AUDIT PREPARATION CHECKLIST

Proper preparation for a Common Swine Industry Audit includes reviewing PQA Plus materials as well as the CSIA Standards. Be sure to discuss with the auditor, prior to their arrival, the biosecurity requirements for the farm and how many animals are on the site.

The audit process will be more efficient if caretakers and auditors gather all of the following before the audit begins:

General
- ❑ Premises Identification Number
- ❑ Animal inventory by phase of production and housing type
- ❑ Site map (if necessary)

Materials:
- ❑ Common Swine Industry Audit Instructions, Standards and Audit Tool Booklet

Standard Operating Procedures (SOPs):
Manuals and SOP's can be in paper or electronic form but need to be accessible at the farm. Some SOPs may be combined into one document but as long as the topics are covered, this is considered acceptable. Topics to be covered in SOPs:
- ❑ Daily observations
- ❑ Treatment management
- ❑ Caretaker training
- ❑ Animal handling procedures
- ❑ Feeding and watering protocols
- ❑ Biosecurity
- ❑ Rodent control – including location of bait stations
- ❑ Needle Usage and process for dealing with broken needle(s)
- ❑ If applicable, piglet processing (tail docking and castration)

Records:
Caretakers should have these records easily accessible for the Auditor to review during the audit:
- ❑ Visitors log
- ❑ Evidence of internal audits/assessments
- ❑ Proof of PQA Plus Site Status
- ❑ Written policy for zero tolerance for animal abuse
- ❑ Evidence of a mechanism for farm employees to report animal abuse
- ❑ 12 months of daily observation logs
- ❑ Evidence of a valid VCPR
- ❑ Evidence of compliant treatment medication records – retained for 12 months
- ❑ If applicable, compliant Veterinary Feed Directive records (VFD)

- ❑ Evidence of Employees have PQA Plus certification (90 days from start of employment)
- ❑ Evidence of TQA certification for transporters
- ❑ Evidence of annual training of caretakers based on their daily duties
- ❑ Written Euthanasia Plan; must also be accessible to caretakers
- ❑ Records of maintenance of euthanasia equipment
- ❑ Records of testing of emergency backup equipment
- ❑ Written Emergency Action Plan; must be posted
- ❑ 12 months of mortality records that include animals that die and those that are euthanized

Facilities and Equipment:
Caretakers should have the following equipment available and be able to show them to the auditor during the audit:
- ❑ Signage (or demonstration of other methods such as locked gates/doors) for biosecurity controls of human/animal/vehicle movement
- ❑ Evidence rodent control plan is being followed; bait in bait boxes, or date of bait box inspections, or date of bait being placed in boxes.
- ❑ If applicable, the chute used to load or unload animals
- ❑ Euthanasia equipment
- ❑ Emergency backup ventilation equipment
- ❑ Animal health products (In their storage location)
- ❑ Needles used on the site
- ❑ Sharps containers
- ❑ Animal handling equipment used on the site

Optional Equipment
The following equipment is optional and may aid an auditor in completing an audit.
- ❑ Equipment to measure ammonia concentrations
- ❑ Marking stick/spray
- ❑ Clipboard
- ❑ Ink pen
- ❑ Duct tape
- ❑ Measuring bucket
- ❑ Watch or stopwatch for timing

pork checkoff