

Standard Operating Procedures

Approval of Technical Guideline Documents

Scope	This SOP details the method to approve Technical Guideline Documents.	
Purpose	<p>The Australian Grain Industry Code of Practice (Code) describes the practices that the grain industry use to ensure Australian grain and grain products meet domestic or export customer requirements.</p> <p>The processes employed by industry at each point along the grain supply chain vary depending on the outcome required.</p> <p>To assist industry in fulfilling their requirements under the Code, GTA will develop Technical Guideline Documents that will provide detailed information to industry on specific activities. These documents will assist implementation of each listed activity as outlined in the Code.</p> <p>Industry will be encouraged to provide input into topics for inclusion and development of Technical Guideline Documents.</p>	
Policies	<p>The approval process to allow publication of a Technical Guideline Documents (TGDs) is:</p> <ol style="list-style-type: none"> 1. titles of potential TGDs are submitted to the appropriate Technical Committee (Committee) for approval to develop. 2. the Committee will/will not approve the development of a proposed TGD and, if required, will identify appropriate resources (human and financial) to develop a draft TGD. 3. the Committee will consider draft TGDs for approval or if additional revision required. 4. when approved by the Committee, the TGD will be placed before the Board for approval. 5. When approved by the Board, the TGD's will be posted on the website. 	
Application	<p>The SOP applies to:</p> <ul style="list-style-type: none"> • All Technical Guidance Documents. 	
Implementation	The Board will oversee and give direction, as required, to the GTA Operations Manager who will implement and manage this procedure.	
Responsibilities	<ul style="list-style-type: none"> • The GTA Board is responsible for the establishment, approval and ongoing sponsorship of the policy. • The principal contact in the GTA secretariat is the GTA Operations Manager. • The GTA secretariat is responsible for adhering to this SOP. 	
Further information	Further questions should be directed to the GTA Operations Manager.	
Effective date	30 March 2015	
Owner	Operations Manager	
Approval	GTA Board	
Version number	Issue Date	Nature of Amendment
1	30 March 2015	New SOP