

# LGAP Internal Audits

This factsheet provides information on internal audits under the Livestock Global Assurance Program (LGAP)

## Why are internal audits needed?

- LGAP requires internal audits as part of your management system and to help verify your conformance.
- Internal audits assess how effectively your procedures have been implemented and maintained.

## Internal auditors

- Are appointed by an Operator or Facility.
- May be a staff member or external party e.g. an internal auditing company or a supply chain partner.
- Require skills and knowledge about the site operations, the LGAP certification requirements and how to conduct internal audits.
- Should undertake LGAP training.
- Annex A of LGAP *1002 – Requirements for management systems* details competency requirements for internal auditors.

## How do I complete an internal audit?

- Internal auditors use the AniMark Conformance System to answer questions in an internal audit checklist.
- Internal auditors should conduct the internal audit by:
  - **Looking** at paperwork such as procedures, monitoring records, traceability records, animal health and ID records, and training records to verify they are complete, accurate and meet LGAP requirements;
  - **Interview** personnel to confirm their knowledge and competency;
  - **Review** previous internal audit outcomes and confirm previous nonconformities remain closed;
  - **Walk through the site** – to conduct monitoring of animal handling, inspect infrastructure and equipment and observe animals and personnel handling animals; and
  - The internal auditor can raise **nonconformities** in the AniMark Conformance System if they determine a procedure or requirement has not been met.

## Internal Audit Nonconformities

- Nonconformities are an opportunity to fix issues before external audits.
- Internal nonconformities do not need to be closed by Approved Auditors, but they do need to be closed.
- Taking action to fix a nonconformity allows you a chance to fix the issue and stop it happening again.
- The internal auditor can raise the nonconformity and report it to management.

## When are internal audits required?

- The first internal audit needs to be completed before the first external audit occurs.
- Once certified, the risk rating sets the frequency and due dates of internal audits. The risk rating can change after each external audit.
- The AniMark Conformance System creates the internal audits with due dates after each external audit is finished.

First Internal Audit	Low Risk	Medium Risk	High Risk
Before 1 <sup>st</sup> external audit	4 monthly	3 monthly	Monthly