Overview of documents for audit preparation (poultry)

**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 Poultry Production and Agriculture Breeding Poultry.

| 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: number of animals per unit or feed quantity
 |  |  |  |
| Declaration of participation and power of attorney |  |  |  |
| List of livestock care personnel |  |  |  |
| Information on usable shed area |  |  |  |
| Building permit |  |  |  |
| **Self-assessment** |
| Self-assessment checklists since the last audit date |  |  |  |
| Action plan self-assessment |  |  |  |
| **Incident and crisis management** |
| Paper of incident |  |  |  |
| 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 |  |  |  |
| Official certification of ante mortem inspection |  |  |  |
| Copy of slaughter food chain information (e. g. standard declaration) |  |  |  |
| Report of slaughter results |  |  |  |
| **Stock records** |
| Shed cards |  |  |  |
| Certificates from the animal carcass disposal company, inspection findings etc. |  |  |  |
| Records of losses |  |  |  |
| **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 mobile feed milling and mixing plants): 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 |  |  |  |
| **Animal health** |
| Veterinary indication for the restriction of lighting |  |  |  |
| Company specific work instruction for stunning and killing of animals |  |  |  |
| **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** |
| Results of salmonella tests (written or digital document) |
| Diagnostic data |  |  |  |
| Possibly necessary: |
| Documentation determine salmonella entry sources |  |  |  |
| Records of measures in the event of positive salmonella findings |  |  |  |
| **Hygiene** |
| Cleaning plan and/or process/work instructions and/or records of cleaning and disinfection measures (e. g. on shed card) |  |  |  |
| Visitors‘ book |  |  |  |
| Monitoring protocols |  |  |  |
| Baiting plans |  |  |  |
| Possibly necessary: |
| Control protocols |  |  |  |
| **Technical checks and verifications** |
| Broiler: further information for broiler farmers(shed layout, floor type, information about ventilation, cooling and heating systems, feeding systems, drinking facilities and their locations, ventilation plan (incl. air quality parameters), details concerning the alarm and safety systems (e. g. emergency power units)) |  |  |  |
| Records of technic checks of the ventilation system for every shed unit |  |  |  |
| Broiler: Ventilation checks reports for every shed unit by specialist company |  |  |  |
| Turkey: Proof of ventilation |  |  |  |
| Lamps’ certificate or confirmation provided by the manufacturer or the electrical contractor for flicker-free lighting |  |  |  |
| Documentation of the technic checks of alarm system and emergency power generator |  |  |  |
| Possibly necessary: |
| Records for period of restriction of lighting |  |  |  |
| **Livestock transport (only when transporting 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
 |  |  |  |
| **Destocking of animals** |
| Documentation of the involved catchers during destocking |  |  |  |
| Training certificate crew leader |  |  |  |
| Records of company individual concept for the implementation of the handling instructions |  |  |  |
| **Monitoring of diagnostic data from slaughter**  |
| Recording/proof of participation in the monitoring of diagnostic data from slaughter |  |  |  |
| Information letter or direct access to the diagnostic database, for peking ducks and fattening breeders: Documentation of the abattoir |  |  |  |
| Possibly necessary: |
| measures to improve animal welfare |  |  |  |
| **Health surveillance programme (Breeding Poultry)** |
| Documentation of the health surveillance programme, plan of measures |  |  |  |
| **Proof of competence** |
| Proof of competence (official certificate, training etc.) |  |  |  |
| Broiler and turkey: Proof of further training measures |  |  |  |
| **Other** |
| Breeding Poultry: Yearly Proof of analysis or evaluations by the veterinarian/certificate drinking water |  |  |  |

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

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