

Audit Checklist

REF	ITEM	AUDIT REQUIREMENT (IF DESKTOP ONLY)	AUDIT REQUIREMENT (ON FARM)
1. ANIMAL WELFARE/ANIMAL HEALTH			
1.1	Prosecution under Animal Welfare Act.	State prosecution records can be checked via the relevant authorities.	
1.2 1.3	Regular monitoring of sheep & corrective actions.		Auditor to discuss procedures/examples with declarant & may ask for documentation or verbal description. (Examples of "Corrective Actions" appear on page 8 of Grower Checklist).
1.4 1.5	On-farm slaughter of sheep (for domestic or euthanasia). Instruction & skill in slaughter.		Auditor to discuss procedures/examples with declarant & may ask for documentation or verbal description of protocols & training offered.
1.6 1.7	Only registered Animal Health products are used. Records are kept of Animal Health treatments.	Provide copy of relevant documents.	Check products used are registered with APVMA. Sight documents or records (e.g. chalk board/ whiteboard/notebook). Check records are current/up to date.
1.8 1.9 1.10 1.11 1.12 1.13 1.14	Correct doses of treatments, Adequate shelter, Protect/mitigate effects of fire flood & drought, Adequate food & water, Sheep dogs muzzled if necessary, Sheep held longer than 24 hours, Sheep free to display natural behaviours.		Auditor to discuss & enquire about relevant procedures &/or examples with declarant. (Examples of <u>*reasonable care or protection</u> of stock which could be discussed by auditor with declarant are listed below this table).
1.15	All wool from sheep bred on the property.		Auditor to discuss identification & mulesing status of purchased sheep.
1.16 1.17	Declaring "NO" (that no mulesing occurs on property) & year practice ceased.	Provide copy of completed NWD.	Random inspection of various ages of sheep (AWEX protocols) including the youngest sheep on the property to prove cessation of mulesing practice.
1.18 1.19 1.20	Pain Relief used & administered. Year Pain Relief first administered. Proof of purchase of registered Pain Relief product.	Provide copy of proof of purchase of registered Pain Relief product (e.g. tax invoice).	Proof of purchase of registered Pain Relief product.
1.21 1.22	Tail docking – Rubber ring/hot knife only. Castration – Rubber ring only.		Auditor to identify area where procedures occur. Sight rubber rings &/or hot knife. Discuss procedures with declarant.
2. TRACEABILITY			
2.1 2.2	All sheep on the property are identified with a secure form of identification. Location of all mobs known.		Select random mob(s) & sheep for inspection. Must have visible ear tags. Identification method is to be relevant to husbandry practices of the farm.

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2.	TRACEABILITY		
2.3 2.4 2.5	Property participates in NLIS Scheme, has a PIC number & uses the LPA NVD.	Provide a copy of evidence of NLIS, PIC & LPA NVD.	Check paperwork & tags. Sight evidence of NLIS, PIC & LPA NVD.
2.6	Compliance with animal health treatment withholding periods.		Sight chemicals & discuss how withholding periods are monitored with declarant.
2.7	All fodder & supplements brought onto the farm are documented/ recorded.	Provide copy of cart notes, logbook &/or proof of purchase docs.	Sight cart notes, logbook &/or proof of purchase docs.
2.8	The AWEX NWD is completed for all wool from the property offered for sale.	Provide copy of NWD (most recent).	Sight NWD (most recent).
2.9	A "wool book" (or similar) is kept as a record for all bales from a shearing.	Provide copy of Wool Book records from most recent shearing. Can be wool book, spreadsheet etc.	Sight Wool Book records from most recent shearing. Can be wool book, spreadsheet etc. Sight Classer's Specification sheet to ensure documents match.
2.10	Bales are branded/marked with sufficient identification ensuring correct ownership & integrity of contents.		Sight bales on farm (if any).
2.11	A registered Wool Classer's stencil is applied to all bales, including oddments.	Provide copy of Classer's Specification form for presence of wool classer's stencil.	Sight bales on farm (if any) for presence of (current) wool classer's stencil. Sight Classer's Specification for presence of stencil. Ask about classers being present at crutching.
3.	ENVIRONMENTAL CARE/CHEMICAL HANDLING & STORAGE		
3.1	Prosecution under EPA applicable to your state.	State prosecution records can be checked via the relevant authorities.	
3.2	A farm chemical user's course has been completed by at least one person on this farm within the past 5 years.	Provide copy of documents supporting attendance of course (e.g. certificate of attendance/ invoice).	Sight documents supporting attendance of course (e.g. certificate of attendance/invoice).
3.3 3.4	An inventory of chemicals is kept. All chemicals used for pasture & livestock treatments have been safely & securely stored (Lockable) & handled as per label directions.	Sight chemical inventory records.	Sight chemical inventory records. (Option to "spot check" the records against physical). Sight chemical store & check if locked &/or lockable.
3.5 3.6 3.7 3.8	Rubbish facilities & disused dips. Avoid, remedy or mitigate adverse effects on the environment. Disposal of hazardous substances. Grazing pressure/stocking rates, vermin, pests & weed management.	Contaminated Lands Register website can be searched for each State & Territory.	Confirm that no obvious threats to the environment & stock exist (e.g. old leaking arsenic dip, rubbish tips, disused drums of chemical). Auditor to discuss & enquire about relevant procedures to dispose of hazardous substances. Ask for supporting evidence if necessary.

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4.	SOCIAL RESPONSIBILITY		
4.1	Prosecution under WH&S/ OH&S Act.	State prosecution records can be checked via the relevant authorities.	
4.2	Compliant with all WH&S/ OH&S legislation guidelines.		Auditor to ask for relevant records or examples.
4.3	Staff have adequate instruction & training for the responsible use of machinery & animal handling equipment.		Auditor to question methods of staff training (e.g. documents, certifications & protocols).
4.4	Compliance with employment legislation.		Auditor can ask for employment records showing award wages etc.
4.5	Prosecution under employment legislation (Fair Work Act & Regulations).	State prosecution records can be checked via the relevant authorities.	
5.	WOOL PREPARATION		
5.1	Clip prepared according to AWEX Wool Classer Code of Practice.	AWTA "P" Certification achieved for all lines from the most recent wool clip offered for sale.	
5.2	A shearing tally book (or similar) is used to document relevant information from the shearing.	Provide copy of Tally Book or equivalent (e.g. spreadsheet) from the most recent shearing.	Sight Tally Book or equivalent (e.g. spread- sheet) from the most recent shearing.
5.3	Sheep are crutched or dagged before shearing to minimise dag & urine stain in the clip.	Provide copy of Classer's Specification/NWD as evidence of crutching. Key issue is stain risk is low at point of shearing.	Sight Classer's Specification/NWD as evidence of crutching. Key issue is stain risk is low at point of shearing. Auditor to discuss/enquire with declarant.
5.4	A high level of care is taken to keep all contaminants out of the wool clip at shearing time.		Inspect shed for obvious forms of potential wool contamination.
5.5	A registered Wool Casser prepares & oversees the wool clip & their stencil is applied to all bales.	Provide copy of Classer's Specification(s) & confirm presence of Wool Classer from documents.	Sight specification(s) & confirm presence of Wool Classer from documents
5.6	All wool is packed in Nylon Wool packs in good condition that have been authorised for use by AWEX.		Inspect any packs/bales in shed.
5.7	Markers & raddles used in accordance with manufacturer's instructions. Brands removed from main fleece lines.		Inspect markers & raddles & discuss use & removal procedures.
5.8	Briefing of shed hands on preparation.		Discuss/enquire about procedures used by declarant (note: the briefing could be verbal &/or permanent signage placed in clear sight of shearers & shed hands, explaining responsibilities).
5.9	Briefing of shearers on Animal Welfare responsibilities.		
5.10	Shearers competent to treat severe cuts		

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5.	WOOL PREPARATION		
5.11	Shearing quality accountability.		Auditor to sight counting-out pens or discuss method of accountability with declarant.
5.12	Shearing shed & yards maintained to minimise injury to operators & stock.		Auditor to make a visual inspection & discuss/ enquire about procedures to maintain a safe & healthy shed & yards environment.
5.13	Shearing shed safe, healthy, with good light & ventilation. Machinery maintained.		
5.14	Period of time stock are shedded (without feed & water) prior to shearing appropriate for the class of stock.		Auditor to discuss & enquire about procedures used by declarant to minimise shedding of delicate stock i.e. pregnant ewes.
5.15	Are there shedding breeds on the property?		Discuss/enquire about procedures to keep these animals separated from other sheep. (e.g. adequate fencing, separate stock yards etc.). Sight DMFR section of NWD
5.16	Has the NWD recorded any contact between shedding breeds & their crosses & other breeds.		
6.	HANDLING & TRANSPORT		
6.1	Adequate instruction & training of staff in responsible & humane handling.		Auditor to question methods of staff training (e.g. documents, certifications & protocols).
6.2	Transport services compliant (vehicles, humane loading, unloading & transportation).		Auditor to check if NVDs are always used. Discuss procedures used to choose transport services & ensure professional & humane operators.
6.3	Minimise stress & injury during handling & transport.		Auditor to discuss procedures & ask for examples.

*Reasonable Care or Protection of stock includes (but is not limited to) the provision of:

- Adequate water
- Adequate food
- Adequate fencing to limit predator attack
- Adequate shelter (natural &/or purpose built)
- An animal health program
- Regular monitoring program

AUDIT OUTCOMES	DEFINITION
Compliant	All items comply – Accreditation maintained.
Conditional Compliance	Issues can be addressed on-the-spot – Accreditation maintained once issues are rectified to auditor’s satisfaction.
Non-Compliant Level 1	Issues to be addressed & re-audit is required – Accreditation put on-hold until negative issues rectified.
Non-Compliant Level 2	Issues non-compliant – Deregistration & accreditation removed. Further action may be warranted (including legal).