

**Record Keeping Booklet**

(AUGUST 2022)

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

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LPA accredited producers need to maintain records that demonstrate compliance with LPA requirements. This booklet contains templates which can be used to keep these records.

This Record Keeping Booklet and individual record templates are available for download on the Integrity Systems website **(**[**https://www.integritysystems.com.au/recordkeeping/**](https://www.integritysystems.com.au/recordkeeping/)**).**

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| **About the integrity system, LPA and record keeping**  People who enjoy Australian red meat trust that it’s safe to eat, ethically produced and high quality. The integrity system that underpins this trust supports the premium prices and positive international reputation of our red meat.  The Livestock Production Assurance (LPA) program is an independently audited, quality assurance program that is a foundational component of the Australian red meat integrity system. Working in conjunction with the National Livestock Identification System (NLIS), LPA provides evidence of livestock history and on-farm practices along the value chain.  LPA accreditation gives access to LPA National Vendor Declarations (NVDs), providing you with more marketing options for your livestock. When you tick the boxes on your NVD, you are guaranteeing your on-farm practices meet LPA requirements, and ultimately customer expectations. Your declaration must be backed up by accurate farm records.  This record-keeping booklet will assist you in keeping the records and maintaining the standards required of the LPA program. It is not a substitute for record-keeping required by other assurance programs. It is not a requirement that it be filled out to be a part of LPA. It is simply a guide that can be used to assist you in fulfilling your responsibilities as an LPA-accredited producer. | Graphical user interface, text, email, website  Description automatically generated |

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# **Icon Description automatically generated SECTION 1 - Property risk assessment – example map**



# **Icon Description automatically generated SECTION 1A - Property risk assessment – map**

Insert a map of your property. Highlight the location of old batteries, farm rubbish tips, old painted timbers, commercial painted surfaces (e.g. 200L drums), machinery and any potential chemical storage or disposal area, or land which shares a boundary with public land (e.g. roadways, railways, State Forest, National Park etc). [(refer to example risk assessment map)](#_SECTION_1A_-). ***\*You can complete and save property risk assessments and biosecurity plans online in your LPA account.***

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# **Icon Description automatically generated SECTION 1B - Property risk assessment documentation**

The risk assessment involves mapping the property for potential risk sites and recording management of such sites, to ensure a livestock producer is doing all they can to prevent unacceptable levels of persistent chemicals and physical contaminants entering the meat they produce. The risk assessment should be reviewed periodically and updated according to changes in land use and management. Responses to the risk assessment questions and the map must be documented and filed, and both made available should the property be subject to an LPA audit. ***\*You can complete and save property risk assessments and biosecurity plans online in your LPA account.***

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| Possible risk / risk site  (refer to property map) | Reason or risk identified | Results received  (soil or fat samples) | Description of how site is managed to eliminate the risk of livestock contamination | Date reviewed | Action required? |
| *Rubbish dump* | *Old chemical drums, batteries, food scraps* | *Soil sample; Dieldren 0.20mg/kg BHC 0.40mg/kg* | *Rubbish dump fenced out 2005* | *31/07/2021* | *Review in 12 months* |
| *Stock yards* | *Plunge dip*  *Timber yards treated for termite control* | *NA* | *Cattle and sheep yards – plunge dip no longer in use and section of yards not used. Aware of timber yards treated for termite control.* | *3/07/2021* | *No* |
| *Chemical storage shed and wash down area*  *Sheds*  *Machinery sheds*  *Machinery* | *Sump oil and old batteries*  *Timber treated for termite control*  *Hydraulic oil on machinery*  *Chemical storage and area used to clean our spray equipment* | *NA*  EXAMPLE RECORDS | *Sheds – have area where old batteries and sump oil placed, fenced 2007 and also contains washed chemical drums ready for DrumMuster collection. Aware of machinery with oil leaks and endeavour not to leave machinery in paddocks where stock are.* |  |  |
| *Power poles* | *Organochlorine ground treated poles* | *Soil sample: Dieldren 0.60mg/kg* | *Power poles to house and sheds are pre-1987. Organochlorine ground treated poles. Old pole removed from paddock.* |  |  |
| *Mining dam* | *Possible heavy metals* |  | *Stock not allowed access to dam. Stock in paddock must be on clean feed for 60 days before slaughter.* |  |  |
| *Paddock 1 – Old cane paddock* | *Paddock 1 old treated cane paddock* | *Soil sample: DDT 0.15mg/kg* | *Sale cattle restricted access. Stock in paddock must be on clean feed for 60 days before slaughter.* |  |  |
| *Public road / adjacent public land* | *Potential for physical contamination*  *Rubbish from travellers including lead batters* | *NA* | *Gates locked. Areas neighbouring public roads/lands checked for rubbish on a regular basis. Rubbish removal as required.* |  |  |
| *Potential physical contamination* | *Potential for physical contamination* | *NA* | *Potential for physical contamination minimised by collection of all loose fencing wire / clear policy regarding the use of firearms on the property.* |  |  |

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# **Icon Description automatically generated SECTION 2 - Livestock treatment record**

Every LPA-accredited producer must undertake to ensure that animal treatments are administered in a safe and responsible manner that minimises the risk of chemical residues and physical hazards. ***\*Veterinary chemical product details should be recorded within 48 hours of use.***

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| **Treatment date** | **Livestock description & location** | **Tag no. or mob/herd no.** | **Number of livestock** | **Product trade name** | **Batch number** | **Product expiration date** | **Dose rate/dipping or jetting rate** *(mL/L)* **& approx. live weight** | **Treated by**  *(name and contact number of owner/employee/ contractor)* | |
| *12/07/2021* | *Back gully cows, Back gully paddock* |  | *50* | *Dectomax pour on* | *1223456T* | *11/04/2022* | *1mL/10kg* | *John Smith* | *0400 000 000* |
| **Withholding period** *(days)* | **Export Slaughter Interval** (days) | **Date safe for slaughter** | **Adverse reactions** | | **Broken needle still in animal?**  EXAMPLE RECORDS | **Equipment used for livestock treatment is cleaned / calibrated?** | | **Equipment cleaned / calibrated by** *(name and contact number of owner/employee/ contractor)* | |
| *42 days* | *42 days* | *24/08/2021* | *Nil noted* | | *No* | *Yes* | *12/07/2021* | *John Smith* | *0400 000 000* |

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| **Treatment date** | **Livestock description & location** | **Tag no. or mob/herd no.** | **Number of livestock** | **Product trade name** | **Batch number** | **Product expiration date** | **Dose rate/dipping or jetting rate** *(mL/L)* **& approx. live weight** | **Treated by**  *(name and contact number of owner/employee/ contractor)* | |
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| **Withholding period** *(days)* | **Export Slaughter Interval** (days) | **Date safe for slaughter** | **Adverse reactions** | | **Broken needle still in animal?** | **Equipment used for livestock treatment is cleaned / calibrated?** | | **Equipment cleaned / calibrated by** *(name and contact number of owner/employee/ contractor)* | |
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| **Treatment date** | **Livestock description & location** | **Tag no. or mob/herd no.** | **Number of livestock** | **Product trade name** | **Batch number** | **Product expiration date** | **Dose rate/dipping or jetting rate** *(mL/L)* **& approx. live weight** | **Treated by**  *(name and contact number of owner/employee/ contractor)* | |
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| **Treatment date** | **Livestock description & location** | **Tag no. or mob/herd no.** | **Number of livestock** | **Product trade name** | **Batch number** | **Product expiration date** | **Dose rate/dipping or jetting rate** *(mL/L)* **& approx. live weight** | **Treated by**  *(name and contact number of owner/employee/ contractor)* | |
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# **SECTION 3A – Grain and fodder (hay and silage) treatment record**

LPA producers should update records every time chemicals are applied to grain and fodder to be fed to livestock.

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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
| *5/07/2021* | *Grain silo 1* | *Sorghum* | *50 tonne* | *1L/tonne*  EXAMPLE RECORDS | *Ute pack with wand* | *Contractor, Grain Treatments Pty Ltd* | *0400 123 456* |
| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
| *Dichlorvos* | *530ml/100L of water* | *1089766R* | *7-28 days* | *3/08/2021* | *Safety gloves and eye-wear provided. Westerly, 15km/hour* | | |
| *ICR Grain Protectant* | *1L/50L of water* | *12358984R* | *24 hours* | *7/07/2021* | *Safety gloves and eye-wear provided. Westerly, 15km/hour* | | |

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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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| **Date of application** | **Silo/storage ID & location** | **Product treated** | **Amount treated** | **Treatment application rate** | **Method** | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to feed** | **Notes** | | |
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# **Logo Description automatically generated SECTION 3B – Crop, pasture and paddock treatment record**

LPA producers must take steps to ensure agricultural chemicals are applied and treated correctly, and that their animals are not exposed to chemical residues.

***\*Includes boom spraying in a whole of paddock situation, as well as spot spraying.***

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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
| *5/07/2021* | *River paddock, lot 1* | *Canola* | *400 ha* | *100l/ha*  EXAMPLE RECORDS | *Boom spray* | *Westerly, 15km/h* | *Contractor, Grain Treatments Pty Ltd* | *0400 123 456* |
| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
| *Atrazine 500 SC* | *3L/Ha* | *1234565W* | *15 weeks* | *19/10/2021* | *Safety gloves and eye-wear provided.* | | | |
| *Wetting agent BS 1000* | *1L/Ha* | *12358984R* | *1 week* | *13/07/2021* |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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| **Date of application** | **Paddock ID & location** | **Crop treated** | **Area treated** | **Treatment application rate** *(L/ha)* | **Treatment method** | **Wind direction & speed** *(km/hr)* | **Treated by***(name and contact number of owner/employee/ contractor)* | |
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| **Product name** | **Chemical rate** | **Batch number** | **WHP/EAFI/EGI** | **Date safe to harvest/graze** | **Notes** | | | |
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# **Logo Description automatically generatedSECTION 3C – Livestock feeding record**

Every LPA-accredited producer must take steps to minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee cattle, sheep and goats are not fed stockfeed derived from animal products in accordance with the Australian Ruminant Feed Ban.

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| **Feedstuff description** | **Storage location** | **Mob (s) fed** | **Feeding period** | | **Person responsible for activity** |
| **Start** | **Finish** |
| *Lucerne hay* | *Hay shed 1* | *2016 weaners* | *5/07/2021* | *7/07/2021* | *T Boss* |
| *Molasses* | *Tank 1* | *2016 weaners* | *8/07/2021*  EXAMPLE RECORDS | *13/07/2021* | *T Boss* |
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| **Feedstuff description** | **Storage location** | **Mob (s) fed** | **Feeding period** | | **Person responsible for activity** |
| **Start** | **Finish** |
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| **Feedstuff description** | **Storage location** | **Mob (s) fed** | **Feeding period** | | **Person responsible for activity** |
| **Start** | **Finish** |
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| **Feedstuff description** | **Storage location** | **Mob (s) fed** | **Feeding period** | | **Person responsible for activity** |
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| **Feedstuff description** | **Storage location** | **Mob (s) fed** | **Feeding period** | | **Person responsible for activity** |
| **Start** | **Finish** |
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# **Logo Description automatically generatedSECTION 3D – Introduced stock feed**

Every LPA-accredited producer must take steps to minimise exposure of livestock to foods containing unacceptable chemical contamination and guarantee cattle, sheep and goats are not fed stockfeed derived from animal products in accordance with the Australian Ruminant Feed Ban. Producers must ensure all feed fed to stock is fit for purpose. Extra focus is required when feeding livestock any by-product stockfeeds.

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| **Date received** | **Feedstuff** | **Amount** | **Origin of feedstuff** | **CVD\* or equivalent reference no.** | **Residue Analysis Certificate available / product tested** *(y/n)* | **Storage location** | **Signed** |
| *3/07/2021* | *Lucerne hay (round)* | *75 bales / 25 tonnes* | *Dubbo, NSW* | *3421* | *No* | *Shed 1* | *T Boss* |
| *8/07/2021* | *Molasses* | *2000 litres* | *CSR Bundaberg, Qld* | *456621*  EXAMPLE RECORDS | *No* | *Tank 1* | *T Boss* |
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*\*CVD = Commodity Vendor Declaration*

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| **Date received** | **Feedstuff** | **Amount** | **Origin of feedstuff** | **CVD\* or equivalent reference no.** | **Residue Analysis Certificate available / product tested** *(y/n)* | **Storage location** | **Signed** |
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| **Date received** | **Feedstuff** | **Amount** | **Origin of feedstuff** | **CVD\* or equivalent reference no.** | **Residue Analysis Certificate available / product tested** *(y/n)* | **Storage location** | **Signed** |
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| **Date received** | **Feedstuff** | **Amount** | **Origin of feedstuff** | **CVD\* or equivalent reference no.** | **Residue Analysis Certificate available / product tested** *(y/n)* | **Storage location** | **Signed** |
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*\*CVD = Commodity Vendor Declaration*

# **SECTION 4 – Preparation of livestock for dispatch**

Every LPA-accredited producer must take steps to ensure livestock are fit for transport and minimise the risk of stress and contamination of livestock during assembly and transport. All livestock must be NLIS identified in accordance with relevant statutory requirements at all times.

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| **No. of livestock** | **Description** *(breed, sex and age)* | **Yarding** | | **Dispatch** | | **Fit to load?** | **Do all livestock have NLIS devices applied?** | **Any known risks?** | **Comments** |
| **Date** | **Time** | **Date** | **Time** |
| *6* | *Friesian bobby calves. Mixed sex. Minimum 5 days old.* | *28/07/2021* | *4.30pm* | *2/08/2021* | *10am* | *Yes* | *Yes* |  | *Pen 5, met the animal welfare conditions as per bobby calf NVD explanatory notes.* |
| *12* | *HFRD x FRS cows, 8-9 years old* | *16/11/2021* | *8am* | *16/11/2021* | *2.30pm*  EXAMPLE RECORDS | *Yes* | *Yes* |  | *Hill paddock. Access to water only in yards.* |
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| **No. of livestock** | **Description** *(breed, sex and age)* | **Yarding** | | **Dispatch** | | **Fit to load?** | **Do all livestock have NLIS devices applied?** | **Any known risks?** | **Comments** |
| **Date** | **Time** | **Date** | **Time** |
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# **SECTION 5A – Livestock purchases and movements record (bringing livestock onto the property)**

Every LPA producer must keep sufficient records to enable the traceability of stock purchased and introduced onto the property. It is your responsibility as the receiver of livestock to ensure the NLIS database is updated to reflect all movements onto your PIC. Where livestock are purchased through a saleyard this activity will have been undertaken by the livestock agent/saleyard operator. ***\*You could file a copy of each of your LPA NVDs or Post Sale Summaries rather than complete this form and record the NLIS upload ID directly on the NVD form. Please visit the ISC website for information on NLIS upload IDs.***

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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Destination paddock** | **Breed** | **Sex** | **Vendor name** | **Vendor address** | **Vendor PIC** | **Notes** |
| *2/08/2021* | *12345* | *12345678* | *120* | *Creek paddock 1* | *Angus*  EXAMPLE RECORDS | *Heifers* | *John Smith* | *Cattle Creek, Texas, Qld* | *QCHT0987* | *Purchased ex-saleyard* |
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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Destination paddock** | **Breed** | **Sex** | **Vendor name** | **Vendor address** | **Vendor PIC** | **Notes** |
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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Destination paddock** | **Breed** | **Sex** | **Vendor name** | **Vendor address** | **Vendor PIC** | **Notes** |
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# **Graphical user interface, application, icon Description automatically generated SECTION 5B – Livestock sales and movements record (moving livestock off the property)**

Every LPA producer must keep sufficient records to enable the traceability of stock sold or moved off the property. All livestock must be NLIS-identified in accordance with relevant statutory requirements at all times. ***\*You could file a copy of each of your LPA NVDs or Post Sale Summaries rather than complete this form and record the NLIS upload ID directly on the NVD form. Please visit the ISC website for information on NLIS upload IDs.***

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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Paddock of origin** | **Breed** | **Sex** | **Destination** |
| *2/08/2021* | *12345* | *12345676* | *120* | *Creek paddock 1* | *Angus* | *Cows* | *Hamilton saleyards* |
| *16/11/2021* | *45678931* | *45653457* | *15* | *Hill Paddock 2* | *Angus*  EXAMPLE RECORDS | *Heifers* | *PIC 3584651* |
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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Paddock of origin** | **Breed** | **Sex** | **Destination** |
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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Paddock of origin** | **Breed** | **Sex** | **Destination** |
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| **Date** | **NVD Serial No.** | **NLIS upload ID** | **No. of stock** | **Paddock of origin** | **Breed** | **Sex** | **Destination** |
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# **SECTION 6 – Chemical inventory**

Keeping a record of all agricultural chemicals and veterinary drugs brought onto your farm will assist in satisfying the seven key elements of the LPA program. Veterinary chemicals include all vaccines and husbandry chemicals. Agricultural chemicals include all paddock, crop, storage chemicals.

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| **This inventory is for:** *(tick relevant box)* | Veterinary chemicals only | Agricultural chemicals only | Combined inventory |

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| **Date received** | **Product name** | **Quantity** | **Expiry date or date of manufacture (DOM)** | | **Batch number** | **Updated by** *(name of person)* |
| *2/08/2021* | *Cydectin* | *20L* | *2/08/2021* | *Expiry date* | *3456* | *John Smith* |
| *16/11/2021* | *Round-up* | *100L* | *16/11/2021* | *DOM*  EXAMPLE RECORDS | *00-C12956* | *Joe Black* |
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| **Date received** | **Product name** | **Quantity** | **Expiry date or date of manufacture (DOM)** | | **Batch number** | **Updated by** *(name of person)* |
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| **Date received** | **Product name** | **Quantity** | **Expiry date or date of manufacture (DOM)** | | **Batch number** | **Updated by** *(name of person)* |
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# **SECTION 7A – LPA On-Farm Biosecurity Management Plan template**

**KEEP THIS BIOSECURITY PLAN WITH YOUR OTHER FARM RECORDS AND MAKE IT AVAILABLE IF REQUESTED BY AN AUDITOR OR VISITOR.**

Completing this Farm Biosecurity Plan template will support producers to meet the biosecurity requirements of the Livestock Production Assurance (LPA) Program. If you have implemented a farm biosecurity plan for other purposes (e.g. J-BAS, SheepMAP) and it covers the elements listed within this template, you do not need to complete an additional farm biosecurity plan for LPA.***\*You can complete and save property risk assessments and biosecurity plans online in your LPA account.***

You should complete the template to reflect your current farm biosecurity practices. Where sections are not relevant for your property, you can select ‘Not applicable’. If the section is relevant but you do not currently have systems in place, select ‘No’ on the template. This will not affect your LPA accreditation but should be used to help you identify areas for improvement in order to reduce any potential biosecurity risks on your property. This template should be reviewed by the owner on an annual basis.

Please check with your state or territory for any additional requirements that may be applicable to your biosecurity plan.

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| **Property name** |  | **Owner** |  |
| **Property address** |  | **Manager** |  |
| **PIC** |  | **Veterinarian name** |  |
| **Date** |  | **Veterinarian phone number** |  |
| **Review date** *(12 months from date above)* |  | **Local Animal Health Office number** *(government)* |  |
| **Completed by** *(signature)* |  | **Emergency Animal Disease hotline:  1800 675 888** | |
| **Map** | It is recommended to document any elements relating to biosecurity risks or management measures, for example, farm entry points, signage, clean down areas, carcase or household waste disposal areas, on a property map.***\*You can complete and save property risk assessments and biosecurity plans online in your LPA account.*** | | |
| A map example and template are available in the [Property Risk Assessments](https://www.integritysystems.com.au/on-farm-assurance/property-risk-assessments/) templates or you can insert a blank page and add a map here. | | |

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| **STOCK INVENTORY** | |
| **Stock Type (i.e. cattle, sheep, goats)** | **Stock number (average for the year)** |
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| **1** | **INPUTS – LIVESTOCK AND FEED** |  |  |  |  |  |  |
| **1.1** | **Livestock** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **1.1.1** | Are all stock that arrive on the property (including livestock travelling back to the property from shows, agistment or contract joining) checked for their health status? |  |  |  | Pre-purchase inspection for introduced stock conducted. |  |  |
| Hygiene and quarantine strategies in place to manage livestock returning to the property. |  |
| **1.1.2** | Are all introduced livestock accompanied with information on animal treatments and is a health status provided via a National Vendor Declaration (NVD) and Animal Health Declaration (AHD)? |  |  |  | NVDs received for all purchased livestock. |  |  |
| AHD obtained for further information on livestock health, where required. |  |
| **1.1.3** | Do all introduced livestock (including livestock travelling back to the property from shows, agistment or contract joining) undergo a period of quarantine where practical? |  |  |  | Where practical, newly introduced livestock are segregated, observed and treated. |  |  |
| **1.1.4** | Do all introduced livestock have sufficient time to empty out in the yards prior to their release? |  |  |  | Livestock given 24-48 hours holding for empty out (including any time off feed before arrival). |  |  |
| **1.1.5** | Are all incoming livestock identified and recorded in accordance with NLIS requirements? |  |  |  | Livestock are checked for identification on arrival. |  |  |
| When receiving livestock, confirm the NLIS transfer is completed within 48 hours. |  |
| **1.2** | **Feed** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **1.2.1** | Is stock feed inspected on delivery to ensure it is fit for purpose (e.g. free from pest damage and visual contaminants)? If damaged or contaminated, is there a plan in place for its return or disposal? |  |  |  | Stock feed inspected on arrival and checked to ensure it matches what was ordered. |  |  |
| If stock feed is spoilt, feed is returned or a disposal plan is implemented. |  |  |
| **1.2.2** | Is stock feed stored in a manner that prevents contamination by livestock, vermin, wildlife, feral and domestic animals and other feed types e.g. those containing Restricted Animal Material (RAM)? |  |  |  | RAM and non-RAM products are segregated to minimise accidental feeding. |  |  |
| Livestock feed is stored protected from vermin, wildlife and pests, where practical. |  |
| **2** | **PEOPLE, VEHICLES AND EQUIPMENT** |  |  |  |  |  |  |
| **2.1** | **People, vehicles and equipment** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **2.1.1** | Are there strategies in place to minimise the risk of disease incursion onto the property by visitors or machinery? *(continued on next page)* |  |  |  | Where reasonable and practical, the number of entry points is reduced. |  |  |
| Entry signage such as farm biosecurity signs, or directions to office/house for sign-in, provided. |  |  |
| A visitor log of people in regular contact with farm animals (contractors, shearers, vets, stock agents) is maintained. |  |  |
| Own vehicle used to transport contractors and visitors rather than their vehicle. |  |  |
| Farm contractors such as veterinarians, livestock agents and transport vehicles notified of permitted areas of access prior to entry. |  |  |

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| **2** | **PEOPLE, VEHICLES AND EQUIPMENT** *(continued)* |  |  |  |  |  |  |
| **2.1** | **People, vehicles and equipment** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **2.1.1** | Are there strategies in place to minimise the risk of disease incursion onto the property by visitors or machinery? (from previous page) |  |  |  | The lending of equipment is minimised, and if lent, equipment and vehicles cleaned down before use on farm. |  |  |
| Vehicles and equipment cleaned prior to moving from a high-risk area to a low-risk area. |  |  |
| ‘Come clean, go clean’ practices encouraged from visitors including agents and stock contractors. |  |  |
| Clean down equipment or facilities provided for farm contractors and visitors to clean their boots and equipment. |  |  |
| Clean down areas marked on property map. |  |
| Register of companies/organisations who have authorised access to your property (such as utility companies and mining or gas companies) is maintained, detailing any negotiated arrangements around access. |  |  |
| Risk assessment for each entity completed, identifying the risks involved (such as the treatment of power poles or vegetation with chemicals) and the processes in place to manage the risks. |  |  |
| Utility workers informed to make contact before accessing the property where practicable. |  |  |
| Utility providers informed of any complications, including high biosecurity risks, to drive on designated tracks, abide by signage, avoid moving through certain areas of high risk and leave gates as they find them. |  |  |
| Workers returning to work from overseas trips or overseas workers have clean boots and are well. |  |  |
| **3** | **PRODUCTION PRACTICES** |  |  |  |  |  |  |
| **3.1** | **Livestock monitoring** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **3.1.1** | Are livestock inspected regularly to ensure the early detection of sick animals? |  |  |  | Routine stock inspections conducted. |  |  |
| Frequency of livestock inspections increased during periods of higher risk (e.g. increased insect and wildlife activity or growing periods for weeds). |  |  |
| Aware of the signs and symptoms of infectious diseases. |  |  |

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| **3** | **PRODUCTION PRACTICES** *(continued)* |  |  |  |  |  |  | |
| **3.2** | **Animal health management** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** | |
| **3.2.1** | Have you implemented practices that help protect your livestock from diseases endemic to your region? |  |  |  | Best practice management practices for livestock health and welfare documented and updates reviewed as they arise. |  |  | |
| Subscribed to local bulletins and in regular communication with local vet about disease risks. |  |
| In regular contact with neighbours to discuss any issues on their farms. |  |
| **3.2.2** | Do you seek advice from a veterinarian or government officer in relation to any unusual sickness or death event? |  |  |  | Unusual signs of disease reported as soon as possible to vet or local animal health authority. |  |  | |
| In the event of a disease outbreak, affected and suspected animals isolated and treated where necessary. |  |  | |
| **3.2.3** | Have you implemented any strategies for managing livestock diseases on-farm (e.g. Johne’s Disease)? |  |  |  | Where applicable, relevant disease management strategies documented and reviewed on a regular basis. |  |  | |
| Veterinary advice on disease risks sought where relevant. |  |
| **3.3** | **Carcase, manure, and waste management** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** | |
| **3.3.1** | Are carcase disposal and household garbage areas contained and secure to prevent access by livestock, feral animals and wildlife? |  |  |  | Dead animal pits and garbage tips fenced off to prevent livestock and feral animals accessing carcases and food waste. |  |  | |
| Where practical, carcases disposed of immediately in a way that takes into account environmental and public considerations (e.g. burning, burial or composting). |  |  | |
| Disposal sites marked on property map. |  |  | |
| **3.3.2** | Are you minimising the risk of salmonella or botulism when applying chicken litter? |  |  |  | All litter is stored in fenced off areas. |  |  | |
| A period of at least three weeks allowed between application of litter and grazing. |  |  | |
| **3.4** | **Fences** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** | |
| **3.4.1** | Are fences, especially boundary fences, regularly inspected and adequately maintained? |  |  |  | Existing fences regularly inspected and maintained. |  |  | |
| Fencing replaced where required. |  |  | |
| **4** | **PESTS AND WEEDS** |  |  |  |  |  |  | |
| **4.1** | **Pests and weeds** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** | |
| **4.1.1** | Are there documented feral animal, wildlife and weed-control programs in operation and do they include monitoring and management activities? |  |  |  | Feral animal, wildlife and weed-control plans documented as required. |  |  |
| In regular contact with neighbours and regional feral-animal, wildlife and weed control groups to maximise the effectiveness of control programs. |  |  |

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| **5** | **OUTGOING PRODUCTS** |  |  |  |  |  |  |
| **5.1** | **Outgoing products** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **5.1.1** | Are all livestock moved off the property accompanied with information on animal treatments, and is a health status provided via an NVD/eNVD and AHD? |  |  |  | NVD/Waybills completed for all livestock movements off the property. |  |  |
| AHD completed to provide further information on livestock health where necessary. |  |  |
| **6** | **TRAIN – PLAN - RECORD** |  |  |  |  |  |  |
| **6.1** | **Training** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **6.1.1** | Do all personnel responsible for management and husbandry understand their role in the implementation of biosecurity practices on-farm, and know how to identify sick and injured livestock? |  |  |  | Personnel training and instruction on animal health and welfare, including disease reporting, conducted. |  |  |
| Emergency contact lists displayed in noticeable places on farm and all staff know where they are. |  |
| Personnel have completed the LPA Learning modules. |  |
| **6.1.2** | Do all personnel responsible for management and husbandry know where to find contact details for the local vet(s) and government animal health officer(s), and what to do in the event of a suspected emergency animal disease? |  |  |  | EAD Watch Hotline (1800 675 888) is displayed in a common and visible location. |  |  |
| **6.2** | **Documentation and record keeping** | **Yes** | **No** | **NA** | **Recommended measures** | **Actioned?** | **Comments** |
| **6.2.1** | Do you record animal health activities and treatments to maintain herd/flock health history and provide accurate NVDs/eNVDs and AHDs when selling livestock? |  |  |  | Livestock treatments accurately recorded. |  |  |
| **6.2.2** | Are all vulnerable personnel working on the property vaccinated for identified risk diseases such as Q Fever and tetanus and, where appropriate, have stock been vaccinated to prevent animal-to-human transmissible diseases such as leptospirosis? |  |  |  | Vaccination records from staff requested/on file. |  |  |
| Vaccination programs on property implemented if necessary and records maintained. |  |
| **6.2.3** | Do you review your farm biosecurity management plan annually? |  |  |  | Biosecurity activities to be undertaken over the next 12 months identified and documented. |  |  |
| Regular property inspections for actual or potential biosecurity issues undertaken. |  |  |

# **Icon Description automatically generatedSECTION 7A – LPA On-Farm Biosecurity Management Plan – Queensland producers**

**QUEENSLAND PRODUCERS, please complete this section.**

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| **7 QUEENSLAND BIOSECURITY MANAGEMENT PLAN REQUIREMENTS** | |
| **I DECLARE:** | |
| This is a biosecurity management plan in accordance with Section 41B of the Queensland Biosecurity Regulation 2016. |  |
| The purpose of this plan is to state the measures to prevent, control or stop the spread of biosecurity matter into, at, or from the management areas as defined in the biosecurity management plan, pursuant to the Queensland Biosecurity Regulation 2016. |  |
| Signage is in place at the entry to all areas covered by this biosecurity management plan to instruct visitors to contact the person and sign in either in a visitor logbook or using the Farm Check-In app. |  |
| This plan is available to all visitors during business hours. |  |

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|  | *[producer signature if printed]* |

# **Icon Description automatically generated SECTION 7B – LPA On-Farm Biosecurity Plan – Johne’s Disease specific practices for cattle**

**COMPLETING THIS SECTION IS *OPTIONAL*. *\*You can complete and save property risk assessments and biosecurity plans online in your LPA account.***

* This section is for producers running CATTLE who want to attain a Johne’s Beef Assurance Score (J-BAS)
* A veterinarian’s signature is only required if this section is completed AND only if a J-BAS 7 or 8 score is desirable
* A veterinarian’s signature is voluntary for J-BAS score 6 and below
* A veterinarian’s signature is NOT required for any other sections of the LPA on-farm biosecurity template

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| **8** | **JOHNE’S DISEASE SPECIFIC PRACTICES FOR CATTLE** | | | |  |  |  |
| **8** | **JOHNE’S DISEASE SPECIFIC PRACTICES** | **Yes** | **No** | **N/A** | **Recommended measures** | **Actioned?** | **Comments** |
| **8.1.1** | Do you know the Johne’s Disease (JD) status and level of risk of the livestock being introduced? |  |  |  | Relevant questions asked on the JD checklist. |  |  |
| Cattle Health Declarations requested from sellers and retained for seven years. |  |
| JD status of introductions and risk management practices recorded. |  |
| **8.1.2** | Are all suspect clinical cases investigated and notified to state department as required? |  |  |  | Veterinary investigation of suspect cases conducted. |  |  |
| Clinical cases reported as per state legislation. |  |
| **8.1.3** | If there is JD on the property, is the potential exposure minimised to limit the spread of infection (or risk of infection) through the culling of infected livestock, grazing management and vaccination, as appropriate? |  |  |  | If JD on property, work with veterinarian to prioritise high-risk animals for culling including clinical cases, suspect clinical cases, test-positive animals, animals originated from high-risk sources, etc. |  |  |
| Young animals not grazed in high-risk areas e.g. adjacent to high-risk neighbours with infected livestock, land grazed by clinical or suspect cases. |  |  |
| **8.1.4** | If there are other JD susceptible ruminants on the property (e.g. sheep, goats or alpaca), do you prevent them from co-grazing with cattle, and/or have practices (e.g. testing and vaccination) in place to minimise JD risk? |  |  |  | JD status of other species on the property determined and, if suspected infected or of unknown JD status, co-grazing prevented if possible. |  |  |
| Sheep and goats vaccinated as appropriate. |  |
| **8.1.5** | If JD infection is detected, are risks within the herd assessed and people who have previously received cattle as coming from a low-risk herd been notified to enable them to manage their revised risk? |  |  |  | Herd health monitored. |  |  |
| People who have received animals notified of higher risk than first thought/advised. |  |
| **8.1.6** | Only for J-BAS 7 and 8 – Has there been veterinary oversight in the development of this biosecurity plan? |  |  |  | Veterinarian oversight into biosecurity plan and testing provided. |  |  |
| Vet has signed below. |  |
| **8.1.7** | Only for J-BAS 7 and 8 – Has a triennial Check Test been completed with negative results (or Sample Test if progressing to a higher J-BAS level)? |  |  |  | Triennial Check Test completed. |  |  |
| Laboratory results recorded and property managed based on outcomes. |  |

**Veterinary declaration:**

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| I, |  |
|  | *[vet name]* |
|  | have discussed with the person filling out the optional Section 7 of this template the major biosecurity risks relating to Johne’s disease, and plans to manage these risks, appropriate to the individual farm. |
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|  | *[vet signature\* if printed]* |
|  | *\* Inclusion of the vet’s signature is required for J-BAS 7 and 8, but voluntary for 6 and below. By signing, the vet is stating that the discussion has occurred.* |

# **Icon Description automatically generatedSECTION 7C – LPA property visitor register template**

A property owner is required to keep records, where reasonable and practicable, or visitor movements onto and around their property. This both reduces the risk of a disease or pest incursion occurring and strengthens the property owner's and authorities' ability to trace an outbreak's origin and contact visitors who may have been exposed to potential contamination on-farm.

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| **Date** | **Name** | **Company** | **Phone** | **Reason for visit** | **Farm area visited** | **Time in** | **Time out** |
| *6/07/2021* | *Fred Smith* | *Riverlea Veterinary Practice* | *02 9999 9999* | *Pregnancy testing 2016 heifers* | *Main cattle yards* | *7:30am* | *11:25am* |
| *7/07/2021* | *George Adams* | *Local Rural Supplies* | *0444 444 444* | *Pasture inspection*  EXAMPLE RECORDS | *Paddocks 1-4* | *10:15am* | *12:10pm* |
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# **SECTION 8 – LPA training record**

LPA accredited producers may undertake a range of training in the management of their livestock business. Use this template to record training in on-farm practices undertaken by people working on an LPA-accredited PIC.

Under **LPA Requirement 7 - Animal welfare**, people responsible for the management of livestock handling must have successfully completed training in relation to the Australian Animal Welfare Standards and Guidelines for cattle, sheep and goats. This may be done through the LPA Learning tool or an equivalent and should be documented.

Training may also be required under **LPA Requirement 2 - Safe and responsible animal treatments** and **Requirement 3 - Fodder crop, grain and pasture treatments, and stock foods** to ensure animal treatments and chemicals are handled and administered correctly.

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| **Person trained** | **Course name and qualification** | **Training provider** | **Training date** | **Duration** | **Date to renew / refresh** |
| *Peter Adams* | *LPA Animal Welfare module* | *LPA Learning*  EXAMPLE RECORDS | *2/08/2021* | *20 minutes* | *2022* |
| *Sue Adams* | *AQF-3 Chemical Accreditation* | *ChemCert* | *16/11/2021* | *1 day* | *2023* |
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