

# Production Site Area Internal Audit Checklist

## Level 1 Audit

<b>Audit Date:</b>		<b>Property Name:</b>			
<b>Auditor's Name</b>		<b>Auditor's Signature</b>			
<b>Auditee's Name</b>		<b>Auditee's Signature</b>			
<b>1.1</b>	<b>Bird Movements</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION</b>
1.1.1	Are all ducklings inspected for their health status and assessed prior to unloading from delivery tubs?				
1.1.2	Are all newly introduced ducks segregated, observed and provided treatment as necessary?				
1.1.3	Are records of bird movements (all birds/eggs in, throughout the production area and all birds/eggs out) maintained to facilitate tracing in case of an animal health or food safety concern?				
1.1.4	Is bird mortality and egg production (in breeder flocks) recorded on a daily basis to highlight unusual health problems?				
1.1.5	Do dead bird disposal methods conform to environmental compliance requirements? For example, incineration with after burner and collection procedures as listed in Appendices 2 and 3.				
<b>NOTES:</b>					

<b>1.2</b>	<b>Livestock and Other Animal Movements</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION</b>
1.2.1	If livestock graze the property, does the production area have a stock-proof fence?				
1.2.2	Does drainage from the livestock pastures or holding areas enter the duck sheds or production areas?				
1.2.3	Do dogs, cats and wild birds enter the duck sheds at any time?				
1.2.4	Are there avian species other than the commercially produced and authorised ducks or pigs kept in the production area?				

**NOTES:**

<b>2.1</b>	<b>Production Personnel</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION</b>
2.1.1	Do employees, or any person residing on the property, have contact with any other non company avian species or livestock, especially pigs?				
2.1.2	Do employees wear clean clothes at the beginning of each work day?				
2.1.3	Do employees ensure they do not become contaminated through contact with any avian species or livestock (especially pigs), on their way to work?				
2.1.4	Are boots worn in the sheds or the production area taken outside this area/s?				
2.1.5	Do company service personnel wear protective clothing and footwear at all times when in the production area?				
2.1.6	Do all people entering/exiting the sheds and the production site sanitise their hands?				

## 2.1 Production Personnel *(Continued)*

2.1.7	Do company service personnel work from the youngest to the oldest flocks or healthy flocks to those in either quarantine or with any disease risk? Access should always be made through 'least risk' areas, i.e. the home of younger or healthy birds.				
2.1.8	Has each employee signed a <i>Personnel Quarantine Declaration (Appendix 5)</i> ?				

### NOTES:

2.2	Contractors, Suppliers, Other Service Personnel and Visitors	YES	NO	N/A	CORRECTIVE ACTION
2.2.1	Has each contractor and visitor signed a <i>Contractor's Biosecurity Declaration (Appendix 6)</i> ?				
2.2.2	Is there a Visitors Log available to all visitors accessing the production area?				
	Have all visitors signed the Visitors Log?				
2.2.3	Are all visitors (e.g. other producers or equipment suppliers) that are likely to have been exposed that day to poultry, other birds or pigs, had a thorough shower and changed their clothing and boots before entering the production area?				
2.2.4	Are repair and maintenance contractors who have had contact with poultry or other birds that day, allowed to enter sheds populated, or ready to be populated, with ducks unless, (a) it is an emergency, or (b) they have showered thoroughly, changed clothing and boots, and covered their hair?				
2.2.5	For batch systems, is routine maintenance conducted between batches and prior to final disinfection?				
2.2.6	Are drivers from deliveries, other than young birds, allowed to enter the sheds?				

2.2.7	Is a system for tracing the movement of all personnel entering a production site implemented through the use of a Visitors Log (Appendix 7)?				
2.2.8	Are drivers made to wear protective clothing, such as dust coats, and sanitise their hands and boots before and after each entry to a production area?				
2.2.9	Are pick-up crew members trained in company biosecurity and bird handling techniques (as set out in relevant welfare standards), and do they only enter the farm after meeting premise entry conditions?				

**NOTES:**

2.3	Entry Procedures For Duck Sheds	YES	NO	N/A	CORRECTIVE ACTION
2.3.1	Do all entry points to the duck sheds have a footbath containing a suitable disinfectant used in accordance with the company or manufacturer's instructions?				
	Is the footbath disinfectant changed on a regular basis?				
2.3.2	Do all people entering and leaving the duck sheds sanitise their hands and use footbaths unless separate shed boots are being used?				
2.3.3	Are there provisions for scraping/brushing boot soles before dipping, to ensure the sanitiser is making complete contact with the soles?				
2.3.4	Is a hand sanitiser available at all entrances to duck sheds and production areas and used before entering these areas?				

**NOTES:**

2.4	Equipment	YES	NO	N/A	CORRECTIVE ACTION
2.4.1	Are all footbaths inspected daily for excessive organic matter?				
2.4.2	If company service personnel use their own tools and equipment (e.g. laptops, cameras or phones) are they cleaned prior to being taken into the production area and cleaned before entering the duck sheds?				
2.4.3	Are all duckling delivery tubs cleaned and disinfected after each use or as a minimum at the end of each days use?				
2.4.4	Are all crates used for duck pick up checked and disinfected prior to leaving the processing plant?				
<b>NOTES:</b>					
2.5	Vehicles	YES	NO	N/A	CORRECTIVE ACTION
2.2.1	Are all pick up vehicles checked and disinfected prior to leaving the processing plant?				
2.2.2	Do all visitors park their vehicles outside the production area, unless it is essential that the vehicle is taken on site?				
2.2.3	Are all trucks carting new or old litter, feed or gas cleaned and disinfected between production areas?				
2.2.4	Are all duckling delivery trucks cleaned and disinfected after each use preferably each day?				
2.2.5	Are all vehicles taken into the production area/s washed and disinfected prior to entry?				

3.1	Water	YES	NO	N/A	CORRECTIVE ACTION
3.1.1	Are all water supplies tested every six months to ensure that each facility meets the required standards?				
	Are records of these tests retained?				
3.1.2	Is an effective treatment/s of surface water implemented to reduce physical contamination? Is this process monitored regularly?				
3.1.3	Is water from a reticulated domestic supply or secure and clean underground bore water kept in a closed system from supply point to the ducks with no open exposure to the air?				
3.1.4	Is the level of 1.0 – 2.0ppm free available chlorine (FAC) achieved for chlorinated water at the point of use?				
3.1.5	When chlorinating water, is the minimum two hours contact time prior to use achieved?				
3.1.6	If the water tests have failed the six monthly testing, is monitoring conducted and recorded daily and a maintenance program in place?				
3.1.7	Is the effectiveness of alternative systems, for example, ultraviolet treatment, validated before use, and monitored to ensure ongoing effectiveness?				
3.1.8	Are production area records demonstrating the effectiveness of water treatment kept? Is a microbiological validation of the treatment system's effectiveness carried out annually, or as approved by the processor?				
3.1.9	Is the drinking water quality maintained at a standard suitable for use in duck production (Appendix 8)?				

**3.1 Water** *(Continued)*

3.1.10	When water does not meet the standard is it treated through: chlorination, ultra-violet, iodine or reverse osmosis, to ensure the standard is met?				
3.1.11	Is all surface water (such as dam and river water) treated in accordance with the national water biosecurity manual before being used as duck drinking water?				
3.1.12	Is the quantity and quality of water and the delivery system suitable for the type and age of the ducks?				

**NOTES:**

<b>3.2</b>	<b>Feed</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION</b>
3.2.1	Are the feeding systems managed to ensure feed in silos and feed delivery systems are protected from contamination by unwanted feral animals and wild birds and rodents?				
3.2.2	Are feed spills cleaned up immediately to prevent the attraction of feral birds and rodents to the production area?				
3.2.3	Is all duck feed inspected on delivery for evidence of pests, damage and contaminants?				
3.2.4	Is all duck feed stored in a manner that prevents contamination by livestock, vermin, insects, wildlife, feral and domestic animals and other feed types?				

**NOTES:**

3.3	Shaving Storages Facilities	YES	NO	N/A	CORRECTIVE ACTION
3.3.1	Are the shavings storage facilities located in the production area?				
3.3.2	Are the shavings storage facilities wild-bird proof?				
3.3.3	Are the shavings storage facilities weather proof				
3.3.4	Are the shavings facilities managed to minimise contamination from pests, vermin and other livestock or domestic animals?				

**NOTES:**

3.4	Used Litter	YES	NO	N/A	CORRECTIVE ACTION
3.4.1	Is used litter and manure stockpiled in the shed area (i.e. the production zone)?				
	Is litter and manure stored in an appropriately designed storage area, with a sufficient buffering zone from the duck sheds and enclosures?				
	Is the storage area located in a position that will not compromise biosecurity?				
3.4.2	Is all litter removed before the introduction of the next batch of breeder ducks?				
3.4.3	Is a full or partial cleanout done between batches of grower ducks?				
3.4.4	Is all brooder litter completely removed before the introduction of new birds?				
3.4.5	Is accredited composted/heat sterilised or re-used litter used only in the grow-out areas?				

**NOTES:**



4.1	Pests	YES	NO	N/A	CORRECTIVE ACTION
4.1.1	Is an appropriate pest control strategy documented?				
4.1.2	Is all duck housing designed and maintained to prevent the entry of wild birds, feral animals and other pests?				
4.1.3	Are trees and shrubs set back from the immediate shed area to deter wildlife? Vegetation should be carefully selected to minimise wild bird attraction. Vegetation buffers for environmental compliance should not be compromised.				
4.1.4	Are feral animals, weeds and wildlife populations monitored and managed to prevent any impact on the ducks?				

**NOTES:**

4.2	Vermin	YES	NO	N/A	CORRECTIVE ACTION
4.2.1	Is an appropriate vermin control strategy documented?				
	Are the bait stations checked weekly and replenished when necessary?				
	Is a record kept of each inspection, noting all activities?				
	Is the vermin monitored and managed to prevent an impact on the ducks?				
4.2.2	Are the duck sheds designed and maintained to limit the entry of vermin?				
4.2.3	Is there a plan showing the location of bait stations?				
4.2.4	Are bait stations designed to minimise the opportunity for other animals and birds to access the bait?				

**NOTES:**

5.1	Documentation and Training	YES	NO	N/A	CORRECTIVE ACTION
5.1.1	Is there a copy of the Farm Biosecurity Manual readily accessible to staff at each production facility?				
5.1.2	Are staff and contractors provided with training in all aspects of the biosecurity manual?				
5.1.3	Is a register maintained of the training provided to contractors and employees?				
<b>NOTES:</b>					
5.2	End of Batch Procedures	YES	NO	N/A	CORRECTIVE ACTION
5.2.1	Is the farm and shed accredited as 'biosecurity compliant' after examination of the flock records by the referring company representative prior to pickup?				
5.2.2	Will the person in charge of pickup accept the flock following observations and consultation with the farmer?				
5.2.3	Does the pickup supervisor or the appointed responsible driver understand they are responsible for the welfare and condition of the ducks until the vehicles reach the processing plant and are accepted by the site supervisor or person responsible?				
5.2.4	Are the shed doors kept closed when not in use, except during litter removal? After washing and disinfecting, shed doors must be kept closed.				
5.2.5	Are all aspects of catching and transporting maintained as outlined during training?				

## 5.2 End of Batch Procedures *(Continued)*

5.2.6	Is a map (drawn to scale) of the property layout, showing the production area sheds, access roads and gates, maintained and kept in the site's Farm Biosecurity Manual?				
<b>NOTES:</b>					
<b>5.3</b>	<b>Chemicals and Usage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION</b>
5.3.1	Are the chemicals used on site stored in a safe protective unit as per relevant state legislation?				
5.3.2	Are the material data safety sheets for all chemicals used on farm kept on site?				
5.3.3	Have farm staff been trained in the correct method and application of chemicals used on farm?				
5.3.4	Are the chemicals held on site used as per manufacturer's instructions with all withholding periods and export slaughter intervals observed?				
<b>NOTES:</b>					
<b>5.4</b>	<b>Medications and Vaccines</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION</b>
5.4.1	Are medications or vaccines in use?				
5.4.2	If medications have been used have the withholding periods been observed and documented.				
5.4.3	If medications and vaccinations are used are they used as per the manufacturer's directions?				
<b>NOTES:</b>					

6.0	Facility Standards	YES	NO	N/A	CORRECTIVE ACTION
6.1	Are all duck houses, shavings sheds and water storages maintained to be wild bird, rodent and feral animal proof?				
6.2	Does the production area have a perimeter fence, or well defined boundary fence, marked with clear signage?				
6.3	Is the main entrance to the production area closed to vehicle traffic with a lockable gate, which is kept locked at all times?				
6.4	Does the entrance display appropriate signage, such as ' <i>Biosecure Area - No Entry Unless Authorised</i> '? Is there signage to direct visitors to contact the farmer before proceeding, including telephone numbers and/or enquires to the house?				
6.5	Are there facilities made available for the cleaning and disinfecting of equipment and vehicles before entry to the production site?				
6.6	Are all duck sheds lockable, and kept locked when unattended?				
6.7	Is dust creation kept to a minimum?				
6.8	Is the production area maintained in a neat and tidy state?				
6.9	Is the grass on and around the production area kept short to avoid rodents and the survival of viruses and bacteria? Is the vegetation poisoned in the immediate area of the outer shed wall with an approved herbicide?				
6.10	Is the drainage from livestock pastures or holding areas prevented from entering the duck sheds and production areas?				

**6.0 Facility Standards** *(Continued)*

6.11	<p>Do the entry points to the duck sheds have footbaths in place? Do they contain a suitable disinfectant used in accordance with the company or manufacturer's instructions?</p> <p>Is the disinfectant changed on a regular basis?</p> <p>Is there provision for scraping boot soles before dipping?</p> <p>Are there facilities for hand sanitation at the entry of each shed?</p>				
6.12	<p>Are the footbaths inspected daily for excessive organic matter?</p> <p>Is the disinfectant replaced regularly to ensure an adequate concentration in line with company or manufacturer's recommendations?</p>				
6.13	<p>Are all visitors directed to park their vehicles outside the production area, unless it is essential for the vehicle to be taken on site?</p>				
6.14	<p>Are trees and shrubs set back from the immediate shed area?</p>				
<b>NOTES:</b>					

## Level 2 Audit

<b>Audit Date:</b>		<b>Property Name:</b>	
<b>Auditor's Name</b>		<b>Auditor's Signature</b>	
<b>Auditee's Name</b>		<b>Auditee's Signature</b>	

		Yes	No	Date to Implement / Comments
1	Is signage on display? (This includes biosecurity, production site entry details, shed and parking area signs etc.)			
2	Is a visitors' book and entry permit book in use, kept in good condition and located at production site entry? As per Appendix 7			
3	Are employee or contractor personnel quarantine declarations used as per Appendices 5 and 6? and up to date			
4	Is a vehicle sprayer available at the production site entry, in working order and a suitable chemical used?			
5	Is protective clothing and equipment available at the production site?			
6	Is the keeping of restricted animals and avian species observed on the production site and home site?			
7	Are permitted animals managed and kept out of the duck sheds and shavings storage facility?			
8	Are footbaths maintained at the entry to the production site and main entries to sheds, and scrapers/brushes available?			

**Level 2 Audit** *(Continued)*

9	Are sheds bird-proof?			
10	Are bait stations serviced, spaced 20 metres apart at sheds, and recorded as per Appendix 11?			
11	Is incoming water within the guidelines? If not is the water chlorinated and recorded as per Appendix 8 and Appendix 10?			
12	Are dead birds disposed of in an approved manner? (Preferred methods include freezing and off-site disposal.)			
13	Is the production site clean and tidy free of clutter and rubbish? (For example, cut grass, no litter and feed spillages, adequate drainage etc.)			
14	Are rubbish bin containers located at the production site entry and on the production site and regularly emptied?			
15	Are approved hand wash (and washing facility) available on the production site?			
16	Are shavings, sawdust or other approved litter material kept undercover in a rodent and wild bird proof facility?			
17	Are the production site entry gates and duck sheds lockable?			
18	Are sheds cleaned and sanitised between batches? (For example, litter removed, walls and ceilings washed etc.)			
19	Are records kept for each batch, and located on the production site?			