



# Prepare for success ahead of your next audit

Prepare your farm for an **APIQ**® quality assurance audit. Follow these key steps to minimise the number of non-conformances, while optimising cost and duration.

10-Step Checklist	Yes
<b>1. Understand the Standards:</b> Familiarise yourself with the latest version of the <b>APIQ</b> ® standards. Read the requirements thoroughly and ensure you have a clear understanding of what is expected. This will help you identify any gaps or areas that need improvement.	<input type="checkbox"/>
<b>2. Conduct Internal-Audits:</b> Conduct regular internal audits to evaluate your farm's compliance with the <b>APIQ</b> ® Standards. Develop and implement correction action plans for any identified areas of non-compliance. These audits can help identify any non-conformances or areas for improvement before the actual audit takes place. Use the <b>APIQ</b> ® Express Audit Checklist that is equivalent to what your AUS-MEAT auditor will use during your external annual audit.	<input type="checkbox"/>
<b>3. Train and Educate Staff:</b> Provide ongoing training and education to your staff regarding the <b>APIQ</b> ® quality assurance standards, their importance, and the specific practices and procedures they need to follow, as outlined in your Piggery Management Manual (templates available via the <b>APIQ</b> ® Resource Library). Ensure that all personnel understands their roles and responsibilities in maintaining compliance.	<input type="checkbox"/>
<b>4. Establish Documentation Systems:</b> Develop and maintain robust documentation systems to record and track key aspects of your farm's operations, including animal welfare practices, feed management, treatment records, and record-keeping protocols. Ensure that all necessary records are accurate, up to date, and easily accessible for the audit. Be aware that there are a range of free record templates and resources available on the <b>APIQ</b> ® Resource Library.	<input type="checkbox"/>
<b>5. Maintain Facility and Equipment Standards:</b> Regularly inspect and maintain your farm facilities and equipment to ensure they meet the required standards. This includes proper sanitation, adequate housing, handling facilities, and equipment maintenance protocols. Records of activities should be maintained.	<input type="checkbox"/>
<b>6. Implement Animal Welfare Practices:</b> Emphasise and implement robust animal welfare practices, including proper handling, housing, nutrition, and healthcare. Ensure that staff are trained in animal welfare protocols and that these practices are consistently followed.	<input type="checkbox"/>
<b>7. Monitor and Measure Performance:</b> Continuously monitor and measure key performance indicators related to the quality assurance standards. This can include metrics such as feed efficiency, mortality rates, health records, and environmental sustainability practices. Regularly review the data and make necessary adjustments to improve performance.	<input type="checkbox"/>
<b>8. Seek Professional Assistance:</b> Consider engaging the services of a consultant or advisor who specialises in livestock quality assurance, such as your Veterinarian. They can provide guidance, conduct pre-audit assessments, and help you optimise your farm's compliance with the <b>APIQ</b> ® Standards and the overall performance of your business.	<input type="checkbox"/>
<b>9. Continuous Improvement:</b> View the <b>APIQ</b> ® audit as a valuable tool and an opportunity for continuous improvement. Regularly review and update your quality management systems to stay current with evolving standards.	<input type="checkbox"/>
<b>10. Audit Day:</b> Be prepared for audit day by ensuring all documentation is available for the auditor to review and ensure that key staff are available to address questions relating to assessing compliance of the business with the <b>APIQ</b> ® Standards.	<input type="checkbox"/>

### More information

If you require further guidance or assistance with any step, please contact **APIQ**® Management.

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