

SUMMARY OF LGAP MANAGEMENT SYSTEM DOCUMENTS & RECORDS

The table below summaries the procedures that need to be in place and the types of records that need to be kept as part of an LGAP management system.

Process & Procedure Area	Records Required	Who
Personnel & Training - training procedure, personnel estimation	<ul style="list-style-type: none"> Personnel records Training records Job descriptions and responsibilities 	Importers Feedlots Abattoirs
Environment, infrastructure, and equipment - provision, inspection, maintenance of, back up/emergency plans, traceability equipment, site security, lighting, storage of toxic materials	<ul style="list-style-type: none"> Inspection records Maintenance (service & repair) records Purchase and replacement records 	
Livestock management: <i>Animal handling:</i> unloading and loading trucks, counting animals, inspections, monitoring <i>Traceability:</i> ID and movement <i>Animal health:</i> feed, water, treatments, emergencies	<ul style="list-style-type: none"> Livestock arrival and dispatch records Register replacement identification Register of lost identification, Livestock inspections Treatment records Death and birth records Monitoring records - loading and unloading 	
Slaughter - inspection, restraint, stunning, slaughter, monitoring	<ul style="list-style-type: none"> Inspection Restraint, stunning, slaughter monitoring records Slaughter record 	Abattoirs
Transport - approved operators, transport planning, consignment documentation, inspections	<ul style="list-style-type: none"> Approved transport operator list Transport plans and consignment documentation Training records of Transport operators Deaths in transit and inspection records 	If responsible
Management system - document control, internal audit, nonconformity management, management review, complaints	<ul style="list-style-type: none"> AniMark Conformance System - internal audits and nonconformities Management review record (annual) Complaints register 	All Operators & Facilities
Chain of custody - traceability, contingency planning	<ul style="list-style-type: none"> Traceability records and reports Contingency plans 	Importers & Exporters

There may be other documents and records that are required or that you already have in place. Additional resources are available for use such as the LGAP management system templates and Conforming with LGAP Guidance Manual.

Access online here: <https://www.animark.com.au/guidance-templates-documents>