



Compliance Guide for Producers and Auditor



APIQ[✓]® Compliance Guide for Producers and Auditors

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Australian Pork Limited

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TABLE OF CONTENTS

1.0 THE APIQ[✓]® PROGRAM	2
1.1 Introduction	2
1.2 How to Use this Guide.....	3
1.3 Glossary of Abbreviations	3
2.0 COMPLIANCE EVIDENCE OPTIONS	4
2.1 Table 1: Module 1 - Management Standards	4
2.2 Table 2: Module 2 - Food Safety Standards	11
2.3 Table 3: Module 3 - Animal Welfare Standards	13
2.4 Table 4: Module 4 - Biosecurity Standards	17
2.5 Table 5: Module 5 - Traceability Standards	19
2.6 Table 6: Module 6 - Environment Standards	20
2.7 Table 7: Module 7 - Transport Standards	26
2.8 Table 8: Verification Option A - Gestation Stall Free (GSF).....	28
2.9 Table 9: Verification Option B - Customer Specifications for Coles Supermarkets (CSC) Australia Pty Ltd.	28

1.0 The APIQ✓[®] Program

1.1 Introduction

The Australian Pork Industry Quality Assurance Program (APIQ✓[®]) is the industry sponsored program for on-farm Quality Assurance (QA). QA allows producers to assure their customers that they can produce a quality product. A QA system involves putting in place documented procedures that identify the methods for carrying-out key tasks, monitoring the tasks, recording the results of those actions and checking that the results conform to expectations.

APIQ✓[®] provides the framework and tools for pig producers to demonstrate that they meet acceptable standards for management, food safety, animal welfare, biosecurity and traceability. A piggery may be APIQ✓[®] Certified, APIQ✓[®] Free Range (FR) Certified or APIQ✓[®] Outdoor Bred, Raised Indoors on Straw (OB) Certified. A producer may also be verified as Gestation Stall Free (GSF) and/or Customer Specifications Coles (CSC) compliant to supply to Coles supermarkets. APIQ✓[®] Certification enables producers to demonstrate that they are meeting relevant State and Federal legislation and following Good Agricultural Practice (GAP) for pig production.

Customers and trading partners increasingly want assurance that pork and pork products are safe and wholesome. Customers are now requesting information on how pigs are raised, managed, transported and slaughtered. Therefore, providing assurance to customers through an industry-wide program is becoming important for individual pig producers and the pig industry as a whole, in order to sustain market access and consumer confidence.

APIQ✓[®] also supports the industry-wide traceability system, the PigPass National Vendor *Declaration (PigPass NVD) requirements by providing the supporting QA framework.*

Australian Pork Limited (APL) manages the program on the industry's behalf through APIQ Management (APIQM). A wide range of stakeholders have provided technical and policy input to the program, including producers, scientists, QA and audit experts, retailers and customer organisations, government and supply chain members.

1.2 How to Use this Guide

Each Table shown in Section 2 of this guide provides practical guidance on the types of evidence that a producer could use to demonstrate compliance with each APIQ✓[®] Standard and Performance Indicator in APIQ✓[®] Version 5.0 8/2021.

It gives suggestions of what auditors may look for and what producers could provide as evidence of compliance.

Producers and auditors should use this Guide in association with the Standards Manual, Version 5.0 8/2021.

The lists given in this Guide are not definitive, they are suggestive only. Other evidence options may be identified and used by producers, and may be accepted by auditors, as evidence of compliance at the time of conducting a Compliance Audit.

1.3 Glossary of Abbreviations

The following abbreviations are used throughout this guide:

APIQ✓[®]	Australian Pork Industry Quality Program
APIQM	Australian Pork Industry Quality Program Management
APL	Australian Pork Limited
FR	Free Range
CRM	Customer Relationship Management (System)
CVD	Commodity Vendor Declaration
Diary	APIQ✓ [®] Pig Management Diary
HHP	Herd Health Plan
IN	Indoor (Certification)
Model Code	Model Code of Practice for the Welfare of Animals – Pigs
(Pig Pass) NVD	(PigPass) National Vendor Declaration
QA	Quality Assurance
OB	Outdoor Bred, Raised Indoors on Straw
SOP(s)	Standard Operating Procedure(s)
WI(s)	Work Instruction(s)

A comprehensive glossary of industry related abbreviations is included in the APIQ reference manual.

2.0 Compliance Evidence Options

2.1 Table 1: Module 1 - Management Standards

Standard	PI ¹	Evidence Options	Help
1.1 Management Requirements	A	Visual assessment of the piggeries QA/Piggery Management Manual/s, SOPs, WIs, charts, maps and plans etc.	<p>The APIQ✓[®] <i>Pig Management Diary</i> can be used by Small Holders as the primary record to comply with this Standard.</p> <p>It can also be used by Large Holders where they deem it useful.</p> <p>Manuals, Records and other documents can be kept on paper, electronically or by other means provided they can be audited by the auditor.</p>
	B	<p>Organisation charts, job descriptions, QA Manuals and diaries can list who is responsible for APIQ✓[®] on-farm.</p> <p>Send an email or call APIQM when ownership is planned to change.</p> <p>APIQM will record the planned change in it's Client Relationship Management (CRM) system and confirm the change by return email.</p>	
	C	Organisation charts, position and/or job descriptions, QA Manuals and diaries etc. show who's who in the piggery and who does what.	Training records also outline competence and qualifications where necessary.
	D	SOPs and WIs need version control. This is a numbering system that links to information showing when they are revised, who revised them and when they are current.	Small Holders who complete SOPs and WIs in their Diary can date the Diary when revisions and changes are made.

1 PI – Performance Indicator

Standard	PI ¹	Evidence Options	Help
	E	<p>Producers can print and use, or complete on their computer, the APIQ✓[®] Express Audit Checklist found on the APIQ✓[®] Website to complete the internal audit.</p> <p>Small Holders can print off and complete a new Small Holder Manual or use the Internal Audit Checklist and the Corrective Action Request template in Section 5 of the <i>Pig Management Diary</i> to complete their internal audit and address any non-compliances.</p>	<p>Check the website on: http://www.apiq.com.au</p>
	F	<p>Staff induction and training records, diaries and certificates can verify compliance.</p>	<p>Producers complete the Staff Training Record in the Diary.</p>
	G	<p>Have the contact details of the vet and/or practice you use on-hand with vet reports, recommendations and prescriptions which show that the vet has a personal knowledge of the farm.</p>	
1.2 Production System Definitions	A	<p>Indoor Piggeries:</p> <ul style="list-style-type: none"> • Piggery maps, plans, descriptions, photos etc. 	<p>An IN piggery could have pigs indoors and outdoors but can't meet the Free Range (FR) or OB Standards.</p> <p>Indoors includes all forms of shelter, flooring, feeders and water but would not be considered FR and /or OB.</p> <p>An IN Piggery must meet the APIQ✓[®] Environmental Standards in 6.3 for Outdoor Pigs where pigs are kept outdoors in areas that are not within the piggeries controlled effluent system.</p>

Standard	PI ¹ Evidence Options	Help
	<p>B Free Range Piggeries:</p> <ul style="list-style-type: none"> • Piggery maps, plans, descriptions, photos etc. • Visually see that all pigs are kept outdoors with access to appropriate shelter. • Some or all of the following must be rotated: pigs, paddocks, pastures, crops, feeders, shelters, watering points etc. • Visual assessment of facilities, infrastructure, paddock plans, maps and other records will enable rotations to be verified. • A FR piggery can't be a feedlot outdoor piggery. • It can't be a shelter with pens or verandas attached. 	<p>The feedlot outdoor piggery definition (page 23 of the <i>National Environmental Guidelines for Piggeries</i>, May 2018) includes pigs continuously accommodated in permanent outdoor pens, with shelter and controlled drainage.</p> <p>Compliance to Environmental Standards will be assessed in 6.3.1 – 6.3.4 of the APIQ[✓]® Standards.</p>
	<p>C Outdoor Bred, Raised Indoors on Straw visual assessment:</p> <ul style="list-style-type: none"> • Visual assessment that all breeding pigs and piglets until weaning are kept outdoors with access to appropriate shelter. • An OB piggery can't be a feedlot outdoor piggery. • Breeding areas can't be shelters with pens or verandas attached. • Pigs can be kept on slatted floors in indoor areas where there is bedding in use. 	<p>Ensure that bedding is available throughout the weaner, grower and finisher phase.</p>
	<p>D Visual assessment of the organisation's:</p> <ul style="list-style-type: none"> • Websites • Notices • Pamphlets • Advertisements • Email addresses • Others items where identified. • to see that appropriate claims are made. 	<p>Check that claims in promotional materials accurately reflects the production system used on farm and the type of Certification being requested and recommended.</p> <p>For example; a piggery that is IN certified can't have the name Free Range in its title or in its promotional material.</p> <p>In all situations where Outdoor Bred certification is approved, the qualifier 'Raised Indoors on Straw' must be used in an equally prominent manner.</p>

Standard	PI ¹	Evidence Options	Help
1.3 Free Range	A	<p>Visual assessment:</p> <ul style="list-style-type: none"> • That all pigs are outdoors with access to shelter at all times except where temporary confinement applies. • Records and/or checklists and/or diary entries that record when, why and how long pigs were confined. • Vet reports and instructions outlining the situations where pigs need to be confined. • Treatment Records. • Piggery Standard Operating Procedures (SOPs) or Work Instructions (WI) which explain confinement practices used on-farm must be available. 	<p>Practices for approved temporary confinement may include farrowing, mating and health treatments:</p> <p>Piggery Standard Operating Procedures (SOPs) or Work Instructions (WI) which explain confinement practices used on-farm must be available.</p> <p>Visual assessment to ensure:</p> <ul style="list-style-type: none"> • newborn piglets that are kept inside bedded farrowing huts/pens to protect them from inclement weather and/or predators are only confined for up to 14 days. Fenders, if used must be sized appropriately so that piglets can exit the farrowing accommodation from 14 days of age and must not inhibit the sows' access to the outdoors after the sow finishes farrowing. • weaners are kept in weaner areas post weaning until piglets are a maximum of 8 weeks of age, after which they must have full access to paddocks; • outdoor areas for weaners must be a minimum 150% of the shelter space provided - for example 100m² shelter space requires 150m² outdoor space; • sows may be held in pens for mating during daylight hours, but not overnight – ensure that sows are returned to their outdoor areas after mating; • finishers may be held in pens prior to load out for up to 48 hours; • Records of confinement are kept for Pigs held in pens for approved veterinary treatments.

Standard	PI ¹ Evidence Options	Help
	<p>B Visual assessment showing:</p> <ul style="list-style-type: none"> • Pigs are kept in paddocks with rooting and/or foraging areas continually available. • Paddock records detailing stock movements. • Licence, approval, consent or other documents from the State regulator identifying that wallows are or are not permitted. • Wallows in use. • Infrastructure to provide shade for pigs; may include but is not limited to trees, sprinklers, shelters and sheds, huts and/or other mechanical means. 	<p>Specific stocking rate Standards have not been prescribed in APIQ[✓]® FR Standards. Acceptable stocking rates will vary between properties depending on local soils, environment and management practices. By establishing Standards for measuring and monitoring nutrient build up, even nutrient distribution and protecting land and water, a producer will establish acceptable and sustainable stocking rates specific to their property, environment and production system.</p>
	<p>C Farm plans, maps, SOPs and/or WIs which outline shelter infrastructure in place.</p> <p>Visual evidence of baits and/or predator control measures in place.</p> <p>Inspection of bedding and bedding stock piles on hand.</p>	
	<p>D Physical evidence i.e. the auditor can measure the floor area of a shelter and count the number of pigs in a paddock or obtain stock records to determine the floor area available per pig and calculate the space available to pigs. This can then be compared with the requirements listed in the <i>Model Code of Practices for the Welfare of Animals – Pigs</i> (Third Edition, Appendix 3, Table 5).</p>	
	<p>E Refer to 6.3.1 – 6.3.4 for Environmental Standards</p>	
	<p>F Visual assessment to confirm that there is no: Nose ringing, teeth clipping, tusk trimming, tail docking or surgical castration.</p>	<p>These husbandry practise may not be carried out.</p>

Standard	PI ¹	Evidence Options	Help
1.4 APIQ [✓] [®] Outdoor Bred, Raised Indoors on Straw Standards	A	<p>Piggery maps, plans, descriptions, photos etc. can demonstrate how pigs are managed.</p> <p>Visual assessment:</p> <ul style="list-style-type: none"> • That all pigs are outdoors with access to shelter at all times except where temporary confinement applies. • Records and/or checklists and/or diary entries that record when, why and how long pigs were confined. • Vet reports and work instructions outlining the situations where pigs need to be temporarily confined. • Treatment Records. <p>Piggery Standard Operating Procedures (SOPs) or Work Instructions (WI) which explain confinement practices used on-farm must be available.</p> <p>Note: OB sows may be sold as FR ONLY when temporary confinement for mating is restricted to daylight hours as specified in FR Standard 1.3 A; and after completing one full reproductive cycle.</p>	<p>Piggery Standard Operating Procedures (SOPs) or Work Instructions (WI) which explain confinement practices used on-farm must be available.</p> <p>Visual assessment to ensure approved temporary confinement practices apply:</p> <ul style="list-style-type: none"> • piglets may be kept in huts or shelters after birth using fenders for up to 14 days for protection <ul style="list-style-type: none"> – fenders, if used must be sized appropriately so that piglets can exit the farrowing accommodation from 14 days of age; • for pigs in pens for approved veterinary treatments, ensure a record of confinement is kept, along with vet reports and instructions; • Where OB sows are sold as FR, evidence must be supplied demonstrating that mating confinement is restricted to daylight hours.
	B	<p>Piggery maps, plans, descriptions, photos, stockpiled bedding and SOPs and/or WIs etc. can verify suitable shelter, housing, protection measures, and bedding.</p>	
	C	<p>Piggery maps, plans, descriptions, photos and SOPs and/or WIs etc. can verify suitable paddocks.</p> <p>Wallows and shade items including trees, tree lines, hedges, shade stands, sprinklers and other mechanical equipment and infrastructure verify that shade is provided.</p>	
	D	<p>Piggery maps, plans, descriptions, photos and SOPs and/or WIs etc. can verify suitable paddocks.</p> <p>Measure pens and compare to <i>Model Code of Practice for the Welfare of Animals – Pigs</i>, Appendix 3, Table 8.</p>	
	E	<p>Refer to 6.3.1 – 6.3.4</p>	

Standard	PI ¹	Evidence Options	Help
	F	<p>SOPs and/or WI's should accurately outline a process that meets the standards and confirm through staff interviews that they are being followed.</p> <p>Examples of SOPs and records: purchase records; PPNVDs; mating and reproductive records showing the productive history of individual or groups of animals.</p>	<p>You can verify that cull gilts/sows originally from an IN piggery meet the FR criteria:</p> <ul style="list-style-type: none"> • when cull gilts/sows have completed at least their last reproductive cycle living according to APIQ FR Standards; and a system is in place to ensure that only gilt sows that qualify are sold as FR • If the piggery was previously OB Certified.
	G	<p>Piggery maps, plans, descriptions, photos and SOPs and/or WIs and visual verification etc. can verify suitable housing of pigs post weaning.</p>	<p>Visual confirmation that group housing is furnished with suitable bedding. Suitable bedding may include, but is not limited to straw, rice hulls or sawdust.</p>
	H	<p>Piggery maps, plans, descriptions, photos and SOPs and/or WIs and visual verification etc. can verify suitable housing of grower/finisher pigs.</p>	<p>No slats permitted.</p>
	I	<p>Measure space in pens and compare it to allowances outlined in the Model Code.</p>	
	J	<p>SOPs and/or WIs, vet reports and instructions, herd health plans outline husbandry practices.</p> <p>Visual assessment and staff interviews allow you to verify husbandry practices are being followed.</p>	<p>Visual assessment to ensure:</p> <ul style="list-style-type: none"> • No nose ringing, teeth clipping, tusk trimming, tail docking, or surgical castration are being carried out. • Where tail docking is used, records of veterinary instructions are present, records kept as to age of the piglet, and verification of training of person carrying out the treatment.

2.2 Table 2: Module 2 - Food Safety Standards

Standard	PI ¹	Evidence Options	Help
2.1 Food Safety Risk Analysis and HACCP-based Food Safety Plan	A	Visual assessment of identified sites, which could be listed and recorded in diaries, on maps, plans and photos.	Contaminated or suspect sites should be clearly identified and cleaned or excluded from pig areas.
	B	SOPs and/or WIs, diaries, QA manuals etc. should outline how sites are being managed.	Fence contaminated or potentially contaminated areas off.
	C	Visual assessment of facilities along with maintenance records, diaries and staff interviews.	
	D	Visual inspection of tagged pigs and Treatment Records. Research protocols or Memorandums of Understanding (MoU) where applicable.	
	E	Hazard Action Plan, Table 5 of the APIQ [✓] ® Implementation Manual. SOPs and/or WIs that address the following hazards, as a minimum: <ul style="list-style-type: none"> • Non-recovered broken needles, • Chemical residues from grain treatments, sanitisers, and pest control products and herbicides. Records related to following Critical Control Points (CCP's): <ul style="list-style-type: none"> • Selection of Breeding Stock • Farrowing vaccinations • Growing stock treatments • Piggery input controls • Pre-sale checks. Monitoring records such as Record 16: Food Safety Plan Monitoring Record found on the APIQ [✓] ® website.	Review of Pork On-Farm HACCP Plan APIQ [✓] ® No. 2013/2128 Appendix 5 Updated HACCP Plan on the APIQ website www.apiq.com.au
	F	SOPs and/or WIs for key activities and food safety risks.	Example Records are available on the APIQ [✓] ® website and in the Diary. When they are used they must be revised to outline how tasks are completed in your piggery.

Standard	PI ¹	Evidence Options	Help	
2.2 Pig Treatments	A	Treatment Records with the required detail recorded.	Small Holders or single sheds within larger piggeries can use the Diary templates.	
	B	Retained needle record with tagged or identified pigs (also in the Diary).		
	C	Vet prescriptions provided in writing and on containers as labels.		
	D	Treatment SOPs and/or WIs. Instructions from veterinarians.		
	E	Staff Training Records SOPs for training and treatments Completed Diary records Certificates and resumes of employees		See also 3.2 A
	F	Producer Compliance demonstrated by: Prescriptions, product instructions on labels, treatment records, veterinary advice on file, SOPs.		
2.3 Feed Practices and Medicated Feed Management	A	Commodity Vendor Declarations (CVD) for purchased feed ingredients, bedding which list any chemicals used in production and what their WHP's are. Or, samples kept for six (6) months.	While obtaining CVD's has been difficult historically, vendors are becoming more aware of the need for a CVD and are developing processes to provide them. Producers are encouraged to seek a CVD early in negotiations.	
	B	System could include: <ul style="list-style-type: none"> • CVD's • Crop production records (as per Grain-Care). • Identify silos and storage areas. • SOPs and/or WIs that explain how feed mixing, storage and use systems and records ensure that WHP's are met. 		
	C	The following records can help to provide assurance that feed with medications is known and managed: <ul style="list-style-type: none"> • Feed formulation records • Feed mixing records • Feeding records • Prescriptions • Feed receipts and received records 		
	D	Number silos, bins and other plant and equipment used in the storage, manufacture, mixing and feeding of feed.		
	E	SOPs and/or WIs outlining feed systems. Feed records confirm correct feeding practices.		

Standard	PI ¹	Evidence Options	Help
2.4 Medication and Chemical Management	A	A list of treatments (including medications, prescriptions, vaccines, and routine husbandry products) used in the piggery is maintained and kept up to date.	Labels are considered prescriptions. In some instances, prescriptions are kept at a head office. While this is acceptable staff at other associated piggeries must have access and/or knowledge of the instructions to effectively use the procedures to treat pigs.
	B	Treatment Records that include pig weight and amount administered. Use or create individual records and/or use the Pig Management Diary.	Templates available on the APIQ [✓] ® website See also 2.2 A
	C	The auditor may refer to labels and prescriptions to determine compliance with instructions.	

2.3 Table 3: Module 3 - Animal Welfare Standards

Standard	PI ¹	Evidence Options	Help
3.1 Planning and Contingency Arrangements in Place	A	Contingency Plans should be described in SOPs and/or WIs. Could include equipment lists and inventory's specific to a contingency plan. Include maps outlining alternative water systems, feed systems, electricity systems and alarms systems. Records show that systems have been tested.	Industry experience highlights the need for contingency plans for: fire; water and feed system failure; floods and storm events; electrical faults and warning system failures. Each Contingency Plan needs to be routinely tested to ensure it adequately manages the risks intended.
	B	Procedures need to be documented in SOPS and/or WIs. Procedures could be tested and demonstrated on the day of an audit. Alarms and back-up systems need to be routinely tested and proven to be fail-safe with records kept demonstrating that tests were done.	
	C	Visual observation of electrical installations and general wear and tear, along with copies of invoices paid when electrical work has been completed.	
	D	Visual observation of maintenance and the general state of repair of facilities. Maintenance records, schedules and plans. Capital works plans.	

Standard	PI ¹	Evidence Options	Help
3.2 Staff Competency Maintained	A	<p>Certificates of completed courses and training by individual staff members.</p> <p>Copies of resumes and / or biographies which outline work experience, training and qualifications.</p> <p>Staff Training Records kept individually or collectively using the Diary.</p>	
	B	<p>Staff interviews and discussion.</p> <p>Staff Training Records kept individually or collectively using the Diary.</p>	
	C	<p>Induction processes are outlined in the QA Manual and could be supported by SOPs and/or WIs.</p> <p>A record of induction activities should be recorded in Staff Training Records.</p>	
	D	<p><i>Model Code</i> could be a hard copy or soft copy, so long as it is available to staff and they know where to find it when needed.</p>	<p>Purchase it or get a soft copy from the CSIRO website: www.publish.csiro.au/book/5698</p>
3.3 Facilities and Environment meet the <i>Model Code of Practice for the Welfare of Animals — Pigs</i> Requirements	A	<p>Visual assessment against Model Code</p>	
	B	<p>Visual assessment of general repairs and maintenance</p> <p>Obtain and retain a list of firefighting items required by local authorities.</p> <p>Keep a record of daily checks made.</p> <p>Train staff and include records of training in the use of firefighting equipment.</p>	<p>Check fire requirements with local authorities.</p>
	C	<p>Visual assessment of the repairs, maintenance and operation of ventilation systems.</p>	
	D	<p>Maps and plans could outline the number and size (kg) of pigs permitted in pens of known size.</p> <p>Measure pen sizes and estimate pig weight to calculate space allowances as per the Model Code.</p>	
	E	<p>Equipment used for euthanasia may include: hammers or solid objects used for blunt trauma, captive bolt, CO₂, firearms.</p> <p>A gun safe should be on-hand where firearms are used.</p> <p>Equipment could be checked visually to see that it is clean and in good repair.</p>	<p>Auditors are not required to verify gun licenses or registration of weapons.</p>

Standard	PI ¹	Evidence Options	Help
	F	No pigs are tied and there is no visible evidence that pigs are tied.	
	G	Dogs could be observed at work where they are used. Observe muzzles and other dog handling equipment where dogs are used.	
3.4 APIQ Adequate Feed and Water is Available	A	Visual assessment of body condition scores against Table 1 in the PigCare Reference Tables or Section 1 of the Diary.	Use Table 1 Condition Scoring Table in the PigCare Guide available on the APIQ [✓] ® website: www.apiq.com.au or in the Diary.
	B	Visual and odour assessment of feed and feed ingredients. Feed test results.	Pay particular attention to presence of rodent faeces.
	C	Visual assessment of water which appears clean and free from obvious contaminants. Water test results.	
	D	Visual assessment of pig access to feed and water.	
	E	Checklists, diaries and feed records can provide evidence that automated systems are working and are checked routinely.	
3.5 Routine Health and Husbandry Measures are in Place	A	A Herd Health Plan may include the following items which collectively provide evidence that the standard is met: <ul style="list-style-type: none"> • Name and contacts for your veterinarian and instructions from veterinary advisor/s. • How you dispose of dead pigs. • SOPs and / or WI for health treatments and processes. • A completed Herd Health Program Checklist² as listed in Section 2 of the Pig Management Diary. • Or, similar plan if the Diary is not used. 	Many of these items exist and are documented and recorded throughout the piggery. Through the course of an audit the auditor will be able to identify the various pieces that make up the Herd Health Plan. They do not have to be brought together as a single plan. Section 2 of the Diary includes a Herd Health template.
	B	SOPs, WIs, staff training records and other items in the HHP verify compliance.	

Standard	PI ¹	Evidence Options	Help
	C	General farm records including diaries and checklists can assist along with visual assessment of the piggeries successful operation.	
	D	Treatment records should show that boards kept in stalls have been released for exercise where necessary.	
	E	SOPs and/or WIs outline practices for managing fighting and bullying. Visual assessments reflect how effectively the problem is being managed.	
	F	SOPs and/or WIs outline processes for managing injured or sick pigs. Treatment and other HHP records verify that these systems are being followed.	
	G	Vet instructions and treatment records and/or animal records verify castration practices.	Soft or hard copy records can be kept and used for treatment records.
3.6 On-farm Euthanasia of Pigs Meets the <i>Model Code of Practice for the Welfare of Animals – Pigs</i> Requirements	A	SOPs and/or WIs for euthanasia outline processes used on-farm, including: <ul style="list-style-type: none"> Processes identifying injured, sick or moribund pigs not responding to treatment or that are in pain and are unlikely to respond to treatment treatment records, mortality records, deaths and losses records that record when pigs are euthanised. 	Instruments of euthanasia need to be physically accessible on the piggery but must be restricted to authorised personnel etc. For example guns must be in locked cabinets as per local regulations and staff must be appropriately trained in the use of equipment.
	B	SOPs and/or WIs outline how dead pigs are disposed of. Removal is typically assessed visually at the time of an audit.	

2 The HHP Checklist has been developed for producer use by the Australian Pig Veterinarians Association, a special interest group of the Australian Veterinary Association (AVA), and has been endorsed by the AVA and APL. The checklist is designed to meet Standard 5.2.7 of the *Model Code of Practice for the Welfare of Animals – Pigs*. The checklist is found in the Diary, which can be requested from APIQM by calling 1800 789 099 or emailing apiq@australianpork.com.au.

2.4 Table 4: Module 4 - Biosecurity Standards

Standard	PI ¹	Evidence Options	Help
4.1 On-farm Systems are in Place to Minimise the Risk of Introduction and Spread of Disease or Disease-Causing Agents	A	Typically auditors will question producers and staff to see that they correctly understand what Swill is. Visual evidence of feed used and feed systems will generally confirm that Swill is not fed to pigs.	Producers and their staff need to understand what SWILL is. The definition is found on the APL website www.australianpork.com.au
	B	SOPs and/or WIs, the HHP and Biosecurity Plan outline biosecurity practices. Auditors ought to pass through a controlled entrance, complete the visitor's record (also included in the Diary), wash or shower as required by the piggery's biosecurity procedures and change into protective clothing provided which collectively provide evidence that this Standard is met. Personnel Biosecurity Declarations can be viewed with staff questions during the course of the audit to confirm that they understand and are following correct procedures. Staff can be interviewed to assess understanding and compliance.	
	C	See Module 7.	
	D	Maintenance Records and diaries could be used to assess compliance.	
4.2 The Risk of Disease Introduction from New Stock and Semen is Controlled	A	SOPs and/or WIs and the HHP outline quarantine practices. Records substantiate the origin of pigs and genetic material used for breeding purposes, such as vendor declarations for semen and PPNVD's for all incoming stock.	<i>National Farm Biosecurity Manual for Pork Production</i> , version 2.1 ³ .
	B	Pig records and/or Treatment Records can verify arrival and checklists can verify that stock were inspected on arrival. Staff could be questioned to determine their understanding of processes.	
	C	The on-farm Biosecurity Plan and/or HHP should outline the piggery's quarantine practices.	

3 This manual can be found on the Animal Health Australia website (www.animalhealthaustralia.com.au).

Standard	PI ¹	Evidence Options	Help
	D	Visual assessment of quarantine systems and facilities against documented biosecurity protocols that have been consulted with the herd veterinarian.	
	E	<p>SOPs and/or WIs outline procedures, supported by record keeping systems, to substantiate the origin of all pigs and genetic material used for breeding purposes.</p> <p>SOPs and/or WIs outline practices, supported by record keeping systems, to provide full traceability of suspect pigs and/or genetic material.</p> <p>Vendor declarations should be obtained with each delivery of incoming genetic material (whether sourced internally or externally) to substantiate its origin and compliance to the APIQ Standards and Australian law.</p> <p>To remove the “suspect” status a producer will have to show through their record keeping systems how the genetics which were not compliant with the APIQ Standards or Australian law have been adequately eliminated from the herd.</p>	
4.3 Staff are Trained in Emergency Disease Awareness and Follow Biosecurity Procedures	A	Staff interviews will determine awareness.	
	B	Auditors will look for emergency disease awareness information, this may include the <i>Emergency Animal Disease Signs</i> poster or other information resources producers find fit for this purpose. Information should be displayed in prominent places in the piggery.	The poster is available on the APIQ [✓] ® website www.apiq.com.au/Resources .
	C	<p>SOPs, WIs and training materials specify training for staff in the farm Biosecurity Plan.</p> <p>Staff can be interviewed to assess awareness and understanding.</p>	
4.4 Pest Control Procedures are in Place	A	Visual assessment of the effectiveness of buildings, fences and other structures used to keep pigs separated from feral pigs, domestic poultry and other animals of risk.	

Standard	PI ¹	Evidence Options	Help
	B	<p>Visual assessment of a Pest Management Plan, which should include: records of infestation levels, baits and pest control products in use, safe handling procedures for these products, emergency permits if applicable, measures undertaken to restrict rodent access to feed and feeding infrastructure. Plan components may be reflected in:</p> <ul style="list-style-type: none"> • SOPs and/or WIs outlining practices • Diaries, checklists and other records verify individual actions taken. • The additional rodent survey currently included in the Compliance Audit assesses the pest management plans and practices specific to rodents with baits, practices and processes verified visually. • Maps show bait locations and problem areas. 	<p>Best practices are identified in the <i>Industry Rodenticide Stewardship Plan</i>, available at www.apiq.com.au.</p> <p>This applies to both Indoor and Outdoor piggeries.</p>
4.5 The Farm has an Emergency Animal Disease Contingency Plan	A	<p>A documented Emergency Animal Disease Contingency Plan exists for the farm.</p> <p>The maximum number of days that the farm can adequately manage animal movement restrictions from the site has been determined and documented, considering feed, water, stocking density, shelter, welfare etc.</p>	

2.5 Table 5: Module 5 - Traceability Standards

Standard	PI ¹	Evidence Options	Help
5.1 Pig Movements and Transport Documentation	A	Visual assessment of identified pigs when available, brands and or branding equipment used.	
	B	<p>Revision of PigPass NVDs to confirm use and accuracy.</p> <p>PigPass NVDs include the location of broken or suspected broken needles at the time of treatment and the time pigs were removed from feed and water.</p>	Contact the PigPass helpdesk on 1800 001 458 or helpdesk@pigpass.com.au for assistance.
	C	PigPass movement records can be verified on-line by logging onto PigPass or producers can print hard copies of transactions recorded on-line for auditor reference.	Contact the PigPass helpdesk on 1800 001 458 or helpdesk@pigpass.com.au for assistance.
	D	Check PigPass NVDs to see if section D is completed.	

2.6 Table 6: Module 6 - Environment Standards

Standard	PI ¹	Evidence Options	Help
6.1 Environmental Regulatory Compliance	A	<p>Have a licence or permit to operate your piggery if required by your local authorities.</p> <p>If a producer finds they don't have the necessary permits or licences; they need to begin the process of obtaining them and show evidence that this process is underway. This could include email correspondence, letters and advice from authorities outlining the process and actions to become approved.</p>	<p>Each producer should check their local, state or territory environmental requirements. They could start by contacting their local council or State Department of Primary Industries or Environment. APL have developed a ready reckoner on State Planning requirements (www.apiq.com.au).</p>
	B	<p>Have a licence or permit to operate your piggery if required by your local authorities OR</p> <p>Have an Environmental Management Plan (EMP) in Place.</p> <p>The Standard requires a producer to look at their systems and identify their risks. The use of the EMP template will be a tool to provide evidence to an auditor that a producer has considered environmental management issues, has risks covered and is following their plan. If a risk(s) had occurred, an action plan will need to be in place by the producer for them to demonstrate to the auditor that progress is being made to address/overcome them.</p>	<p>Compliance to standard 6.1B does not remove a producer's responsibility to comply with local government requirements.</p> <p>Producers may use the APIQ Environmental Management Plan (EMP) Template found on the APIQ✓[®] website to develop a Plan or other EMP templates provided they cover the minimum requirement of the APIQ EMP template. EMPs may be completed by the producer or any representative the producer deems suitably qualified and experienced.</p>
6.2 Piggery Upkeep	A	Visual assessment of general tidiness of piggery.	
	B	Visual assessment of repairs and maintenance to buildings and equipment.	
	C	Visual assessment that accumulated rubbish, redundant equipment, scrap plant and equipment is separated from livestock, feed storage and public areas.	<p>It is imperative that producers minimize the opportunity for negative public opinion by having neat and tidy operations.</p> <p>We must clean up before we can 'tell our story, our way, in our words' as planned in the industry Strategic Plan 2015-2020.</p>
	D	Visual assessment of weed and grass control around the piggery.	

Standard	PI ¹	Evidence Options	Help
6.3 Management of Environmental Impact for Pigs Outdoors			
6.3.1 Soil Monitoring Standard	A	<p>If soil monitoring is being done in accordance with conditions of a licence, approval or consent, the auditor will need to sight documents that specify these requirements and sight paddock records and/or maps to confirm that the sampling was done in accordance with the conditions specified.</p> <p>This could take the form of paddock / piggery maps and or plans with the sampling locations marked, GPS points, a written description of the sampling points (e.g. paddock name and location within the paddock e.g. north-east corner), dated photos showing the sampling points in relation to shelters/ feeders or a combination of these.</p> <p>Completed Soil Analysis Request Forms and/or completed Soil Results Interpretation Forms completed by the producer or their advisors or consultants can verify compliance.</p> <p>The auditor may also interview the producers and or staff to determine understanding and compliance with the Standards.</p>	<p>The Soil Analysis Request Form and the Soil Results Interpretation Form are available under APIQ✓[®] Information on the APIQ✓[®] website www.apiq.com.au</p>
	B	<p>Paddock records, diaries, maps SOPs, WIs, plans, dated photos can be used to show when, where and how soil samples are or were collected.</p> <p>Pig records and diaries can confirm if pig movements align with timelines.</p>	
	C	<p>Licence agreements, permits, consent forms may specify depth parameters. If not, this APIQ✓[®] Standard specifies test requirements.</p> <p>SOPs, WIs and Request and Interpretation Forms can verify depths soil samples were or are to be taken.</p> <p>Producer/ staff interviews may also determine understanding of test requirements and practices.</p>	

Standard	PI ¹	Evidence Options	Help
6.3.2 Nutrient Management Standard	A & B & C	<p>Establish a Soil Testing and Nutrient Management Plan incorporating soil test results and rotation plans, which includes:</p> <ul style="list-style-type: none"> • map/s showing where soil samples were collected; • descriptions of soils present; • the length of the pig phase at the time of soil testing; • soil test results for each paddock as specified in 6.3.1; • rotation plans and expected nutrient loading; and • remedial work required, completed and planned and the timeframe for completion. <p>For performance indicators A and B, there are four (4) methods that could be used to show compliance:</p> <ol style="list-style-type: none"> 1. Have an independent agronomist analyse the samples and provide documented reports as evidence that the soils are suitable for pig production, that the systems in use are sustainable and that the soil tests meet acceptable nutrient levels. The agronomist can ideally take soil tests and arrange for testing. <p>Farm records are to show that the producer is following the agronomist advice.</p> <ol style="list-style-type: none"> 2. Soil properties are satisfactory to the licensing authority or an independent soil scientist or agronomist: 	<p>Download a Soil Testing and Nutrient Management Plan from the APIQ website www.apiq.com.au or create your own Soil Testing and Nutrient Management Plan.</p> <p>If you create your own document, make sure that it covers all of the detail listed in the standard.</p> <p>If acceptable performance cannot be demonstrated action must be taken to reduce soil nutrients to suitable levels. The producer will need to develop a written plan detailing the actions that will be taken to reduce soil nutrient levels. This will usually involve destocking the area and cutting and carting plant material grown on the land until suitable soil nutrient levels are achieved. Ideally this will involve the development and implementation of a nutrient management plan. For further information, refer to APL's Fact Sheet⁴: <i>"Developing a Nutrient Management Plan for a Rotational Outdoor Piggery"</i>.</p>

4 Fact Sheets are available on the APL website: www.australianpork.com.au

Standard	PI ¹ Evidence Options	Help
	<p>Documentation (e.g. a letter or report) showing that the licensing authority is satisfied that the piggery is meeting the requirements of a licence, approval or consent will satisfy these Performance Indicators. Similarly, a producer can meet this Performance Indicator by providing a letter or report from an independent soil scientist or agronomist identifying that the soil analysis results for the pig paddocks are at suitable levels that are unlikely to result in any adverse environmental impacts.</p> <p>3. <i>National Environmental Guidelines for Piggeries</i> method: Provide a comparison between the soil analysis results from the pig paddocks and the trigger values provided in Section 17.5.4 of the <i>National Environmental Guidelines for Piggeries</i>.</p> <p>The indicators of sustainability in the National Environmental Guidelines for Piggeries are triggers for further investigation and the producer is entitled to justify exceeding a trigger point. For instance, it might be possible to show that the soils of the locality are naturally saline and that the piggery has not made the situation significantly worse (in this situation, soil results for a representative background plot are helpful).</p> <p>4. Representative background plot method: Compare analysis results for the blocks of pig paddocks with those of the representative background plots.</p> <p>Ideally, both sets of results would be tabulated side by side with clear identification of any pig paddock results that exceed 130 percent of the representative background plot levels.</p> <p>Producers are entitled to justify levels exceeding 130 percent of background plot levels. For instance, it might be possible to show that the soils of the locality are naturally phosphorus deficient and that the pigs have brought levels up to good agronomic levels that do not cause a sustainability concern (in this situation, results should also be compared with the <i>National Environmental Guidelines for Piggeries</i>. Supporting information from an independent soil scientist or agronomist may also be helpful).</p>	

Standard	PI ¹	Evidence Options	Help
6.3.3 Promoting Even Nutrient Distribution Standard	A & B	<p>Paddock Records, diaries along with GPS coordinates, dated photographs or similar can show that movable structures and facilities within pig paddocks have been moved regularly as per the Standard.</p> <p>Records can also show the dates pigs moved on and off a land area.</p> <p>The auditor will usually be able to visually check if facilities have been relocated, since there are normally bare patches of land under and around shelters and feeders.</p> <p>A producer can demonstrate feed delivery to the auditor. Further supporting evidence could include regular dated photographs showing how and where feed is delivered.</p> <p>The auditor could also question staff members about feed delivery practices.</p>	<p>Note: it is not mandatory to feed along fence lines, it's an option where other alternatives are not possible.</p>
	C	<p>SOPs and/or WIs outline how bedding is managed and dispersed.</p> <p>Paddock records, diaries, dated photos can provide evidence of when and where spreading activities are carried out.</p> <p>The auditor could also question staff members about bedding management practices.</p>	
6.3.4 Land and Water Protection Standard	A	<p>Visual assessment of slope / topography.</p> <p>Topographic maps or a farm plan showing survey data may also be used to demonstrate that the site has a flat to gentle slope.</p> <p>The auditor can visually assess groundcover levels on paddocks, shelter belts and vegetated filter strips; and the condition of any contour banks. A series of dated photographs taken regularly (i.e. quarterly), or paddock records listing the percentage groundcover over time, may be used to demonstrate that groundcover is being monitored.</p> <p>Records of actions taken to encourage groundcover recovery as needed e.g. reducing the stocking density of a paddock or shutting off part of a paddock may be used to show actions taken to maintain groundcover as much as is practical.</p> <p>Farm plans, SOPs, crop and/or pasture plans may outline rotation practices implemented to encourage groundcover.</p>	

Standard	PI ¹ Evidence Options	Help
	<p>B Visual inspection of paddocks that have been in use for 24 months (or 24 months since the last inspection) or that have recently been destocked.</p> <p>Physical tests such as probing soils or digging holes to see whether plants growing on the area show normal root development could be conducted.</p> <p>Paddock records or diaries can detail paddock inspections and findings.</p> <p>If there are issues to address, maps and plans could be presented outlining how, when, what and who will address it.</p>	
	<p>C The auditor can visually inspect the paddocks to see if the plan (noted in Performance Indicator B) has been developed to address the soil compaction and is in action.</p> <p>Paddock records, diaries, dated photographs, agronomic reports and receipts for work done can verify compliance.</p>	<p>Remedial actions may include but are not limited to cultivation and gypsum applications.</p>
	<p>D Visual assessment of groundcover levels in paddocks; the width and groundcover levels of vegetated filter strips; and the presence, location and capacity of terminal ponds.</p> <p>A series of dated photographs taken regularly (at least quarterly), or paddock records listing the percentage groundcover over time, could be used to demonstrate that groundcover is being monitored.</p> <p>Records and diaries can confirm actions taken to encourage groundcover recovery e.g. reducing the stocking density, shutting off part of a paddock or watering a vegetated buffer strip.</p> <p>Calculations and/or plans can be used to show that terminal ponds are adequately sized.</p> <p>Records of dewatering of terminal ponds can be used to show that these are being monitored and maintained.</p>	
	<p>E Visual assessment of wallows, soils and actions taken to line wallows where required.</p> <p>Soil test results can confirm soil types and suitability.</p>	

Standard	PI ¹	Evidence Options	Help
	F	Visual assessment of previous wallow sites which should blend in with the surrounding land. SOPs, WIs, Paddock records, diaries, and dated photographs can verify work completed.	
	G	Forage, pasture and pig rotations specified in SOPs and or management plans outline procedures to be followed. Visual assessment of rotations along with paddock records, diaries, dated photographs and pig records verify compliance.	

2.7 Table 7: Module 7 - Transport Standards

Standard	PI ¹	Evidence Options	Help
7.1 Pre-transport Selections and Preparation of Pigs	A	Visual assessment of pigs being loaded where possible. SOPs, WIs, diary and treatment records along with correctly completed PigPass NVD's. Veterinary reports where exceptions have been recommended. Interview producers and staff to determine understanding and practices.	The APL publication <i>Is it Fit for the Intended Journey?</i> will assist. www.australianpork.com.au
	B	SOPs, WIs, diary and treatment records along with correctly completed PigPass NVD's.	
	C	Interview producers and staff to determine understanding and practices.	

Standard	PI ¹	Evidence Options	Help
7.2 Drivers, Vehicles and Facilities	A	Visually locate designated 'clean areas'. Maps and plans show designated 'clean areas'.	
	B	SOPs, WIs, HHP, Biosecurity Plan and transport agreements can specify cleaning and disinfecting requirements of trucks between deliveries. Visual inspection of vehicles used for transporting pigs and any onsite washbay or disinfecting facilities, where possible. Visitor records could be revised requiring drivers to declare that vehicles were cleaned and disinfected.	
	C	SOPs, WIs and training materials specify training for staff loading and or unloading pigs. Visual assessment of loading practices where possible. Questioning producers and staff to determine understanding and practices.	The APL publication <i>Is it Fit for the Intended Journey?</i> will assist.
	D	Visual assessment of loading and unloading facilities including access roads. Comparison against the Transport code.	The APL publication <i>Is it Fit for the Intended Journey?</i> includes information on loading density. The following link to the <i>National Guidelines for Ramps and Forcing Yards</i> may assist: http://alrta.org.au/wp-content/uploads/2015/07/RL13654_ALRTA-Ramps-Guide-FINAL-WEB-13.8.15.pdf
7.3 Compliance with Pig Transport Code	A	SOPs, WIs and transport agreements can specify time off water practices. Correctly completed PigPass NVD's show compliance	
	B	SOPs, WIs and truck load plans could provide a guide to loading individual vehicles.	Check densities on the <i>Australian Animal Welfare Standards and Guidelines, Land Transport of Livestock</i> , Edition 1.1, 21 September 2012 – GB 9.7
	C	SOPs, WIs and plans for delivery routes can outline preferred travel schedules and plans.	

2.8 Table 8: Verification Option A - Gestation Stall Free (GSF)

Standard	PI ¹	Evidence Options	Help
1.1 Gestation Stall Free (GSF)	A	SOPs and/or WIs outline sow management practices. Visual assessment of facilities and management practices being implemented.	
	B	SOPs, WIs, veterinary instructions and advice outline appropriate temporary confinement practices. Visual assessment of temporary confinement and treatment records can verify compliance.	
	C	Sow records supported by SOPs and WI's Treatment records if applicable.	

2.9 Table 9: Verification Option B - Customer Specifications for Coles Supermarkets (CSC) Australia Pty Ltd.

Standard	PI ¹	Evidence Options	Help
CSC 1.1 Stocking Density	A	Pens for sows and gilts can be measured and compared to the Standards	See Table 1 in the Standards Manual.
	B	Visual assessment of mating stations in use in comparison to sows to be mated will show if stations are big enough.	
	C	Measure floor space and compare it to Table 1 of the Standards Manual. Add 30 percent for deep litter systems.	
	D	Measure hospital pens allowing 150 percent of Table 1 of the Standards Manual. Display information relating to the treatment of animals at the pen.	This could be via cards, boards or electronic if available at the pen.
	E	Measure and visually assess the size of boar pens.	
CSC 1.2 Husbandry Practices	A	Visual assessment that NO sow stalls are used on site.	
	B	Mating records, treatment records, SOPs and/or WIs outline appropriate mating records and practices. Staff interviews verify understanding and compliance with on-farm practices.	
	C	Visual assessment	
	D	Visual assessment or vet prescription where deemed necessary by the vet.	

Standard	PI ¹	Evidence Options	Help
	E	SOPs and/or WIs where practiced Treatment records Training records where staff are trained and perform tusk trimming.	
	F	Visual assessment or vet prescription where deemed necessary by the vet.	
	G	Visual assessment Vet prescription where deemed necessary. Training records of staff members that perform operation. SOPs and/or WIs that cover tail docking.	
	H	SOPs and/or WIs outline weaning practices Sow, weaning and other records confirm SOPs and WIs are followed.	
	I	The 6 monthly Health and Welfare Report is signed by the veterinarian and presented to the auditor for review.	
CSC 1.3 Antibiotics, Growth Promotants and Hormone Use	A	SOPs, vet reports, feed formulations state that these products are not used.	
CSC 1.4 Bedding and Enrichment	A	Visual assessment of straw in use by breeding pigs. SOPs, WIs, straw inventory and use records, paddock records and diaries could verify straw use.	Mandatory for new facilities. Preferred for existing facilities that are being refitted; AND Required for all facilities by 2020.



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