

## Proposed Audit Schedule

Audit Step	Location	Duration	Persons required
<b>1. Formal Opening Meeting</b>	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> <li>• Herd Owner / Manager</li> <li>• Bord Bia Auditor</li> </ul>
<b>2. Preliminary review of:</b> • Site Map • DAFM Approval • Health & Welfare, Salmonella Control, HACCP and Hygiene Plans	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> <li>• Herd Owner / Manager</li> <li>• Bord Bia Auditor</li> </ul>
<b>3. Farm walk</b> (following the production process) + discussions with relevant staff	<i>All Production Houses, Storage Sheds, Yard Areas, Feed Manufacturing, etc.</i>	1 to 1.5 Hours	<ul style="list-style-type: none"> <li>• Herd Owner / Manager</li> <li>• Key operations personnel</li> <li>• Bord Bia Auditor</li> </ul>
<b>4. Documentation / Records</b> - Audit of records, documentation against the requirements of the standard	<i>Farm Office</i>	1 to 1.5 Hours	<ul style="list-style-type: none"> <li>• Herd Owner / Manager</li> <li>• Key operations personnel</li> <li>• Bord Bia Auditor</li> </ul>
<b>5. Completion of audit report</b>	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> <li>• Bord Bia Auditor <u>only</u></li> </ul>
<b>6. Closing Meeting</b>	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> <li>• Herd Owner / Manager</li> <li>• Bord Bia Auditor</li> </ul>

## Other Preparation Points

We would also ask that you please have the following in place for the audit:

- A site map printed and available to the auditor on arrival (if available)
- Assign an office or meeting room to the auditor for the day to complete audit, compile reports and conduct opening and closing meetings.
- Ensure that all documentation and records relevant to the requirements of the standard are freely available to the auditor. (See **Inspection Preparation Checklist** on the next page)
- Ensure that key personnel are available on the day of the audit to answer auditor queries, co-ordinate farm walk and agree reports and findings.
- Make the auditor aware of any biosecurity precautions on site and any particular PPE requirements.
- Should you require a change of date we request that you give as much notice as possible to the Bord Bia Auditor.

**Note** Cancellations or postponements within 48 hours of the audit date are chargeable in order to discharge incurred costs and will be reviewed on a case by case basis.

## Inspection Preparation Checklist (See next page)

The preparation checklist provided on the next page is designed to help you prepare for your Bord Bia farm inspection and to reduce time required on the day. This is not a complete list of all requirements of the Scheme but only a collection of some of the common areas that require attention. Please read the Standard to become familiar with the full wording for each reference below and all other requirements.

Please have the following information available for your inspection (if applicable). These areas will be examined to determine compliance with the Scheme requirements.	Relevant Section of Standard	Tick if ready ✓
1. <b>Health &amp; Welfare Plan</b> (compiled with the Vet and reviewed annually, See Appendix 3)	3.2.c	<input type="checkbox"/>
2. <b>Salmonella Control Plan</b> in compliance with the DAFM National Pig Salmonella Control Programme	3.2.c / 3.8.c / 3.8.d	<input type="checkbox"/>
3. <b>HACCP Plan</b> (which outlines the controls required at the relevant production steps)	3.2.c / 3.8.i	<input type="checkbox"/>
4. <b>Hygiene Plan</b> (which outlines the method and frequency of cleaning, and the type and concentration of disinfectant used for each pig production stage)	3.2.c / 3.8.h	<input type="checkbox"/>
5. <b>Site Map</b>	3.2.g	<input type="checkbox"/>
6. <b>Sales</b> and on/off farm <b>movement records</b>	3.3.a	<input type="checkbox"/>
7. Stockperson qualification / <b>training records</b> (including Welfare training)	3.4.c	<input type="checkbox"/>
8. Animal remedy <b>purchase</b> and <b>usage</b> record, <b>Veterinary Written Directions</b> (VWD) for all medicated feed for the last 5 years	3.5.c / 3.5.d / 3.5.f / 3.5.h	<input type="checkbox"/>
9. Unused/expired <b>medicine return records</b>	3.5.n	<input type="checkbox"/>
10. Record of <b>dosage rates</b> and <b>withdrawal periods</b> for <b>all products that have a withdrawal period</b>	3.6.f	<input type="checkbox"/>
11. Compound <b>feed delivery records</b> / Home mixing <b>feed production records</b> (where applicable)	3.7.a / 3.7.d	<input type="checkbox"/>
12. Evidence of <b>DAFM Feed Manufacturing licence</b> relevant to the scope (i.e. feed manufacturing, inclusion of medicines, inclusion of fishmeal or blood-based products etc.)	3.5.i / 3.6.b / 3.7.e	<input type="checkbox"/>
13. <b>Water test results</b> (conducted within the last calendar year and negative for both Enterococci and E. coli)	3.7.t	<input type="checkbox"/>
14. <b>Record of dead pig collections</b>	3.9.a	<input type="checkbox"/>
15. <b>Visitor log</b> (including date; time of visit; name of visitor; organisation; interval since previous contact with pigs; vehicle registration)	3.9.c	<input type="checkbox"/>
16. <b>DNA records</b> for boars (demonstrating that all pigs are the progeny of DNA tested boars in accordance with the programme)	3.10.c	<input type="checkbox"/>
17. <b>Rodent control programme</b>	3.11.a	<input type="checkbox"/>
18. <b>Slats</b> monitored for excessive wear and replaced (where installed)	3.12.h	<input type="checkbox"/>
19. <b>Power alarm test records</b> for mechanically ventilated houses (weekly at a minimum) / <b>Standby power supply test records</b> (monthly at a minimum)	3.12.r, 3.12.s	<input type="checkbox"/>
20. Access to <b>own transport</b>	3.13.d	<input type="checkbox"/>
21. Documentary evidence of the appropriate <b>IE status of the pig unit</b>	3.14.a	<input type="checkbox"/>
22. Organic <b>manure export</b> records	3.14.e	<input type="checkbox"/>
23. <b>Farm Safety Risk Assessment</b> or Farm Safety Statement document / All <b>hazards clearly identified</b> with appropriate protective measures	3.15.a, 3.15.h	<input type="checkbox"/>
24. <b>Emergency Procedure</b> (to deal with personal injury, fire, flood, power failure or the failure of feed/water supply, see Appendix 11)	3.15.i	<input type="checkbox"/>
25. <b>First aid kit</b> readily available	3.15.j	<input type="checkbox"/>