

AniMark[®]



Livestock Global Assurance Program

Abattoir Guidance Manual

Guidance on how to meet the LGAP Standards

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CONTENTS

CONTENTS	3
DOCUMENT CONTROL	4
INTRODUCTION	5
APPLICATION OF THE LGAP STANDARDS.....	6
APPLICATION OF THE LGAP LEVELS	6
LGAP 1001 LIVESTOCK ASSURANCE – REQUIREMENTS FOR ANIMAL WELFARE AND MANAGEMENT	7
Personnel	7
Environment, infrastructure and equipment	9
Animal identification	13
Animal health.....	16
Livestock movement.....	22
Slaughter and processing.....	25
LGAP 1002 LIVESTOCK ASSURANCE - REQUIREMENTS FOR THE MANAGEMENT SYSTEM OF OPERATORS AND FACILITIES	32
Management System – General.....	32
Leadership and responsibilities	33
Processes and risk	34
Documented Information	35
Monitoring	40
Management review	41
Internal audit.....	42
Nonconformities and Corrective Actions	43
MONITORING AND SAMPLING	45
Summary of Monitoring Requirements.....	45
Sample Size	45

DOCUMENT CONTROL

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INTRODUCTION

This guidance document has been prepared to assist **Abattoirs** 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 v1.1; and
- (b) the LGAP Standards - which consist of:
 - i) *LGAP 1000 Livestock assurance – Fundamentals and vocabulary v1.2;*
 - ii) *LGAP 1001 Livestock assurance – Requirements for animal welfare and management v1.2;*
 - iii) *LGAP 1002 Livestock assurance – Requirements for the management system of Operators and Facilities v1.2; and*
 - iv) *LGAP 1003 Livestock assurance – Requirements for Operator Chain of Custody v1.2.*

This guidance document is not a set of further requirements. Rather, it provides examples of how an conformity may be demonstrated their fulfillment of the LGAP Certification Requirements. Abattoirs may establish alternative ways of demonstrating their fulfillment of the LGAP Certification Requirements that differ from the examples provided in the guidance document.

This guidance document supplements training provided under LGAP for **Abattoirs**.

APPLICATION OF THE LGAP STANDARDS

The LGAP Standards below specify requirements Abattoirs must conform with under LGAP:



LGAP 1001 – Requirements for animal welfare and management



LGAP 1002 – Requirements for management systems of operators and facilities

LGAP LEVELS

- Under LGAP, there are also three levels of performance, as shown in Diagram 2 below.
- Abattoirs that wish to process Australian livestock must be certified to at minimum Level 2 or Level 3.

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

Diagram 2: Overview of the different Levels under LGAP

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.

Clause	Requirement	Examples of how to conform
4.1	<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; and – the necessity to verify traceability at critical control points. 	<ul style="list-style-type: none"> • Completed Personnel Estimation Worksheet provided in the LGAP Management System Manual. • Organisational chart and positions descriptions provided in the LGAP Management System Manual. • Undertake and keep records of estimating, planning or budgeting for personnel based on anticipated livestock numbers. • Keep records for personnel: <ul style="list-style-type: none"> ○ Copies qualifications, registrations or approvals; ○ curriculum vitae; ○ training records; ○ results of observations, peer assessments, witnessing and examinations; ○ performance reviews or improvement plans; ○ feedback from internal or external evaluations, supervisors, supply chain partners and customers.
4.2	<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 processes and documented information to support the fulfilment of a).</p>	<ul style="list-style-type: none"> • Templates in LGAP Management System Manual - Position descriptions, Register of employees and responsibilities and Training register or training records. • Observe personnel doing the job to verify they are competent during internal audits. Keep a record.

Clause	Requirement	Examples of how to conform
		<ul style="list-style-type: none"> • Train personnel and keep records. Register of Training template can be used. • 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. ○ 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	<p>The Operator or Facility shall identify and allocate responsibilities for fulfilling requirements, including specific personnel at each site with responsibility for:</p> <ol style="list-style-type: none"> a) monitoring processes; b) the day-to-day application of the LGAP Standards; 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; d) the identification of animals; e) recording of livestock movements; and f) verifying traceability at critical control points. 	<ul style="list-style-type: none"> • Complete the LGAP Template - Register of employees and responsibilities to show who is responsible for: <ul style="list-style-type: none"> ○ Monitoring animals ○ Animal welfare (this person must always be available or contactable Keep their contact details posted so they can be contacted.) ○ LGAP generally ○ Animal ID ○ Livestock Movement recording ○ Traceability • Completed LGAP Template – Position Descriptions for animal welfare officer, internal auditor, manager, animal handlers, slaughtermen • Watch and interview personnel to ensure they understand their role and responsibilities during internal audits.

Environment, infrastructure and equipment

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

Clause	Requirement	Examples of how to conform
5.1	<p>Infrastructure and equipment shall be designed and provided to prevent escape, injury, slipping and falling during:</p> <p>a) loading and unloading of livestock; and</p> <p>b) animal handling or holding.</p>	<ul style="list-style-type: none"> • Regularly watch the of unloading and handling of animals to verify equipment and infrastructure is fit for purpose. • Check that the sides of ramps and races are sufficiently high to prevent escape. • Check that the infrastructure and equipment allows smooth and even flow of livestock. • Check floors are non-slip design and angle of ramps does not cause slips or falls. • Check for faults or flaws that could injure livestock. If found, make sure they are fixed or not used until it is fixed.
5.2	<p>Infrastructure and equipment shall be:</p> <p>a) in good repair and effective working order; and</p> <p>b) maintained in accordance with a maintenance schedule with associated records.</p>	<ul style="list-style-type: none"> • Test, clean and maintain restraint and stunning equipment. Store it safely and use it properly. • Have manufacturers specifications for equipment onsite. • Train personnel in how to maintain and inspect equipment. • Inspect and maintain infrastructure and equipment regularly and make a record. E.g. complete templates from LGAP Manual: <ul style="list-style-type: none"> ○ Equipment Maintenance Record, ○ Infrastructure and equipment inspection/maintenance form ○ Register of Infrastructure & Equipment ○ Small establishment may record maintenance in a journal, calendar of events or diary etc. • If maintenance is needed make sure it is completed and not used until it is fixed.

Clause	Requirement	Examples of how to conform
		<ul style="list-style-type: none"> Review maintenance and inspection records at the internal audits.
5.3	<p>Infrastructure and equipment which enables traceability of livestock shall be:</p> <p>a) physically present at critical control points; and</p> <p>b) used in accordance with processes, documented information, and manufacturer's instructions.</p>	<ul style="list-style-type: none"> Equipment used for traceability such as RFID or EID scanners or wands are physically present onsite and working. Manufacturer's recommendations or manual kept with the equipment or close by. Keep records of the maintenance of the scanners/equipment. Undertake regular inspections of equipment and record it on the inspection form. Train personnel how to use the equipment. Log training in training register.
5.4	<p>Back up infrastructure and equipment shall be readily available when needed.</p>	<ul style="list-style-type: none"> Check: <ul style="list-style-type: none"> Backup equipment is physically present on site Listed on the Equipment Register Personnel know where it is Back up equipment may be stunning equipment, restraint equipment and traceability equipment.
5.5	<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"> Standard operating procedure for emergency responses. Test the procedures to make sure personnel know what to do if an emergency happens. Make a record if an emergency response test is carried out
5.6	<p>All points of access to mains electricity shall be:</p> <p>a) inaccessible to livestock; or</p> <p>b) protected from livestock.</p>	<ul style="list-style-type: none"> Inspect areas for electrical installations to ensure livestock cannot access or they are protected. Check installations are out of reach of livestock or have covers, protective boxes, gates or other enclosures.

Clause	Requirement	Examples of how to conform
	NOTE This requirement does not exclude the use of electric fences for livestock management.	
5.7	Anything that may be toxic to the animal or present a food safety risk (e.g. chemicals, cleaners etc.) shall: a) not be present on surfaces used by livestock; and b) be stored so that they cannot contaminate livestock or feed.	<ul style="list-style-type: none"> • Store chemicals away from livestock or feed storage areas. • Ensure chemicals used are not on surfaces when livestock are present or return to the area. • Inspect this area monthly to make sure it is maintained well.
5.8	The flooring of infrastructure and equipment shall be drained, provide a non-slip surface and be hygienically managed.	<ul style="list-style-type: none"> • Ensure floors are non-slip and drain well. • Make sure areas are cleaned regularly– lairage, raceways and slaughter areas. • Use LGAP Templates such as infrastructure inspection record.
5.9	Lighting shall be conducive to animal movement and sufficient to perform individual animal inspection.	<ul style="list-style-type: none"> • Check that lighting is sufficient for animals to be inspected. • Record any issues on inspection records, maintenance inspections. • Animals should not balk when moving through facility. Poor lighting might indicate this.
5.10	Animals shall be managed to minimize their exposure to adverse environmental conditions.	<ul style="list-style-type: none"> • If required, check shade or shelter for animals with signs of heat/cold stress are in place. • Alternative arrangements may be to reduce the number of animals in each pen or yard, moving animals showing signs of stress to slaughter immediately, use of water sprays etc. • Check for good ventilation and that waste is managed hygienically. • During adverse environmental conditions, regularly inspect animals for visible signs of heat stress e.g. panting or tongues protruding. • Perform and record temperature and humidity measurements (optional).
5.11	Livestock shall be kept securely and protected from:	<ul style="list-style-type: none"> • Site security can include:

Clause	Requirement	Examples of how to conform
	a) unauthorised access; and b) predation.	<ul style="list-style-type: none"> ○ Secure perimeter fencing and gates ○ Visitor sign in logs and security cameras. ○ Use of security guards or personnel. ● Consider predation risk and protect livestock.
5.12	Holding pens shall allow for animals to stand up, lie down and turn around at all times.	<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. ● Inspect pens and ensure there is no visible crowding. ● Document pen capacity and ensure personnel are aware of how many should be in each area.
5.13	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"> ● Have manufacturer's manual or specification for stunner. ● Complete and record of maintenance or calibration. ● Inspection stunning equipment. ● Make a record with template from LGAP Manual: <ul style="list-style-type: none"> ○ Equipment Maintenance Record, ● Small establishment may record maintenance in a journal, calendar of events or diary etc.

Animal identification

Principle: There is a system in place to ensure all animals on-site are identified to traceability throughout the supply chain.

Clause	Requirement	Examples of how to conform
6.1	<p>Animals shall be identified using one of the methods outlined in Annex C of LGAP 1001.</p> <p>NOTE Only the identification method for the prescribed level of certification may be used for the specified animals.</p>	<ul style="list-style-type: none"> • Check method of identification is allowed in LGAP1001 Annex C for level of certification sought. • Ensure identification is used appropriately. • Australian Cattle & Buffalo – unique individual ID's are required
6.2	<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 method of identification is not toxic to livestock. Such as food grade ink, edible paint or other non-toxic substances.
6.3	<p>Animals shall be checked for identification when moved into or out of a site and during their time within a site.</p> <p>NOTE Identification relates to the methods outlined in Annex C.</p>	<ul style="list-style-type: none"> • Physically check and observe animal identification during movement in or out of site and when onsite. • Standard operating procedure or work instruction for personnel to follow.
6.4	<p>If animals are found to be missing identification, the Operator or Facility shall:</p> <p>a) reapply identification at the first opportunity;</p> <p>b) record of the application of the replacement identification; and</p> <p>c) where identification documentation is used, the application of the replacement identification and any other changes shall be recorded.</p> <p>NOTE Missing identification can include physically absent, damaged, or ineffective.</p>	<ul style="list-style-type: none"> • Standard operating procedure on what to do when an animal ID is missing and how to replace and record it. • Maintain record of ID replacements. • LGAP Templates – Replaced ID Register can be used.
6.5	<p>The Operator or Facility shall check all identification documentation accompanying livestock for accuracy and record any discrepancies.</p>	<ul style="list-style-type: none"> • Standard operating procedure for personnel on how to check documentation for incoming livestock.

Clause	Requirement	Examples of how to conform
6.6	The Operator or Facility shall immediately report all discrepancies in identification documentation to supplier of the livestock	<ul style="list-style-type: none"> • When discrepancies are found ensure supplier is notified formally. • Maintain correspondence or notes recording notification to supplier.
6.7	The Operator of Facility shall report discrepancies in identification documentation to supply chain partners upon request.	<ul style="list-style-type: none"> • When requested provide report on discrepancies to supply chain partners. • Maintain correspondence or notes about report to supply chain partner.
6.8	Where individual unique identifiers or physical identifiers are used, new or unused identifiers shall be kept in a secure location at all times.	<ul style="list-style-type: none"> • Keep new animal identifiers in secure storage. • Restricting number of people who can access and security e.g. use of lock and key or combination code.
6.9	<p>Where used, a register of new or unused individual unique identifiers shall be maintained and the use of individual unique identifiers shall be recorded. The information contained in the register shall include at least:</p> <p>a) date of use;</p> <p>b) number of individual unique identifiers used;</p> <p>c) individual unique identifier identification number; and</p> <p>description of livestock individual unique identifiers are applied to, including if they were used as a replacement for existing identifiers.</p>	<ul style="list-style-type: none"> • Keep a register of new individual unique identifiers and ensure personnel with access complete this whenever such identifiers are used. • Standard operating procedure or work instruction for personnel to follow. • LGAP Template New ID Register can be used.
6.10	Where used, individual unique identifiers shall only be removed from live animals in response to a health and welfare issue or because the individual unique identifier is at risk of becoming detached.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel • Maintain records of any ID removal. • Use LGAP Template – Replaced ID Register
6.11	<p>Found or removed used individual unique identifiers shall be:</p> <p>a) recorded in a register that includes the individual unique identifier number, date found or removal and reason for removal (if applicable);</p> <p>b) not reused; and</p>	<ul style="list-style-type: none"> • Use LGAP Template – Replaced ID Register. • Standard operating procedure about how to destroy or return ID's <p>NOTE The method of destruction shall be such so as to render the identifier inoperable and unable to be reused.</p>

Clause	Requirement	Examples of how to conform
	c) returned to the legal owner of the individual unique identifier if required; or d) destroyed.	
6.12	Upon request, animal identification information and associated documented information required to assist traceability shall be provided without delay to livestock owners, supply chain partners, suppliers, customers, the Program Owner or its agents or regulatory authorities.	<ul style="list-style-type: none"> • Keep records of any requests

Animal health

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

Clause	Requirement	Examples of how to conform
7.1	<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 v. undertake action based on the outcomes of inspections in order to demonstrate fulfilment of this Standard. 	<ul style="list-style-type: none"> • Ensure inspections are carried out when unloading and when animals are on site. • Maintain inspection records. • For small establishments this may be a simple diary entry. • Use LGAP Template Livestock Inspection Record – Unloading or Livestock Inspection Record – Lairage
7.2	<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</p>	<ul style="list-style-type: none"> • Use LGAP Template Livestock Inspection Record – Unloading or Livestock Inspection Record – Lairage • Procedure or work instruction on how to inspect livestock and actions to take if issues are found • Train personnel in how to complete inspections and record them • Train personnel how to report and action issues

Clause	Requirement	Examples of how to conform
	behaviour, when animals are being held; d) check faecal consistency and colour and urine colour, when animals are being held; and e) check for manure contamination of sides, belly and legs.	
7.3	Livestock leave the site shall be inspected and assessed as fit for the intended journey in accordance with Annex D at every loading by a competent person	<ul style="list-style-type: none"> • Inspection records. • Ensure the person responsible is defined and competent
7.4	Records of inspections shall be maintained and shall include (where relevant): 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"> • Use LGAP Template Livestock Inspection Record – Lairage • Procedure or work instruction on how to inspect livestock and actions to take if issues are found • Train personnel in how to complete inspections and record them • Train personnel how to report and action issues
7.5	In emergency cases, animals shall: a) be destroyed by a competent person or under direct supervision of a competent person using: i. a method that is consistent with Annexes E, F, J, K and L; and	<ul style="list-style-type: none"> • Slaughter animals as soon as possible in line with slaughter procedure • Standard operating procedure or work instruction for personnel for emergencies. • Recording deaths as per 7.4.

Clause	Requirement	Examples of how to conform
	<ul style="list-style-type: none"> 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 iv. be confirmed dead after the process in accordance with Annex K and L. 	<ul style="list-style-type: none"> • Use LGAP Template – Slaughter Record
7.6	<p>Livestock shall:</p> <ul style="list-style-type: none"> a) be handled in a calm and effective manner, avoiding harm, distress or injury; b) not have pressure applied when they have nowhere to go or are already moving in the correct direction; c) not be subjected to noise that creates stress or panic; d) not be isolated (unless unavoidable); and <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"> e) not be subjected to unacceptable practices and procedures. <p>NOTE Unacceptable practices and procedures include those listed in Annex H</p>	<ul style="list-style-type: none"> • Animal handlers must be competent and knowledgeable in livestock handling and using livestock handling tools. • Standard operating procedure or work instruction for personnel to follow. • Erect signage or work instructions on correct handling techniques and behaviours on site. • Stop handling activity if livestock are being harmed, distressed, or injured. Fix the cause of the harm then start handling again. • Stop or prevent noise that may create stress or panic. Check personnel yelling, banging loudly, or loud machinery. • Individual animals are not isolated from others unless being slaughtered. • Ensure unacceptable practices and procedures (as defined in Annex H) are not used.
7.7	<p>Electric goads used for moving livestock shall:</p> <ul style="list-style-type: none"> a) only be used on adult cattle or buffalo; b) only be used on animals that are refusing to move; c) only be used when the animal has room in which to move; d) be limited to battery-powered instruments; e) be used only on the hind quarters of the animal and never applied to sensitive parts of the animal such as the eyes, 	<ul style="list-style-type: none"> • Animal handlers must be competent and knowledgeable in livestock handling and using livestock handling tools. • Develop a standard operating procedure or work instruction for personnel on how to use electric goads. • Train personnel in procedure, record on Training Register. • Erect signage or work instructions on electric goads. • Ensure electric goads are not routinely carried or used, even if switched off.

Clause	Requirement	Examples of how to conform
	<p>ears, mouth, nose, genitals, udders or anus;</p> <p>f) not be used repeatedly on the same animal;</p> <p>g) be picked up when required and returned after use;</p> <p>h) be administered as a short application and not held on the animal after the initial contact; 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 electrical goads are not used on sheep, goats and juvenile cattle or buffalo. • Ensure electric goads are not used on nose, eyes, genitals, eyes, mouth, ears, udder, anus. • Ensure not used on same animal more than once
7.8	<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 LGAP 1001 Annex I:</p> <p>a) 1% or less fall;</p> <p>b) 3% or less slip; and</p> <p>3% or less of cattle vocalize.</p>	<ul style="list-style-type: none"> • Monitor unloading for slips, falls and vocalisations (cattle) • Maintain monitoring records showing the number of animal's results. • Check monitoring data to check if number of falls and slips or vocalizations (of cattle) are within the targets. • Ensure where monitoring is carried out the location does not impact on livestock movement and ability to observe the livestock. • Use LGAP Template – Livestock Inspection – Unloading Monitoring.
7.9	<p>If the targets in 7.8 are not being achieved, then action shall be undertaken immediately to remedy the situation.</p>	<ul style="list-style-type: none"> • If falls, slips or vocalisation is in excess of the specified targets, stop unloading and fix issue. • E.g. move steepness or position of ramps, handlers stop yelling etc. • Record on monitoring form what was done to fix. • Use LGAP Template – Livestock Inspection – Unloading Monitoring.
7.10	<p>Sick or injured animals shall be:</p> <p>a) identified;</p> <p>b) segregated and treated; or</p>	<ul style="list-style-type: none"> • Animal handlers competent on how to manage of sick or injured animals. • Standard operating procedure or work instruction for personnel to follow. • Erect signage or work instructions

Clause	Requirement	Examples of how to conform
	<p>c) humanely destroyed in accordance with 0; 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"> • Sick or injured animals identified and managed. • Infrastructure and equipment available to segregate, treat or humanely destroy animals (if need). • 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.
7.11	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 put animals into suitable groups. • 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	Clean, palatable water shall be available and accessible to animals at all times.	<ul style="list-style-type: none"> • Ensure livestock have drinkable water (for example, adequate flow rate assured). • Ensure water in pens is clean and palatable • Ensure livestock pens have water troughs or similar • If water troughs are not working give alternative source of water. • Ensure stocking density allows adequate to access water. • Consider if the temperature of the water is palatable (not too hot)
7.13	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. high stocking density or inappropriate grouping. • Monitor animal condition.

Clause	Requirement	Examples of how to conform
7.14	Feed shall be palatable and free of contaminants, moulds and toxins.	<ul style="list-style-type: none"> • Standard operating procedure or work instruction for personnel on the checking and cleaning of feed troughs etc. • Handlers inspect feed and ensure it is free from visible contamination and no abnormal or stale smell. • Medium/large establishments may also have: Inwards Good Register, copies of any certification, vendor declarations etc. provided by the feed supplier.
7.15	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 available. • Additional header tanks/storage tanks, mobile units, troughs in field lairages/paddocks on feedlot, bore, dams, water catchment tanks.
7.22	<p>When livestock are moved from lairage to the entry into restraint, Facilities shall monitor the following targets in accordance with Annex I:</p> <p>a) 1% or less fall; b) 3% or less slip; and 3% or less of cattle vocalise.</p>	<ul style="list-style-type: none"> • Undertake monitoring of animals moving into restraint. • Maintain monitoring records showing the number of animals moved and that monitoring has occurred. • Review monitoring data for number of falls and slips or vocalizations (of cattle) and check they are within the targets. • Develop a standard operating procedure or work instruction to follow. • Person monitoring must be able to see livestock but not get in the way • Small establishments monitoring data can be recorded in an operations diary or similar. • Use LGAP Template – Livestock Inspection – Lairage Form
7.23	If the targets in 7.22 are not being achieved, then action shall be undertaken to immediately remedy the situation.	<ul style="list-style-type: none"> • If falls, slips or vocalisation is in excess of the specified targets stop movement immediately and fix the issue. • Use LGAP Template – Livestock Inspection – Lairage Form to record issue and the fix.

Livestock movement

Principle: Effective management practices are in place to ensure movements of animals in and out of a site, as well as within a site are recorded to enable traceability throughout the supply chain.

Clause	Requirement	Examples of how to conform
8.1	<p>Operators or Facilities shall maintain records of livestock moved into the site and shall include at least:</p> <ul style="list-style-type: none"> a) the site from which the animal or group of animals was dispatched, including the LGAP Certification number; b) the number of animals moved; c) identification information; d) date and time transportation commenced and ended; e) any site used in transit including the time spent in such a site; f) a description of the means of transport; and g) identification of the vehicle or vessel. 	<ul style="list-style-type: none"> • Use LGAP Template – Record Incoming Livestock • Keep receipt records • Waybills, consignment notes, dockets, regulatory declarations, travel documents • Documents provided within three days of the arrival of the consignment. • Maintain data file, including identification device data files (for <i>individual, unique electronic identifiers</i>). • Undertake reconciliation of receipt records to number livestock received. Report issues to supplier. • For animals with <i>individual, unique identifiers</i>: <ul style="list-style-type: none"> ○ Undertake reconciliation of individual, unique identifier information.
8.2	<p>Documented information of livestock moved out of the site is maintained and shall include at least:</p> <ul style="list-style-type: none"> a) nature of movement (e.g. natural death, slaughter or sale for further production, processing or breeding); b) the destination site and LGAP Certification number; c) the number of animals moved; d) identification information; e) the consigning site (and LGAP Certification number); f) date and time transportation commenced; g) a description of the means of transport; and 	<ul style="list-style-type: none"> • Use LGAP Template – Record Outgoing Livestock • Maintain dispatch records. • 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 dispatch and provide numbers (and individual, unique identifier) discrepancies to customer and supplier

Clause	Requirement	Examples of how to conform
	<p>h) identification of the vehicle or vessel.</p> <p>NOTE Livestock movement out of the site includes death through natural causes, illness, injury or the process of slaughter, including emergency slaughter, as well as sale for further production, processing or breeding.</p>	<ul style="list-style-type: none"> • For animals with <i>individual, unique identifiers</i>: <ul style="list-style-type: none"> ○ Undertake reconciliation of individual, unique identifier information.
8.3	<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"> • Segregation of different groups of livestock • Records to show different sources of livestock supply and identification • Use separate pens, races or processing lines for different groups of livestock.
8.4	<p>Livestock movement information and associated documented information shall be provided immediately to livestock owners, supply chain partners, suppliers, customers, the Program Owner or its agents or regulatory authorities.</p>	<ul style="list-style-type: none"> • When requested, ensure such data is provided immediately.
8.5	<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 supply chain partner, customer or other relevant party;</p> <p>c) retain documented information of such notification activities and relevant livestock identification information; and</p> <p>d) make effort to account for 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"> • Standard operating procedure for reporting livestock losses. • Ensure authorities and supply chain partner, customer or other relevant party is notified immediately. • Maintain copies of reports of unaccounted livestock to appropriate authorities, supply chain partners, customers or other relevant parties.

Clause	Requirement	Examples of how to conform
8.6	<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. • Different groups of livestock visually identified with visual ear tags or paint markers. Record method of identification on transport documentation.
8.7	<p>Documented information of livestock moved for health and welfare reasons shall be maintained and shall include identification information.</p>	<ul style="list-style-type: none"> • Maintain records of livestock moved for health and welfare reasons. • Use LGAP Template – Internal Livestock Movements

Slaughter and processing

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

Clause	Requirement	Examples of how to conform
9.1	<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 E;</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 H.</p>	<ul style="list-style-type: none"> • Handlers are competent and knowledgeable in restraint method and equipment. • Standard operating procedure or work instruction for personnel to follow • Erect signage or work instructions at site.
9.2	<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"> • Standard operating procedure or work instruction for personnel to follow. • Erect signage or work instructions at site. • Animals to be removed from restraint during breakdowns and delays. • No animals are moved into restraint during scheduled break times.
9.3	<p>Once an animal has been restrained, the subsequent stunning or slaughter method shall occur without delay.</p>	<ul style="list-style-type: none"> • Personnel competent in the restraint and stunning or slaughter method. • Standard operating procedure or work instruction for personnel. • Erect signage or work instructions. • Where stunning is used - ensure it is performed as soon as the animal is restrained. The person stunning should be ready to stun when it is moved into position. • In the case of post-cut stunning, stunning should 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.

Clause	Requirement	Examples of how to conform
9.4 BELOW ONLY APPLIES TO ABATTOIRS THAT PROCESS CATTLE		
9.4	<p>When cattle are restrained for stunning or slaughter (without stunning), the Facility shall monitor the following target in accordance with Annex I:</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 I. • 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> • Monitoring data can be recorded in an operations diary or similar.
9.5	<p>If the targets in 9.4 are not being achieved, then action shall be undertaken immediately to remedy the situation.</p>	<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.
9.6 – 9.13 BELOW ONLY APPLIES TO ABATTOIRS THAT USE STUNNING BEFORE SLAUGHTER		
9.6	<p>When animals are stunned prior to slaughter, only the permitted methods described in Annex F shall be used.</p>	<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	<p>A back-up stunning device equivalent to or exceeding the specifications of the primary stunning device shall be available for immediate use.</p>	<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.

Clause	Requirement	Examples of how to conform
9.8	Where stunning is used, the Facility shall ensure:	
9.8a	a) stunning is effective as prescribed in Annex J; and	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel.
9.8b	b) monitoring of the following target takes place in accordance with Annex 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> may record <i>monitoring data</i> can be recorded in an operations diary or similar.
9.9	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 the first stun is not successful take action to re-stun. • If the stunning equipment is broken or not working, use back up. • If the animals haven't been restrained properly make sure handling changes to make them calm. • Record action taken and make sure it doesn't happen again
9.10	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"> • If the first stun is not successful take action to re-stun immediately to ensure the animal is treated humanely.
9.11	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"> • If the stunning equipment is broken or not working, use the back up. • Make sure there is a back up stunning device available

Clause	Requirement	Examples of how to conform
9.12	Where stunning is used, the Facility shall ensure:	
9.12a	a) all animals at the time of slaughter show signs of an effective stun in accordance Annex J and are unconscious (as indicated in Annex K) during the period between the end of the stunning process and until death;	<ul style="list-style-type: none"> • Ensure personnel are trained in how to stun and slaughter and assessing effective stuns and signs of consciousness. • Develop a standard operating procedure or work instruction for personnel to follow. • Erect signage or work instructions as relevant. • If animals show signs of consciousness, ensure re-stunning occurs. • Ensure signs of consciousness (Annex K) in the period between the end of the stunning process and death (produced by slaughter) are recorded.
9.12b	b) monitoring of the following target takes place in accordance with Annex I: 100% of animals remain stunned (unconscious) from stunning until death (produced by slaughter).	<ul style="list-style-type: none"> • Undertake monitoring to ensure 100% of animals remain stunned. • Maintain records of monitoring. • Review monitoring data and ensure during the activity is within the targets. • Develop a standard operating procedure or work instruction. • Use LGAP Templates – e.g. Monitoring record, Slaughter Record • <i>In small establishments</i> monitoring data can be recorded in an operations diary or similar.
9.13	If the target in 9.12b is not being achieved, then action is undertaken immediately 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.
SLAUGHTER REQUIREMENTS		

Clause	Requirement	Examples of how to conform
9.14	Slaughter shall be performed using: a) throat cut severing both carotid arteries; or 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	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	Dressing processes shall not be performed before the animal is dead as prescribed in Annex L.	<ul style="list-style-type: none"> • Ensure personnel are competent and knowledgeable in assuring death, as per Annex L. • 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 within 30 seconds after slaughter and the animal has been confirmed as dead.
9.17	If females are found to be pregnant at the Facility, then: a) they shall be handled separately; b) fetuses shall be removed from the uterus not sooner than five	<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.

Clause	Requirement	Examples of how to conform
	minutes after the slaughter of the female; and foetuses shall not be rescued.	<ul style="list-style-type: none"> • Leave female for five minutes after slaughter before removing foetus.
9.18	If a live foetus is identified, it shall be prevented from inflating its lungs and breathing air.	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel. • Erect signage or work instructions as relevant.
SLAUGHTER REQUIREMENTS FOR ABATTOIRS THAT USE STUNNING		
9.19	Slaughter shall be performed as soon as possible after effective stunning is confirmed and in accordance with stun to slaughter intervals specified in Annex F.	<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.
SLAUGHTER REQUIREMENTS FOR NON-STUN ABATTOIRS		
9.20	<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	<p>After slaughter when stunning is not used:</p> <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</p>	<ul style="list-style-type: none"> • Develop a standard operating procedure or work instruction for personnel to follow. • Train personnel in the procedures and or work instructions, record training. • Erect signage or the work instructions as relevant. • Observe and monitor slaughter to verify

Clause	Requirement	Examples of how to conform
	<p>not present or the carotid arteries have been missed with the initial cut;</p> <p>d) livestock shall have the head kept in extension to prevent the edges of the wounds touching until the animal is unconscious;</p> <p>e) livestock shall not have water thrown on them or be otherwise disturbed prior to confirmed unconsciousness in accordance with Annex K; and</p> <p>f) livestock shall be assessed as unconscious in accordance with Annex K and Annex L before they are released from restraint, moved or hoisted.</p>	

LGAP 1002 Livestock assurance - Requirements for the management system of Operators and Facilities

Management System – General

Principle: The Operator or Facility 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.

Clause	Requirement	Examples of how to conform
4.1	<p>The Operator or Facility 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 Fulfilment of the requirements in this Standard can be demonstrated using an ISO 9001 quality management system where that management system:</p> <ul style="list-style-type: none"> a) includes within its scope the fulfilment of the LGAP Certification Requirements. b) covers all the requirements in this Standard; and c) is certified by a Certification Body that is approved by the Program Owner. 	<ul style="list-style-type: none"> • The Abattoir should be able to identify what constitutes its management system and have records available to demonstrate this. • Use LGAP Management System Manual template • Can hold ISO9001 certification for feedlot activities. ISO 9001 certificate should specifically mentions LGAP Standards, and the certified management system cover the processes of LGAP.
4.2	<p>The management system of the Operator or Facility 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, risks and monitoring; c) documented information; d) management review; e) internal audits; and <p>nonconformities and corrective action.</p>	<ul style="list-style-type: none"> • Use LGAP Management System Manual template • Or create own management system.

Leadership and responsibilities

Clause	Requirement	Examples of how to conform
5.1	<p>The Operator's or Facility's top management shall demonstrate leadership and commitment to fulfilling the requirements of the LGAP Certification Requirements by:</p> <ul style="list-style-type: none"> a) taking accountability for the performance of the Operator or Facility; b) ensuring a management system is maintained and implemented; c) communicating and promoting awareness of the requirements of the LGAP Standards and the management system to all personnel; d) ensuring that the resources needed for the management system and fulfilment of LGAP Certification Requirements are available; e) engaging, directing, assigning responsibility and supporting persons to contribute to the effectiveness of the management system; and <p>reviewing the results of performance monitoring and undertaking improvement action where necessary</p>	<ul style="list-style-type: none"> • Maintain copies of records, procedures etc of: <ul style="list-style-type: none"> ○ main activities done onsite (processes); ○ who is responsible for doing what ○ personnel competency ○ how performance to monitored. • Can have operational manual or a simple flow chart showing process to follow, resources, and monitoring to completed. • Communication of information from top management to personnel: <ul style="list-style-type: none"> ○ position descriptions; and ○ reports on the management system. • Use LGAP Management System Manual templates

Processes and risk

Clause	Requirement	Examples of how to conform
GENERAL REQUIREMENTS		
6.1	<p>The management system shall:</p> <p>a) identify and manages risks, processes and resources; and</p> <p>b) enable monitoring and verification of performance.</p>	<ul style="list-style-type: none"> • Write down what activities are done, then write standard operating procedure and/or work instructions for each activity: <ul style="list-style-type: none"> ○ Receiving/Unloading Livestock ○ Livestock Traceability ○ Animal Health and Management (feed, water, inspections, treatment, electric goads, emergency destruction) ○ Personnel – enough people and competency ○ Infrastructure and Equipment ○ Restrain, Stun and Slaughter • Record and keep monitoring data • Use LGAP Management System Manual Templates
6.2	<p>In identifying processes and monitoring performance the Operator or Facility shall apply a risk-based approach that identifies critical control points and applies risk management actions and treatments.</p>	<ul style="list-style-type: none"> • For each activity in 6.1, identify risks (welfare or traceability), record risk control and records to be kept for the risk. • Monitoring activities procedures form part of this. • Use LGAP Management System Templates

Documented Information

Clause	Requirement	Examples of how to conform
7.1	<p>The Operator's or Facility's management system shall include:</p> <p>a) documented information required by the LGAP Certification Requirements;</p> <p>b) documented information determined by the Operator or Facility as being necessary for the effectiveness of the management system.</p> <p>NOTE The extent of documented information for a management system can differ from one organization to another due to:</p> <ul style="list-style-type: none"> – the size of the Operator or Facility 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"> • Write standard operating procedure and/or work instructions. • Maintain records • Use LGAP Management System Manual Templates. • Consider size, activities, processes and personnel competence.
7.2	<p>Documented information required by the management system and by the LGAP Certification Requirements shall be controlled to ensure:</p> <p>a) it is available and suitable for use, where and when it is needed; and</p> <p>b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity); and</p> <p>it is available to supply chain partners upon request.</p>	<ul style="list-style-type: none"> • Document control procedure which includes how documents are kept secure, protected and available to staff. • Use LGAP Management System Manual Template.
7.3	<p>For the control of documented information, the Operator or Facility 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>retention and disposition.</p>	<ul style="list-style-type: none"> • Document control procedure which includes how documents are stored, accessed, used, updated and disposed of • Use LGAP Management System Manual Template.
7.4	<p>Documented information of external origin determined by the Operator or Facility to be necessary for the planning and operation of the management system shall be identified and</p>	<ul style="list-style-type: none"> • Document control procedure defines external

Clause	Requirement	Examples of how to conform
	<p>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>	<p>documents</p> <ul style="list-style-type: none"> • List of controlled documents. • Use LGAP Management System Manual Template •
7.5	<p>When creating and updating documented information the Operator or Facility 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 review and approve for suitability and adequacy.</p>	<ul style="list-style-type: none"> • Document control procedure includes how documents are titled, reviewed and approved. • List of controlled documents. • Use LGAP Management System Manual Template
7.6	<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"> • Document control procedure includes how staff can access documents • List of controlled documents. • Use LGAP Management System Manual Template • Current versions information hung on walls • Train staff in procedures, give them copies
7.7	<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> <p>i. the class and condition of livestock;</p> <p>ii. the transport vehicles to be used;</p> <p>iii. time off feed and water;</p> <p>iv. expected climatic and environmental conditions;</p> <p>v. road conditions, curfews and border crossings;</p>	<ul style="list-style-type: none"> • Only applicable if you arrange transport of livestock • Transport Procedure and/or work instructions • Develop journey plans. • Develop Approved Transport Operators List. • Use LGAP Templates • Small companies (owner/drivers) might have a simple plan that shows main factors. • Annex B of LGAP1002 can be printed and given to

Clause	Requirement	Examples of how to conform
	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 b) a list of approved transport operators that demonstrate they fulfil the requirements in Annex B of LGAP 1001 Livestock assurance - Requirements for animal welfare and management. NOTE Transport operators can be owned and operated by the Operator or Facility.	drivers/transport operators.
7.8	Documented information shall include at least the following:	
7.8a	a) processes for monitoring, including (where applicable): 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"> • Standard operating procedure and/or work instructions for monitoring activities. • Record and keep monitoring records • Use LGAP Templates – Monitoring Forms
7.8b & c	b) internal traceability processes and procedures for identification and the recording of movement of animals and such documented information shall: i. be established and implemented; ii. be those that ensure conformance with this Standard as well as those specified by supply chain partners to execute external traceability; 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; and v. ensure specified livestock are only sent to and received from Operators and	<ul style="list-style-type: none"> • Traceability standard operating procedure and/or work instructions for animal ID and movement recording within the site. • Review procedure and records every 6 months and keep a record of the review. • Use own traceability system or use traceability systems given by Importer or Exporter. • Train personnel in procedures • Small establishments – picture SOP

Clause	Requirement	Examples of how to conform
	<p>Facilities that are Certified under LGAP to the prescribed level; and</p> <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), documented information includes that which demonstrates the legitimacy of these arrangements and that the animals were confirmed as received at that site.</p> <p>c) 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"> System can be produced centrally and shared across businesses (where procedures are the same). <p>At internal audits test system by tracing three animals or consignments from arrival, movement onsite to exit from the site.</p> <p><u>Vietnam Abattoirs</u></p> <p>Must have a visual monitoring and/or electronic reporting system (CCTV and/or photos) installed at: restraining box.</p>
7.10	<p>Documented information shall include at least the following:</p> <p>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:</p> <ol style="list-style-type: none"> annual variations in demand and supply of livestock and capacity of Operators and Facilities; anticipated climatic and environmental conditions; anticipated cultural events; the prevention and control of common diseases; and animal health and husbandry. 	<ul style="list-style-type: none"> Standard operating procedure and/or work instructions facility about animal health. <i>Small establishment</i> pictorial SOPs is okay Train personnel in procedures
7.11	<p>Documented information shall include at least the following:</p> <p>a) processes for stunning and slaughter (with or without stunning) which shall include, where appropriate:</p> <ol style="list-style-type: none"> methods; application of the stunning device; equipment suitability for species, appropriate charge/setting (electrical and mechanical); assessment of effective stunning; 	<ul style="list-style-type: none"> Standard operating procedure and/or work instructions for stunning and slaughter (with or without stunning). Small establishments – picture SOP's or provided by Importer/Exporter Personnel trained in SOP Keep monitoring records about stunning and slaughter Use LGAP templates

Clause	Requirement	Examples of how to conform
	<ul style="list-style-type: none"> 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. 	

Monitoring

Clause	Requirement	Examples of how to conform
8.1	<p>Operators and Facilities shall have monitoring and verification in place that:</p> <p>a) enables measurement and reporting of performance in relation to the targets in the LGAP Standards;</p> <p>b) demonstrates the effectiveness of corrective actions; and</p> <p>c) applies the sampling techniques and frequencies as detailed in LGAP 1001 Annex I.</p>	<ul style="list-style-type: none"> • Have a standard operating procedure and/or work instructions for monitoring: <ul style="list-style-type: none"> ○ Unloading or arrival into the Abattoir ○ Lairage into restraint ○ While in restraint ○ Stunning & Slaughter • Train personnel in procedures • Keep records of monitoring activities. Use LGAP Templates – Monitoring Forms. Keep records of corrective action where monitoring indicates a slip/fall/vocalisation target is not met. • Use monitoring records to report on targets. Review at internal audit.
8.2	Monitoring data shall be recorded and verified as part of the internal audit.	<ul style="list-style-type: none"> • Review monitoring records during each internal audit. Check targets met or not met. If not met check action was taken to fix. • Record what records checked in internal audit checklist.
8.3	Monitoring data shall be used as the basis for reporting on achievement of the targets in the LGAP Standards.	<ul style="list-style-type: none"> • Used monitoring data to report on targets.
8.4	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"> • If slips, falls and vocalisations are above targets, action taken to stop slips, falls and vocalisations. • Review monitoring records during each internal audit. Check targets met or not met. If not met check action was taken to fix.

Management review

Clause	Requirement	Examples of how to conform
9.1	Top management shall review the Operator's or Facility'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 a management review meeting once a year. • Use LGAP Template - Management Review agenda/minutes template. • Keep record of management review such as minutes, records checked and actions of meetings/reviews.
9.2	<p>The management review shall be planned and carried out taking into consideration:</p> <ol style="list-style-type: none"> a) the status of actions from previous management reviews; b) changes in external and internal issues that are relevant to the management system; c) information on the performance, including trends and indicators for: <ol style="list-style-type: none"> i. nonconformities and corrective actions; ii. monitoring, measurement and verification results; iii. evaluation results; iv. customer satisfaction; v. issues concerning external providers and other relevant interested parties; vi. adequacy of resources required for maintaining an effective quality management system; and vii. process performance and conformity of products and services; d) the effectiveness of actions taken to address risks and opportunities; and e) new potential opportunities for continual improvement. 	<ul style="list-style-type: none"> • Use LGAP Template - Management Review agenda/minutes template. • Keep record of management review such as minutes, records checked and actions of meetings/reviews.
9.3	<p>The outputs of the management review shall include decisions and actions related to:</p> <ol style="list-style-type: none"> a) continual improvement opportunities; and b) any need for changes to the management system, including resource needs. 	<ul style="list-style-type: none"> • Keep record of management review such as minutes, records checked and actions of meetings/reviews

Internal audit

Clause	Requirement	Examples of how to conform
10.1	<p>The Operator or Facility shall conduct internal audits at a frequency 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 or Facility'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 or Facility 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 LGAP CS.
10.2	<p>The Operator or Facility shall:</p> <ol style="list-style-type: none"> 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; b) follow the audit criteria and scope for each internal audit, as defined in the LGAP Certification Requirements and provided in the AniMark Conformance System; 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 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 g) retain documented information as evidence of the implementation of the internal audit programme and the audit results. <p>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 Conformance System that is provided by the Program Owner.</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 CS. • Ensure records and information relating to internal audits are available to Auditor.

Nonconformities and Corrective Actions

Clause	Requirement	Examples of how to conform
11.1	<p>When a nonconformity occurs, including those arising from feedback and complaints, the Operator or Facility 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 <p>determining if similar nonconformities exist, or could potentially occur;</p> <p>c) undertake corrective action if required;</p> <p>d) review the effectiveness of any corrective action taken; and</p> <p>e) within the prescribed timeframe, communicate to the relevant supply chain partners and the Program Owner the:</p> <ol 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 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 Conformance System.</p>	<ul style="list-style-type: none"> • Complete Internal audits in AniMark CS. • Record corrective action in the AniMark CS. • Close nonconformities in the AniMark CS. • Use LGAP Templates – Internal Audit Procedure, Corrective Action Request Form, Feedback & Complaints Register. •

Clause	Requirement	Examples of how to conform
11.2	<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. NOTE 2 Corrective action can reduce the likelihood of recurrence to an acceptable level.</p>	
11.3	<p>The Operator or Facility shall retain documented information as evidence of:</p> <p>a) the nature of the nonconformities and any subsequent actions taken; and the results of any corrective action.</p>	<ul style="list-style-type: none"> • Keep records of all corrective actions and nonconformities. • Nonconformities should not repeat. If found again, the cause was not fixed.
11.4	<p>The Operator or Facility shall continually improve the suitability, adequacy and effectiveness of the management system.</p>	<ul style="list-style-type: none"> • Do internal audit and management review. • Internal auditor should review all procedures, records, nonconformities and corrective actions. • If issues are found – change procedure to make improvement or fix the issue.
11.5	<p>The Operator or Facility 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</p>	<ul style="list-style-type: none"> • Review both internal and external audit results. • Review these at management review meeting. • Management review meeting outcomes should be actioned. • Make sure there are enough trained people to do the jobs. • Consider staff suggestions on improving the site

Monitoring and Sampling

Under LGAP, Abattoirs are required to monitor certain activities. This monitoring must be scheduled and recorded. Annex I of LGAP 1001 provides the sampling procedures and frequencies for monitoring.

The monitoring must be verified during the internal and external audit. External audits will monitor these activities during the onsite external audit. Internal auditors should also monitor the sample size as part of the internal audit.

Abattoir Monitoring Requirements

Who	Activity	Monitoring Target
All Abattoirs	Animal handling when unloading livestock species from land transport vehicles (7.8)	1% or less fall; 3% or less slip; and 3% or less of cattle vocalize
	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

Sample Size

The sample size to be monitored is calculated based on the average daily total of animals received into the abattoir. 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				
	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