

# Booklet 3

## Audit template and guideline

This booklet will provide you with the tools to undertake a farm biosecurity audit.

Conducting an audit of the farm before you fill in **Booklet 2** will help you understand where the gaps are in current biosecurity practices.

When you use **Booklet 3** to conduct an audit, make notes on any items which require attention and the actions you and your employees could take to make improvements.

The audit template is also a resource that can be copied when carrying out future biosecurity audits, which is a great way of evaluating the effectiveness of your biosecurity plan.

The guidelines (G1-G37) included in the audit template give a convenient summary of things that should be included in a biosecurity plan.



GUIDELINES	REQUIRED ACTION/ DOCUMENTS	RESPONSIBLE STAFF	WHEN/ FREQUENCY	RESOURCES
<b>Record keeping</b>				
<b>G1.</b> Movement records should be maintained for all animals moved onto the farm, between zones of different biosecurity status within the farm and from the farm.				
<b>G2.</b> Health monitoring records should be kept for different animal populations within the farm and should include details of any sickness, mortality, treatments, disease testing and relevant environmental information.				

GUIDELINES	REQUIRED ACTION/ DOCUMENTS	RESPONSIBLE STAFF	WHEN/ FREQUENCY	RESOURCES
<b>Control points</b>				
<b>G3.</b> The farm should have a secure perimeter fence or otherwise well-defined boundary, establishing a clearly defined biosecurity zone. Entrances to the property should be able to restrict vehicle and foot traffic and should be locked during all non-visitor hours.				
<b>G4.</b> All inputs to the farm (for example, animals, people, water, equipment and vehicles) and between zones within the farm should be assessed for potential biosecurity risks.				
<b>G5.</b> All production units (for example, sheds, ranges, grading floors) should have a unique and permanent identifier.				
<b>G6.</b> All production units should have appropriate features to prevent entry of wild animals and escape of farmed animals.				

GUIDELINES	REQUIRED ACTION/ DOCUMENTS	RESPONSIBLE STAFF	WHEN/ FREQUENCY	RESOURCES
<b>Animals</b>				
<b>G7.</b> Animals should only be introduced to the farm if they are of known health status and that status is of equal or better status than animals on the farm. Translocation approvals or permits must be obtained if required by the receiving state or territory authority.				
<b>G8.</b> If the health status of introduced animals is unknown the animals should be isolated from other farm populations in separate production areas or dedicated quarantine facilities.				
<b>G9.</b> Movement of animals between different farm populations should only occur following consideration of the disease risks and with a view to maintaining high health status.				
<b>G10.</b> If animal populations become sick, precautions should be taken to avoid contact with other farm populations until the cause is known and the situation resolved.				
<b>G11.</b> Sick or dead animals should be removed from production units as soon as possible and disposed of in accordance with section 9.6 (see G37-G 38).				
<b>G12.</b> Measures should be put in place to prevent escape of chickens.				
<b>G13.</b> Predatory or scavenging animal populations should be controlled or excluded from production facilities.				

GUIDELINES	REQUIRED ACTION/ DOCUMENTS	RESPONSIBLE STAFF	WHEN/ FREQUENCY	RESOURCES
<b>People</b>				
<b>G14.</b> Staff and visitor access should be managed (through access controls and signage) and the risk they present should be assessed.				
<b>G15.</b> The farm biosecurity rules should be explained to all visitors.				
<b>G16.</b> Measures to prevent disease entry should be applied to all persons entering and exiting the farm (for example, dedicated changing areas, farm footwear and hand washing facilities), and for persons moving between production areas of different disease status within the farm.				
<b>G17.</b> Access to sensitive areas (for example, pullet rearing areas) should be restricted.				
<b>G18.</b> Production units should be managed separately to reduce the risk of disease spread within the farm. Staff should be assigned to production units based on risk.				
<b>G19.</b> If staff must work in multiple production units, higher health animals should be visited first and lower health or diseased animals last, with appropriate cleaning and disinfection protocols followed between visits.				

GUIDELINES	REQUIRED ACTION/ DOCUMENTS	RESPONSIBLE STAFF	WHEN/ FREQUENCY	RESOURCES
<b>Equipment and vehicles</b>				
<b>G20.</b> Any equipment or vehicle brought onto the farm should be assessed for biosecurity risk.				
<b>G21.</b> Procedures and infrastructure should be in place to clean and disinfect equipment and vehicles				
<b>G22.</b> The farm should have designated delivery and loading areas.				
<b>G23.</b> Separate equipment should be assigned for use in production units of different health status. Where equipment must be used in multiple production units it should be cleaned and disinfected prior to movement between units.				

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<b>Water</b>				
<b>G24.</b> The biosecurity risk of a farm's water source should be considered and appropriate actions taken to manage any identified risks.				
<b>G25.</b> Infrastructure for decontamination of water should be adequately monitored and maintained to ensure it remains effective.				
<b>G26.</b> Water intake and outflows should be located to avoid cross-contamination. The flow of water within the farm should be managed to minimise the potential for diseases to spread between different production units or populations with different health status.				

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<b>Feed</b>				
<b>G27.</b> The biosecurity risk of feeds should be considered and appropriate actions taken to manage any identified risks.				
<b>G28.</b> Manufactured feed producers or suppliers should provide evidence of quality assurance and control of feed				

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<b>Waste</b>				
<b>G29.</b> Waste products (for example, dead animals, manure) should be assessed to determine potential biosecurity risk to the farm and the environment.				
<b>G30.</b> Containment, handling and disposal of waste products should minimise identified disease transmission risks.				

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<b>Emergency procedures</b>				
<b>G31.</b> The farm biosecurity plan should include procedures for the response to a suspected emergency biosecurity incident.				
<b>G32.</b> All farm staff should understand the farm's emergency procedures and their own role in an emergency.				

GUIDELINES	REQUIRED ACTION/ DOCUMENTS	RESPONSIBLE STAFF	WHEN/ FREQUENCY	RESOURCES
<b>Staff training</b>				
<b>G33.</b> A staff member should be made responsible for overseeing farm biosecurity.				
<b>G34.</b> All farm staff should understand disease risks to the farm, the role of the farm biosecurity plan in managing disease risks and their responsibilities for its implementation, including response protocols.				
<b>G35.</b> Staff should receive training on aspects of the farm biosecurity plan relevant to their work and have access to the farm biosecurity plan and supporting procedures.				

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<b>Monitoring and audit</b>				
<b>G36.</b> The farm biosecurity plan should include a schedule for routine review and identify any triggers for extraordinary review.				
<b>G37.</b> Audit of the farm biosecurity plan (and effective record keeping of formal audits) should be conducted to ensure it is being implemented effectively.				