Overview of documents for audit preparation (cattle)

**Location-Number:**

**Name:**

**Date:**

The following documents must be presented completely and up-to-date in the audit. More detailed requirements for the documents mentioned can be found in the Guideline Agriculture Cattle Farming.

| Document | Present and up to date | Not relevant | Storage place |
| --- | --- | --- | --- |
| **Company and participation data** |
| Sketch or map of the company and/or location plan |  |  |  |
| Master data sheet* Incl. capacities/units for livestock production
* For on-farm mixers: type of feed feed used, number of animals per unit or feed quantity
 |  |  |  |
| Declaration of participation and power of attorney |  |  |  |
| **Incident and crisis management** |
| Emergency plan |  |  |  |
| **Operational incoming and outgoing goods/services** |
| Delivery notes/invoices, sack tags, feed |  |  |  |
| Documentation of all incoming goods and all services (e. g. feed, livestock transporters, mobile grinding and mixing plants, medicines) |  |  |  |
| Accompanying documents of compound feed with location number |  |  |  |
| In case of incorrect location number on delivery notes for compound feed: Correction notice to feed supplier |  |  |  |
| Documentation of each livestock purchase and sale |  |  |  |
| Possibly necessary: |
| Copy of slaughter food chain information (e. g. standard declaration) |  |  |  |
| **Stock records** |
| Stock register |  |  |  |
| Certificates from the animal carcass disposal company, inspection findings etc. |  |  |  |
| Loss records |  |  |  |
| Possibly necessary: |
| QS- or HIT-data |  |  |  |
| **Feed sector** |
| List of feed used or ration calculation |  |  |  |
| Use of feed additives (documentation according to HACCP principles) |  |  |  |
| Possibly necessary: |
| In case of merger for feed production (Procurement of agricultural raw material/use of service providers for feed production): contractual agreement on feed production; Documentation for the inspection of plant and equipment (e. g. within the scope of self-assessment); documentation for traceability in case of cooperation; documentation of use of service providers for feed production (e. g. invoices) |  |  |  |
| **Medicine/vaccines/veterinary care** |
| Receipts on purchasing and remainings of medicines and vaccines (e. g. veterinary medical documentation, combined receipts, prescriptions) |  |  |  |
| Vaccination plan |  |  |  |
| Veterinary care contract |  |  |  |
| Evidence of implementation the stock care (e. g. Veterinary visit records) |  |  |  |
| Possibly necessary: |
| If there is a need for action (stock visit): action plan which defines the individual activities of the veterinarian and the livestock owner. |  |  |  |
| **Monitoring programmes** |
| Fattening calves: |
| Results of Residue Controls |  |  |  |
| Certificate of conformity for residue controls |  |  |  |
| **Hygiene** |
| Possibly necessary: |
| Control protocols |  |  |  |
| Baiting plans |  |  |  |
| **Transport of own livestock (with own vehicles)** |
| Delivery documents |  |  |  |
| Documentation of loading density |  |  |  |
| Possibly necessary: |
| *For livestock transport to abattoir:** Disinfection control book
 |  |  |  |
| *For livestock transport over 50 km:** Records on the duration of transport and rest times
* Driver’s log
* Documentation on livestock supply
* Delivery documents, declaration of transport
 |  |  |  |
| *For livestock transport over 65 km:** Proof of qualification for drivers/carers
 |  |  |  |
| **Other** |
| If necessary contractual agreement of the provision of the emergency generator |  |  |  |

/ Diesen Absatz bitte nicht löschen. Inhalt bitte vor diesem Absatz /

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