

# What to expect at an LGAP Audit

## Audit scheduling

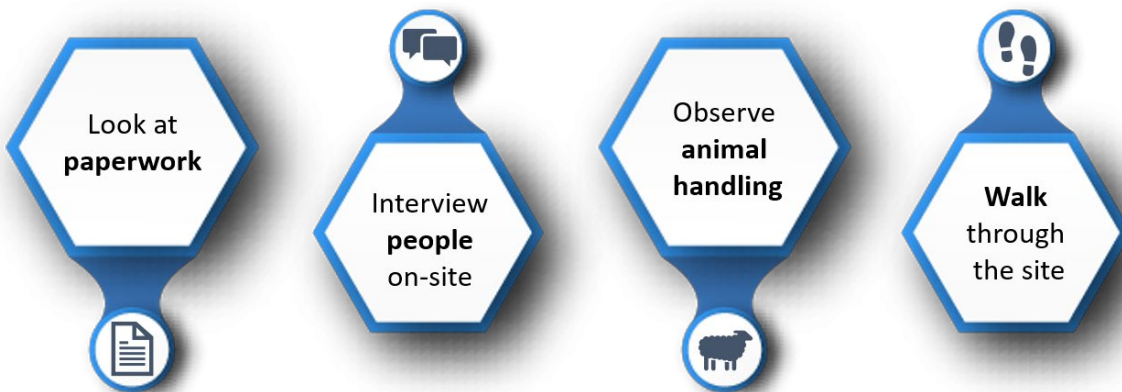
- Your Approved Certification Body will contact you to arrange a suitable date and time for the audit.
- Audits must take place so that the auditor can observe animal handling.
- You must make sure that the relevant manager or responsible person has sufficient time and availability to complete the audit.
- Make sure employees and relevant persons are advised of when the audit is taking place.

## Audit Preparation

- Your Approved Auditor may ask you for copies of documentation before arriving onsite, this will reduce the time the Approved Auditor has to spend looking at documents during the audit.
- Documents shared with an Approved Auditor are always treated as confidential.
- Please ensure that documentation and records ready for inspection, before the Approved Auditor arrives, as this will help save time during the audit.
- Make sure to inform employees that the Approved Auditor may ask them questions.

## Opening meeting

- Your Approved Auditor will start the audit with a meeting to explain the plan and the scope of the audit. Management should be present for this meeting.
- It is important to advise the Approved Auditor of when animal handling is occurring at the opening meeting.
- The person or persons who undertake the audit need to be able to:
  - Answer questions the Approved Auditor asks or provide access to other employees who can answer questions.
  - Provide access to documentation and records; and
  - Escort the Approved Auditor around the site.



## Audit Process

During the audit, the Approved Auditor will:

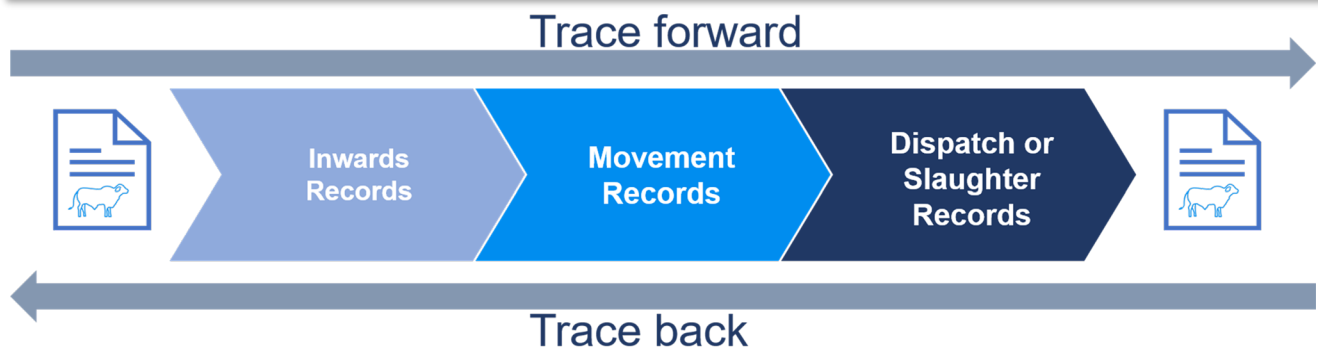
- Ask questions to assess understanding of the LGAP requirements.
- Ask to see and review documentation and records.
- Perform a traceability exercise on incoming and outgoing livestock records.
- Walk through facilities to inspect infrastructure and equipment.
- Observe animals in feedlots, farms and abattoirs for health, ID and monitor loading, unloading and slaughter.
- Notify you of any nonconformities that they observe.
- Take photos, videos or copies of documents to include in the audit report.

## Documentation and records

- The Approved Auditor needs to review your procedures and records that make up your management system.
- You will need to have the following types of documents and records available for review:
  - Organisational chart and list of employees
  - Training records
  - Procedures - for example on animal welfare, feeding, cleaning, inspecting and moving livestock, stunning and slaughter
  - Records of animals arriving at and leaving your site
  - Slaughter records
  - ID replacement information
  - Equipment registers
  - Equipment service and repair records
  - Monitoring records – for slips, falls and vocalisations
  - Inspection records of animals – for health and ID

## Traceability Exercise

- The Approved Auditor needs access to incoming and outgoing livestock records to perform traceability exercises.
- All information is kept confidential.



## Walk through

- The Approved Auditor will need to walk through your site to inspect equipment, infrastructure, and animals.
- The Approved Auditor may take photos to include in the audit report. All photos are kept confidential.



## Observing animals

- The Approved Auditor needs to watch animals being loaded or unloaded from vehicles and if you are an abattoir, animals being slaughtered to confirm practices conform with LGAP.

## Closing Meeting

- At the end of the audit the Approved Auditor will hold a closing meeting to summarise the audit findings. Managers should be present for this meeting.
- The auditor will advise you of and verbally issue any nonconformities during this meeting.
- The audit report and nonconformities will then be issued through the AniMark IT Conformance System.
- This is the opportunity to ask any questions regarding the audit.