

Proposed Audit Schedule

Audit Step	Location	Duration	Persons required
1. Formal Opening Meeting	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> • Herd Owner / Manager • Bord Bia Auditor
2. Preliminary review of: <ul style="list-style-type: none"> • Site Map • DAFM Approval • Health & Welfare, Salmonella Control, HACCP and Hygiene Plans 	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> • Herd Owner / Manager • Bord Bia Auditor
3. Farm walk (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"> • Herd Owner / Manager • Key operations personnel • Bord Bia Auditor
4. Documentation / Records - 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"> • Herd Owner / Manager • Key operations personnel • Bord Bia Auditor
5. Completion of audit report	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> • Bord Bia Auditor <u>only</u>
6. Closing Meeting	<i>Farm Office</i>	15 Minutes	<ul style="list-style-type: none"> • Herd Owner / Manager • Bord Bia Auditor

Other Preparation Points

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

- Ensure that full personal protective equipment (PPE), including clean/disposable clothing and footwear is available to the auditor on arrival to the farm.
- 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 (herd owner/farm manager) is 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 additional biosecurity precautions on site.
- 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 records and documentation 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. Health & Welfare Plan (compiled with the Vet and reviewed annually, See Appendix 3)	3.2.c	<input type="checkbox"/>
2. Salmonella Control Plan in compliance with the DAFM National Pig Salmonella Control Programme	3.2.c / 3.8.c / 3.8.d	<input type="checkbox"/>
3. HACCP Plan (which outlines the controls required at the relevant production steps)	3.2.c / 3.8.i	<input type="checkbox"/>
4. Hygiene Plan (outlining the method/frequency of cleaning, and the type and concentration of disinfectants used)	3.2.c / 3.8.h	<input type="checkbox"/>
5. Any Processor Notifications relating to carcass identification and/or presentation issues.	3.2.d	<input type="checkbox"/>
6. Site Map	3.2.g	<input type="checkbox"/>
7. Sales and on/off farm movement records	3.3.a	<input type="checkbox"/>
8. Stockperson qualification / training records (including Welfare training)	3.4.b / 3.4.c	<input type="checkbox"/>
9. Animal remedy purchase and usage record, Veterinary Written Directions (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"/>
10. Unused/expired medicine return records	3.5.n	<input type="checkbox"/>
11. Submission report from the last 2 submissions to the National Antimicrobial Usage Database (Print out or on screen).	3.5.1.a	<input type="checkbox"/>
12. Certificate of completion of Responsible Use of Antibiotics training (Print out or on screen).	3.5.1.b	<input type="checkbox"/>
13. Evidence of DAFM Feed Manufacturing licence relevant to the scope (i.e. feed manufacturing, inclusion of medicines, inclusion of fishmeal or blood-based products etc.)	3.5.i / 3.6.a / 3.6.b / 3.7.e	<input type="checkbox"/>
14. Record of dosage rates and withdrawal periods for all products that have a withdrawal period .	3.6.f	<input type="checkbox"/>
15. Compound feed delivery records / Home mixing feed production records (where applicable)	3.7.a / 3.7.d	<input type="checkbox"/>
16. Water test results (conducted within the last calendar year and negative for both Enterococci and E. coli)	3.7.t	<input type="checkbox"/>
17. Veterinary reports from annual tail biting assessment and biosecurity assessment (Print out or on screen).	3.8.1.a / 3.9.1.a	<input type="checkbox"/>
18. Record of dead pig collections	3.9.a	<input type="checkbox"/>
19. Visitor log (up to date and recording all records as set out in requirement 3.9.c)	3.9.c	<input type="checkbox"/>
20. DNA records for boars (demonstrating that all pigs are the progeny of DNA tested boars)	3.10.b / 3.10.c	<input type="checkbox"/>
21. Bait map identifying all internal and external bait points as per rodent control programme. Please note that this can be included on the Site Map as per requirement 3.2.g	3.11.a	<input type="checkbox"/>
22. Power alarm test records for mechanically ventilated houses (weekly at a minimum) / Standby power supply test records (monthly at a minimum)	3.12.r / 3.12.s	<input type="checkbox"/>
23. Documentary evidence of the appropriate IE status of the pig unit	3.14.a / 3.14.b	<input type="checkbox"/>
24. Organic manure export records	3.14.e	<input type="checkbox"/>
25. Farm Safety Risk Assessment or Farm Safety Statement document / All hazards clearly identified with appropriate protective measures	3.15.a / 3.15.h	<input type="checkbox"/>
26. Emergency Procedure (to deal with personal injury, fire, flood, power failure as per Appendix 11)	3.15.i	<input type="checkbox"/>