



## Organisation Requirements Standard

### Background

The original MPI Plant Exports Certification System was designed and developed based on ISO 9001 with an emphasis on adopting a “quality management systems approach”. Since 2002 and again during the 2005/06 review, there has been a common request from industry to reduce the complexity of the Operators/Organisations documented system requirements to gain MPI approval.

While the 2005 review of the MPI Plant Exports Certification System of Standards removed what was considered as “over the top prescription, lack of flexibility leading to restrictions on innovation”, the revised Standards continue to have a “quality management system” approach few Organisations outside of the major exporters have taken advantage of.

### What have we changed?

To reflect a continual move towards less prescription and greater clarity this standard has:

- Identified the documented operating procedures Organisation’s need to accurately describe how they undertake services for & on behalf of MPI.
- Minimised the historical leaning towards encouraging Organisations to become “quality management systems” orientated.
- Clarified the generic quality management system requirements common to all Organisations that they do not need documented procedures for.
- Clarified and included the requirements for an Organisation’s participation in trace-backs and investigations.
- Identified a process for Organisations to follow when seeking either a dispensation from a requirement or formal recognition

of an equivalent phytosanitary risk management process.

- Transferred the former audit requirements into a separate technical standard.
- A rewrite of the ‘Contract of Approval of an Organisation’ to align it with the revised MPI certification standards.
- Details relating to the following clauses have been explained fully in the contract;
  - Confidentiality (new).
  - Intellectual property (new).
  - Conflict of interest (new).
  - Suspension and termination by MPI.
  - Assignment and sub-contracting (new).

### How will this impact you?

This new approach should result in greater clarity for existing MAOs as a result of:

- Clarified which requirements the Organisation must have documented procedures for when describing how the MAO actually operates.
- Simplification for new applicants by clarifying what they have to focus on when describing how their phytosanitary activities are undertaken.
- Clarified and re-located technical requirements into the Technical standards (versus the system requirements) the MAO must have documented procedures for.
- Clarified (and extended) the list of “requirements” an Organisation must comply with but where no documented procedures are needed.
- Having fewer requirements within this Standard an MAO needs to have documented procedures for.
- Re-focused the requirements for documented procedures in this Standard on the Organisation’s competency assessment process and their phytosanitary activities for maintaining

**Note: This document only reflects the significant changes please refer to the applicable MPI Standard for all changes**



## Organisation Requirements Standard

product eligibility for MPI phytosanitary certification.

NOTE: The MAO will be requested to sign the updated 'Contract of Approval of an Organisation'.

### Detailed description of changes to Organisation Standard

Change		Why?	Impact on existing systems
All	Reformatted into a 'MPI standards' template.	Consistency of format will provide greater clarity for industry longer term.	MAO's may want to adjust their documentation sequencing and numbering to suit.
All	Re-ordered the sections	More sequential as to how Industry looks at the approval process.	
Part (P) Intro	A concise overview of who this Standard applies to and why it is important to understand the requirements.	Provides a simplified introduction to the requirements contained in the standard.	No significant impact. The introduction indicates the standards general effect.
Deleted	Management review section	Reduced complexity of the documented system and allowing the review/ performance of the system to be reflected during IVA audits on an ongoing basis.	An MAO may now choose to remove this from their documented system.
Deleted	Document control procedures	Reduced complexity of the documented system by not requiring a procedure 'per-see' although doesn't change the reality that document control is still required.	An MAO may now choose to remove the document control procedure from their documented system.
P 1.1 – 1.3	Roles & responsibilities consistent with framework Standard. Added service delivery options <ul style="list-style-type: none"> <li>Seed varietal activities</li> <li>Audit of sub-contractors</li> </ul>	Define up front the roles and responsibilities of an MAO. Provides more clarity that these are unique service delivery options. Although these are part of the current standard they weren't particularly clear up front.	Minimal impact as MAOs already accounted for these options but in a more round-about way.
P 1.4	Minor adjustment to the Organisation approval process	Clarity	Minimal impact
P 1.5	New section for communication of MPI approval status	Provide clarity on what MAO's can say when promoting their MPI approval status.	Minimal impact.
P 1.6	New section for requesting dispensation or recognition of equivalency.	Recognition that there are new methods for achieving the outcome required. This gives MAOs the opportunity to gain recognition for innovation.	Added flexibility
P 2	Bulleted what needs to be included in MAO system, clarifying where procedures are required and not required	Reduces the complexity and need for MAO's to document procedures to meet all MPI requirements.	The MAO may choose to remove some existing documented procedures from their system.
P 2.1	Organisation system overview details tabulated	Clarity of what contact details are required. This information can be in the application, system overview and contract of approval to improve consistency between the documents.	Minimal impact. Full contact details have already been required.

**Note: This document only reflects the significant changes please refer to the applicable MPI Standard for all changes**



## Organisation Requirements Standard

P2.1.1	Audit of multi operational sites added.	Previously a stand-alone explanatory document. Key points for organisations have now been included in the standard.	MAOs will need to be clear in their system how they wish multi operational sites to be audited.
deleted	Removed requirement to document a product pathway and identification of CCP's associated with the product pathway	Removes the ambiguity around what procedures need to be documented. The revised standard focuses the Organisations energy/inputs on what procedures are required by MPI.	An MAO may now choose to remove this from their documented system.
P 2.2	Document control criteria changed (e.g. hand written amendments are permitted) and removed requirement for documented procedures	It is more important that document control can be demonstrated. This can be with or without document control procedures.	The MAO may choose to remove document control procedures from their system.
P2.3	Refocused documenting procedures to support service delivery options rather than HACCP driven. Addition of how to include MPI pre-approved procedures in their system.	The documenting of procedures is more focused on the service the MAO is delivering. Improved clarity of how MPI pre-approved procedures fit in the MAO's system and how any amendments are managed.	No impacts but improved clarity may mean MAO's choose to manage their pre-approved procedures differently.
P2.4	Renamed to 'maintaining phytosanitary security' and reworded some of the clauses for clarity.	Provides MAO's focus on how they need to manage their certified product up to the point of export. The applicable technical requirements will outline the specific risks associated with each service delivery option.	Change in terminology and clarity of the clauses. MAO's may need to review their methodology for maintaining phytosanitary security and adjust their procedures to suit.
P 2.5	Staff competency section reworded <ul style="list-style-type: none"> <li>Added management of trainee staff.</li> <li>Removed criteria for 'System Manager'.</li> <li>New category for phyto decision making staff.</li> <li>Refined the competency assessment criteria.</li> </ul>	Staff competency is a key MPI requirement. Emphasis placed here to ensure the appropriate people are competent and the competency assessment is done thoroughly. Greater clarity on how trainees can be brought through the MAO system.	MAO will need to ensure the existing procedures are thorough and the new staff competency category is covered.
P 2.6	New section to ensure cooperation when trace-backs & investigations are undertaken.	Reduces confusion about what the MAO can and can't do to assist in the trace-backs and investigations.	Not significant change, just providing clarity on the role of the MAO.
P 2.7	Minor adjustments to the records to be kept. Hand written amendments are now permitted.	To provide clarity that simple changes to the records are permitted.	Minor impact. Less onerous requirement for dealing with incorrectly recorded information/ data on records.
P 2.8	Change to one reporting timeframe (90 minutes for self-identified critical non compliances – instead of 5 days). Also added notification of MAO name/ ownership changes.	Aligns with IVA standard	Minor change to reports table in MAO systems but will require MAOs to take more timely report action.
P 2.9	New section on sub-contracting. Details on sub-contracting contained in the contract.	To be clear that sub-contracting is allowed but they must follow MAO procedures.	Only relevant for those considering sub-contractors.

**Note: This document only reflects the significant changes please refer to the applicable MPI Standard for all changes**



## Organisation Requirements Standard

P3	Separate section for MAO system amendments	Once an MAO is already approved it becomes less confusing if all the system amendment requirements are in one section.	No impact.
P4.1-4.4	Clarification & alignment of terminology used for non-compliance. New term 'internal critical'	Improved clarity particularly around what is 'critical' and what constitutes 'other' non-compliance.	Limited impact. Greater clarity.
		Tabulated the process for managing non-compliance findings	
P5	Suspension and termination of approval in a separate section. Moved the detail of suspension & termination to the contract.	Provides greater clarity of when suspension and termination occurs and how to gain reinstatement of approval. The detail relates to the contractual arrangement between the IVA and MPI.	Not significant change. Greater clarity. Simplified the standard and removed the need to provide explanation in the MAO system.
App 1	Updated application to reflect changes to the standards	Clarity of company names, service delivery options.	No impact
App 2	Updated contract and capturing more of the detail in the contract. New sections on confidentiality, IP and conflicts of interest & sub-contracting added.	Suspension and termination, and sub-contracting are best dealt with in the contract rather than the standard. New sections added to provide more clarity between the two signing parties.	The MAO may be able to remove some detail from their system that is now addressed in the contract. The MAO will need to re-sign the contract.

**Note:** This document only reflects the significant changes please refer to the applicable MPI Standard for all changes