

Pre-Audit Information - PQAS Producer

Please ensure photos/scans are **legible/in-focus**. If you have any issues with upload to this system contact Bord Bia for assistance on 01-5240410. **Note:** All information submitted is subject to verification at on site audit.

Title (for Member)	Instruction on Upload (for Member)
1. Herd Register	Please upload the images/scans of pig movement records on and off the farm as specified by your auditor.
2. Processor Notifications	Please upload images/scans of any processor notifications issued to your farm since the last audit. Where applicable please also upload images/scans of the corrective action plan implemented to address such notifications.
3. Site Map	Please upload images/scans of an up to date site map. This map must identify all buildings and clearly identify the location of all internal and external bait points.
4. Pig Welfare Training	Please upload the certificate of completion of the approved Pig Welfare training course (provided by Teagasc/DAFM/other Bord Bia approved trainer) for the designated member of the pig husbandry team.
5. Staff Training	Please upload images/scans of the staff training record showing all staff's relevant experience and relevant qualifications.
6. Animal Remedy Purchase Records	Please upload images/scans of Animal Remedy Purchase Records for the last 2 months.
7. Animal Remedy Usage Records	Please upload images/scans of Animal Remedy Usage Records for the last 2 months (please include all records e.g., sow book, grower book and fattener book).
8. Medicated Feed	Please upload images/scans of VMD prescriptions for the last 2 months medicated feed deliveries.
9. Unused/Expired Medicines Record	Please upload images/scans of the most recent record for medicine expiries, disposals or returns to the supplier
10. Animal Remedies - NAMU Database	Please upload images/scans of the submission report from the last 2 quarterly submissions to the National Antimicrobial Usage Database.
11. Staff Training - AMR	Please upload images/scans of the certificate of completion of Responsible Use of Antibiotics training.

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12. Feed Registrations	Please upload images/scans of a copy of your (where relevant): a. DAFM home mixing registration number. b. DAFM Fish and Blood based products licence. c. DAFM VMD (inclusion of medication in feed) registration.
13. Residue Screening	Since your last audit, where a residue was suspected based on a screening test (from a processor etc.), please provide images/scans of the corrective and preventive plan compiled in conjunction with your veterinary practitioner.
14. Feed deliveries	Please upload the images / scans of compound feed delivery dockets for each ration supplied and/or home mixing ingredient delivery dockets as specified by your auditor.
15. Home mixing rations	Where home mixing then please upload images/scans of ALL complete feed ration recipes / formulations for each stage of production (please include copper content of final ration).
16. Water Test Results	Please upload image/scan of your latest Water Test Results.
17. Health and Welfare Plan	Please upload a copy of your current Animal Health and Welfare Plan as compiled in consultation with your Vet. Guidance: This must be signed by your Vet within the last 12 months.
18. Pig Welfare Code of Practice	Please upload images/scans of the farm copy of the Farm Animal Welfare Advisory Council (FAWAC) publications ("Best Practice for the Welfare of Animals during Transport" and "Code of Practice for the Welfare of Pigs")
19. Salmonella Control Plan and Communication	Please upload images/scans of your Salmonella Control Plan and your latest DAFM salmonella prevalence results (where appropriate).
20. Hygiene Plan	Please upload images/scans of your current hygiene plan.
21. HACCP Plan	Please upload images/scans of your current HACCP plan.
22. Chemical Data Sheets	Please upload images/scans of the data sheet for each disinfectant and/or cleaning agent used on site.
23. Occurrences of Vices	Where an instance of vices has occurred, please provide images/scans of the control plan as designed in consultation with your vet or farm advisor.

Title (for Member)	Instruction on Upload (for Member)
24. Tail Biting Assessment	Please upload images/scans of your annual tail biting assessment report.
25. Deadstock Collection	Please upload an image/scan of latest Deadstock collection docketts.
26. Biosecurity Assessment	Please upload images/scans of your annual biosecurity assessment report.
27. Semen purchase record	Please upload images/scans of your most recent invoice for semen purchases (from each supplier where multiple suppliers used).
28. Alarm system (forced ventilation systems only)	Where forced ventilation is in place then please upload images/scans of weekly testing record.
29. Stand By Power supply	Please upload images/scans of the monthly testing record for your stand-by power supply.
30. Electrical system testing	Please upload images/scans of your most recent annual test record for all on site electrical controllers, motors, computers and fail-safe systems. Guidance: This must be signed off by an electrician or competent person.
31. Transport (External)	Where external haulier used then please provide a document/note confirming the haulier DAFM registration.
32. EPA/IPPC	Please provide evidence of your EPA/IPPC number (where relevant).
33. Manure movement records	Please provide images/scans of all pig manure movement records since last audit.
34. Farm Safety Risk Assessment (FSRA)	Please upload images/scans of your most recent FSRA or Farm Safety Statement document.