

AniMark[®]



Livestock Global Assurance Program

Operator and Facility Guidance Manual

Guidance on meeting the Livestock Global Assurance Program Standards

September 2021

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1 DOCUMENT CONTROL

Date	Amendment	Approved by	Version no.
07/09/2021	Revisions based on Standards update	Program Operations Manager	2.0
17/06/2020	Revisions based on Standards Update	Senior Program Coordinator	1.1
06/05/2020	Document issue	Senior Program Coordinator	1.0

2 INTRODUCTION

This guidance document has been prepared to assist Operators and Facilities meet the requirements under the LGAP Standards.

The guidance document provides the Standard, the requirement and examples of how conformance may be demonstrated. These examples are also used by internal and external auditors when conducting audits.

The specific versions of the documents that make up the LGAP Certification Requirements related to this version of the guidance document are:

- (a) the LGAP Certification Rules, version 2.0; and
- (b) the LGAP Standards - which consist of:
 - i) *LGAP 1000 Livestock assurance – Fundamentals and vocabulary* version 2.0;
 - ii) *LGAP 1001 Livestock assurance – Requirements for animal welfare and management* version 2.0;
 - iii) *LGAP 1002 Livestock assurance – Requirements for the management system of Operators, Facilities and Traceability System Providers* version 2.0;
 - iv) *LGAP 1003 Livestock assurance – Requirements for Operator Chain of Custody*; version 2.0 and
 - v) *LGAP 1004 Livestock assurance – Requirements for the traceability systems used by Operators and Facilities* version 2.0.

This guidance document is not a set of further requirements. Rather, it provides just one example of how an Operator or Facility may demonstrate their fulfillment of the LGAP Certification Requirements. Operators and Facilities may establish alternative ways of demonstrating their fulfillment of the LGAP Certification Requirements that differ from the examples provided in the guidance document.

Traceability System Providers can refer to guidance materials specifically for their operation, available from the Program Owner.

This guidance document supplements training provided under LGAP for Operators and Facilities.

3 APPLICATION OF THE LGAP STANDARDS

The LGAP Standards specify requirements associated with the activities of Operators (Exporters and Importers), Facilities (Feedlots, Farms and Abattoirs) and Traceability System Providers (internal (e.g. Operators or Facilities) or external (e.g. third parties)).

The application of specific LGAP Standards, as well as requirements within each Standard is dependent on the activity undertaken by the Operator, Facility or Traceability System Providers. Diagram 1 provides an overview of how each of the main Standards are applied.

Diagram 1: Application of the LGAP Standards

	LGAP1000 Principles & Definitions 	LGAP1001 Animal Welfare & Management 	LGAP1002 Management Systems 	LGAP1003 Chain of Custody 	LGAP1004 Traceability Systems <i>Voluntary</i> 
Facilities <i>(if using a certified system)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Operators <i>(if using a certified system)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Traceability System Providers <i>(Internal or external)</i> <i>Voluntary</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

4 LGAP LEVELS

- Under LGAP, there are three levels of performance, as shown in Diagram 2 below.
- Operators and Facilities that fulfil the requirements of the LGAP Standards may seek certification against one or more of these levels in accordance with the LGAP Certification Rules.
- Facilities that wish to handle Australian livestock must be certified to Level 2 or Level 3.
- To achieve Level 3 certification the traceability system used by an Operator or Facility must also use a traceability system that is certified to LGAP 1004.

Diagram 2: Overview of the different Levels under LGAP for Facilities

FACTOR	LEVEL 1	LEVEL 2	LEVEL 3
Equivalence	OIE	ESCAS	BEST PRACTICE
Livestock Identification Method	All LGAP methods allowed	Specific exclusions apply	
Restraint method	All OIE Methods	Exclusions apply	Exclusions apply
Non-stun slaughter	Allowable	Allowable	Not allowed
Multiple levels of certification held on the same site	Allowable with segregation and traceability		Level 2 and Level 3 combination only
Traceability System	Allowable with non-1004 certified system		Must be certified under LGAP 1004

5 LGAP 1001 LIVESTOCK ASSURANCE – REQUIREMENTS FOR ANIMAL WELFARE AND MANAGEMENT

Personnel

Principle: There are adequate numbers of people available who are competent for the tasks that need to be performed. Competency means personnel need to have the necessary knowledge and skills for the task that they perform.

The clause is applicable to an Importer, Feedlot (including Farms) or Abattoir if there is a 'X' in the corresponding column.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR IMPORTER OPERATORS AND ALL FACILITIES	
4.1.	X	X	X	<p>The Operator or Facility shall:</p> <p>a) determine the number of personnel necessary to fulfil the requirements of the LGAP Standards; and</p> <p>b) identify and have access to such personnel.</p> <p>NOTE Determination of the number of personnel is affected by:</p> <ul style="list-style-type: none"> – the size, type and frequency of the operation; – the timing of festivals or cultural events; – environmental conditions; – the number and type of livestock; – the nature of the system being used to trace animals; and – the necessity to verify traceability at critical control points. 	<ul style="list-style-type: none"> • Use of templates provided in the LGAP Management System Manual. • Undertake and keep records of estimating, planning or budgeting for personnel based on anticipated activities. • Keep documented information for personnel which may include: <ul style="list-style-type: none"> ○ copies of qualifications, registrations or approvals; ○ records of past employment, references and curriculum vitae; ○ training records; ○ results of observations, peer assessments, witnessing and examinations; ○ performance appraisals or improvement plans; ○ feedback from internal or external evaluations, supervisors, supply chain partners and customers.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
4.2.	X	X	X	<p>The Operator or Facility shall:</p> <p>a) identify and demonstrate that its personnel have at least the competencies contained in Annex A; and</p> <p>b) maintain documented information to support the fulfilment of a).</p>	<ul style="list-style-type: none"> • Use of templates provided in the LGAP Management System Manual. • Outcomes from monitoring and workplace observations to verify working practices are in accordance with documented information and the requirements of the LGAP Standard. • Effective communication of the competence requirements of the LGAP Standard by management to relevant personnel. • Develop and keep records of: <ul style="list-style-type: none"> ○ identification and communication of competencies (e.g. through position descriptions); ○ training and experience; ○ sign-off for specific tasks and/or a list of approved personnel, livestock transporters etc.; ○ periodic performance assessment. • Documented information (e.g. copies or photographs of licences) used as evidence should clearly state the nature of the approval and competence, and should be to be relevant to the competency criteria identified in Annex A.
4.3.	X	X	X	<p>The Operator or Facility shall identify and allocate responsibilities for fulfilling requirements, including specific personnel at each site with responsibility for:</p>	<ul style="list-style-type: none"> • Use of templates provided in the LGAP Management System Manual. • Prepare and keep documented responsibilities and task descriptions are available. • Prepare and keep documented information showing allocation of responsibilities to specific people.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
	X	X	X	a) monitoring processes;	<ul style="list-style-type: none"> • Prepare and keep documented information showing allocation of responsibility for monitoring processes, and observation/interviews of relevant persons during the audit.
	X	X	X	b) the day-to-day application of the LGAP Standards;	<ul style="list-style-type: none"> • Prepare and keep documented information showing allocation of responsibility for day-to-day application of the LGAP Standards, and observation/interviews of relevant persons during the audit.
	X	X	X	c) animal welfare that: <ol style="list-style-type: none"> i. is available or is contactable at all times when animals are in the site; and ii. understands the requirements of the LGAP Standards and communicates those requirements to appropriate personnel, including transport operators and supply chain personnel; 	<ul style="list-style-type: none"> • Prepare and keep documented information showing allocation of responsibility for animal welfare, and observation/interviews of relevant persons during the audit. • Ensure the person is available or contactable at all times, ensure they are present for the audit. • Keep their contact details posted so personnel can access them if required.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				<p>d) traceability activities that:</p> <ul style="list-style-type: none"> i. is available or is contactable at all times when critical movement events occur on site; and ii. understands and communicates the requirements of the LGAP Standards and the traceability system used, including: <ul style="list-style-type: none"> 1. the identification of animals; 2. capturing traceability data and key data elements for critical movement events; and 3. collecting and storing traceability data, documented information and supporting evidence on the appropriate register. 	<ul style="list-style-type: none"> • Prepare and keep documented information showing allocation of responsibility for identification of animals, and observation/interviews of relevant persons during the audit. • Prepare and keep documented information showing allocation of responsibility for recording of livestock movements, and observation/interviews of relevant persons during the audit. • Use of templates provided in the LGAP Management System Manual. • Prepare and keep documented journey plans. <ul style="list-style-type: none"> ○ <i>Small establishments (e.g. owner/drivers):</i> <ul style="list-style-type: none"> ▪ A simple plan that shows consideration of these factors is sufficient. • Prepare and keep a list of Approved Transport Operators.

Environment, infrastructure and equipment

Principle: Infrastructure and equipment are designed, constructed and maintained to ensure that they are appropriate for the livestock being handled, they fulfil the task required and do not cause harm.

The clause is applicable to an Importer, Feedlot (including Farms) or Abattoir if there is a 'X' in the corresponding column.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR IMPORTER OPERATORS AND ALL FACILITIES	
5.1.	X	X	X	Infrastructure and equipment shall be designed and provided to prevent escape, injury, slipping and falling during: <ol style="list-style-type: none"> a) loading and unloading of livestock; and b) animal handling or holding. 	<ul style="list-style-type: none"> • Regular inspections of loading and unloading activities, animal handling and holding to determine the requirements is fulfilled. • Consider if the sides of ramps and races are sufficiently high. • Ensuring the non-slip property, design or angle of ramps does not cause slips in excess of the specified targets. • Faults or flaws that could cause an injury to livestock are fixed or that infrastructure or equipment is not used until the problem has been rectified. • Use of templates provided in the LGAP Management System Manual. • Planned maintenance schedule and records are available. <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ <i>This may be a calendar of events or diary etc.</i>

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
5.2.	X	X	X	Infrastructure and equipment shall be: a) in good repair and effective working order; and b) maintained in accordance with a maintenance schedule with associated records.	<ul style="list-style-type: none"> • Ensure restraint and stunning equipment is tested, cleaned, maintained, operated and stored in accordance with manufacturer’s specifications. • Maintain and keep documented information relating to maintenance of infrastructure and equipment. <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ This may be a calendar of events or diary etc. • Use of templates provided in the LGAP Management System Manual. • Ensure regular inspections of infrastructure and equipment. • Ensure infrastructure and equipment allow for a smooth and even flow of livestock.
5.3.	X	X	X	Infrastructure and equipment which enables traceability of livestock shall be: a) physically present at critical control points; and b) placed, installed, handled and used in accordance with processes, documented information and manufacturer’s or provider’s instructions.	<ul style="list-style-type: none"> • Develop standard operating procedures for emergency responses. • Conduct regular tests of the procedures to ensure personnel are competent if such an emergency occurs. • Maintain documented information regarding emergency response testing. <p><u>Vietnam Abattoirs</u></p> <ul style="list-style-type: none"> • Must have a visual monitoring and/or electronic reporting system (CCTV and/or photos) installed at: restraining box.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
5.4.				Back up infrastructure and equipment shall be readily available when needed.	<ul style="list-style-type: none"> Ensure back-up infrastructure is available when needed, maintain copies of regular inspections and maintenance.
5.5.		X	X	<p>Personnel shall be competent in emergency responses, including knowledge of the location and operation of emergency equipment and the application of any documented information.</p> <p>NOTE Emergencies include fire, injury to livestock or personnel, truck breakdowns or accidents, acts of nature, power failures, chemical spillage and environmental conditions (e.g. extreme heat or cold, flooding, high winds).</p>	<ul style="list-style-type: none"> Undertake periodic inspection of electrical installations at mains voltage to ensure they are inaccessible to livestock or protected. Consider methods to secure such installations, this may be ensured by placing electrical installations out of reach of livestock or through the presence of covers, protective boxes, gates or other enclosures.
		X	X	ADDITIONAL REQUIREMENTS FOR FEEDLOT, FARM AND ABATTOIR FACILITIES	<ul style="list-style-type: none"> Maintain a designated chemical store away from livestock areas. Ensure such chemicals are not used or stored in areas accessible to livestock.
5.6.		X	X	<p>All points of access to mains electricity shall be:</p> <p>a) inaccessible to livestock; or</p> <p>b) protected from livestock.</p> <p>NOTE This requirement does not exclude the use of electric fences for livestock management.</p>	<ul style="list-style-type: none"> Ensure a non-slip surface is provided. Ensure an effective cleaning schedule - feedlot, vehicles and lairage. Use of templates provided in the LGAP Management System Manual.
5.7.		X	X	<p>Anything that may be toxic to the animal or present a food safety risk (e.g. chemicals, cleaners etc.) shall:</p> <p>a) not be present on surfaces used by livestock; and</p> <p>b) be stored so that they cannot contaminate livestock or feed.</p>	<ul style="list-style-type: none"> Ensure lighting is sufficient for individual animals to be inspected.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
5.8.		X	X	The flooring of infrastructure and equipment shall be drained, provide a non-slip surface and be hygienically managed.	<ul style="list-style-type: none"> • If required, ensure the provision of shade or shelter or alternative arrangements for animals exhibiting signs of heat/cold stress are in place. • Such alternative arrangements may include reducing the number of animals in each pen or yard, moving animals showing signs of stress to slaughter immediately, use of water sprays etc. • Ensure adequate ventilation and that waste is managed hygienically. • During adverse environmental conditions, regularly inspect animals for any visible signs of heat stress e.g. panting or tongues protruding. • Perform and record temperature and humidity measurements.
5.9.		X	X	Lighting shall be conducive to animal movement and sufficient to perform individual animal inspection.	<ul style="list-style-type: none"> • Consider site security and control of access such as secure perimeter fencing, visitor sign in logs and security cameras. • Consider the risk of predation and determine appropriate steps to protect livestock.
5.10		X	X	Animals shall be managed to minimize their exposure to adverse environmental conditions.	<ul style="list-style-type: none"> • When loading holding pens ensure sufficient space is available to allow animals to stand-up, lie down or turn around during lairage or lot-feeding. • Inspect pens and ensure there is no visible crowding.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
5.11		X	X	Livestock shall be kept securely and protected from: a) unauthorised access; and b) predation.	
5.12		X	X	Holding pens shall allow for animals to stand up, lie down and turn around at all times.	<ul style="list-style-type: none"> • Undertake inspections of pens when animals are present and ensure appropriate size as per requirement. •
				FURTHER ADDITIONAL REQUIREMENTS FOR STUNNING IN ABATTOIR FACILITIES	
5.13			X	Where stunning is used, stunning equipment shall be cleaned and maintained: a) daily when in use; and b) in accordance with manufacturer's instructions.	<ul style="list-style-type: none"> • Ensure manufacturer's recommendations such as a manual or other specifications are kept with the equipment or in an appropriate location. • Keep records of maintenance. • Undertake regular inspections of equipment. • Use of templates provided in the LGAP Management System Manual.

Animal identification

Principle: There are processes in place to ensure all animals are identified to enable traceability throughout the supply chain.

The clause is applicable to an Importer, Feedlot (including Farms) or Abattoir if there is a 'X' in the corresponding column.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR IMPORTER OPERATORS AND ALL FACILITIES	
6.1.	X	X	X	<p>Animals shall be identified using one of the methods outlined in Annex B of LGAP 1001.</p> <p>NOTE 1 Only the identification method for the prescribed level of certification may be used for the specified animals.</p> <p>NOTE 2 The method used can be that established by the Traceability System Provider, Operator or Facility, provided the method is consistent with Annex B.</p>	<ul style="list-style-type: none"> Consider the method of identification used against Annex B and with consideration of the level of certification sought. Ensure this method of identification is used appropriately.
6.2.	X	X	X	<p>Methods of identification shall not:</p> <p>a) be toxic to the animal; or</p> <p>b) present a food safety risk.</p>	<ul style="list-style-type: none"> Check to ensure the method of identification is not toxic to livestock. Use of food grade ink, edible paint or other non-toxic substances.
6.3.	X	X	X	<p>Animals shall be checked for identification during:</p> <p>a) critical movement events; and</p> <p>b) their time within a traceability location.</p> <p>NOTE Methods of identification, including where group identification and individual identification are permitted, are detailed in Annex B.</p>	<ul style="list-style-type: none"> Physically check and observe animal identification during such events. Develop a standard operating procedure or work instruction for personnel.
6.4.	X	X	X	<p>If animals are found to be missing identification or require replacement identification, the Operator or Facility shall:</p>	
				<p>a) reapply identification at the first opportunity;</p>	<ul style="list-style-type: none"> Develop a standard operating procedure or work instruction for personnel.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				b) record of the application of the replacement identification with at least the following collected and stored on the appropriate register: <ol style="list-style-type: none"> i. date of use; ii. number of identifiers used; iii. identifier's identification number; and iv. a description of the livestock that identifiers are applied to; 	<ul style="list-style-type: none"> • Develop and maintain records. • Use of templates provided in the LGAP Management System Manual.
				c) notify any relevant traceability parties at the traceability location of the replacement; and	<ul style="list-style-type: none"> • Maintain correspondence or file notes recording notifications to all relevant traceability parties.
				d) where identification documentation is used, record the application of the replacement identification and any other changes on the identification documentation. NOTE Missing identification may include physically absent, damaged or ineffective.	<ul style="list-style-type: none"> • Develop and maintained appropriate identification documentation and record application where necessary.
6.5.	X	X	X	The Operator or Facility shall check all identification documentation accompanying livestock for accuracy and record any discrepancies.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Maintain documented information of any discrepancies.
6.6.	X	X	X	The Operator or Facility shall immediately report all discrepancies in identification documentation to all relevant traceability parties.	<ul style="list-style-type: none"> • When discrepancies are encountered ensure all relevant traceability parties are notified formally. • Maintain correspondence or file notes recording notifications to all relevant traceability parties.
6.7.	X	X	X	The Operator of Facility shall report discrepancies in identification documentation to all relevant traceability parties upon request.	<ul style="list-style-type: none"> • Maintain correspondence or file notes recording requests from all relevant traceability parties and provision of information.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
6.8.	X	X	X	Where identifiers are used, unused identifiers shall be kept in a secure location at all times.	<ul style="list-style-type: none"> • Keep such identifiers in secure storage. • Consider location and control assess such as restricting the number of people that must have access and method of access (e.g. use of lock and key or combination code).
6.9.	X	X	X	<p>Where used, a register of unused identifiers shall be maintained and the use of identifiers shall be recorded. The information collected and stored on in the register shall include at least the:</p> <p>a) date of use;</p> <p>b) number of identifiers used;</p> <p>c) identifier's identification number; and</p> <p>d) description of livestock identifiers are applied to, including if they were used as a replacement for existing identifiers.</p>	<ul style="list-style-type: none"> • Maintain a register of new identifiers and ensure personnel with access complete this whenever such identifiers are used. • Develop a standard operating procedure or work instruction for personnel. • Use of templates provided in the LGAP Management System Manual.
6.10.	X	X	X	<p>Where used, identifiers shall only be removed from live animals:</p> <p>a) in response to a health and welfare issue;</p> <p>b) because the identifier is at risk of becoming detached; or</p> <p>c) where the identifier is non-functioning.</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Maintain records of such removal. • Use of templates provided in the LGAP Management System Manual.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
6.11.	X	X	X	<p>Found or removed used identifiers shall:</p> <p>a) be recorded, with at least the following information collected and stored on the appropriate register:</p> <ol style="list-style-type: none"> i. the identifier's identification number; ii. date found or removed; and iii. reason for removal; <p>b) not reused; and</p> <p>c) returned to the Traceability System Provider or legal owner of the identifier if required; or</p> <p>d) destroyed.</p> <p>NOTE The method of destruction shall render the identifier inoperable and unable to be reused.</p>	<ul style="list-style-type: none"> • Maintain a register of used individual unique identifiers and ensure personnel with access complete this as appropriate. • Develop a standard operating procedure or work instruction for personnel. • Maintain correspondence or file notes recording return to Traceability System provider or legal owner. • Use of templates provided in the LGAP Management System Manual.
6.12.	X	X	X	<p>Documented information shall be maintained to demonstrate 6.11 c) and d).</p>	<ul style="list-style-type: none"> • Maintain documented information as outlined in examples provided for 6.11.
6.13.	X	X	X	<p>Upon request, animal identification information and associated documented information required to assist traceability shall be provided without delay to livestock owners, supply chain partners, traceability parties, suppliers, customers, the Program Owner or its agents or regulatory authorities.</p>	<ul style="list-style-type: none"> • Maintain correspondence or file notes recording action taken when requests are made.

Animal health

Principle: Effective management practices are in place to reduce livestock morbidity, mortality and other risks to animal health and welfare.

The clause is applicable to an Importer, Feedlot (including Farms) or Abattoir if there is a 'X' in the corresponding column.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR IMPORTER OPERATORS AND ALL FACILITIES	
7.1.	X	X	X	<p>The Operator or Facility shall:</p> <p>a) inspect livestock:</p> <ul style="list-style-type: none"> i. on arrival at the site; and ii. daily thereafter; or iii. twice daily in lairage if held longer than 12 hours; and iv. before leaving the site; and <p>b) undertake action based on the outcomes of inspections in order to demonstrate fulfilment of this Standard.</p>	<ul style="list-style-type: none"> • Ensure inspections are carried out during loading/unloading and whilst animals are in sites. • Maintain inspection records. <ul style="list-style-type: none"> ○ <i>For small establishments:</i> <ul style="list-style-type: none"> ▪ This may be a simple diary entry. • Use of templates provided in the LGAP Management System Manual.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.2.	X	X	X	<p>As a minimum, each inspection shall:</p> <p>a) look at each animal to detect abnormalities, including leg health, body condition, respiration and altered demeanour;</p> <p>EXAMPLES of abnormalities include:</p> <ul style="list-style-type: none"> - injury/lameness/swelling - hollow flanks - panting, open mouth breathing or laboured breathing - coughing or nasal discharge - blindness - scouring - ill-thrift <p>b) check for prolonged recumbency;</p> <p>c) check amounts of unconsumed feed and feeding behaviour, when animals are being held;</p> <p>d) check faecal consistency and colour and urine colour, when animals are being held; and</p> <p>e) check for manure contamination of sides, belly and legs.</p>	<ul style="list-style-type: none"> • Use of templates provided in the LGAP Management System Manual.
7.3.	X	X	X	<p>Livestock leaving the site shall be inspected and assessed as fit for the intended journey in accordance with Annex C of LGAP 1001 at every loading by a competent person.</p>	<ul style="list-style-type: none"> • Inspection records. • Ensure the person responsible is defined and competent. <p>Ensure the person understands the requirements of Annex C.</p>

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.4.	X	X	X	<p>Records of inspections shall be maintained and shall include (where relevant):</p> <ol style="list-style-type: none"> a) deaths in transit (with cause where possible and identification information); b) deaths in the site (with cause where possible and identification information); c) emergency destruction (with reason and identification information); d) lameness; e) disease; f) injury; g) post-procedural complications (e.g. infection); h) dehydration; and i) emaciation. 	<ul style="list-style-type: none"> • Develop and maintain documented information, ensure main findings from such inspections are noted, including animals requiring treatment. • Use of templates provided in the LGAP Management System Manual. <ul style="list-style-type: none"> ○ <i>For small establishments:</i> <ul style="list-style-type: none"> ▪ This may be a diary entry or note on a calendar or pen card etc.
7.5.	X	X	X	<p>In emergency cases, animals shall:</p> <ol style="list-style-type: none"> a) be destroyed by a competent person or under direct supervision of a competent person using: <ol style="list-style-type: none"> i. a method that is consistent with Annexes D, E, F, G and H; and ii. a method that results in immediate loss of consciousness followed by death while unconscious; or iii. slaughter (without stunning) in situations where there is no appropriate stunning device available; and b) be confirmed dead after the process in accordance with Annex G and H. 	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Consider other requirements for recording deaths as per 7.4.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.6.	X	X	X	Livestock shall:	
	X	X	X	a) be handled in a calm and effective manner, avoiding harm, distress or injury;	<ul style="list-style-type: none"> • Ensure animal handlers are competent and knowledgeable in livestock handling techniques and livestock handling tools. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions on correct handling techniques and behaviours at appropriate places. • If livestock are being harmed, distressed or injured during handling action is expected to be taken to stop the handling (e.g. during the loading and unloading, or when livestock are being moved from lairage to the entry into restraint) and to remedy the situation through correction (e.g. adjustments are immediately made personnel, methods, or infrastructure and equipment) and where relevant, corrective action is undertaken via the Operator's or Facility's management system.
	X	X	X	b) not have pressure applied when they have nowhere to go or are already moving in the correct direction;	<ul style="list-style-type: none"> • Ensure animal handlers are competent and knowledgeable in livestock handling techniques and livestock handling tools. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions on correct handling techniques and behaviours at appropriate places.
	X	X	X	c) not be subjected to noise that creates stress or panic;	<ul style="list-style-type: none"> • Consider causes of noise that may create stress or panic and minimise. Such noise may be from personnel, machinery or other such items.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
	X	X	X	<p>d) not be isolated (unless unavoidable); and</p> <p>NOTE Isolation may be unavoidable, for example, the last animal in a mob to be slaughtered or removal from the mob for veterinary treatment.</p>	<ul style="list-style-type: none"> • Ensure animal handlers are competent and knowledgeable in livestock handling techniques and livestock handling tools. • Develop a standard operating procedure or work instruction for personnel. • Individual animals are not isolated from others.
	X	X	X	<p>e) not be subjected to unacceptable practices and procedures.</p> <p>NOTE Unacceptable practices and procedures include those listed in Annex I.</p>	<ul style="list-style-type: none"> • Ensure animal handlers are competent and knowledgeable in livestock handling techniques and livestock handling tools. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions on correct handling techniques and behaviours at appropriate places. • Ensure unacceptable practices and procedures (as defined in Annex I) are not used.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.7.	X	X	X	<p>Electric goads used for moving livestock shall:</p> <p>a) only be used on adult cattle or buffalo;</p> <p>b) only be used on animals that are refusing to move;</p> <p>c) only be used when the animal has room in which to move;</p> <p>d) be limited to battery-powered instruments;</p> <p>e) be used only on the hind quarters of the animal and never applied to sensitive parts of the animal such as the eyes, ears, mouth, nose, genitals, udders or anus;</p> <p>f) not be used repeatedly on the same animal;</p> <p>g) be administered as a short application and not held on the animal after the initial contact;</p> <p>h) be picked up when required and returned after use; and</p> <p>i) only be used by personnel that have been given specific instruction on the appropriate use of electric goads.</p>	<ul style="list-style-type: none"> • Ensure animal handlers are competent and knowledgeable in livestock handling techniques and livestock handling tools. • Develop a standard operating procedure or work instruction for personnel on the use of electric goads. • Erect signage or work instructions on correct use. • Ensure electric goads are not routinely carried or used, even if switched off. • Ensure electrical goads are not used on sheep, goats and juvenile cattle or buffalo.
7.8.	X	X	X	<p>During loading and unloading of livestock from land transport vehicles, the Operator or Facility shall monitor the following targets in accordance with sampling from J:</p> <p>a) 1% or less fall;</p> <p>b) 3% or less slip; and</p> <p>c) 3% or less of cattle vocalize.</p>	<ul style="list-style-type: none"> • Undertake monitoring no less than that specified in Annex J. • Maintain records showing the number of animals moved and that monitoring has occurred. • Review monitoring data and ensure during the specified movement, the number of falls and slips or vocalizations (of cattle) are within the targets. • Ensure monitoring is undertaken in a location that does not impact on livestock movement and ability to for the Facility/Operator to observe the livestock. • Use of templates provided in the LGAP Management System Manual.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.9.	X	X	X	If the targets in 7.8 are not being achieved, then action shall be undertaken immediately to remedy the situation.	<ul style="list-style-type: none"> If falls, slips or vocalisation is in excess of the specified targets, action is taken to stop loading and unloading and remedy the situation e.g. adjustments are made to steepness or positioning of ramps etc. and, where relevant, corrective action is undertaken via the Operator's or Facility's management system to enable the targets to be achieved in the future.
				ADDITIONAL REQUIREMENTS FOR FEEDLOT, FARM AND ABATTOIR FACILITIES	
7.10.		X	X	<p>Sick or injured animals shall be:</p> <p>a) identified;</p> <p>b) segregated and treated; or</p> <p>c) humanely destroyed in accordance with 7.5; and</p> <p>d) for all livestock that cannot stand or walk unaided:</p> <p>i) for cattle or buffalo, destroyed in situ; or</p> <p>ii) for sheep and goats, destroyed in situ or only moved by lifting or using a trolley provided this does not cause further pain or distress.</p> <p>NOTE: Segregated animals maintain audible and visual contact with animals of the same species.</p>	<ul style="list-style-type: none"> Ensure animal handlers are competent and knowledgeable in management of sick or injured animals. Develop a standard operating procedure or work instruction for personnel. Erect signage or work instructions as relevant. Ensure sick or injured animals are identified and appropriately managed. Ensure infrastructure and equipment are available on-site to segregate, treat or humanely destroy animals (that are unfit to transport). Ensure hospital/ segregation areas are used appropriately. Ensure that animals that need to be destroyed immediately based on welfare grounds are identified and promptly dealt with.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.11.		X	X	Animals that are likely to cause each other harm when placed in a group shall not be mixed.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Ensure handlers understand how to and do draft animals into suitable groups. • When transporting, ensure different species are partitioned separately within the transport vehicle. • Ensure young or small animals separated from older/larger animals. • Ensure animals with horns not mixed with animals without horns, unless judged to be compatible (for example, reared together). • Ensure mature males separated from females.
7.12.		X	X	Clean, palatable water shall be available and accessible to animals at all times.	<ul style="list-style-type: none"> • Ensure livestock can access drinkable water (for example, adequate flow rate assured). • Ensure water in pens is clean, palatable and not harmful to animal health. • Ensure pens (where livestock are held) have equipment for the provision of water and water is available ad lib. • If drinkers are non-operational ensure livestock can access an alternative source of water. • Ensure stocking density is at a level that enables livestock to access water. • Consider if the temperature of the water is palatable.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.13.		X	X	All animals that are to be held over 12 hours shall be provided with feed. Each animal shall have access to feed at intervals depending on their physiological needs and at least once in every 24-hour period.	<ul style="list-style-type: none"> • Ensure livestock are able to access feed without undue competition (e.g. due to a high stocking density or inappropriate grouping). • This is best monitored by considering animal condition.
7.14.		X	X	Feed shall be palatable and free of contaminants, moulds and toxins.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel on the checking and cleaning of feed troughs etc. • Handlers should regularly inspect feed and ensure it is free from visible mould etc and there is no abnormal or stale smell. <ul style="list-style-type: none"> ○ <i>Medium/large establishments may also have:</i> <ul style="list-style-type: none"> ▪ Copies of any certification, vendor declarations etc. provided by the feed supplier.
7.15.		X	X	In the event of the interruption of water and feed, arrangements shall be in place to source alternative supply.	<ul style="list-style-type: none"> • Ensure emergency water supply is available - additional header tanks/storage tanks, mobile units, troughs in field lairages/paddocks on feedlot, bore, dams, water catchment tanks.
				FURTHER ADDITIONAL REQUIREMENTS FOR FEEDLOT AND FARM FACILITIES	
7.16.		X		Operators or Facilities shall have access to animal health services under the guidance of a veterinarian.	<ul style="list-style-type: none"> • Maintain details of a named veterinarian or veterinary practice and ensure it is accessible to personnel.
7.17.		X		The Operator or Facility shall demonstrate that they are actively managing: <ol style="list-style-type: none"> a) the prevention and control of common diseases; and b) health and husbandry covering the whole of the production cycle or year. 	<ul style="list-style-type: none"> • Develop and maintain documented information covering prevention and control of diseases, animal health and husbandry practices. • Ensure this is communicated to relevant personnel. • Ensure personnel adhere to such documented information.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.18.		X		Animal treatments shall be administered by trained and competent personnel in accordance with: a) the label or documented veterinary directions; and b) any relevant legal requirements.	<ul style="list-style-type: none"> • Ensure personnel are trained and competent in administering animal treatments. • Ensure personnel are familiar with label, veterinary directions or legal requirements for the use of such treatments.
7.19.		X		Where potentially painful husbandry procedures are required to be undertaken, these shall be performed under veterinary guidance. NOTE Potentially painful husbandry procedures are those defined in Annex K.	<ul style="list-style-type: none"> • Maintain documented recommendations or guidelines, factsheets, training or videos to support veterinary guidance. • Ensure personnel are aware of these items and they are followed.
7.20.		X		Documented information shall be maintained to enable the traceability of treated livestock, the treatments they received, the presence of broken needles and any information relevant to withholding periods (WHP).	<ul style="list-style-type: none"> • Develop and maintain records of animal treatments. • Use of templates provided in the LGAP Management System Manual.
7.21.		X		Animals shall receive a daily diet of composition and quantity and containing nutrients to maintain health, meet their physiological needs and avoid metabolic and nutritional disorders.	<ul style="list-style-type: none"> • <i>Small establishments:</i> <ul style="list-style-type: none"> ○ This is best monitored through animal condition. ○ Develop and maintain a documented feeding plan (e.g. a pen card, diary or calendar entry). • <i>Medium/large establishments may also have:</i> <ul style="list-style-type: none"> ○ Consider feed testing - nutritional content and maintain records that show this testing. ○ Consider obtaining certificates etc from the feed supplier etc.
				ADDITIONAL REQUIREMENTS FOR ABATTOIR FACILITIES	

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.22.			X	<p>When livestock are moved from lairage to the entry into restraint, Facilities shall monitor the following targets in accordance with Annex J:</p> <p>a) 1% or less fall;</p> <p>b) 3% or less slip; and</p> <p>c) 3% or less of cattle vocalise.</p>	<ul style="list-style-type: none"> • Undertake monitoring no less than that specified in Annex J. • Maintain records showing the number of animals moved and that monitoring has occurred. • Review monitoring data and ensure during the specified movement, the number of falls and slips or vocalizations (of cattle) are within the targets. • Develop a standard operating procedure or work instruction. • Ensure monitoring is undertaken in a location that does not impact on livestock movement and ability to for the Facility/Operator to observe the livestock. <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ Monitoring data can be recorded in an operations diary or similar. • Use of templates provided in the LGAP Management System Manual.
7.23.			X	<p>If the targets in 7.22 are not being achieved, then action shall be undertaken to remedy the situation.</p>	<ul style="list-style-type: none"> • If falls, slips or vocalisation is in excess of the specified targets, action is taken to stop loading and unloading and remedy the situation e.g. adjustments are made to steepness or positioning of ramps etc. and, where relevant, corrective action is undertaken via the Operator's or Facility's management system to enable the targets to be achieved in the future.

Livestock movement

Principle: Effective management practices are in place and supported by a system to ensure movements of animals in and out of a site, as well as within a site are captured, collected and stored on a register to enable traceability throughout the supply chain.

The clause is applicable to an Importer, Feedlot (including Farms) or Abattoir if there is a 'X' in the corresponding column.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR IMPORTER OPERATORS AND ALL FACILITIES	
8.1.	X	X	X	<p>The Operator or Facility shall:</p> <p>a) capture accurate traceability data:</p> <ol style="list-style-type: none"> i. as the event occurs; or ii. immediately after; <p>b) collect and store on a register traceability data captured in relation to:</p> <ol style="list-style-type: none"> i. the following types of events: <ol style="list-style-type: none"> 1. the master level event; 2. transaction events between traceability parties that includes at least a change of physical custody; and 3. critical movement events in relation to individually identified animals or identified groups of animals: <ol style="list-style-type: none"> a. entering a traceability location; and b. exiting a traceability location; and ii. key data elements relevant to the event consisting of: <ol style="list-style-type: none"> 1. information identified in Annex L; and 2. details relating to the type of event that occurred using a method: <ol style="list-style-type: none"> a. applied consistently; and b. able to be understood by users and auditors; and <p>EXAMPLES of methods that can be used to provide detail for the type of event are provided in <i>LGAP 1004 Livestock assurance – Requirements for traceability systems used by Operators and Facilities</i>.</p> <p>c) maintain documented information and supporting evidence demonstrating the validity, reliability, and accuracy of the traceability data.</p> 	<ul style="list-style-type: none"> • Use of templates provided in the LGAP Management System Manual. • Maintain receival records. • Ensure waybills, consignment notes, dockets, regulatory declarations or other travel documentation accompanies the consignment or is provided within three days of the arrival of the consignment. • Maintain packing list, data file, including identification device data files (for <i>individual, unique electronic identifiers</i>). • Undertake reconciliation of documents and records that provide numbers recorded as entering the site, numbers moved out of the site and numbers remaining within the site. • For animals with <i>individual, unique identifiers</i>: <ul style="list-style-type: none"> ○ Undertake reconciliation of individual, unique identifier information. • Conduct tracing exercises of a minimum of three animals from time of arrival within the site, its time spent in the site through to exit from the site.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.2.	X	X	X	<p>Traceability data shall be collected and stored on the register:</p> <p>a) within a timeframe that:</p> <ol style="list-style-type: none"> i. when requested by a traceability party or a Program participant, enables an animals or group of animals current traceability location or last critical movement event to be confirmed; ii. enables an animal or group of animals to be traced, within 10 days of initiating the tracing effort, from the traceability location to the: <ol style="list-style-type: none"> 1. traceability location where the animal or group of animals came from and was sent to; and 2. traceability parties who had physical custody during the critical movement events; and <p>b) using effective methods to facilitate data transmission in a secure manner; and</p> <p>c) in a format:</p> <ol style="list-style-type: none"> i. compatible with the receiving traceability party's system; and ii. that is secure. <p>NOTE This requirement does not exclude traceability data being amended or corrected by authorised parties where legitimately required.</p>	<ul style="list-style-type: none"> • Use of templates provided in the LGAP Management System Manual. • Maintain dispatch records. • Ensure waybills, consignment notes, consignment numbers, dockets, regulatory declarations or other travel documentation accompanies the consignment or is provided within three days of the dispatch of the consignment. • Maintain end of processing reports. • Maintain interim processing reports. • Undertake reconciliation of documents and records that provide numbers (and individual, unique identifiers recorded as entering the site, numbers moved out of the site and numbers remaining within the site). • For animals with <i>individual, unique identifiers</i>: <ul style="list-style-type: none"> ○ Undertake reconciliation of individual, unique identifier information. • Conduct tracing exercise of a minimum of three animals from time of arrival within the site, its time spent in the site through to exit from the site.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.3.	X	X	X	<p>Traceability data required by traceability parties to meet their obligations under LGAP and any compliance requirements shall be provided to traceability parties:</p> <p>a) within the timeframe specified by the traceability party, but not more than 10 days;</p> <p>b) using effective methods to facilitate data transmission in a secure manner; and</p> <p>c) in a format:</p> <p style="padding-left: 40px;">i. compatible with the receiving traceability party's system; and</p> <p style="padding-left: 40px;">ii. that is secure.</p> <p>NOTE This requirement does not exclude traceability data being amended or corrected by authorised parties where legitimately required.</p>	<ul style="list-style-type: none"> • Maintain any contracts or requirements from traceability party's that stipulate timeframes. • Ensure staff understand how the requirement is fulfilled. • Conduct traceability tests as per Annex D of LGAP 1004 and keep documented information to support the outcomes of the tests, in particular time taken to achieve the outcome. • Consider data transmission method and who can intercept the transmission and alter information and how easily this could occur as well as contingency arrangements for this occurring. • Consider who has access to modify this information and if a history is kept of such changes and any approval workflows.
8.4.	X	X	X	<p>Where the traceability system used by the Operator or Facility relies on visual information for supporting evidence, the requirements of Annex M in LGAP 1001 shall be fulfilled.</p>	<ul style="list-style-type: none"> • Develop standard operating procedures and work instructions consistent with the requirements of Annex M. • Maintain documented information including supporting evidence to demonstrate requirements of Annex M are being fulfilled.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.5.	X	X	X	<p>At sites where livestock from the same species:</p> <p>a) come from specified supply chains that are certified under LGAP and non-LGAP certified sources; or</p> <p>b) are from specified supply chains that are certified under LGAP for which different levels of certification are being sought or applies;</p> <p>the Operator or Facility shall identify, segregate and manage the different groups of livestock in a way that will allow the relevant LGAP requirements to be applied to the correct group of livestock.</p> <p>EXAMPLE An abattoir may be processing local cattle in accordance with Level 1 certification requirements and cattle from a specified source of supply (e.g. Australia) in accordance with Level 2 certification requirements. In these situations, the abattoir demonstrates it identifies, segregates and manages the two groups of livestock to ensure they are not mixed, and that the correct certification requirements are fulfilled for each group.</p>	<ul style="list-style-type: none"> • Ensure the segregation of different groups of livestock associated with documented information showing different sources of supply and identification. • Use separate pens, races or processing lines for different groups of livestock.
8.6.	X	X	X	<p>Upon the discovery of discrepancies in livestock numbers, the Operator or Facility shall;</p> <p>a) if theft is suspected, notify the appropriate authorities immediately;</p> <p>b) notify any traceability party, supply chain partner, customer or other relevant party;</p> <p>c) retain documented information of such notification activities and relevant livestock identification information;</p> <p>d) make effort to account for the discrepancies; and</p> <p>e) undertake corrective action to reduce the potential for unaccountable losses in the future.</p> <p>NOTE Appropriate authorities mean authorities in the Facility's/Operator's jurisdiction who are responsible for investigating theft and prosecuting offenders.</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure for reporting livestock losses. • Ensure authorities, traceability parties, supply chain partners, customers or other relevant parties are notified immediately. • Maintain copies of reports of unaccounted livestock to appropriate authorities, traceability parties, supply chain partners, customers or other relevant parties.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.7.	X	X	X	<p>For transportation, livestock from LGAP Certified Operators or Certified Facilities:</p> <p>a) shall be physically segregated from livestock that are not from LGAP Certified Operators or Certified Facilities; and</p> <p>b) shall be clearly visually identified from livestock that are not from LGAP Certified Operators or Certified Facilities, with the method of identification recorded on the transport documentation.</p>	<ul style="list-style-type: none"> • Ensure the segregation of different groups of livestock associated with documented information showing different sources of supply and identification. • Use separate pens on transport vehicles or separate vehicles. • Ensure different groups of livestock are visually identified such as through the use of visual ear tags or paint markers and record the method of identification on the transport documentation.
8.8.	X	X	X	<p>When livestock are moved for health and welfare reasons documented information shall be maintained and shall include traceability data in relation to:</p> <p>a) the number of animals moved;</p> <p>b) date and time animals were moved;</p> <p>c) description of livestock; and</p> <p>d) where identifiers are used, the identifiers identification numbers.</p>	<ul style="list-style-type: none"> • Develop and maintain records of livestock moved for health and welfare reasons. • Use of templates provided in the LGAP Management System Manual.

Slaughter and processing

Principle: Restraint, stunning and slaughter procedures are carried out in a humane and effective manner.

The clause is applicable to an Importer, Feedlot (including Farms) or Abattoir if there is a 'X' in the corresponding column.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR ABATTOIR FACILITIES (RESTRAINT)	
9.1.			X	<p>Animals shall be restrained for stunning or slaughter (without stunning) using a method that:</p> <p>a) is designed and operated effectively for the size, class and behaviour of livestock processed and in accordance with Annex D;</p> <p>b) allows the animal to be positioned for effective stunning or slaughter; and</p> <p>c) avoids unacceptable practices and procedures.</p> <p>NOTE Unacceptable practices and procedures include those listed in Annex I.</p>	<ul style="list-style-type: none"> • Ensure handlers are competent and knowledgeable in the application of the restraint method. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
9.2.			X	<p>Livestock shall not be left individually restrained or in raceways during delays or while breaks are taken from work.</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Ensure animals are removed from restraint during breakdowns and delays. • Ensure no animals are moved into restraint during scheduled break times.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
9.3.			X	Once an animal has been restrained, the subsequent stunning or slaughter method shall occur without delay.	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in the restrain and stunning or slaughter method. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Where pre-slaughter stunning is used, ensure stunning is performed as soon as the animal is restrained. The stunning operative should be ready to stun the animal as soon as it is moved into position. • In the case of post-cut stunning, stunning shall occur immediately after the throat has been cut. • Ensure head is restrained for as short a time as possible, normally no longer than 10 seconds.
				ADDITIONAL REQUIREMENTS FOR ABATTOIR FACILITIES (RESTRAINT) (CATTLE)	
9.4.			X	<p>When cattle are restrained for stunning or slaughter (without stunning), the Facility shall monitor the following target in accordance with Annex J:</p> <p>a) vocalization does not occur in more than 5% of cattle from the time when the restraint takes hold.</p>	<ul style="list-style-type: none"> • Undertake monitoring no less than that specified in Annex J. • Maintain records showing that monitoring has occurred. • Review monitoring data and ensure during the activity is within the target/s - vocalization is 5% or less of the observed animals from the time when the restraint takes hold - Target - 95% restrained without vocalization. • Develop a standard operating procedure or work instruction. • Ensure monitoring is undertaken in a location that does not impact on livestock movement and ability to for the Facility/Operator to observe the livestock. • Use of templates provided in the LGAP Management System Manual. <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ Monitoring data can be recorded in an operations diary or similar.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
9.5.				If the targets in 9.4 are not being achieved, then action shall be undertaken immediately to remedy the situation.	<ul style="list-style-type: none"> If vocalisation is in excess of the specified target, action is taken to reset the restraint and remedy the situation, where relevant, corrective action is undertaken via the Facility's management system to enable the target to be achieved in the future.
				GENERAL REQUIREMENTS FOR ABATTOIR FACILITIES (STUNNING)	
9.6.			X	When animals are stunned prior to slaughter, only the permitted methods described in Annex E shall be used.	<ul style="list-style-type: none"> Develop a standard operating procedure or work instruction for personnel. Erect signage or work instructions as relevant.
9.7.			X	A back-up stunning device equivalent to or exceeding the specifications of the primary stunning device shall be available for immediate use.	<ul style="list-style-type: none"> Maintain a back-up stunning device and ensure it is accessible for use in emergency procedures. The back-up stunning device must be equivalent to or exceed the primary device.
9.8.			X	Where stunning is used, the Facility shall ensure:	
			X	a) stunning is effective as prescribed in Annex F; and	<ul style="list-style-type: none"> Develop a standard operating procedure or work instruction for personnel.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
			X	b) monitoring of the following target takes place in accordance with Annex J: <ul style="list-style-type: none"> i. at least 95% of animals being effectively stunned with the first application of the stunning method. 	<ul style="list-style-type: none"> • Undertake monitoring no less than that specified in Annex I. • Maintain records showing that monitoring has occurred. • Review monitoring data and ensure during the activity is within the targets. • Develop a standard operating procedure or work instruction. • Ensure monitoring is undertaken in a location that does not impact on livestock movement and ability to for the Facility/Operator to observe the livestock. • Use of templates provided in the LGAP Management System Manual. <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ Monitoring data can be recorded in an operations diary or similar.
9.9.			X	If the target in 9.8b) is not being achieved, then action is undertaken immediately to remedy the situation.	<ul style="list-style-type: none"> • If stunning with the first application of the stunning method is not successful within the specified target, action is taken to remedy the situation, where relevant, corrective action is undertaken via the Facility's management system to enable the target to be achieved in the future.
9.10.			X	Where the initial stun is not effective or the animal show signs of recovery before death, a re-stun shall be applied immediately.	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in procedures for managing ineffective stunning. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
9.11.			X	If the initial stun is ineffective due to a failure of the primary stunning device, the back-up stunning device shall be used.	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in procedures for managing ineffective stunning. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
9.12.			X	Where stunning is used, the Facility shall ensure:	

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
			X	a) all animals at the time of slaughter show signs of an effective stun in accordance Annex F and are unconscious (as indicated in Annex G) during the period between the end of the stunning process and until death; and	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in procedures for assessing effective stuns and signs of consciousness. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • If animals show signs of consciousness, ensure correction is taken, by re-stunning the animal, if any signs of consciousness are observed between the initial stun and death (produced by slaughter). • Ensure signs of consciousness (Annex K) in the period between the end of the stunning process and death (produced by slaughter) are recorded.
			X	b) monitoring is undertaken in accordance with Annex J and: <ul style="list-style-type: none"> i. 100% of animals remain stunned (unconscious) from stunning until death (produced by slaughter). 	<ul style="list-style-type: none"> • Undertake monitoring no less than that specified in Annex J. • Maintain records showing that monitoring has occurred. • Review monitoring data and ensure during the activity is within the targets. • Develop a standard operating procedure or work instruction. • Ensure monitoring is undertaken in a location that does not impact on livestock movement and ability to for the Facility/Operator to observe the livestock. • Use of templates provided in the LGAP Management System Manual. <ul style="list-style-type: none"> ○ <i>In small establishments,</i> <ul style="list-style-type: none"> ▪ Monitoring data can be recorded in an operations diary or similar.
9.13.			X	If the target in 9.12b) is not being achieved, then action is undertaken to remedy the situation.	<ul style="list-style-type: none"> • If there are any signs of consciousness between stunning and death (produced by slaughter), action is taken to remedy the situation, where relevant, corrective action is undertaken via the Facility's management system to enable the target to be achieved in the future.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				GENERAL REQUIREMENTS FOR ABATTOIR FACILITIES (SLAUGHTER)	
9.14.			X	Slaughter shall be performed using: a) throat cut severing both carotid arteries; or b) thoracic sticking severing the brachiocephalic trunk (only after pre-slaughter stunning).	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in slaughter technique. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Ensure both carotid arteries (or the vessels from which they arise for thoracic sticking) are severed during the act of slaughter.
9.15.			X	Knives shall be sharp for the act of slaughter.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Ensure knives are sharpened before the beginning of the slaughter operation and as necessary between animals. • When tested, a dry knife slices a sheet of standard 80gsm A4 paper dangled by one corner.
9.16.			X	Dressing processes shall not be performed before the animal is dead as prescribed in Annex H.	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in assuring death, as per Annex H. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Ensure death is assured (by checking or through a validated procedure contained in any documented information) before performing other dressing or cutting procedures. • Ensure further dressing procedures (including cutting of spinal cords) are not performed until the animal has been confirmed as dead.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
9.17.			X	<p>If females are found to be pregnant at the Facility, then:</p> <p>a) they shall be handled separately;</p> <p>b) fetuses shall be removed from the uterus not sooner than five minutes after the slaughter of the female; and</p> <p>c) fetuses shall not be rescued.</p>	<ul style="list-style-type: none"> • Ensure foetal rescue is not practiced. • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Leave female for five minutes after slaughter before removing foetus.
9.18.			X	<p>If a live foetus is identified, it shall be prevented from inflating its lungs and breathing air.</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
				<p>ADDITIONAL REQUIREMENTS FOR ABATTOIR FACILITIES (SLAUGHTER)(STUNNING)</p>	
9.19.			X	<p>Slaughter shall be performed as soon as possible after effective stunning is confirmed and in accordance with stun to slaughter intervals specified in Annex E.</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • Ensure animals are slaughtered as soon as possible after stunning is confirmed.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				ADDITIONAL REQUIREMENTS FOR ABATTOIR FACILITIES (SLAUGHTER) (NON STUN)	
9.20.			X	<p>For slaughter without stunning the throat shall be cut using:</p> <p>a) a knife of sufficient length so the point of the knife remains outside of the incision during the cut; and</p> <p>b) a single, deep, uninterrupted, fast stroke of the knife.</p> <p>NOTE Single means one stroke or a reciprocal pass of the blade provided the blade does not leave the wound until the act of slaughter is completed.</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant. • The throat may be cut with a single action or a reciprocal pass of the blade.
9.21.			X	After slaughter when stunning is not used:	
			X	<p>a) livestock shall be visually inspected for complete sectioning of both carotid arteries and the presence of a strong flow of blood from the wound;</p> <p>b) inspection of the wound shall avoid contact with the severed edge of the skin;</p> <p>c) action shall be taken to re-cut the vessels if a strong flow of blood is not present or the carotid arteries have been missed with the initial cut;</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.

Clause	Importer	Feedlot	Abattoir	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
			X	d) livestock shall have the head kept in extension to prevent the edges of the wounds touching until the animal is unconscious;	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
			X	e) livestock shall not have water thrown on them or be otherwise disturbed prior to confirmed unconsciousness in accordance with Annex G; and	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
			X	f) livestock shall be assessed as unconscious in accordance with Annex G and Annex H before they are released from restraint, moved or hoisted.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.

6 LGAP 1002 LIVESTOCK ASSURANCE - REQUIREMENTS FOR THE MANAGEMENT SYSTEM OF OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS

Management system - General

Principle: The Operator, Facility or Traceability System Provider has a management system suitable to the size and frequency of their operation that enables the consideration of risks, verifies conformity with the LGAP Certification Requirements and allows for continual improvement of performance.

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
4.1.	X	X	X	X	X	<p>The Operator, Facility or Traceability System Provider shall establish and maintain a management system that enables the demonstration of the consistent fulfilment of the requirements of the LGAP Certification Requirements.</p> <p>NOTE 1 Fulfilment of the requirements in this Standard can be demonstrated using an ISO 9001 quality management system where that management system:</p> <ol style="list-style-type: none"> includes within its scope the fulfilment of the LGAP Certification Requirements; covers all the requirements in this Standard; and is certified by a Certification Body that is approved by the Program Owner. <p>NOTE 2 A traceability system is considered a component of a management system.</p>	<ul style="list-style-type: none"> The Operator or Facility should be able to identify what constitutes its management system and have records available to demonstrate this. Use of the LGAP Management System Manual template If ISO9001 certification is held check to ensure the ISO 9001 certificate specifically mentions LGAP Standards, and the certified management system covers the processes related to LGAP, and that the Certification Body is approved by the Program Owner

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
4.2.	X	X	X	X	X	<p>The management system of the Operator, Facility or Traceability System Provider shall fulfil the requirements contained in sections 5, 6, 7, 8, 9, 10 and 11 and address the following:</p> <ul style="list-style-type: none"> a) leadership and responsibilities; b) processes and risks; c) documented information; d) verification, monitoring and reporting; e) management review; f) internal audits; and g) nonconformities and corrective action. 	<ul style="list-style-type: none"> • Use of the LGAP Management System Manual or the Facility's/Operator's/Traceability System Provider's own management system.

Leadership and responsibilities

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
5.1.	X	X	X	X	X	<p>The Operator's, Facility's or Traceability System Provider's top management shall demonstrate leadership and commitment to fulfilling the requirements of the LGAP Certification Requirements by:</p> <p>a) taking accountability for the performance of the Operator, Facility or Traceability System Provider;</p> <p>b) ensuring a management system is maintained and implemented;</p> <p>c) communicating and promoting awareness of the requirements of the LGAP Standards and the management system to all personnel;</p> <p>d) ensuring that the resources needed for the management system and fulfilment of LGAP Certification Requirements are available;</p> <p>e) engaging, directing, assigning responsibility and supporting persons to contribute to the effectiveness of the management system; and</p> <p>f) reviewing the results of performance monitoring and undertaking improvement action where necessary</p>	<ul style="list-style-type: none"> • Maintain copies of documented information, which should at least cover: <ul style="list-style-type: none"> ○ main processes; ○ responsibilities and competencies of human resources; and ○ activities to undertake monitoring of performance. • Many Operators, Facilities or Traceability System Providers will have some form of operational manual, however in some cases a simple flow chart noting the process to be followed, the resources involved, and the monitoring activities to be undertaken is all that is required to demonstrate fulfilment of this requirement. • Examples of communication of the documented information between top management and personnel include: <ul style="list-style-type: none"> ○ position descriptions; and ○ reports on the management system. • Use of templates provided in the LGAP Management System Manual.

Processes and risk

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
6.1.	X	X	X	X	X	The management system shall: a) identify and manage risks, processes and resources; and b) enable monitoring and verification of performance.	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions. • Maintain monitoring data as per LGAP 1001. • Use of templates provided in the LGAP Management System Manual.
6.2.	X	X	X	X	X	In identifying processes and monitoring performance the Operator, Facility or Traceability System Provider shall apply a risk-based approach that identifies critical control points and applies risk management actions and treatments.	<ul style="list-style-type: none"> • Review of the documented information such as risk identification, risk assessments, risk ratings, controls for risks, reporting risks • Ask the Operator to explain its processes and monitoring activities and associated documented information.

Clause	Exporter	Importer	FaediLot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						ADDITIONAL REQUIREMENTS FOR ALL OPERATORS AND FACILITIES USING TRACEABILITY SYSTEMS APPROVED UNDER LGAP 1004	
6.3.	X	X	X	X	X	<p>The Operator or Facility shall incorporate processes established by their Traceability System Provider into their management system, including processes related to:</p> <ol style="list-style-type: none"> a) the operation of the traceability system; b) individually, uniquely and accurately identifying traceability locations and parties; c) placement, installation, handling, usage and maintenance of any infrastructure and equipment required for the effective operation of the traceability system; d) identification of individual animals or groups of animals; e) the security of identifiers, checking animals for the presence of identifiers and managing missing identification; f) verifying the validity, reliability and accuracy of the traceability data on the register; g) the capturing of supporting evidence including visual static imagery and video surveillance where used; h) providing traceability data to traceability parties; i) performing reconciliations and maintaining documented information to support the occurrence and outcomes of reconciliations; j) ensuring traceability data, documented information and supporting evidence are valid and reliable; k) monitoring the occurrence of incidents, maintain monitoring data and taking action where incidents occur; l) conducting traceability tests and maintaining documented information to demonstrate the outcome of the traceability tests; m) the retention, security and management of traceability data, monitoring data and supporting evidence on the register; n) fulfilment of compliance requirements; and o) reporting the outcomes of monitoring processes, incidents and traceability tests. 	<ul style="list-style-type: none"> • Maintain up-to-date versions of the Traceability System Providers processes for items a) to o).. • Develop processes for the management system that align to those provided by the Traceability System Provider. • Ensure all relevant personnel are aware of the processes – develop standard operating procedures and work instructions to explain such processes.

Clause	Exporter	Importer	Fedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						ADDITIONAL REQUIREMENTS FOR ALL OPERATORS AND TRACEABILITY SYSTEM PROVIDERS	
6.4.	X	X			X	<p>The Operator or Traceability System Provider shall apply a risk-based approach that:</p> <p>a) identifies risks associated with events, locations and causes of uncertainty that may prevent the demonstration of fulfilment of LGAP Standards; and</p> <p>b) applies risk actions and treatments, including the activities, processes, systems and resources allocated to avoid, reduce, mitigate or manage the risks.</p>	<ul style="list-style-type: none"> • Review of the documented information such as risk identification, risk assessments, risk ratings, controls for risks, reporting risks • Ask the Operator or Traceability System Provider to explain its processes and monitoring activities and associated documented information.

Documented Information

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
7.1.	X	X	X	X	X	The Operator's, Facility's or Traceability System Provider's management system shall include:	
	X	X	X	X	X	a) documented information required by the LGAP Certification Requirements;	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions. • Maintain appropriate documented information, records etc. • Use of templates provided in the LGAP Management System Manual.
	X	X	X	X	X	b) documented information determined by the Operator, Facility or Traceability System Provider as being necessary for the effectiveness of the management system. NOTE The extent of documented information for a management system can differ from one organization to another due to: <ul style="list-style-type: none"> – the size of the Operator, Facility or Traceability System Provider and its type of activities, processes, products and services; – the complexity of processes and their interactions; and – the competence of persons. 	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions. • Consider size, activities, processes, products, services and personnel competence. • Maintain appropriate documented information, records etc. • Use of templates provided in the LGAP Management System Manual.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.2.	X	X	X	X	X	<p>Documented information required by the management system and by the LGAP Certification Requirements shall be controlled to ensure it is:</p> <p>a) available and suitable for use, where and when it is needed;</p> <p>b) readily accessible to authorised parties;</p> <p>c) secure;</p> <p>d) retained for the minimum period required by compliance requirements or for no less than two years, whichever is the greater and</p> <p>e) it is available to traceability parties and supply chain partners upon request.</p>	<ul style="list-style-type: none"> • Develop appropriate control processes and consider security of such documented information as well as how long such documented information is kept. • Use of templates provided in the LGAP Management System Manual. • Maintain correspondence or file notes recording action taken when requests are made.
7.3.	X	X	X	X	X	<p>For the control of documented information, the Operator, Facility or Traceability System Provider shall address the following activities:</p> <p>a) distribution, access, retrieval and use;</p> <p>b) storage and preservation, including preservation of legibility;</p> <p>c) control of changes (e.g. version control); and</p> <p>d) retention and disposition.</p>	<ul style="list-style-type: none"> • Develop appropriate control processes and consider security of such documented information. • Use of templates provided in the LGAP Management System Manual.
7.4.	X	X	X	X	X	<p>Documented information of external origin determined by the Operator, Facility or Traceability System Provider to be necessary for the planning and operation of the management system shall be identified and controlled.</p> <p>NOTE Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.</p>	<ul style="list-style-type: none"> • Develop appropriate control processes and consider security of such documented information. • Controlled document list associating the documents with specific LGAP Standards requirements. • Use of templates provided in the LGAP Management System Manual.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.5.	X	X	X	X	X	<p>When creating and updating documented information the Operator, Facility or Traceability System Provider shall ensure appropriate:</p> <p>a) identification and description (e.g. a title, date, author, or reference number);</p> <p>b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic); and</p> <p>c) review and approve for suitability and adequacy.</p>	<ul style="list-style-type: none"> • Develop appropriate control processes for such documented information. • Consider documented information translated into various languages as appropriate to employees. • Controlled document list associating the documents with specific LGAP Standards requirements. • Use of templates provided in the LGAP Management System Manual.
7.6.	X	X	X	X	X	<p>All personnel involved in processes shall have access to the parts of the management system documented information that are applicable to their responsibilities.</p>	<ul style="list-style-type: none"> • Develop appropriate control processes and consider access of such documented information. • Use of templates provided in the LGAP Management System Manual.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						ADDITIONAL REQUIREMENTS FOR ALL OPERATORS AND FACILITIES	
7.7.	X	X	X	X		<p>Where an Operator or Facility arranges transport, the Operator or Facility shall ensure documented information includes:</p> <p>a. planning for the transport of livestock having consideration of:</p> <ol style="list-style-type: none"> i. the class and condition of livestock; ii. the transport vehicles to be used; iii. time off feed and water; iv. expected climatic and environmental conditions; v. road conditions, curfews and border crossings; vi. duration of journey and rest stops; vii. emergency events such as accidents, theft, breakdowns, acts of nature etc.; viii. sick or injured animals, humane destruction and places for emergency unloading; ix. the approach to maintaining internal traceability of the livestock during transport until they reach their intended destination; and x. contingency plans for the disruption of the journey; and <p>b) a list of approved transport operators that demonstrate they fulfil the requirements in Annex N of LGAP 1001 <i>Livestock assurance - Requirements for animal welfare and management</i>.</p> <p>NOTE Transport operators can be owned and operated by the Operator or Facility.</p>	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for transportation. • Develop documented journey plans. • Develop and maintain an Approved Transport Operators List. • Use of templates provided in the LGAP Management System Manual. <ul style="list-style-type: none"> ○ <i>Small establishments (e.g. owner/drivers):</i> • A simple plan that shows consideration of these factors is sufficient.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						ADDITIONAL REQUIREMENTS FOR IMPORTER OPERATORS AND ALL FACILITIES	
7.8.		X	X	X		Documented information shall include at least the following:	
		X	X	X		a) processes for monitoring, including (where applicable): <ol style="list-style-type: none"> i. animal handling at loading, unloading and through the site; ii. effectiveness of restraint; iii. where used, the effectiveness of the stunning outcome; and iv. effectiveness of slaughter. 	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for monitoring procedures, as per Annex I in LGAP 1001. • Maintain records of monitoring activities. • Use of templates provided in the LGAP Management System Manual.
						ADDITIONAL REQUIREMENTS FOR IMPORTER OPERATORS, ALL FACILITIES AND TRACEABILITY SYSTEM PROVIDERS WITH TRACEABILITY SERVICES	

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
7.9.		X	X	X	X	<p>Documented information shall include at least the following:</p> <p>a) internal traceability processes and procedures for identification and the recording of movement of animals and such documented information shall:</p> <ol style="list-style-type: none"> i. be established and implemented; ii. be those that ensure conformance with this Standard as well as those specified by traceability parties and supply chain partners to execute external traceability; <p>NOTE Traceability parties and supply chain partners may specify the format (e.g. electronic) and language etc. of such documented information.</p> <ol style="list-style-type: none"> iii. be reviewed on a planned schedule of no less than every six months and such a review shall include an analysis of what has happened in the past period; iv. be readily accessible and understood by personnel with any responsibility for traceability; v. ensure specified livestock are only sent to and received from Operators and Facilities that are Certified under LGAP to the prescribed level; and <p>NOTE: Where specified livestock are required to be sent to sites which are not included in the scope of LGAP (e.g. breeding livestock), appropriate documented information must be maintained which demonstrate the legitimacy of these arrangements and that the animals were confirmed as received at that site.</p> <p>b) back up processes and documented information for activities or control points which have been identified as high or critical risk, which include the identification and appropriate use of any equipment necessary for executing such back up activities.</p>	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for identification (consistent with LGAP 1001 and those provided by Traceability System Providers and scope of certification) and movement recording within the site. • Implement internal traceability systems, or use traceability systems that are mandated by supply chain participants (e.g. upstream Operators). <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ May be pictorial SOPs where required. ▪ May be produced centrally and shared across businesses (where procedures are the same).

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						ADDITIONAL REQUIREMENTS FOR ALL OPERATORS	
7.10.	X	X				Documented information shall include at least the following:	
	X	X				a) processes for capacity planning taking into account the whole of the production cycle during the course of the year, and effect of the following: <ol style="list-style-type: none"> i. capacity of downstream Operators and Facilities; ii. anticipated climatic and environmental conditions; and iii. anticipated cultural events. 	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for the production cycle.
	X	X				b) Contingency arrangements for situations where the supply chain is disrupted or there are capacity issues; NOTE Disruptions may include but are not limited to: <ul style="list-style-type: none"> – severe weather events and related damage; – civil unrest or hostilities; – disease outbreaks; – theft of livestock; – fire and related damage; – transport related issues; – accidents on-site or during transport; – systematic or prolonged power supply failure; and – suspension or withdrawal of own certification or of Facilities downstream. 	<ul style="list-style-type: none"> • Develop contingency arrangements for various scenarios that may occur which disrupt the supply chain or cause capacity issues. • Use of templates provided in the LGAP Management System Manual.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
	X	X				<p>c) external traceability processes for identification and the recording of movement of animals shall:</p> <p>i. be established and implemented to:</p> <ol style="list-style-type: none"> 1. ensure conformity with this Standard; and 2. where relevant, be consistent with any processes provided by their Traceability System Provider; <p>ii. be able to interface with upstream and downstream internal traceability processes in order to be able to locate livestock until death;</p> <p>iii. be understood by personnel with any responsibility for traceability; and</p> <p>iv. be reviewed on a planned schedule of no less than every six months and such a review shall include an analysis of what has happened in the past period.</p>	<ul style="list-style-type: none"> • Develop appropriate processes and procedures for identification (consistent with LGAP 1001 and those provided by Traceability System Providers and scope of certification) and movement recording throughout the supply chain. • Implement external traceability systems, or use traceability systems that are mandated by supply chain participants (e.g. upstream Operators). • May be produced centrally and shared across businesses (where procedures are the same). • The use of external traceability systems and ensuring that when used they meet the requirements.
						ADDITIONAL REQUIREMENTS FOR FEEDLOT, FARM AND ABATTOIR FACILITIES	
7.11.			X	X		Documented information shall include at least the following:	

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
			X	X		a) processes for animal health and welfare taking into account the whole of the production cycle during the course of the year, and effect of the following: <ol style="list-style-type: none"> i. annual variations in demand and supply of livestock and capacity of Facility; ii. anticipated climatic and environmental conditions; iii. anticipated cultural events; iv. the prevention and control of common diseases; and v. animal health and husbandry. 	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for the production cycle. <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ May be pictorial SOPs where required. ▪ May be produced centrally and shared across businesses (where procedures are the same).
						ADDITIONAL REQUIREMENTS FOR ABATTOIR FACILITIES	
7.12.				X		Documented information shall include at least the following:	

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
				X		<p>a) processes for stunning and slaughter (with or without stunning) which shall include, where appropriate:</p> <ul style="list-style-type: none"> i. methods; ii. application of the stunning device; iii. equipment suitability for species, appropriate charge/setting (electrical and mechanical); iv. assessment of effective stunning; v. stun to slaughter interval; vi. assurance of unconsciousness before animals have water thrown on them or be otherwise disturbed; and vii. assurance of death prior to performing carcass dressing or cutting processes. 	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for stunning and slaughter (with or without stunning). <ul style="list-style-type: none"> ○ <i>Small establishments:</i> <ul style="list-style-type: none"> ▪ May be produced centrally (for example, by an Exporter Operator or Importer Operator) and shared across businesses (where procedures are the same). ▪ May be pictorial SOPs where required.

Verification, monitoring and reporting

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS AND FACILITIES	
8.1.	X	X	X	X		Operators and Facilities shall have verification and monitoring in place that, as applicable to their scope of certification:	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for verification and monitoring procedures. • Maintain records of verification and monitoring activities. • Maintain records of corrective action where verification and monitoring indicate targets were not met. • Use of templates provided in the LGAP Management System Manual.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
	X	X	X	X		a) enables monitoring, analysis and reporting of performance in relation to the targets in LGAP 1001;	<ul style="list-style-type: none"> • Maintain records of monitoring, analysis and reporting activities. • Maintain records of corrective action where monitoring and analysis indicates targets were not met. • Use of templates provided in the LGAP Management System Manual.
	X	X	X	X		b) demonstrates the effectiveness of corrective actions;	<ul style="list-style-type: none"> • Maintain records of corrective action where monitoring indicates targets were not met. • Use of templates provided in the LGAP Management System Manual. •
	X	X	X	X		c) applies the sampling techniques and frequencies as detailed in LGAP 1001 Annex J; and.	<ul style="list-style-type: none"> • Maintain records of monitoring activities. • Maintain records of corrective action where monitoring indicates targets were not met. • Use of templates provided in the LGAP Management System Manual.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
	X	X	X	X		d) results in monitoring data which forms the basis for reporting on the achievement of the targets in LGAP 1001.	<ul style="list-style-type: none"> Monitoring data is used as the basis for reporting on targets. Targets are reported in accordance with requirements.
8.2.	X	X	X	X		<p>Monitoring data, traceability data, supporting evidence, the outcome of any analyses undertaken and any other documented information shall be:</p> <p>a) recorded and verified as part of the internal audit; and</p> <p>b) upon request, provided to traceability parties.</p>	<ul style="list-style-type: none"> Maintain records of internal audits including the monitoring data that has been verified. Record internal audits on the AniMark IT Conformance System. Maintain correspondence or file notes recording action taken when requests are made.
8.3.	X	X	X	X		Where targets in the LGAP Standards are not achieved, the Operator or Facility shall ensure corrections are made and effective corrective action has been undertaken as demonstrated through subsequent monitoring.	<ul style="list-style-type: none"> Demonstration via the monitoring data that the corrective action has resulted in the targets now being achieved.
						ADDITIONAL REQUIREMENTS FOR ALL OPERATORS AND FACILITIES USING TRACEABILITY SYSTEMS APPROVED UNDER LGAP 1004	

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.4.	X	X	X	X		<p>Following the processes established at 6.3, the Operator or Facility shall monitor the following:</p> <p>a. when an animal or group of animals has been assigned to the incorrect:</p> <p style="padding-left: 20px;">i. traceability party for physical custody; or</p> <p style="padding-left: 20px;">ii. specified supply chain, where relevant;</p> <p>b. the number of:</p> <p style="padding-left: 20px;">i. identifiers that are lost or replaced;</p> <p style="padding-left: 20px;">ii. livestock that become breeding livestock; and</p> <p style="padding-left: 20px;">iii. livestock losses or mortalities (other than due to slaughter);</p> <p>c. instances where traceability data provided to or received by traceability parties is inconsistent with the requirements of LGAP 1001;</p> <p>d. outcomes of reconciliations of livestock numbers; and</p> <p>e. outcomes of traceability testing.</p>	<ul style="list-style-type: none"> Develop appropriate processes, standard operating procedure and/or work instructions for monitoring a) through e).
8.5.	X	X	X	X		Monitoring data shall be maintained to demonstrate fulfilment of 8.4.	<ul style="list-style-type: none"> Maintain documented information that includes monitoring data.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.6.	X	X	X	X		<p>At prescribed timeframes, the Operator or Facility shall undertake analysis of the:</p> <p>a) traceability data;</p> <p>b) supporting evidence;</p> <p>c) documented information; and</p> <p>d) monitoring data.</p> <p>NOTE Timeframes are prescribed in the LGAP Certification Rules.</p>	<ul style="list-style-type: none"> Understand the prescribed timeframes as provided in the LGAP Certification Rules. Develop appropriate processes, standard operating procedure and/or work instructions for analyzing a) through d). Maintain documented information that demonstrates analysis has been undertaken consistent with the prescribed timeframes.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.7.	X	X	X	X		<p>The Operator or Facility shall review the outcome of each analysis conducted at 8.7 to determine if there are any irregularities or anomalies:</p> <p>a) in relation to:</p> <ul style="list-style-type: none"> i. the number of: <ul style="list-style-type: none"> 1. identifiers which are lost or replaced; 2. livestock that become breeding livestock; and 3. livestock losses or mortalities (other than due to slaughter); ii. reconciliations of livestock; iii. outcomes of traceability tests; and iv. the traceability data or supporting evidence that occur more than once in relation to the same: <ul style="list-style-type: none"> 1. animal or group of animals; 2. traceability location; 3. traceability party; or 4. type of irregularity or anomaly. 	<ul style="list-style-type: none"> • Develop appropriate processes, standard operating procedure and/or work instructions for reviewing the outcome of analysis. • Maintain documented information that the outcome of each analysis has been reviewed and what was found in that review.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
8.8.	X	X	X	X		<p>Where irregularities or anomalies in 8.8 are identified, the Operator or Facility shall immediately:</p> <p>a) review the irregularity or anomaly to determine:</p> <ol style="list-style-type: none"> i. the cause of the irregularity or anomaly; and ii. if the irregularity or anomaly could potentially reoccur; <p>b) if necessary, change the relevant processes to ensure the cause of the irregularity or anomaly cannot reoccur;</p> <p>c) report the irregularities or anomalies to the relevant Traceability System Provider, traceability parties and the Program Owner; and</p> <p>d) upon request provide all traceability data, supporting evidence, monitoring data and the analysis undertaken to traceability parties and the Program Owner.</p>	<ul style="list-style-type: none"> • Maintain correspondence or file notes recording notification of the irregularity or anomaly to the relevant parties. • The absence of systematic and repeated irregularities or anomalies.
8.9.	X	X	X	X		<p>Documented information shall be maintained to demonstrate fulfilment of 8.7 and 8.8.</p>	<ul style="list-style-type: none"> • Maintain documented information associated with action taken when irregularities or anomalies are identified. • The absence of systematic and repeated irregularities or anomalies.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						ADDITIONAL REQUIREMENTS FOR ALL OPERATORS USING TRACEABILITY SYSTEMS APPROVED UNDER LGAP 1004	
8.10.	X	X	X	X		<p>At prescribed timeframes, the Operator shall:</p> <p>a) undertake reconciliations throughout the supply chain between:</p> <ol style="list-style-type: none"> i. the traceability location of animals or groups of animals; ii. the traceability party who had physical custody at each traceability location; iii. the traceability data for all animals or groups of animals; and iv. supporting evidence; and <p>b) maintain documented information to demonstrate the outcomes of the reconciliations undertaken at a).</p> <p>NOTE Timeframes are prescribed in the LGAP Certification Rules.</p>	<ul style="list-style-type: none"> • Understand the prescribed timeframes as provided in the LGAP Certification Rules. • Develop appropriate processes, standard operating procedure and/or work instructions for reconciliations. • Maintain documented information that reconciliations have been performed consistent with prescribed timeframes.

Management review

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir and Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
9.1.	X	X	X	X	X	Top management shall review the Operator's, Facility's or Traceability System Provider's management system at least once a year. Alternatively, a complete review broken up into segments shall be completed within a 12-month time frame.	<ul style="list-style-type: none"> Schedule and undertake a review of the management system at least one a year. Maintain documented information associated with management review.
9.2.	X	X	X	X	X	<p>The management review shall be planned and carried out taking into consideration:</p> <ol style="list-style-type: none"> the status of actions from previous management reviews; changes in external and internal issues that are relevant to the management system; information on the performance, including trends and indicators for: <ol style="list-style-type: none"> nonconformities and corrective actions; monitoring, measurement and verification results; evaluation results; customer satisfaction; issues concerning external providers and other relevant interested parties; adequacy of resources required for maintaining an effective quality management system; and process performance and conformity of products and services; 	<ul style="list-style-type: none"> Maintain documented information associated with management review.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Providers	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						d) the effectiveness of actions taken to address risks and opportunities; and e) new potential opportunities for continual improvement.	
9.3.	X	X	X	X	X	The outputs of the management review shall include decisions and actions related to: a) continual improvement opportunities; and b) any need for changes to the management system, including resource needs.	<ul style="list-style-type: none"> Maintain documented information associated with management review.

Internal audit

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
10.1.	X	X	X	X	X	<p>The Operator, Facility or Traceability System Provider shall conduct internal audits at a frequency as specified in the LGAP Certification Rules, or completed within a segmented or rolling timeframe within the scheduled frequency, to provide information on whether the management system;</p> <p>a) conforms to:</p> <ol style="list-style-type: none"> i. the Operator's, Facility's or Traceability System Provider's own requirements for its management system; and ii. the requirements of the LGAP Certification Requirements; <p>b) is effectively implemented and maintained.</p> <p>NOTE The frequency of the internal audit is determined by the risk rating that is assigned to the Operator, Facility or Traceability System Provider under LGAP.</p>	<ul style="list-style-type: none"> • Ensure an individual is assigned as the internal auditor, ensure the individual assigned meets the Certification Requirements and competencies in LGAP 1002. • Ensure internal audits are conducted based on the specified surveillance frequency. • Ensure internal audits are conducted using the AniMark IT Conformance System.
10.2.	X	X	X	X	X	<p>The Operator, Facility or Traceability System Provider shall:</p> <p>a) plan, establish, implement and maintain an internal audit programme(s) including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the requirements of the LGAP Standards, the importance of the processes concerned, customer feedback, changes affecting the organization and the results of previous internal audits and external evaluations;</p> <p>b) follow the audit criteria and scope for each internal audit, as defined in the LGAP Certification Requirements and provided in the AniMark IT Conformance System;</p>	<ul style="list-style-type: none"> • Ensure an individual is assigned as the internal auditor, ensure the individual assigned meets the Certification Requirements and competencies in LGAP 1002. • Ensure internal audits are conducted based on the specified surveillance frequency. • Ensure internal audits are conducted using the AniMark IT Conformance System.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						c) select internal auditors that demonstrate the competence criteria in Annex A, and conduct internal audits to ensure objectivity and the impartiality of the process; d) ensure that the results of the internal audits are reported to relevant management and are recorded on the AniMark IT Conformance System; e) take necessary correction and corrective actions without undue delay; and f) record such correction and corrective action against the nonconformity raised in the AniMark Conformance System; and	System. <ul style="list-style-type: none"> Ensure records and information relating to internal audits are available to Auditor.
	X	X	X	X	X	g) retain documented information as evidence of the implementation of the internal audit programme and the audit results. NOTE 1 See ISO 19011 for guidance on how to prepare and undertake internal audits. NOTE 2 Internal audits are to undertaken and recorded using the online AniMark IT Conformance System that is provided by the Program Owner.	

Nonconformities and Corrective Actions

The clause is applicable to an Exporter, Importer, Feedlot (including Farm), Abattoir or Traceability System Provider if there is a 'X' in the corresponding column.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						GENERAL REQUIREMENTS FOR ALL OPERATORS, FACILITIES AND TRACEABILITY SYSTEM PROVIDERS	
11.1.	X	X	X	X	X	<p>When a nonconformity occurs, including those arising from feedback and complaints, the Operator, Facility or Traceability System Provider shall:</p> <p>a) react to the nonconformity, and as applicable:</p> <ol style="list-style-type: none"> i. make an immediate correction to control and stop the nonconformity; and ii. deal with the consequences; <p>b) evaluate the need for corrective action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by:</p> <ol style="list-style-type: none"> i. reviewing the nonconformity; ii. determining the causes of the nonconformity; and iii. determining if similar nonconformities exist, or could potentially occur; 	<ul style="list-style-type: none"> • Ensure internal audits are conducted using the AniMark IT Conformance System. • Ensure corrective action is recorded in the AniMark IT Conformance System. • Ensure nonconformities are closed out in the AniMark IT Conformance System. • Develop and maintain a Feedback and Complaints register. • Use of templates provided in the LGAP Management System Manual. • Maintain correspondence or file notes recording communication to relevant parties.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
						<p>c) undertake corrective action if required;</p> <p>d) review the effectiveness of any corrective action taken;</p> <p>e) within the prescribed timeframe, communicate to relevant supply chain partners, traceability parties and the Program Owner the:</p> <ul style="list-style-type: none"> i. occurrence of the nonconformity; ii. correction or corrective action undertaken or to be undertaken to correct the nonconformity; iii. the timeframe in which the correction or corrective action shall be or has been taken; and iv. confirmed undertaking of correction or corrective action when it has been implemented; <p>NOTE 1 Such communication may be by notification of nonconformities raised and closed out in the AniMark IT Conformance System</p> <p>NOTE 2 Prescribed timeframes are specified in the LGAP Certification Rules.</p> <p>f) make changes to the management system if necessary; and</p> <p>g) record correction or corrective action in the AniMark IT Conformance System.</p>	

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
11.2.	X	X	X	X	X	<p>Corrective actions shall be appropriate to the effects of the nonconformities encountered.</p> <p>NOTE 1 In some instances, it can be impossible to eliminate the cause of a nonconformity.</p> <p>NOTE 2 Corrective action can reduce the likelihood of recurrence to an acceptable level.</p>	<ul style="list-style-type: none"> • Ensure corrective action is recorded in the AniMark IT Conformance System. • Ensure nonconformities are closed out in the AniMark IT Conformance System. • Develop and maintain a Feedback and Complaints register. • Use of templates provided in the LGAP Management System Manual.
11.3.	X	X	X	X	X	<p>The Operator, Facility or Traceability System Provider shall retain documented information as evidence of:</p> <p>a) the nature of the nonconformities and any subsequent actions taken; and</p> <p>b) the results of any corrective action.</p>	<ul style="list-style-type: none"> • Ensure corrective action is recorded in the AniMark IT Conformance System. • Ensure nonconformities are closed out in the AniMark IT Conformance System. • Develop and maintain a Feedback and Complaints register. • Use of templates provided in the LGAP Management System Manual.
11.4.	X	X	X	X	X	<p>The Operator, Facility or Traceability System Provider shall continually improve the suitability, adequacy and effectiveness of the management system.</p>	<ul style="list-style-type: none"> • Ensure a continual review of the documented information associated with nonconformities and corrective actions. • The absence of systematic and repeated nonconformities.

Clause	Exporter	Importer	Feedlot	Abattoir	Traceability System Provider	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
11.5.	X	X	X	X	X	The Operator, Facility or Traceability System Provider shall consider the outputs of analysis and evaluation, and the outputs from management review, to confirm if there are areas of underperformance or opportunities that shall be addressed as part of continual improvement.	<ul style="list-style-type: none"> • Ensure a continual review of the documented information associated with nonconformities and corrective actions.

6 LGAP 1003 LIVESTOCK ASSURANCE - REQUIREMENTS FOR OPERATOR CHAIN OF CUSTODY

Chain of custody requirements

Principle: The Operator can demonstrate a commitment to the welfare, management and traceability of animals in establishments throughout their supply chains.

Clause	Requirement	EXAMPLES OF DEMONSTRATING CONFORMANCE Such evidence may be reviewed during an evaluation activity
	GENERAL REQUIREMENTS FOR ALL OPERATORS	
4.1.	<p>The Operator shall demonstrate a commitment to the welfare of animals throughout the supply chain by ensuring livestock are only sent to and received by Operators and Facilities throughout the supply chain that are certified under LGAP to the level prescribed.</p> <p>NOTE: The prescribed level of certification can be set by a regulator or supply chain partner.</p> <p>NOTE 2 Where specified livestock are required to be sent to sites which are not included in the scope of LGAP (e.g. breeding livestock), documented information must be maintained which demonstrates the legitimacy of these arrangements and that the animals were confirmed as received at that site.</p> <p>NOTE 3 This requirement does not preclude Importer Operators from receiving livestock from non-LGAP certified sources and sending those animals to non-LGAP certified sites in accordance with the identification, segregation, management, and documented information requirements of LGAP 1001 and LGAP 1002. Such requirements from LGAP 1001 and LGAP 1002 are intended to ensure livestock from LGAP certified sources are not mixed with livestock from non-LGAP certified sources or sent to non-LGAP certified sites.</p>	<ul style="list-style-type: none"> • Sole use of Operators or Facilities that are certified under LGAP to the level prescribed. • Ensure that downstream Operators or Facilities have been notified of the prescribed certification level formally and maintain records to show such notification has occurred. • Maintain agreements with or require declarations from Certified Operators and Certified Facilities throughout the supply chain that show agreement to the requirements. Transaction agreements may also be considered suitable in some cases. • Where required and appropriate provide support to enable the fulfilment of requirements by Certified Operators and Certified Facilities in the supply chain. • If necessary, provide intervention and action in the supply chain in situations where serious nonconformities arise, or animal welfare outcomes are not optimal.
4.2.	<p>The Operator shall demonstrate a commitment to comply with the legal requirements of the jurisdictions through which the supply chain operates.</p>	<ul style="list-style-type: none"> • Undertake research regarding legal requirements for relevant markets. Ensure these requirements are understood, consider developing appropriate documented information to support this requirement. • Maintain results of legal compliance reviews or audits. • Maintain copies of legal permits, registrations and licenses.

<p>4.3.</p>	<p>The Operator shall use and maintain a traceability system that results in the verifiable traceability of all animals throughout the supply chain until death.</p> <p>NOTE 1 The traceability system may be prescribed by a supply chain partner, may be provided by a third-party external to the organization or may be the Operator's own traceability system.</p> <p>NOTE 2: Where an Operator has more than one supply chain partner, they may have to utilize more than one traceability system.</p> <p>NOTE 3 Traceability of the livestock is expected to be verifiable from the site where animals are sent from to the next intended site where the animals are confirmed as received and continue until the death of the animal.</p> <p>NOTE 4 Where specified livestock are required to be sent to sites that are not included in the scope of LGAP (e.g. breeding livestock), the traceability system must demonstrate that the animals were confirmed as received at that site.</p>	<ul style="list-style-type: none"> • Implement an appropriate traceability system for the supply chain. • Maintain hard copy or electronic records showing identification information for animals and their movements throughout the supply chain. • Conduct regular traceability exercises, LGAP 1004 provides such procedures. • Maintain agreements or declarations between Certified Operators and Certified Facilities within the supply chain that include provisions for traceability.
<p>4.4.</p>	<p>The Operator shall maintain contingency arrangements for livestock throughout the supply chain and take action if:</p> <p>a) there are significant adverse traceability or animal welfare outcomes;</p> <p>b) there are changes in market access arrangements (e.g. prohibition of market access or rejection of livestock); or</p> <p>c) Certified Operators or Certified Facilities that are relied upon within the Operator's supply chain have their certification suspended or withdrawn.</p> <p>NOTE Contingency arrangements are addressed further in LGAP 1002 <i>Livestock assurance - Requirements for the management system of Operators, Facilities and Traceability System Providers</i>.</p>	<ul style="list-style-type: none"> • Develop and maintain contingency plans and risk assessments. • Consider possible redirection of livestock to Certified Operators and Certified Facilities should the initial Operator or Facility have its certification suspended or withdrawn. • Consider possible additional management practices implemented in the event that a Certified Operator or Certified Facility utilised in the supply chain has its certification suspended or withdrawn. Such management practices are designed to ensure the required animal welfare outcomes continue to be delivered while the Certified Operator's animals are managed through the suspended or withdrawn Operator or Facility.
<p>4.5.</p>	<p>The Operator shall fulfil the requirements of <i>LGAP 1002 Livestock assurance - Requirements for the management system of Operators, Facilities and Traceability System Providers</i>.</p>	<ul style="list-style-type: none"> • See the examples of evidence in LGAP 1002.

7 MONITORING & SAMPLING

- Under LGAP, Operators and Facilities are required to monitor certain activities.
- Monitoring must be scheduled, regular and recorded. Annex J of LGAP 1001 provides Operators and Facilities with the sampling procedures and frequencies for monitoring.
- The occurrence of such monitoring must be verified during the audit, in addition external auditors will use similar sampling procedures during onsite evaluations.

MONITORING ACTIVITIES

The following table details the monitoring activities to be carried out by Operators and Facilities.

Who	Activity	Monitoring Target
Abattoirs, Feedlots & Importers	Animal handling when loading and unloading livestock species on and off land transport vehicles (7.8)	1% or less fall; 3% or less slip; and 3% or less of cattle vocalize
All Abattoirs	Moving animals from lairage into the entry of restraint (7.22)	1% or less fall; 3% or less slip; and 3% or less of cattle vocalize
	While cattle are in restraint (9.4)	3% or less of cattle vocalize
Stun Abattoirs Only	The effectiveness of stunning at the first application of the stunning device (9.8b)	95% of animals stunned first time
	Animals remain unconsciousness between stunning and death/slaughter (9.12b)	100% of animals remain unconscious

MONITORING SAMPLE SIZE

- The sample size to be monitored is calculated based on the average daily total of animals received or processed into the facility.
- Once monitoring commences, animals shall be monitored consecutively until the sample size is achieved
- It is recognised that some small sites may have total daily consignments of less than 100 animals. In this situation it is acceptable to collate the data over a number of days and calculate percentage based on 100* animals in order to determine achievement of target.

	Average daily total of animals received or processed				
	1-10	11-100	101-250	251-500	501+
Sample size: Number of animals to be monitored.	All animals	10	25	50	100

* Grandin, T (2010) Review: Auditing animal welfare at slaughter plants. Meat Science (86) 56-65

8 USING A LGAP 1004 CERTIFIED TRACEABILITY SYSTEM

- Where an Operator or Facility is using a traceability system certified to LGAP 1004 **AND** their personnel perform the traceability activities (i.e., they are using the system) the following analysis, monitoring and verification activities must be performed.
- These activities must be carried out at the internal audit frequency set through the risk rating (low/medium/high).

Frequency of analysis, monitoring and verification

	Risk Rating		
	Low risk	Medium risk	High risk
Internal audit	4 monthly	3 monthly	Monthly

Summary of Operator and Facility analysis, monitoring and verification

Activity	Explanation
<p>(8.4) Monitor for the occurrence of the following:</p> <p>a) when an animal or group of animals has been assigned to the incorrect:</p> <p>i. traceability party for physical custody; or</p> <p>ii. specified supply chain, where relevant</p> <p>b) the number of:</p> <p>i. identifiers that are lost or replaced</p> <p>ii. livestock that become breeding livestock</p> <p>iii. livestock losses or mortalities (other than due to slaughter)</p> <p>c) instances where traceability data provided to or received by traceability parties is inconsistent with the requirements of LGAP 1001;</p> <p>d) outcomes of reconciliations of livestock numbers</p> <p>e) outcomes of traceability testing.</p>	<p>Review the data for the occurrence of the listed events.</p> <p>The occurrence alone doesn't indicate an issue or nonconformity.</p>
<p>(8.6) Perform an analysis of the:</p> <p>a) traceability data</p> <p>b) supporting evidence</p> <p>c) documented information</p> <p>d) monitoring data</p>	<p>Review and analyse data to find trends or irregularities, anomalies or issues.</p>
<p>(8.7) Review analysis of data from 8.6 to determine if there are any irregularities or anomalies in relation to the number of:</p> <ol style="list-style-type: none"> 1. identifiers which are lost or replaced 2. livestock that become breeding livestock; and 3. livestock losses or mortalities (other than due to slaughter); 4. the traceability data or supporting evidence that 	<p>Based on the analysis conducted above, check to determine if there are anomalies or irregularities in the data.</p> <p>For example:</p> <ul style="list-style-type: none"> - Have more ID's been replaced than was expected or compared to the last round of analysis? - Did more livestock become breeders than was expected or has occurred

<p>occur more than once in relation to the same:</p> <ul style="list-style-type: none"> a. animal or group of animals b. traceability location c. traceability party; or d. type of irregularity or anomaly. 	<p>in the past?</p> <ul style="list-style-type: none"> - Have there been more mortalities than normal that are not able to be explained? - Has a particular consignment or traceability party had multiple errors in the data received?
<p>(6.3) Undertake reconciliations of livestock</p>	<p>100% of animals are accounted for</p>
<p>(6.3) Perform of traceability tests</p>	<p>Traceability is possible in 10 days from initiating a tracing effort.</p> <p>Refer to Annex D of LGAP 1004.</p>
<p>(8.10) Where a supply chain system is used undertake reconciliations throughout the supply chain between:</p> <ul style="list-style-type: none"> i. the traceability location of animals or groups of animals ii. the traceability party who had physical custody at each traceability location <p>the traceability data for all animals or groups of animals; and supporting evidence</p>	<p>Operators only</p> <p>100% of animals are accounted for</p>