



HOW-TO: Submit evidence for your LPA Remote Audit

STEP 1: Log in to myMLA and access your LPA account

From 1 July 2021, myMLA is your new easyaccess gateway to LPA. If you haven't already, set up a myMLA profile and link your LPA account.



ou have been selected for a Remote LPA Audi number of documents required to be reviewed d cuments at least 2 days before your scheduled a



STEP 2: Agree and get started

Producers who agree to participate in a remote audit will see this alert. Click on 'Upload Documents' to access the 'Audit records' page.



STEP 3: Select applicable areas

Select the areas you have documents for (templates can be accessed in each section if required).

Jpload files or photos from your computer or smartphone. To uploa	id multiple records for eac	h topic use the 'Add other record' option.	
Property risk assessment (including map)		Uvestock treatment records	•
Chemical User Certification		Commodity Vendor declarations	+
Grain and Fodder treatment records		Crop, pasture and peddock treatment records	+
Livestock feeding records		Chemical Storage Agricultural and Animal	
Loading Ramp and Facilities		National Vendor Declarations	•
Biosecurity Plan		Animal Welfare Certification	•
Animal Welfare Standards & Guidelines		Stockfeed Purchases	
Chemical Storage Areas - Photo		Commodities Storage - Photo	
N/Ds Incoming	+	NVDs Outcoing	

STEP 4: Upload your files

Drag and drop or click to access photos/files. If you're on your mobile device, take an image of the document and upload directly here.

Drop a file here or click here to select a file

The valid files that can be uploaded are .png, .jpg, .jpeg, .glf, .img, .heic, .pdf, .doc, .docx, .xls, .xlsx, .txt, .msg

+ Add Record

STEP 5: Add additional records To upload additional items for each

requirement, select 'Add Record'.

STEP 6: Review your uploads Any documents uploaded in the 'Browse audit records' section can be reviewed/

Add other record

NVDs Incoming						

Submitted	Туре	Requirement	Actio
8/07/2021	NVDs Outgoing	Livestock transactions and movements	۲
8/07/2021	NVDs Incoming	Livestock transactions and movements	۲
8/07/2021	Crop, pasture and paddock treatment records	Stock foods, fodder crops, grain and pasture treatments	۲

Please contact AUS-MEAT on 07 3361 9222 if you need help uploading documents.

STEP 7: Submit and notify

Once you have submitted all of the documentation you have available, please notify the auditor via phone or email.

Stand by what you sell

changed/deleted.

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