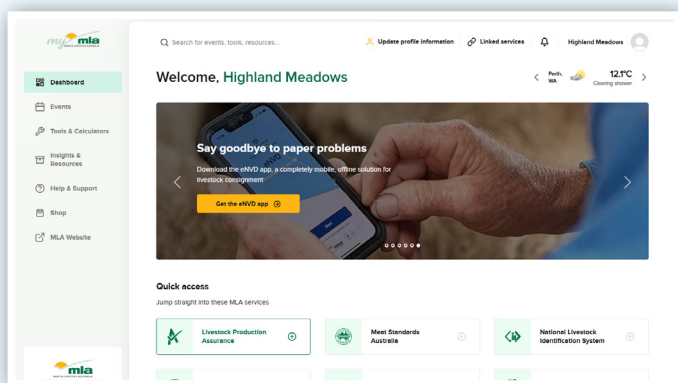


Submit evidence for your LPA remote audit

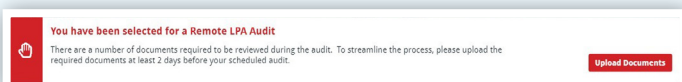
How-to Guide

Producers may be randomly selected to participate in a random audit remotely rather than an on-farm audit. This how-to guide outlines the steps to submit evidence to your LPA account.

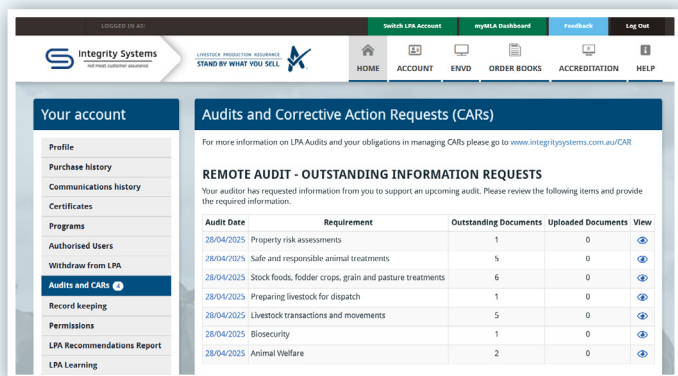
- 1 Login to myMLA and navigate to your LPA account.



- 2 If you have agreed to participate in a remote audit, you will see this message on the home screen. Click on 'Upload Documents' to view the 'Audits and Corrective Action Requests (CARs)' page.



You can also access the 'Audits and Corrective Action Requests (CARs)' page by clicking the link in your Audit Notification email, or by navigating to 'Account' in the top menu, then selecting 'Audits and CARs' from the left-hand menu.



- 3 The 'Remote Audit - Outstanding Information Requests' table lists all the documents the auditor has requested. Click on each item to see the individual documents which need to be uploaded.

Audits and Corrective Action Requests (CARs)

For more information on LPA Audits and your obligations in managing CARs please go to www.integritysystems.com.au/CAR

REMOTE AUDIT - OUTSTANDING INFORMATION REQUESTS

Your auditor has requested information from you to support an upcoming audit. Please review the following items and provide the required information.

Audit Date	Requirement	Outstanding Documents	Uploaded Documents	View
28/04/2025	Property risk assessments	1	0	View
28/04/2025	Safe and responsible animal treatments	5	0	View
28/04/2025	Stock foods, fodder crops, grain and pasture treatments	6	0	View
28/04/2025	Preparing livestock for dispatch	1	0	View
28/04/2025	Livestock transactions and movements	5	0	View
28/04/2025	Biosecurity	1	0	View
28/04/2025	Animal Welfare	2	0	View

Audit Information Required

[Back](#)


PROPERTY RISK ASSESSMENTS

You are required to have a documented property risk assessment that identifies potential risks to livestock on your property and details on how these risks are managed. Please provide a copy of your property risk assessment and farm map.

REQUESTED DOCUMENTS

Your auditor has requested the following documents for this audit. Please upload or attach existing documents for each of the items below

Category	Date Requested	Upload
Property risk assessment (including map)	13/08/2025	Upload
Property risk assessments		



- 4 Click on the **'Upload'**  icon next to a requested document. Drag and drop the relevant file or click to upload it. You can add multiple files at a time. Make any edits to the titles of the documents if required, then click **'Submit'**.


Note: You can upload image file types (png, jpg, jpeg, gif, img, heic) or document file types (pdf, doc, docx, xls, xlsx, txt, msg).

Audit Information Required Back


PROPERTY RISK ASSESSMENTS
You are required to have a documented property risk assessment that identifies potential risks to livestock on your property and details on how these risks are managed. Please provide a copy of your property risk assessment and farm map.

REQUESTED DOCUMENTS
Your auditor has requested the following documents for this audit. Please upload or attach existing documents for each of the items below

Category	Date Requested	Upload
Property risk assessment (including map) Property risk assessments	13/08/2025	 

 If you don't have a current document, you can download a **Property risk assessment (including map)** template
Choose format - [PDF](#) [EXCEL](#) [WORD](#)


Upload record: Property risk assessment (including map)
Please note: As per section 4 of the LPA Rules, these records may be reviewed by an Auditor as part of the auditing process. For more information, the LPA Rules & Standards are available here: [LPA Rules & Standards](#)

Upload a new document or image of your Property risk assessment (including map) here
Title
Property risk assessment (including map)
 Drop a file here or click here to select a file
The valid files that can be uploaded are .png, .jpg, .jpeg, .gif, .img, .heic, .pdf, .doc, .docx, .xls, .xlsx, .txt, .msg
Submit Cancel


Upload record: Property risk assessment (including map)
Please note: As per section 4 of the LPA Rules, these records may be reviewed by an Auditor as part of the auditing process. For more information, the LPA Rules & Standards are available here: [LPA Rules & Standards](#)



Upload a new document or image of your Property risk assessment (including map) here
Title
Property risk assessment (including map)

0.4 MB
lpa-01-prope...
Remove file

 Submit Cancel

Important information regarding the requested document will be displayed at the top of the **'Upload record'** page. This includes whether there are ISC templates available (PDF, Excel, Word) that you can download to use for your farm records.



 If you don't have a current document, you can download a **Livestock treatment records** template
Choose format - [PDF](#) [EXCEL](#) [WORD](#)

- 5 A list of the documents you have uploaded is shown on the next screen. Click the eye icon  to view the uploaded document or the rubbish bin icon  to delete the file.

Audit Information Required Back

PROPERTY RISK ASSESSMENTS
You are required to have a documented property risk assessment that identifies potential risks to livestock on your property and details on how these risks are managed. Please provide a copy of your property risk assessment and farm map.

UPLOADED DOCUMENTS
The following documents have been associated with this requirement

Category	Name	Date Uploaded	
Property risk assessment (including map)	Property risk assessment (including map)	14/08/2025	 

COMMENTS
New Comment
Enter comment details ...
Submit Comment

- 6 You can add comments for the auditor – all submitted comments will be displayed in a list below the **'Comments'** box. An email will also be sent to the auditor at the end of each day with a summary of any comments.

COMMENTS
New Comment
Enter comment details ...
Submit Comment




Commentary
14/08/2025
This is a test

- 7 You can also link a document you have previously added to the **'Record keeping'** folder in your LPA account. On the **'Remote Audit - Outstanding Information Requests'** table, click on the requirement for the document being requested and click the **'Upload'** button.

Audit Information Required Back

SAFE AND RESPONSIBLE ANIMAL TREATMENTS

REQUESTED RECORDS
Your auditor has requested the following records for this audit. Please upload or attach existing records for each of below

Category	Date Requested	Upload
Livestock treatment records Safe and responsible animal treatments	29/07/2025	
Chemical User Certification Safe and responsible animal treatments	29/07/2025	
Chemical Storage Areas - Photo Safe and responsible animal treatments	29/07/2025	

COMMENTS
New Comment
Enter comment details ...
Submit Comment

8

At the top of the screen, there is an option to **'Select existing document'**. Use the dropdown to select the existing document, then click **'Select'** to link the document. Click **'Submit'** to finalise.

9

Once you are happy with all the documents you have uploaded for that section and have added any relevant comments, click **'Back'** or **'Audits and CARs'** in the left-hand menu. You will be redirected to the **'Audits and Corrective Action Requests (CARs)'** page.

Category	Name	Date Uploaded

The outstanding information requests table has now been updated to reflect the documents you have uploaded.

Audit Date	Requirement	Outstanding Documents	Uploaded Documents	View
28/04/2025	Property risk assessments	0	1	View
28/04/2025	Safe and responsible animal treatments	5	0	View
28/04/2025	Stock foods, fodder crops, grain and pasture treatments	6	0	View
28/04/2025	Preparing livestock for dispatch	1	0	View
28/04/2025	Livestock transactions and movements	5	0	View
28/04/2025	Biosecurity	1	0	View
28/04/2025	Animal Welfare	2	0	View

NOTES: