

Preparing for an audit

Livestock Production Assurance (LPA) is the Australian red meat industry's on-farm assurance program. Australian red meat is sourced from many farms and audits of LPA-accredited producers ensure consistency across all businesses. Audits also help identify areas for practical on-farm improvement.

Every red meat producer is responsible for our international reputation of delivering outstanding food safety, animal welfare and biosecurity. Day-to-day livestock management practices are vital to ensure the whole red meat industry can stand by what it sells.

Integrity Systems oversees the LPA audit process and works with AUS-MEAT which provides audit services. Approximately 3500 LPA audits are conducted each year, with 2500 producers selected at random.

Ensuring your on-farm records show how you are meeting LPA requirements will make an audit as smooth as possible. Integrity Systems has a range of resources to help you meet the LPA requirements and ensure you are a ready for an audit.

An audit is an opportunity to ensure you are implementing safe red meat production practices. It also gives you the chance to ask questions and make improvements.

Follow these three simple steps to participate in an LPA audit:

1

Prepare



- Producers selected for an audit will:
 - Receive an audit notification letter from Integrity Systems
 - Be contacted by an auditor to arrange a suitable time for the audit to take place – either in-person or remote
 - If selected for a remote audit, be advised the date to have documents uploaded to LPA system for review
 - Have a few weeks to review checklist and gather records you need
- The Audit Checklist (page six of this fact sheet) will help you gather the required information and make sure your records are up-to-date.

- During the audit, the auditor will:
 - Check how your on-farm records meet the LPA requirements
 - Check how you are managing food safety risks, biosecurity and animal welfare
 - Accompany you on an inspection of your property facilities, livestock and parts of the farm that have been identified as a risk, such as contamination with persistent chemicals.
- The auditor will advise of any nonconformities before departing. For more information on nonconformities, see page five.

Manage



2

3

Complete



- The auditor will:
 - Provide you with an audit report
 - If identified, provide you with details of any nonconformities and actions required to correct them
- You will have 30 days to complete any follow-up actions and provide evidence of these actions to the auditor.
- It is important any nonconformities identified are closed to ensure your LPA accreditation is maintained and you can continue to use LPA National Vendor Declarations (NVDs).

How can I prepare for an audit?

LPA-accredited producers must manage their property and livestock in alignment with the requirements in the LPA Standards. The standards contain the performance indicators which auditors use to assess if producers are meeting the LPA requirements.

This fact sheet outlines the actions needed to demonstrate compliance for each LPA module and includes links to free record keeping templates, available on the Integrity Systems website in PDF, Excel and Word format at integritysystems.com.au/recordkeeping

If you are not certain you are meeting LPA requirements, download your Recommendations Report after completing your LPA Self-Assessment. For more details on LPA requirements, visit integritysystems.com.au/livestock-production-assurance/lpa-requirements/.



LPA MODULE 1 Property risk assessment



Your LPA responsibility: Implement on-farm systems that minimise the risk of livestock intended for human consumption being exposed to sites or sources of unacceptable contamination from persistent chemicals, pathogens from recycled water or physical contaminants.

You need to:

- Identify all potentially contaminated sites or sources of chemicals, potential physical contaminants and, for cattle enterprises, recycled water.
- Manage all identified sites to restrict livestock access to prevent exposure and contamination.
- Identify and manage potentially exposed livestock to minimise risk of contamination of livestock intended for human consumption.

Check you comply

Visit integritysystems.com.au/propertyriskassessments and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Property risk assessment and map

Alternatively, you can complete your property risk assessment on the LPA website by logging in to your LPA account. Integrity Systems has a detailed step-by-step guide on creating and uploading documents to your LPA account: integritysystems.com.au/howto-create-documents-in-lpa



LPA MODULE 2 Safe and responsible animal treatments



Your LPA responsibility: Ensure livestock sold for human consumption do not contain unacceptable chemical residues or physical hazards and ensure animal treatments are administered in a safe and responsible manner.

You need to:

- Ensure animal treatments are administered only by trained and competent staff in accordance with label directions and/or vet advice.
- Store chemicals securely in line with label/manufacturers' directions.
- Maintain records to enable treated livestock to be traced from birth/introduction through to dispatch.
- Maintain records to demonstrate the correct and controlled use of chemicals.
- Purchase and use hormonal growth promotants (HGP) in accordance with statutory requirements, and ensure treated livestock are permanently identified with a triangular ear punch. Maintain full records of HGP purchase and use.

Check you comply

Visit integritysystems.com.au/animaltreatments and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Livestock treatment template
- Chemical inventory template



LPA MODULE 3

Stock foods, fodder crops, grain and pasture treatments



Your LPA responsibility: Minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee livestock are not fed animal products.

You need to:

- Ensure agricultural chemicals are only applied to fodder crops, grain and pasture by trained and competent staff and in line with label directions and/or relevant approvals and legal requirements.
- Store chemicals securely in accordance with label/manufacturer directions.
- Ensure animals are not fed fodder crops, grain or have access to pasture in a Withholding Period or Export Slaughter Interval (WHP/ESI) to minimise the risk of chemical residues in meat.
- Not feed ruminant livestock animal products.
- Maintain records:
 - To trace the status of any livestock to chemical residues.
 - Of incoming feed to trace any WHP/ESI. Obtain a Commodity Vendor Declaration where possible.
 - To demonstrate correct chemical use.
 - In line with alternative feedstuff requirements in the LPA Standards.

Check you comply

Visit integritysystems.com.au/stockfoods and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Crop, pasture and paddock treatment
- Grain and fodder (hay and silage) treatment
- Introduced stock feed
- Livestock feeding record
- Chemical inventory
- Commodity Vendor Declaration

LPA MODULE 4

Preparation for dispatch of livestock



Your LPA responsibility: Ensure livestock are fit for transport and are handled in a way that minimises stress and potential contamination during assembly and transport.

You need to:

- Only select animals for transport that are fit to travel by referring to the national Fit to Load guide (mla.com.au/fittoload).
- Manage on-farm assembly and transport to minimise the risk of stress and contamination of animals.
- If relevant, manage the requirements for bobby calves, as stated on the National Vendor Declaration (NVD), to ensure the requirements for fitness for travel are met.

Check you comply

Visit integritysystems.com.au/dispatch and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Preparation of livestock for dispatch



LPA MODULE 5

Livestock transactions and movements

Your LPA responsibility: Ensure traceability requirements are met throughout the supply chain. This means movements of all livestock can be traced, any purchaser of your livestock can assess their chemical residue or food safety status and that you can do the same for any livestock you buy. You must only buy or agist livestock from other LPA-accredited producers that arrive with an LPA NVD or eNVD.

You need to:

- Accurately and fully complete the current LPA NVD or eNVD for all livestock movements off your Property Identification Code (PIC), including between your properties that have different PICs.
- Have records of HGP use, ensure treated livestock are permanently identified by a triangular ear punch and are accurately declared on NVDs/eNVDs.
- Obtain and keep all LPA NVDs/eNVDs for livestock you move onto your PIC.
- Ensure livestock are identified with a National Livestock Identification System (NLIS) accredited device before leaving your PIC.
- Ensure you record all movements of livestock onto your PIC in the NLIS Database within two days of their arrival.

Check you comply

Visit integritysystems.com.au/livestockmovements and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Livestock movements off property
- Livestock movements onto property

Alternatively, you may file a copy of each of your LPA NVDs or Post Sale Summaries and record the NLIS upload ID directly on the NVD or eNVD.

LPA MODULE 6

Biosecurity



Your LPA responsibility: Develop and maintain a documented farm biosecurity management plan and implement effective biosecurity practices on-farm to minimise the risk of introducing and spreading infectious diseases. You must also ensure biosecurity requirements are fulfilled during the transport of livestock between properties, feedlots, processing facilities and live export.

You need to:

- Ensure you have a documented Biosecurity Plan that covers how you:
 - Manage and record the introduction and movement of livestock to minimise the risk of introducing or spreading infectious diseases.
 - Where reasonable and practical, control people, equipment and vehicles entering the property to minimise the potential for contamination. If possible, keep records of people and equipment movements onto and off the property.
 - Prevent and control animal diseases on-farm by regularly monitoring and managing livestock health.
- Maintain records of livestock movements to enable tracing in the event of a disease outbreak.
- Maintain records to trace visiting people, vehicles and/or equipment that may have had contact with infectious livestock while on your PIC.
- Have contact details of veterinarian and Emergency Animal Disease hotline easily available.

Check you comply

Visit integritysystems.com.au/biosecurity and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Biosecurity Management Plan
- Property Visitor Record

Alternatively, you can complete your biosecurity management plan on the LPA website by logging in to your LPA account. Integrity Systems has a detailed step-by-step guide on creating and uploading documents to your LPA account: integritysystems.com.au/howto-create-documents-in-lpa



LPA MODULE 7

Animal welfare



Your LPA responsibility: Ensure the management and handling of livestock on your PIC is consistent with the requirements of the *Australian Animal Welfare Standards and Guidelines* for cattle, sheep or goats.

You need to:

- Complete an Animal Welfare Management Plan in your LPA account via lpa.nlis.com.au/myaccount/records
- Keep a copy to reference of the current version of the *Australian Animal Welfare Standards and Guidelines* for cattle, sheep and/or goats. Download it from integritysystems.com.au/welfare.
- Complete the LPA Animal Welfare Learning or equivalent. An LPA Animal Welfare Certificate will be provided on successful completion.
- Train relevant staff in the Animal Welfare Standards and Guidelines and maintain training records.

Check you comply

Visit integritysystems.com.au/welfare and refer to Integrity Systems' free record keeping templates to ensure you are documenting all the necessary information:

- Training record template



What happens if an issue is identified during an audit?

It may be possible that one or more of your on-farm management practices or your record keeping does not meet LPA standards. To ensure these issues are followed up and resolved, an auditor will record it as a 'nonconformity' and issue a 'corrective action request', or a CAR, to the producer.

A nonconformity is either categorised as **minor**, **major** or **critical**, depending on the potential impact it could have on food safety, traceability, biosecurity or animal welfare.

Minor nonconformity

A minor nonconformity is an area where on-farm actions slightly vary from the LPA Standards but it is unlikely to directly affect food safety, biosecurity or animal welfare. These are recorded as an 'observation' in your LPA Audit Report and represent opportunities for improvement in your overall farm management system.

Major nonconformity

A major nonconformity is an issue that has the potential to compromise food safety, biosecurity or animal welfare. It is recorded as a corrective action request (CAR) and must be rectified by the due date as instructed by the auditor (usually 30 days).

If a major CAR has been issued, you will see it on your Audit Report and it will appear as an alert in your LPA account. Once you have taken the required action to resolve the issue, you must provide evidence (documentation) to AUS-MEAT via email or by uploading it to the CAR in your LPA account for review and closure. Once either AUS-MEAT or Integrity Systems has reviewed the evidence, the CAR will be closed.

Your auditor will explain what is required to close the CAR at your audit and it will also be documented in your LPA Audit Report.

Critical nonconformity

A critical nonconformity affects the integrity of the Australian red meat industry or the LPA Program, compromises the LPA Rules or Standards or jeopardises food safety, traceability, biosecurity or animal welfare. It is recorded as a critical nonconformity. Examples of a critical nonconformity include feeding restricted animal material to livestock, a chemical residue detection above maximum residue limit or an undeclared HGP treatment.

If a critical nonconformity is issued, your accreditation will be suspended until you demonstrate that the issue has been addressed. If you do not address a suspension, you will have your LPA accreditation withdrawn.

If a critical nonconformity is identified, you will be required to participate in additional audits to ensure that the nonconformity has been addressed and this audit may attract a fee.

Lodging an appeal

If you disagree with a nonconformity issued during an audit, you can lodge an appeal by writing to Integrity Systems. Full details of the nonconformity process, including the appeals process, are set out in the LPA Rules available at integritysystems.com.au/lpa-rules-standards or from Integrity Systems Customer Service on 1800 683 111.

NOTES:

LPA 'Are you audit-ready' Checklist

It is important you are familiar with the LPA modules and your business is operating in alignment with the LPA Rules and Standards. This checklist is based on the LPA modules and is designed to help identify any areas that may need attention before the audit, ensuring the process is as smooth as possible.

What you'll need	Yes, I have this in place	No, I need to implement	Not applicable to my business	For more information, refer to LPA Module ...
Documents you need to generate and keep for you/your business:				
Farm map (reviewed annually) showing property risks and biosecurity controls.	☐	☐	☐	1
Property risk assessment documentation (reviewed annually or whenever there is a change in the farm enterprise).	☐	☐	☐	1
Animal Welfare Management Plan (complete via your LPA account) lpa.nlis.com.au/welcome	☐	☐	☐	7
Farm biosecurity management plan (reviewed annually or whenever there is a change in the farm enterprise).	☐	☐	☐	6
Property visitor register.	☐	☐	☐	6
LPA Learning Animal Welfare Certificate (by completing the training at www.integritysystems.com.au/welfare).	☐	☐	☐	7
Industry documents to have available:				
Australian Animal Welfare Standards and Guidelines.	☐	☐	☐	7
Australian Animal Welfare Standards and Guidelines for the Land Transport of Livestock (animalwelfarestandards.net.au/land-transport/).	☐	☐	☐	7
Withholding period (WHP) and Export Slaughter Intervals (ESI) at www.apvma.gov.au/residues .	☐	☐	☐	3
MLA 'Is it fit to load?' guide. (mla.com.au/fittoload)	☐	☐	☐	4
Documents you need to use in your farm business and show during an audit:				
Copies of all LPA NVDs/eNVDs and transport records.	☐	☐	☐	5
Commodity Vendor Declarations for introduced feed.	☐	☐	☐	3
Copies of Livestock Health Declarations/Statements.	☐	☐	☐	5
How you're managing your farm				
The LPA specific actions the person managing the property or completing the LPA accreditation needs to undertake:				
Use of veterinary or ag chemical treatments in accordance with label directions or vet advice and ensure staff are trained and competent. Completion of a recognised chemical user's course is recommended.	☐	☐	☐	Veterinary products – 2 Ag chemicals – 3
Ensure chemical application equipment is calibrated/checked before use and thoroughly cleaned after use.	☐	☐	☐	3
Store veterinary or ag chemicals securely in accordance with label or manufacturer's directions. Appropriately dispose of expired chemicals.	☐	☐	☐	Veterinary products – 2 Ag chemicals – 3
Keep livestock away from sites of chemical contamination or physical injury, chemical storage areas and feed and pasture that is in a WHP/ESI.	☐	☐	☐	1, 2 and 3
If livestock are contaminated, identify them and keep a record. Declare all physical contamination on the LPA NVD/eNVD. Declare chemical contamination on the LPA NVD/eNVD if they are dispatched within the Withholding Period (WHP) of the chemical.	☐	☐	☐	1, 2, 3 and 5

What you'll need	Yes, I have this in place	No, I need to implement	Not applicable to my business	For more information, refer to LPA Module ...
Cross-check animal treatment records when completing LPA NVDs/eNVDs to ensure WHPs and Export Slaughter Intervals (ESI) are declared if applicable.	☐	☐	☐	3 and 5
Update the NLIS database with livestock movements within two days of the movement. Conduct a PIC reconciliation once a year.	☐	☐	☐	5
Inspect introduced livestock for signs of ill health or disease and keep them separate for 48-72 hours.	☐	☐	☐	1 and 6
Prevent and control animal diseases on-farm by regularly monitoring and managing livestock health.	☐	☐	☐	3, 6 and 7
Keep boundary fences in good condition and close external gates. Put up biosecurity signs at entry points.	☐	☐	☐	6
How you're keeping records				
Your records need to be able to identify the following:				
Management of livestock				
Animal treatment records (veterinary chemical products), including: - treatment date - animal/mob ID - chemical/drug used and dosage - WHP/ESI and expiry dates - batch number - adverse reactions and evidence this is passed on when selling stock.	☐	☐	☐	All
Incoming LPA NVDs/eNVDs – for any treated animals bought while within a WHP/ESI.	☐	☐	☐	All
Animal treatment records or incoming NVDs/eNVDs for any animals exposed to chemicals, physical contaminants, contaminated sites, both born on your property or purchased.	☐	☐	☐	All
Copies of LPA NVDs/eNVDs for animals sold or transferred.	☐	☐	☐	All
Documentation of pre-consignment curfews for livestock destined for slaughter – cattle is six hours and sheep and goats 12 hours, unless specified otherwise (in writing) by the customer.	☐	☐	☐	All
Systems in place to ensure livestock do not have access to feed, feed mixing area or discarded feed containing Restricted Animal Material (RAM).	☐	☐	☐	All
HGP purchase records (if used). Any animal treated with a hormone growth promotant (HGP) marked with a triangular ear mark.	☐	☐	☐	All
Stock foods, fodder crops, grains				
Incoming receipt showing source/origin and treatment status. A Commodity Vendor Declaration (CVD) is recommended.	☐	☐	☐	3
Stock feed test analysis (if conducted).	☐	☐	☐	3
Feed and pasture treatments				
Chemical treatment records, including: - treatment date - location/size/quantity of feed or land treated - chemical used, application rate and method - WHP/ESI - batch number.	☐	☐	☐	3
Chemical inventory / list.	☐	☐	☐	3
Calibration records for spray equipment.	☐	☐	☐	3



What you'll need	Yes, I have this in place	No, I need to implement	Not applicable to my business	For more information, refer to LPA Module ...
Animal movements				
Records of animal movements off the property (NVD), including: • Description of livestock (number, age, sex) • Movement date • Purchaser/selling agent details • Transportation details.	☐	☐	☐	5
Records of animal movements onto the property (NVD), including: • Date of purchase/introduction • Vendor name, address and PIC • Description of livestock (number, age, sex) • Name of selling agent/sale.	☐	☐	☐	5
LPA NVD serial numbers for livestock purchases and/or introduced livestock, sales and property to property transfers (only when properties have different PICs).	☐	☐	☐	5
Other transport details including transport operation name, registration details, date and time of yarding and truck departure.	☐	☐	☐	5
Any feedback/complaints from processors or buyers and actions you took in response.	☐	☐	☐	5
General				
Training given to staff in LPA, animal welfare and chemical application.	☐	☐	☐	2, 3, 6 and 7
Written authorisation and directions for off-label use of any veterinary and agricultural chemicals (from a vet or APVMA).	☐	☐	☐	2, 3, 6 and 7
Contact details for your local vet or animal health officer as well as the Emergency Animal Disease hotline – 1800 675 888.	☐	☐	☐	2, 3, 6 and 7
Any relevant supporting documentation, such as:				
A Property Residue Status report from a state department of primary industries.	☐	☐	☐	1 and 5
If there has been contamination: • Soil residue or animal fat test results. • NVD copies for any exposed animals sold or transferred. • Other records for exposed animals. • Letter of clearance from a state authority.	☐	☐	☐	1 and 5
Special requirements				
Transporting bobby calves have further special requirements.	☐	☐	☐	4

More information

Integrity Systems Customer Service
1800 683 111 • info@integritysystems.com.au
Monday to Friday 8am to 7pm | Saturday to Sunday 9am to 5pm (AEST)

For more information on LPA audits, including detailed Frequently Asked Questions, visit www.integritysystems.com.au/audits