

# Audit Checklist

The Livestock Production Assurance (LPA) program is the Australian livestock industry's on-farm food safety, animal welfare and biosecurity program. It meets the stringent requirements of our export markets, providing an assurance of the safety of red meat grown on Australian farms.

## What does it mean for me?

When producers become LPA-accredited, they are promising to meet LPA's requirements and fulfil their responsibility in the production of safe and ethical red meat. On-farm audits are conducted each year to ensure farm management systems are complying with the LPA Rules and Standards.

## Who gets audited?

All LPA accredited producers – from large scale operators to hobby farmers – may be audited. Audits are selected at random from the database of all LPA accredited producers, including producers with just a few livestock. Approximately 2,000 random audits are conducted each year.

## What is involved in a remote audit?

Some producers may now be selected to participate in a remote LPA audit. If selected to complete an audit remotely, the producer must upload the required documents to the 'Audit records' page of the nominated LPA account two days before the scheduled date of audit, before notifying the auditor of the submission via phone or email. The auditor will then arrange a time with the producer to review the documentation to complete the audit.

More information about remote audits is available on the [ISC website](#).

## Who does the audits?

Qualified auditors from AUS-MEAT visit LPA-accredited farms and conduct the on-farm audits for the LPA program. The process is overseen by the Integrity Systems Company.

## What does an on-farm audit involve?

If selected for an on-farm audit, producers receive an LPA Audit Notification Pack with information to help them prepare for audit. They are then contacted by an auditor to organise a mutually convenient time for the auditor to visit the farm and carry out the audit.

## What happens during an audit?

On the day, the auditor will check how records are maintained and assess on-farm practices for compliance with the LPA Rules and Standards. The auditor may accompany the producer on an inspection of property facilities relating to on-farm practices. Parts of the farm that have been identified as contaminated with persistent chemicals may also be visited to review the management systems implemented at these locations.

At the conclusion of the audit, you are provided with an LPA site audit summary. This could outline any further actions required and agreed timeframes.

## How can I prepare for an audit?

Producers selected for an audit will receive an LPA Audit Notification Pack, including an audit checklist. Reviewing on-farm practices against the checklist will identify any areas that may need attention before the audit. The more preparation that is done before the audit, the smoother the process is likely to be.

## Can the auditor provide advice?

No. The auditor is not able to provide specific advice to producers they have audited, however they may be able to provide guidance as to where to obtain assistance or advice.

## How do I provide the records required for the audit?

There is no perfect formula to record keeping. The LPA record keeping templates are used by many producers and include all details that must be recorded. All documents may now be uploaded to the producer's LPA account for safe storage. Updates to the LPA website now

## Cost?

There is no additional charge to the producer; the cost of initial on-farm auditing is covered by the LPA accreditation fee. However, should the first audit reveal LPA requirements are not being met, subsequent audits may be charged.



## Time?

On average 2-4 hours, although on the size of the operation and the producer's management systems and understanding of LPA.



also allow property risk assessments and farm biosecurity plans to be completed entirely online rather than on a printed template. A step-by-step guide to creating and uploading documents on your LPA account is available on the [ISC website](#).

Alternately, some producers find that keeping clear notes in a diary works well. Others use customised hardcopy record books, computer spreadsheets, or keep their records within their farm management software programs.

Regardless of the method, it is important that all relevant management activities are accurately and clearly recorded for the auditor to review.

# Checklist

## Element 1 Property risk assessment

It's your responsibility to minimise the risk of livestock being exposed to sites that are unacceptably contaminated with persistent chemicals or physical contaminants.

### What's required?

- All potentially contaminated sites are identified.
- All identified sites are managed to restrict livestock access to prevent exposure and contamination.
- Potentially exposed animals are identified and managed to minimise risk of contamination of livestock intended for human consumption.

### The proof you'll need:

- A map highlighting potentially contaminated sites or sources of contamination on your property.
- Any soil residue and animal fat test results
- Identification and management of animals that may have been exposed to contaminated sites or physical contaminants.
- A recent *Property Residue Status* report from the relevant department of primary industries or agriculture.
- Records for animals that may have been exposed to persistent chemicals or physical contaminants.
- A letter of clearance from your state authority for any exposed animals.
- Copies of NVDs for any exposed animals that have been sold or transferred.
- All of the above must be collated into a single risk assessment document.

### Completing your property risk assessment online:

Updates to the LPA website now allow property risk assessments to be completed entirely online rather than on a printed template. Log in to your [LPA account](#) to complete your property risk assessment online.

For help completing your digital property risk assessment, visit the ISC website to access ISC's [detailed step-by-step guide](#) to creating and uploading documents to your LPA account.

## Element 2 Safe and responsible animal treatments

It's your responsibility to make sure that livestock you sell for human consumption do not contain unacceptable chemical residues or physical hazards.

### What's required?

- Animal treatments are administered only by trained and/or competent staff in accordance with label directions and/or vet advice.
- Chemicals are stored securely in accordance with label/manufacture's directions.

### Sufficient records are maintained to:

1. Enable treated livestock to be traced (from birth/introduction through to dispatch)
2. Demonstrate the correct/controlled use of chemicals.

### The proof you'll need:

- Ability to demonstrate competency in the storage, use and disposal of chemicals. Completion of a recognised chemical user's course (e.g. ChemCert, SMARTtrain, etc) is the easiest way to do this.
- Records of animal treatments and physical contamination.
- A copy of the latest *With Holding Period (WHP)* and *Export Slaughter Intervals (ESI)* (available from [apvma.gov.au/residues](http://apvma.gov.au/residues)).
- A note of animals that may have been purchased while still within a WHP/ESI.
- Written authorisation and directions for any off-label use of chemicals or drugs.
- Demonstration of the equipment used and of storage methods. No 'expired' chemicals or veterinary drugs are kept.
- Demonstrate understanding of WHP and ESI requirements.

### What happens if any issues are identified during the audit?

If the issue is minor, the auditor may record an 'observation' which means that the producer should consider taking action to improve the relevant practice. If the issue is more significant, the auditor may raise a 'corrective action request' which means that the producer needs to do something to ensure compliance with LPA requirements, and this action will be followed up.

### How long does a producer have to rectify an issue?

If a 'corrective action request' is raised, the auditor and the producer will agree to the necessary activities that need to be undertaken to rectify the problem, and a timeframe for completion (usually a period of 30 days).

### What happens if the results of the audit show serious problems?

The results of an audit determine what steps need to be taken. Producers can seek help to change their practices, where required. Failure to address problems identified may lead to a producer losing their accreditation. Where a critical issue is identified, producers can be suspended immediately.

### Can an auditor withdraw my LPA accreditation?

No. An auditor reports outcomes to the Integrity Systems Company, which will review any issues and can withdraw LPA accreditation.

### Can producers decline to be audited?

No. It is a condition of accreditation that LPA producers agree to participate in the audit process. Refusal to participate may result in LPA accreditation being withdrawn.

# Checklist

## Element 3 Stock foods, fodder crops, grains and pasture treatments

It's your responsibility to make sure that your livestock are not exposed to feeds containing animal products or unacceptable chemical residues.

### What's required?

- Agricultural chemicals are applied to fodder crops, grain and pasture only by trained or competent staff and in accordance with label directions and/or relevant approvals in accordance with relevant legal requirements.
- Chemicals are stored securely in accordance with label/manufacture directions.
- Exposure of animals to fodder crops, grain and pasture and introduced stock feed that has been treated is managed to minimise risk of unacceptable chemical residues in livestock for human consumption.
- Exposure of animals to stock feed is managed to eliminate risk of animal products being fed to ruminant livestock, other than approved exemptions.

### Sufficient records are maintained to:

1. Trace the status of exposed livestock
2. Trace the status of fodder crops, grain and pasture, and introduced stock feed intended to be fed to livestock (specifically WHP/ESI from slaughter or grazing/harvest as applicable)
3. Demonstrate the correct/controlled use of chemical.

### The proof you'll need:

- ✓ Ability to demonstrate competency in the storage, use and disposal of chemicals. Completion of a recognised chemical user's course (e.g. ChemCert, SMARTtrain, etc) is the easiest way to do this.
- ✓ Records of any chemicals used on fodder crops, grain and pasture.
- ✓ A Commodity Vendor Declaration for introduced/purchased feed.
- ✓ Origin of purchased feedstuff (i.e. an invoice).
- ✓ Identification of animals fed or grazed on purchased feeds, treated crops or pastures.
- ✓ A copy of the latest WHP available from APVMA at [portal.apvma.gov.au/pubcris](http://portal.apvma.gov.au/pubcris).
- ✓ Chemical approvals if required.
- ✓ Documentation of all off-label use (from a vet or APVMA).
- ✓ Farm map or list of treated areas.
- ✓ Stock feed test analysis (if conducted).

## Element 4 Preparation for dispatch of livestock

It's your responsibility to make sure that livestock to be transported are fit for the journey, are not unduly stressed and the likelihood of contamination is minimised when penned on farm and transported to the destination.

### What's required?

- Only animals that are in a condition for travel are selected.
- On-farm assembly and transport are managed to minimise the risk of stress and contamination of animals.
- As well as ensuring bobby calves are fit and well for transport, you must also document that all bobby calves dispatched are:
  1. Between 5 and 30 days of age
  2. Protected from cold and heat
  3. In good health, alert and able to rise from a lying position
  4. Adequately fed milk or milk replacer on the farm within 6 hours of transport
  5. Prepared and transported to ensure delivery in less than 18 hours from last feed with no more than 12 hours spent on transport.

### The proof you'll need:

- ✓ Copies of all NVDs and transport records.
- ✓ Transport operation name and registration details.
- ✓ Date and time of yarding and truck departure.
- ✓ Records of feedback/complaints from processors or purchasers.
- ✓ Demonstration of any actions taken in response to feedback/complaints.
- ✓ A note of animals that may have been exposed to physical contaminants such as broken needles, buckshot or wire.

# Checklist

## Element 5 Livestock transactions and movement

It's your responsibility to make sure that any purchaser of your livestock can assess the chemical residue or food safety status of the animals, that you can do the same for the livestock you buy, and the movement of all livestock can be traced. Equally, it is important that when purchasing livestock from other producers that you ensure that the livestock are sourced from an LPA accredited PIC. This requirement also includes ensuring PICs are LPA accredited when placing livestock on agistment.

### What's required?

- A current, correctly completed LPA NVD accompanies all livestock transactions and movements including between properties with different Property Identification Codes (PICs).

### Sufficient records are maintained to:

1. Ensure the declarations on the LPA NVD concerning the food safety status of livestock both coming to and leaving the property can be reconciled with the livestock traceability system adopted on farm.

### The proof you'll need:

- ✓ Ensure that all movements of any livestock onto your PIC are updated to the NLIS Database in accordance with regulatory requirements.
- ✓ Records of purchases, sales and movements.
- ✓ Copies of LPA NVDs (checked for accuracy and compared to treatment records to ensure compliance with WHP/ ESI).
- ✓ LPA NVD serial number for livestock purchases and/or introduced livestock, sales and property to property transfers (only when properties have different PICs).
- ✓ Vendor's name, address and PIC.
- ✓ A note of animals that may have been purchased while still within a WHP/ESI.
- ✓ A note of animals that may have been exposed to physical contaminants such as broken needles, buckshot or wire.

## Element 6 Biosecurity

It's your responsibility to implement systems that minimise the risk of introducing and spreading infectious diseases onto livestock production properties.

### What's required?

- Each Property Identification Code (PIC) must have a Farm Biosecurity Plan that covers each of the following as a minimum:
  - a. Manage and record the introduction and movement of livestock in a way that minimises the risk of introducing or spreading infectious disease;
  - b. Where reasonable and practical, control people, equipment and vehicles entering the property to minimise the potential for property contamination and, if possible, keep a record of such movements onto the property; and
  - c. Prevent and control animal diseases on farm by regularly monitoring and managing livestock health.

### Sufficient records are maintained to:

1. Aid in tracing the origin of any new livestock disease or illness detected on your PIC
2. Trace visiting people, vehicles and/or equipment that may have had contact with infectious livestock while on your PIC.

### The proof you'll need:

- ✓ A copy of your Farm Biosecurity Plan (both digital or paper versions are accepted).

- ✓ Copies of Livestock Health Statements/ Declarations (or equivalent) for Incoming livestock.
- ✓ Evidence that you have inspected the introduced livestock for signs of ill health or disease on arrival and keep introduced livestock in isolation for a minimum period of time.
- ✓ Evidence that livestock are inspected regularly for ill health and/or disease and appropriate action is taken in response, where necessary.
- ✓ Boundary fences that are in good condition, including external gates that are kept closed.
- ✓ Contact details for your local veterinary practitioner or animal health officer.
- ✓ Where reasonable and practical, records of people and vehicles entering your property, including the date of the visit and their contact details.

### Completing your farm biosecurity plan online:

Updates to the LPA website now allow farm biosecurity plans to be completed entirely online rather than on a printed template. Log in to your [LPA account](#) to complete your farm biosecurity plan online.

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## Element 7 Animal welfare

It's your responsibility to have on-farm systems in place to 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 and goats.

### What's required?

- You have on hand a copy of the current version of the *Australian Animal Welfare Standards and Guidelines* for cattle, sheep and/or goats, as applicable to your operation. This can be downloaded from [integritysystems.com.au/welfare](https://integritysystems.com.au/welfare) (see the Tools and Resources section) and must be accessible as a ready reference for you and your livestock handlers.
- The PIC representative or person responsible for the management of livestock has successfully completed training in relation to these Standards and Guidelines through the LPA Learning tool or equivalent training.
- Staff involved in animal husbandry are familiar with the content of the Standards and Guidelines for cattle, sheep and/or goats (as applicable).

### Sufficient records are maintained to:

1. Demonstrate that your PIC representative or the person has been appropriately trained in the content of the Standards and Guidelines (e.g. through LPA learning)
2. Demonstrate that your staff have been trained in line with the Standards and Guidelines.

### The proof you'll need:

- ☑ A copy of the current version of the *Australian Animal Welfare Standards and Guidelines* for cattle, sheep and/or goats (as applicable), or know where to go to access the latest version.
- ☑ A certificate of completion or other evidence showing that your PIC representative or the person responsible for the management of livestock on your PIC has been appropriately trained in the content of the Standards and Guidelines (e.g. through LPA learning).
- ☑ Records to demonstrate when staff involved in animal husbandry have been trained, consistent with the contents of the Standards and Guidelines.







# LPA Audit Preparation Notes

## Element 5 Livestock transactions and movements

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## Element 6 Biosecurity

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## Element 7 Animal welfare

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