

# BIOSECURITY CHECKLIST

| Biosecurity Standard   | Audit Direction Advice<br>Includes reference to FeedSafe and other guidance documents  | Priority | Yes<br>No<br>N/A | Observations & Comments |
|--|--|----------|------------------|-------------------------|
| <b>Manage inputs</b>   |  |          |                  |                         |
| <b>1 Potable Water</b>   |  |          |                  |                         |
| <b>OBJECTIVE: To ensure that water used in the feed mill is of a suitable quality.</b> |  |          |                  |                         |
| 1.1  | Is the water supply fit for purpose and suitable for the livestock being watered?  |          |                  |                         |
| 1.2  | Do you seek expert advice on water treatment options when water testing shows the available water to be of unsuitable quality? |          | Must             |                         |
| 1.3  | If a water treatment system is used, is the system regularly monitored and tested to ensure effectiveness of treatment?        |          | Must             |                         |
| 1.4  | Is the treated water supply kept in a closed system from the point of treatment to the point of use?                           |          | Should           |                         |

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## 2 Purchase of feed inputs

**OBJECTIVE: To manage the introduction and movement of grains, roughages, additives and feed ingredients in a way that minimises the risk of introducing or spreading diseases, pests and weeds.**

|     |   |   |      |  |  |
|-----|---|---|------|--|--|
| 2.1 | Do you purchase feed inputs from preferred and approved suppliers that maintain an accredited quality assurance program which includes a biosecurity component? |   | Must |  |  |
| 2.2 | Do you source feed ingredients from an approved supplier that meets the feed mill's biosecurity and food safety standards?                                      |   | Must |  |  |
| 2.3 | a. Do you ensure feed commodities are fit for purpose before use?   | All purchased feed must be accompanied by a commodity vendor declaration stating that it meets Australian legislation regarding chemical residues/contaminants and fit for the purpose of feeding to livestock.   | Must |  |  |
|     | b. Do you receive a Commodity Vendor Declaration for each consignment of feed ingredients?  |   |      |  |  |
| 2.4 | Has a risk assessment of all products being purchased been undertaken?  | <p>The following questions will assist<sup>1</sup>:</p> <ul style="list-style-type: none"> <li>• Where does it come from?</li> <li>• Are there plant or animal diseases or pests of concern in the region the product is sourced from?</li> <li>• What production methods were used (e.g. broadacre using mechanical harvesting or small household, organic or synthetic fertilisers)?</li> <li>• Is it bagged in clean new or recycled bags?</li> <li>• If bulk product, what was carried in the truck in the loads prior to this delivery?</li> <li>• How long since the product was manufactured?</li> </ul> | Must |  |  |

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|-----|---|---|------|--|--|
| 2.5 | Has a supplier verification program been implemented that includes specific requirements for the ingredients being purchased? | This may also include verification of ingredient-supplier protocols and on-site manufacturing facility reviews and assessments. Communicating your safety expectations to your ingredient supplier is an important step in preventing the entry of a biological hazard. | Must |  |  |
|-----|---|---|------|--|--|

### 3 Reveal of feed ingredients

**OBJECTIVE: To manage the reveal of feed ingredients in a manner that minimises the risk of contamination of feed whilst being received.**

|     |  |  |      |  |  |
|-----|--|--|------|--|--|
| 3.1 | Do you receive a signed "declaration of cleanliness" for all delivery vehicles carrying feed ingredients before unloading? | This document can also be used to identify the contents of the previous three loads. Any vehicle carrying feed ingredients must not have carried products that may contaminate the feed (e.g. chicken litter, animal-based fertilisers or restricted animal material (RAM)) in the previous three loads. | Must |  |  |
| 3.2 | Do you undertake on-the-ground visual checks to verify the cleanliness of vehicles entering the site?                      | The frequency of checks should be in accordance with individual company risk ratings.  | Must |  |  |
| 3.3 | Are all feed ingredients visually inspected as part of the reveal process?   | Weed seeds, discoloured and deformed grains, fines etc should be checked for unusual signs.  | Must |  |  |
| 3.4 | Are feed spills cleaned up as soon as practicable?   | Spilt and spoiling feed attracts pests and vermin to the feed mill.  | Must |  |  |
| 3.5 | Do you minimise the contamination of feed when unloading in drive-over pits?   | The use of drive-over mats is a useful way of minimising contamination of the feed. Mud, dust, etc can carry weed seeds and diseases.  | Must |  |  |

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|-----|---|---|--------|--|--|
| 3.6 | Are high risk products, such as meat meal, soybean meal and canola meal tested for Salmonella prior to use? | Testing should be based on a frequency related to the risk and in line with the company's risk ratings.   | Should |  |  |
| 3.7 | Is product accepted if in reused bags from regions (domestic or international) with known disease risks?    | Product delivered in reused bags is of a higher risk than the same product in new bags.   | Must   |  |  |
| 3.8 | Are you able to identify the source of all products used and where your products go to?                     | Traceability of ingredients is a mandatory element within FeedSafe®, and maintaining records that document information such as the date of receipt, time, lot number during unloading, allows for a quick response if a pest or disease is suspected. It also allows for product recall as per FeedSafe® standards. | Must   |  |  |

## 4 Manage the movement of employees and family

**OBJECTIVE: To minimise the risk of introduction and spread of disease or contaminants by feed mill employees or family.**

|     |  |   |        |  |  |
|-----|--|---|--------|--|--|
| 4.1 | Do feed mill personnel wear laundered clean clothes each day at the commencement of their work?            |   | Must   |  |  |
| 4.2 | Do your staff take boots that are worn at the feed mill outside the feed mill?                             | Do not take boots that are worn at the feed mill outside the feed mill unless cleaned prior to re-entering the feed mill, as they are the most likely method of diseases being spread by personnel. | Must   |  |  |
| 4.3 | Are protective clothing and footwear worn in the feed mill area at all times and removed prior to exiting? |   | Must   |  |  |
| 4.4 | Are hands sanitised and disinfected on entering and leaving the feed mill?                                 |   | Must   |  |  |
| 4.5 | Are personal quarantine declarations (Appendix 3) completed by all employees annually?                     |   | Must   |  |  |
| 4.6 | Is food only consumed in designated areas to minimise the potential of feed being contaminated?            |   | Should |  |  |

## 5 Manage the movement of visitors, contractors, suppliers and other service personnel

**OBJECTIVE: To minimise the risk of introduction and spread of disease or contaminants by contractors, suppliers, service personnel and visitors.**

|     |   |  |      |  |  |
|-----|---|--|------|--|--|
| 5.1 | Are all visitors provided information on essential biosecurity practices for the site prior to entry?   | Be aware of the potential for the introduction and transmission of an emergency disease by visitors  | Must |  |  |
| 5.2 | Is the access of visitors/suppliers to the designated feed mill area controlled?  | Wherever possible, control the access of visitors/suppliers to the designated feed mill area. Signage will play an important part in ensuring procedures and risks are reinforced to visitors.   | Must |  |  |
| 5.3 | Are there protocols in place to ensure that all visitors entering the feed mill are directed to a designated meeting place away from the main feed mill area, preferably the office, before access is allowed to the main feed mill area? |  | Must |  |  |
| 5.4 | Is a register of visitors and vehicles (including contractors) to the feed mill (Appendix 4) maintained?  | <p>The register will include a record of:</p> <ul style="list-style-type: none"> <li>• date</li> <li>• time in</li> <li>• name(s)</li> <li>• company</li> <li>• contact number</li> <li>• motor vehicle registration number</li> <li>• signature</li> <li>• biosecurity risk assessment</li> <li>• time out</li> </ul> | Must |  |  |

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|     |   |   |      |  |  |
|-----|---|---|------|--|--|
| 5.5 | Are all visitors (including contractors) assessed prior to entering the feed mill for their biosecurity risk? | The risk assessment must consider the potential for visitors to have been previously exposed to a disease and the subsequent potential for them to introduce a disease into the feed mill (Appendix 5). | Must |  |  |
| 5.6 | Do those visitors allowed to enter the feed mill follow the same hygiene procedures employees undertake?      |   | Must |  |  |

## 6 Manage the movement and use of equipment

**OBJECTIVE: To prevent the introduction of disease agents and contaminants into the feed mill through the movement of equipment.**

|     |   |   |        |  |  |
|-----|---|---|--------|--|--|
| 6.1 | Do those employees and contractors that use their own tools and personal equipment (e.g. laptops, cameras or phones), clean the equipment, ensuring it is free of organic matter prior to entry to the feed mill? |   | Must   |  |  |
| 6.2 | Is the potential risk for introduction and transmission of disease by borrowed/hired or second-hand equipment listed in the risk register?  |   | Should |  |  |
| 6.3 | Does the same equipment be used for the handling of feed and waste?   | If you must use equipment for multiple purposes, then wash and disinfect it between uses to ensure that manure does not contaminate feed commodities. | Should |  |  |
| 6.4 | Is equipment that is taken into the production area/s, assessed as to its risk and washed and disinfected prior to entry and exit as required?  |   | Must   |  |  |

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## 7 Manage the movement and use of vehicles

**OBJECTIVE: To minimise the risk of site contamination due to the movement of vehicles.**

|     |   |   |      |  |  |
|-----|---|---|------|--|--|
| 7.1 | Are all staff aware of the potential for introduction and transmission of diseases by visiting vehicles and machinery?  |   | Must |  |  |
| 7.2 | Is the entry of non-feed mill vehicles, machinery and equipment into areas of the feed mill beyond the specified delivery areas restricted?   |   | Must |  |  |
| 7.3 | Is there a designated parking area for vehicles not entering the production area?   |   | Must |  |  |
| 7.4 | Do all visitors park their vehicles outside the production area unless it is essential that the vehicle be taken on site e.g. maintenance contractors?  | Ensure that all vehicles and machinery entering the feed mill area are directed to specified locations and delivery areas within the feed mill. | Must |  |  |
| 7.5 | If any vehicle is taken into the production area/s, is a risk assessment undertaken and the vehicle, washed and disinfected prior to entry and exit as determined by the production area manager.                               |   | Must |  |  |
| 7.6 | Are the delivery vehicles cleaned of mud, dust and dirt from the underbelly (including wheel arches, mud flaps, tailgate) or drive-over covers put in place before unloading into grain pits?                                   |   | Must |  |  |
| 7.7 | Are trucks containing livestock, livestock products, contaminated/not washed down or vehicles loaded or contaminated by other organic commodities that aren't destined for use at the feedmill admitted into the feedmill area? |   | Must |  |  |

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## 8 Maintenance

**OBJECTIVE: To minimise the introduction of disease, pests and contaminants into the feed mill and reduce the attraction of rodents and birds to production areas.**

|     |  |  |      |  |  |
|-----|--|--|------|--|--|
| 8.1 | Is the grass on and around the feed mill site kept cut?  | Long grass attracts rodents and favours the survival of viruses, fungi, moulds and bacteria  | Must |  |  |
| 8.2 | Do maintenance operations present a hazard to the integrity of product being manufactured?   | As much as possible, maintenance should be conducted between production runs. Ensure that all hardware is removed in the clean-up. | Must |  |  |
| 8.3 | Are all perimeter fences and barriers adequately maintained to minimise exposure of the feed mill to wildlife, feral animals and vermin? |  | Must |  |  |

## 9 Storage of Ingredients

**OBJECTIVE: To minimise the risk of contamination of feed ingredients whilst being stored prior to use.**

|     |  |   |      |  |  |
|-----|--|---|------|--|--|
| 9.1 | Are all ingredients and additives stored in a manner that reduces contamination by livestock, vermin, insects, wildlife, feral and domestic animals, and other feed types? |   | Must |  |  |
| 9.2 | Is stock rotated on a first in, first used basis?  |   | Must |  |  |
| 9.3 | Are feed spills cleaned up as soon as practicable?   | Spilled and spoiling feed attracts pests and vermin to the feed mill.   | Must |  |  |
| 9.4 | Is the integrity of the feed ingredients maintained during storage, with adequate procedures in place to prevent cross contamination?                                      | Ensure that the storage of animal products (ruminant feed ban) is complied with. Restricted animal material (RAM) must not be fed to any ruminants and must therefore be segregated from other feeds. There are specific regulations in each state dealing with the storage of RAM. | Must |  |  |

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|   |  |   |        |  |  |
|---|--|---|--------|--|--|
| 9.5   | Are medications (S4 products) kept in a locked environment so that unauthorized or inappropriate access and use is eliminated?   | Access to these products and records of use should be controlled by strict protocols.   | Must   |  |  |
| <b>10 Manage pests and vermin</b>   |  |   |        |  |  |
| <b>OBJECTIVE: To minimise the potential for introducing infectious agents and pathogens by pests and vermin through their presence in the production and storage areas.</b> |  |   |        |  |  |
| 10.1  | Is a pest and vermin control program implemented and maintained?   | This must ensure the bait stations are numbered, secure and tamperproof with a map kept of the stations' locations.   | Must   |  |  |
| 10.2  | Are bait stations checked in accordance with the pest management plan and fresh baits set as required?   |   | Must   |  |  |
| 10.3  | a. Are records kept of each inspection and pest activity noted (see Appendix 6)?<br>b. Do employees/managers review historical activity reports as part of a trend analysis of pest and vermin activity?<br>c. Are adjustments to the pest and vermin control program made based on this analysis? |   | Must   |  |  |
| 10.4  | Are bait stations placed away from areas where contamination of feed products can result?  |   | Should |  |  |
| 10.5  | Are only approved, fit for purpose baits used?   | Toxic baits are not permitted in the production, receipt or load out areas.<br><br>At no time are grain/pellets or powder baits permitted within the mill, wax blocks should be used. Grain/pellet or powder has a high potential for contamination of product. | Must   |  |  |

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## 11 Manage feral animals and wildlife

**OBJECTIVE: To minimise the risk of site and feed ingredient contamination by managing feral animals and wildlife.**

|      |  |  |      |  |  |
|------|--|--|------|--|--|
| 11.1 | Are staff aware of the potential for the introduction of disease by feral animals and wildlife?                                  | Be aware of the potential for introduction and transmission of pests and diseases by feral animals and wildlife. | Must |  |  |
| 11.2 | Is the introduction and transmission of disease and pests by feral animals and/or wildlife through control mechanisms minimised? |  | Must |  |  |

## 12 Site standards

**OBJECTIVE: To minimise potential sources of contamination onto the site through people, pests, raw materials, vehicles and equipment.**

|      |  |  |        |  |  |
|------|--|--|--------|--|--|
| 12.1 | Is the site secure with all access onto the site controlled?   |  | Must   |  |  |
| 12.2 | Are roadways maintained regularly to minimise any puddles, mud and dust?   |  | Must   |  |  |
| 12.3 | Is the hardstand in both the receiving and load out areas clean and free of rubbish, mud, dust, feed, grain or animal matter (including bird and rodent faeces)? |  | Must   |  |  |
| 12.4 | Is the traffic flow for incoming (receiving) and outgoing (load out) traffic separate?   |  | Should |  |  |
| 12.5 | Are all feed and grain spills cleaned up as soon as practical.   | Spilt feed is an attractant for pest animals to enter the site.  | Must   |  |  |
| 12.6 | Is the site maintained in a clean and hygienic condition with cleaning procedures and schedules in place?  | Line surveys should be conducted regularly as verification that feed mill hygiene practices are working. | Must   |  |  |
| 12.7 | Is the Cleaning and flushing of equipment conducted regularly, as per site hygiene procedures?   |  | Must   |  |  |

## 13 Personnel standards

**OBJECTIVE: To minimise the risk of contamination arising from staff, contractors, family and general visitors.**

|      |  |  |      |  |  |
|------|--|--|------|--|--|
| 13.1 | Are all staff working on site wearing clean work-specific clothing and footwear, including appropriate personal protective equipment (PPE) at the commencement of each work shift and changed if required (e.g. after cleaning machinery) to minimise contamination? |  | Must |  |  |
| 13.2 | Are all visitors (including contractors) on site signed in and inducted in on-site biosecurity and safety?   |  | Must |  |  |

## 14 Feed manufacturing process

**OBJECTIVE: To minimise the risk of feed contamination during the manufacturing process.**

|      |  |   |        |  |  |
|------|--|---|--------|--|--|
| 14.1 | Does the feed movement flow in one direction to minimise the risk of contamination?  | If due to the design of the feed mill and surrounds this is not possible then risk mitigation steps must be assessed, recorded and, if possible, implemented. | Should |  |  |
| 14.2 | a. Are procedures to prevent the cross contamination of feed mixes in place?<br>b. Records must be kept.   | This may include sequencing, and regular cleaning and flushing schedules.   | Must   |  |  |
| 14.3 | Is sequencing used in the following order:<br>a. oldest raw materials in stock?<br>b. most recently received stock?                                  |   | Must   |  |  |
| 14.5 | Is flushing and cleaning between feed types and between species occurring and conducted in accordance with the risk mitigation schedule of the site? |   | Must   |  |  |

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|      |   |  |      |  |  |
|------|---|--|------|--|--|
| 14.6 | Is a robust cleaning schedule that identifies each piece of equipment and their individual cleaning requirements and frequency in place?            | Different pieces of equipment in feed manufacturing will require different levels and frequency of cleaning.   | Must |  |  |
| 14.7 | Are there certain feed safety control procedures (e.g. <i>Salmonella</i> ) followed as per individual site protocols?                               | <p>This may include:</p> <ul style="list-style-type: none"> <li>• Higher manufacturing temperature for certain feeds.</li> <li>• The post-pelleting cooling area will have especially high cleanliness standards. This phase of production presents the highest risk of feed contamination as product is subjected to no further treatment processes that can address contamination issues.</li> </ul> | Must |  |  |
| 14.8 | Are the bans on feeding of animal products (ruminant feed ban) to ruminants and feeding of prohibited pig feed (swill to pigs) complied with?       | Restricted animal material (RAM) must not be fed to ruminants. This includes any material that may contain or may have been in contact with RAM, including the flushings. There are specific regulations in each state prohibiting the feeding of RAM and outlining labelling requirements for both RAM and non-RAM feeds.   | Must |  |  |
| 14.9 | Has the reuse of grain cleaner and dust collection materials, floor sweepings, including those from the unloading process been critically assessed? | It has been well established that dust and other screened particles can act as a carrier for pests and diseases.   | Must |  |  |

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|       |  |  |        |  |  |
|-------|--|--|--------|--|--|
| 14.10 | Is the cleaning of equipment performed regularly?          | <p>The required frequency will vary with the feed being produced and the ingredients being used. Mitigation strategies that may be possible in some feed mill systems may not work in others because of differences in facility design and equipment, manufacturing operations, and other associated risk factors.</p> <p>N.B.: The surface type (concrete, plastic, rubber, stainless steel, etc.) impacts pathogen survivability in the presence of different decontamination procedures. Stainless steel and smooth plastic surfaces, while easier to clean than tires, rubber belts, or polyethylene totes, are more difficult to disinfect due to the formation of biofilms that protect the bacteria or virus from a chemical disinfectant. Therefore, both cleaning and sanitisation is often necessary, noting that in some instances nearly impossible based on current equipment design constraints.</p> | Must   |  |  |
| 14.11 | Is dust created during manufacture limited and controlled? | Dust can serve as a vector for pest and disease transmission as well as for general hygiene purposes.  | Should |  |  |

## Train – plan – record

### 15 Training

**OBJECTIVE: To ensure awareness by and training of all feed mill employees in all relevant biosecurity requirements.**

|      |  |  |      |  |  |
|------|--|--|------|--|--|
| 15.1 | Are all employees involved in the daily monitoring and handling of feed (e.g. feed receipt) aware of the importance of the early detection of contamination (pest, disease, chemical) and know what to do if they suspect raw materials, intermediate, or final product has been contaminated? | Standard operating procedures are to be developed and put into practice.   | Must |  |  |
| 15.2 | Are all employees involved in the application of disinfectants and herbicides competent to do so?  | Refer to AgChem and VetChem training where appropriate. Maintain the necessary safety data sheets for all products being used. | Must |  |  |
| 15.3 | Are all feed mill staff, including delivery drivers, inducted and trained in biosecurity practices (including the Emergency Disease Action Plan)?  | Records of training are to be kept.  | Must |  |  |
| 15.4 | Is training provided to all staff annually in line with FeedSafe® standards?   |  | Must |  |  |

### 16 Documentation & record keeping

**OBJECTIVE: To assist in the early detection of feed contamination and the response to any biosecurity breach.**

|      |   |  |      |  |  |
|------|---|--|------|--|--|
| 16.1 | Is a sketch or map of the layout of the property, showing the production area, sheds, paddocks, access roads and gates created and kept up to date? |  | Must |  |  |
| 16.2 | Are records and documentation in line with previous sections of this manual maintained?   |  | Must |  |  |
| 16.3 | Does the site have an Emergency Disease Action Plan and is it available for all staff?  |  | Must |  |  |

|             |   |   |      |  |  |
|-------------|---|---|------|--|--|
| <b>16.4</b> | Is the receipt of product accompanied by a commodity vendor declaration (CVD)?  | Product must not be unloaded until appropriate documentation is received. | Must |  |  |
| <b>16.5</b> | Is documentation, including batch processing records, verifying that product has been treated in accordance with established procedures kept? |   | Must |  |  |
| <b>16.6</b> | Do all products being received have specified sampling procedures and receipt testing in place?   | The results must be recorded and kept for an appropriate period of time.  | Must |  |  |

## Manage outgoing products

### 17 Scheduling deliveries

**OBJECTIVE: To minimise the spread of pests and disease as a result of feed deliveries.**

|             |   |  |        |  |  |
|-------------|---|--|--------|--|--|
| <b>17.1</b> | Are deliveries scheduled so that it is always:<br>a. breeder first, or designated delivery vehicles and drivers for breeder farms only<br>b. youngest to oldest<br>c. clean to dirty, or lowest risk profile to highest risk profile. |  | Should |  |  |
| <b>17.2</b> | If deliveries cannot meet the scheduling listed in 17.1, truck(s) is a stand down period of at least 24 hours enforced and flushed and appropriately cleaned before delivering to a breeder farm?                                     |  | Must   |  |  |
| <b>17.3</b> | Is communication between feed mills, external contractors, and clients regarding any known disease outbreaks considered when scheduling delivery routes?  |  | Must   |  |  |

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## 18 Feed delivery

**OBJECTIVE: To minimise the spread of pests and disease as a result of feed deliveries.**

|             |  |  |      |  |  |
|-------------|--|--|------|--|--|
| <b>18.1</b> | Have drivers completed a personal quarantine declaration, stating that they have no contact with birds, poultry or pigs (see Appendix 3)?  | Declarations to be kept on-file by the feed mill.                            | Must |  |  |
| <b>18.2</b> | Do drivers commence each day in clean and appropriate work attire?   |  | Must |  |  |
| <b>18.3</b> | Do drivers follow individual on-farm biosecurity procedures, including shutting gates and keeping to roadways?   |  | Must |  |  |
| <b>18.4</b> | Do drivers remain outside of production areas (e.g. sheds or range areas)?   |  | Must |  |  |
| <b>18.5</b> | Are feed spills cleaned up as soon as possible and disposed of on-farm using equipment kept on farm?   | Records must be maintained, and notification must be made back to feed mill. | Must |  |  |
| <b>18.7</b> | Do drivers follow the direction of on-farm personnel regarding: <ul style="list-style-type: none"> <li>a. the use of biosecurity personal protective equipment (e.g. overalls, boot covers, hair nets, gloves)?</li> <li>b. the use of sanitation equipment for footwear and hands prior to and after unloading feed?</li> <li>c. Items that cannot be brought on-site?</li> </ul> | All used items must be disposed of on-farm prior to leaving.                 | Must |  |  |

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## 19 Delivery trucks

**OBJECTIVE: To minimise the spread of pests and disease as a result of feed deliveries.**

|             |   |  |        |  |  |
|-------------|---|--|--------|--|--|
| <b>19.1</b> | Is a full truck sanitation implemented:<br>d. Weekly?<br>e. immediately before leaving and after returning from a disease infected farm?<br>f. when changing from broiler or grower to breeder feed delivery? |  | Should |  |  |
| <b>19.2</b> | Do drivers keep the truck cabin in a clean and tidy condition?  | This includes no rubbish, no passengers, no pets, no dust and no used biosecurity personal protective equipment. | Must   |  |  |
| <b>19.3</b> | Are truck cabins cleaned and disinfected daily?   | Key areas include the foot well and dust on the dashboard.   | Must   |  |  |