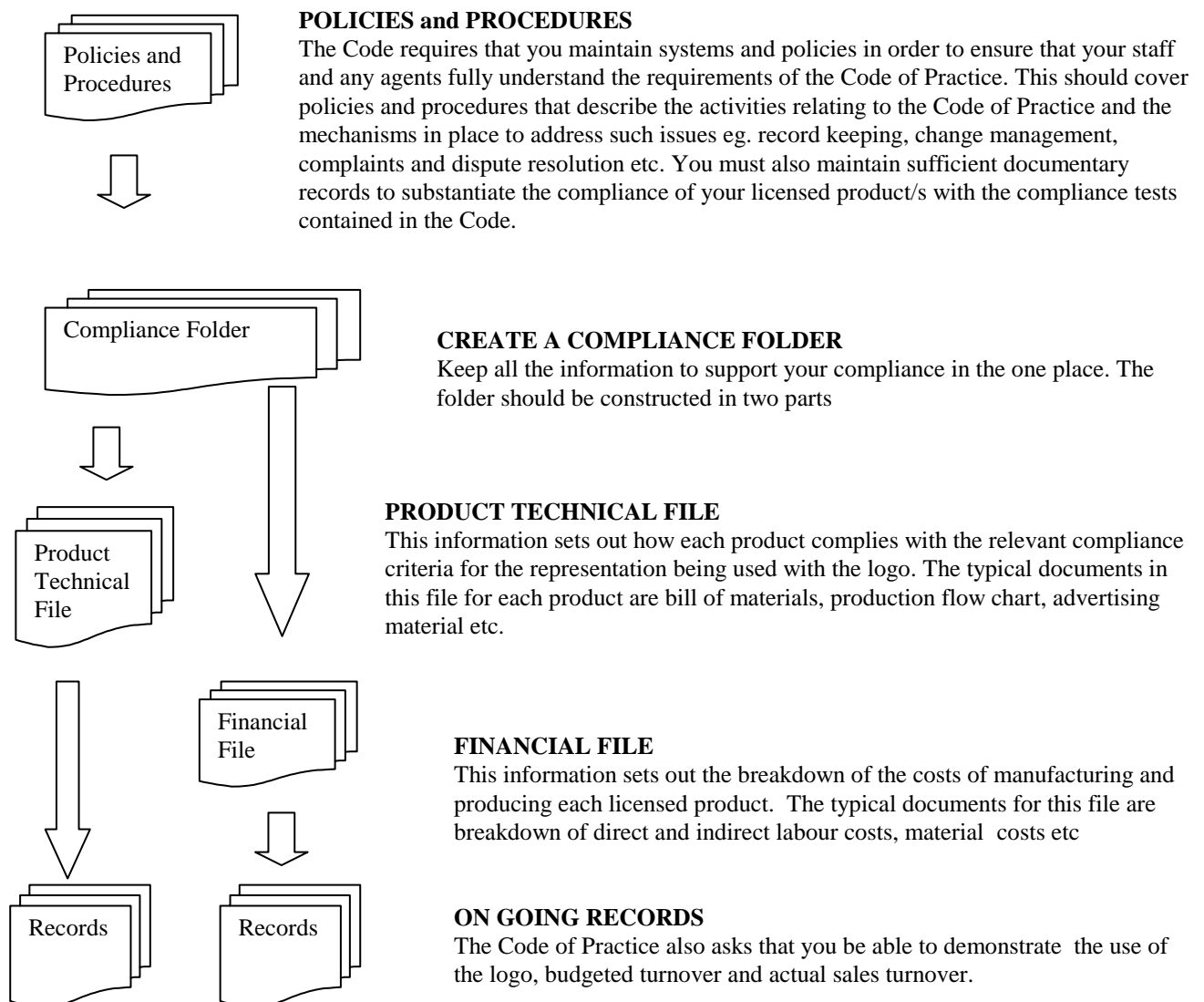




HOW TO DEMONSTRATE COMPLIANCE WITH THE AUSTRALIAN MADE, AUSTRALIAN GROWN LOGO CODE OF PRACTICE

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.



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



POLICIES AND PROCEDURES

Are there policies and procedures that show:

	YES	NO
What needs to done in the event of a change of production process	<input type="checkbox"/>	<input type="checkbox"/>
What needs to done in the event of a change of sourcing of inputs/components to the production process	<input type="checkbox"/>	<input type="checkbox"/>
How the Australian Made, Australian Grown logo should be used	<input type="checkbox"/>	<input type="checkbox"/>
How products are added to and removed from the registered list	<input type="checkbox"/>	<input type="checkbox"/>
What needs to be done when contact details have changed ie. change of company name, address etc.	<input type="checkbox"/>	<input type="checkbox"/>

PRODUCT LIST FOLDER

We recommend that you keep a folder for the product/s registered with the Australian Made, Australian Grown Campaign. This folder should contain:

A master list of products registered to use the logo	<input type="checkbox"/>	<input type="checkbox"/>
Details of any changes to the list of products from time to time	<input type="checkbox"/>	<input type="checkbox"/>

A **TECHNICAL FILE** for each product or range of similar products with the following information:

Product bill of materials	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing flow chart indicating if product(s) are processed on site or by a subcontractor	<input type="checkbox"/>	<input type="checkbox"/>
Example of each document where the logo is used ie. sales/marketing brochures	<input type="checkbox"/>	<input type="checkbox"/>
Quantities of product released to the market showing the logo	<input type="checkbox"/>	<input type="checkbox"/>



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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	<input type="checkbox"/>	<input type="checkbox"/>
Breakdown of direct labour costs	<input type="checkbox"/>	<input type="checkbox"/>
Breakdown of indirect labour costs	<input type="checkbox"/>	<input type="checkbox"/>
Breakdown of overhead costs	<input type="checkbox"/>	<input type="checkbox"/>
Budgeted turnover of products displaying the logo	<input type="checkbox"/>	<input type="checkbox"/>
Actual sales turnover (\$AUD) of products displaying the logo	<input type="checkbox"/>	<input type="checkbox"/>

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.