CONDUCTING QA MONITORING SESSIONS

What is QA monitoring and why is it important?

QA monitoring records are crucial for an establishment's registration and approval to use Meat Messaging. If QA monitoring reveals errors in loaded shipments, corrective actions must be identified and implemented.

QA monitoring involves using a sampling plan to ensure statistical confidence. To determine the number of shipments requiring QA monitoring, you can use the Meat Messaging QA Monitoring Frequency Schedule calculator at https://www.meatmessaging.org/qafreq

The Quality Assurance (QA) department or personnel are responsible for completing QA monitoring. To simplify it, establishments can use a barcode scanner and a simple application provided by their production or warehouse software solutions provider. This application will allow QA staff to enter a shipment or order ID, scan cartons against it, prevent duplicate scans, and display a count of scanned barcodes. After a QA monitoring session, the application will save the barcodes in a CSV file named after the sales order number or another unique identifier of the shipment.

QA monitoring typically occurs when staging cartons for loadout – this means the CSV file is created before the shipment is finalised and uploaded to Meat Messaging.

9 steps to completing a QA monitoring session.

Step 1:

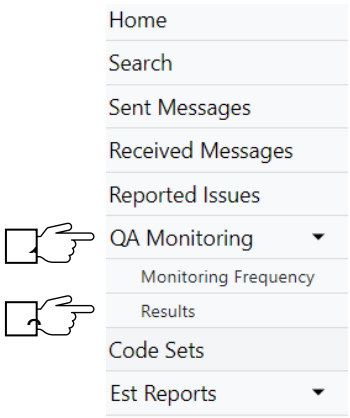
Login to Meat Messaging https://www.meatmessaging.org with your usercode and password.
If you do not have your usercode or password, please email info@meatmessaging.com



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Step 2:

On the side panel bar, click **QA Monitoring**, then **Results**.



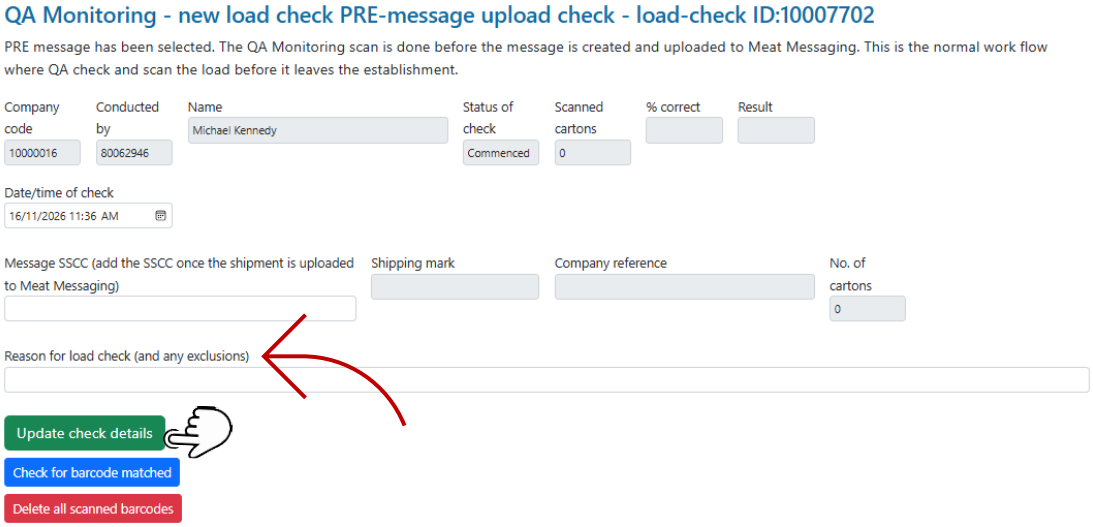
Step 3:

Tap on the **'Add new QA monitoring pre-message upload check'** button



Step 4:

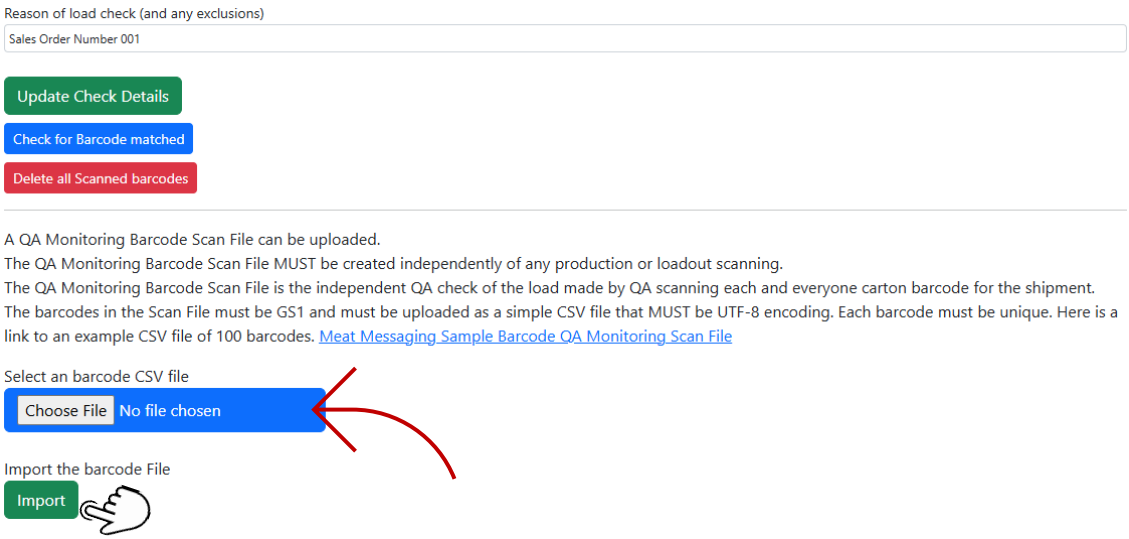
A QA monitoring session can be started with the **'Reason of load check'** field recorded as the Sales Order Number, or another unique identifier of the shipment, then click **'Update Check Details'.**



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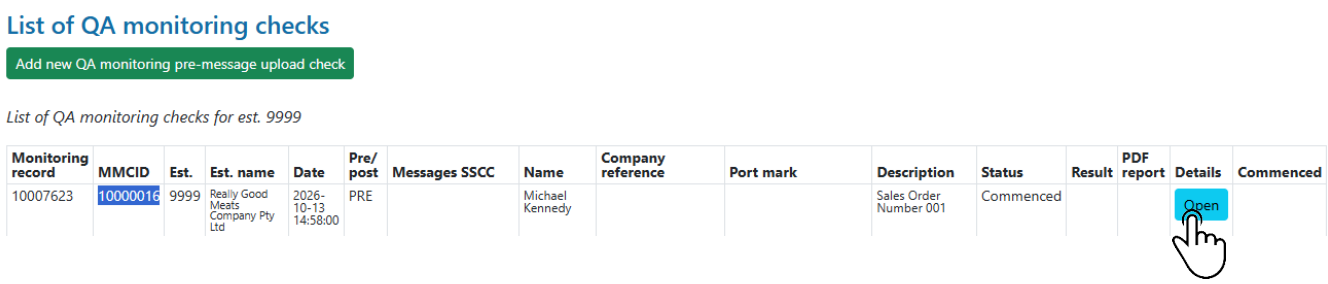
Step 5:

Now the option to upload the CSV file is available**.** Upload the CSV file for the shipment and then click the **'Import'** button. This must be done before the shipment leaves the establishment.



Step 6:

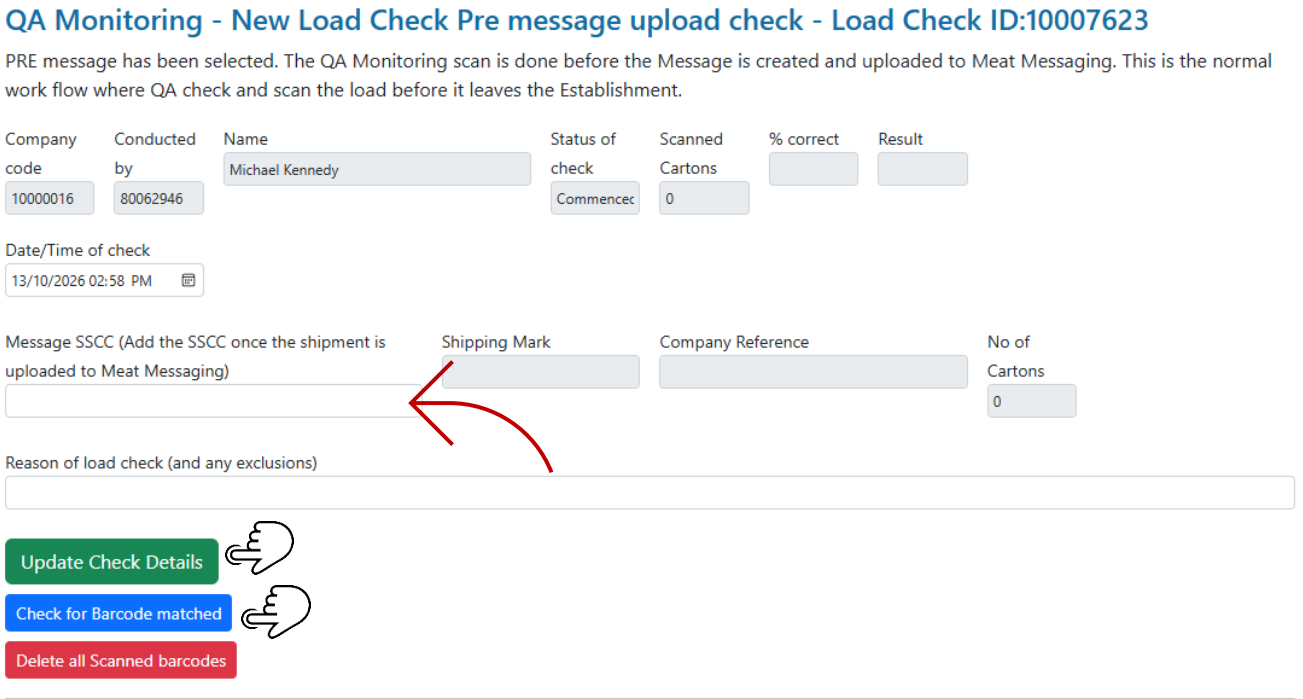
Once the shipment has been finalized and the message has been uploaded to Meat Messaging, QA personnel should return to that QA monitoring session and click the **'Open'** button.



Step 7:

Now enter the Meat Messaging message SSCC and click **'Update Check Details'.** The **Shipping Mark**, **Company Reference** and **No. of Cartons** should update automatically. Then, click the **'Check for Barcode matched'** button. This function verifies if the QA monitoring barcodes match the uploaded Meat Messaging message.

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Step 8:

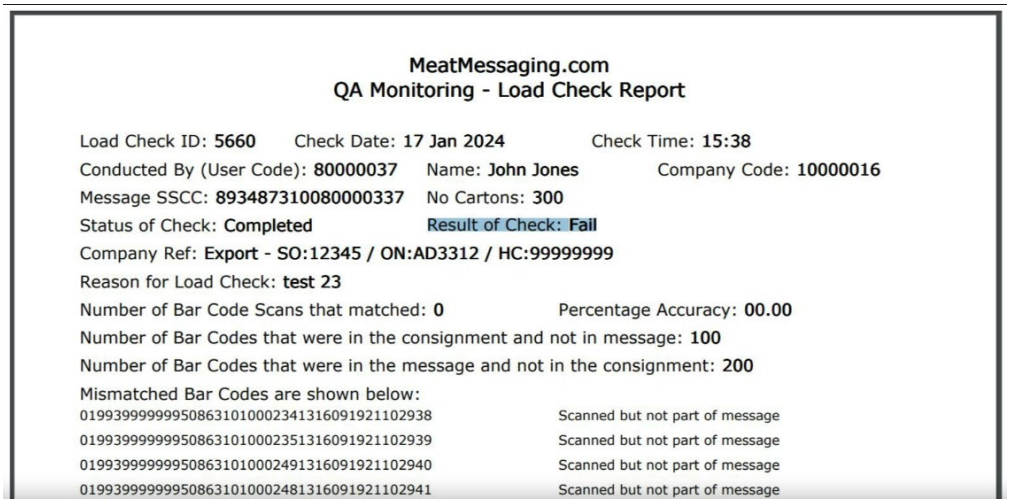
Once matches are confirmed, the QA monitoring session is finalized, INFORMATION IS LOCKED, and a QA monitoring load check report PDF is generated and saved as part of the records.



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Step 9:

If matching checks reveal discrepancies, company management must decide on an appropriate course of action to address potential incorrect cartons in the ship load.



MeatMessaging.com
QA Monitoring - Load Check Report

Load Check ID: **5660** Check Date: **17 Jan 2024** Check Time: **15:38**
Conducted By (User Code): **80000037** Name: **John Jones** Company Code: **10000016**
Message SSCC: **893487310080000337** No Cartons: **300**
Status of Check: **Completed** Result of Check: **Fail**
Company Ref: **Export - SO:12345 / ON:AD3312 / HC:99999999**
Reason for Load Check: **test 23**
Number of Bar Code Scans that matched: **0** Percentage Accuracy: **00.00**
Number of Bar Codes that were in the consignment and not in message: **100**
Number of Bar Codes that were in the message and not in the consignment: **200**
Mismatched Bar Codes are shown below:

0199399999995086310100023413160919211102938	Scanned but not part of message
0199399999995086310100023513160919211102939	Scanned but not part of message
0199399999995086310100024913160919211102940	Scanned but not part of message
0199399999995086310100024813160919211102941	Scanned but not part of message

If you have any issues or questions, please contact Meat Messaging support:
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+617 30739234
info@meatmessaging.com