

BERNARD MATTHEWS ON-FARM QUALITY ASSURANCE PROGRAMME
- SELF AUDIT FORM

OVERVIEW

This is a self audit questionnaire designed to assist suppliers in assessing compliance with the Bernard Matthews On-Farm Quality Assurance Programme. Note that this self audit is completely separate to the On Farm Audits which will be carried out by AgriQuality on behalf of Bernard Matthews.

Date: _____

Farm Name: _____

Farm Location/Address: _____

Person Responsible for Day to Day application of the BM Farm Assurance Scheme on the Farm: _____

Contact Phone Number: _____

ORIGIN OF STOCK

Stock Movements

Tick appropriate column

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 2.1.1 | Where purchased lambs will be slaughtered within 60 days, do you ensure you know if they have come from a BM Assured Farm or farm assured to a similar standard, and how long they have been there*? So you can declare any stock that does not comply with the 60 day/20 day rules, outlined in the standards, at time of sale for slaughter. <i>If you have answered No to this question all lambs that have not resided on your farm for 60 days prior to slaughter must be declared when sold for slaughter.</i> | | | |
| 2.1.2 | Are records kept of purchased lambs, that will be slaughtered within 60 days, to show if they came from a BM Assured Farm or farm assured to a similar standard, and how long they were there*? | | | |
| 2.1.3 | When buying in stock do you ensure you know the number of times lambs have moved between farms, so at the time of sale you can determine if the stock comply with requirement for a maximum of 3 transfers between farms | | | |

* As at 10 March 2006 the following companies farm assurance schemes are considered equivalent to the BM Farm Assurance Scheme – PPCS, Affco, Alliance, CMP.

| | | | | |
|-------|---|--|--|--|
| | and if not declare them? <i>If you have answered No to this question you must declare all lambs, not born on your farm, when they are sold for slaughter.</i> | | | |
| 2.1.4 | Are records kept of the number of movements between farms lambs have had? | | | |
| 2.1.5 | Are all sheep born on the farm marked according to current legislation? | | | |
| 2.1.6 | Are you able to identify the farm of birth of any animals purchased in? | | | |

ANIMAL HEALTH

Veterinary Advisor

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 3.1.1 | Do you have a specific veterinary practice or veterinarian you use as an advisor? Name of veterinary advisor: _____ | | | |

Health and Welfare Plan

| STD | | Yes | No | N/A |
|---------|---|-----|----|-----|
| 3.2.1 | Do you have a written health and welfare plan? | | | |
| | <i>Does the health and welfare plan contain details of:</i> | | | |
| 3.2.1.1 | - Routine preventative treatments (e.g. vaccinations and parasite control). | | | |
| 3.2.1.2 | - Surgical procedures | | | |
| 3.2.1.3 | - Treatment of sick animals | | | |
| 3.2.1.4 | - Culling of animals | | | |
| 3.2.1.5 | - Treatment of injurious behaviour | | | |
| 3.2.1.6 | - Quarantine Procedures | | | |
| 3.2.2 | Is the health and welfare plan reviewed annually? Date review next due: _____ | | | |
| 3.2.3 | Are mortality records kept? <i>Do the mortality records contain details of:</i> | | | |
| 3.2.3.1 | - Identity of deceased animal | | | |
| 3.2.3.2 | - Details of the cause of death | | | |
| 3.2.3.3 | - Date of disposal | | | |
| 3.2.3.4 | - Location of burial pit | | | |
| 3.2.4 | Are mortality records kept for at least 3 years? | | | |
| 3.2.5 | If mortality levels rose above normal levels would action be taken? | | | |
| 3.2.6 | Are stockmen able to demonstrate competence in the interpretation of mortality records? | | | |

Storage of Medicines

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 3.3.1 | Are all medicines and vaccines stored in a secure (locked) store in accordance with any recommendations on the label (e.g. correct temperature and stored up to date of expiry)? | | | |

| | | | | |
|-------|--|--|--|--|
| 3.3.2 | Are purchase records kept for all medicines that include name and address of supplier, type of drug, batch number, quantity and date of purchase? | | | |
| 3.3.3 | Is medicinal waste disposed of in enclosed containers? | | | |
| 3.3.4 | Are medicines past their used by date disposed of in accordance with supplier advice and in a manner that avoids exposure to humans and environmental contamination? | | | |
| 3.3.5 | Do you ensure empty medicine containers are not re-used for storage of medicines or other products that could be consumed? | | | |
| 3.3.6 | Are disposable containers used for needles? | | | |

Use of Animal Remedies

| STD | | Yes | No | N/A |
|---------|--|-----|----|-----|
| 3.4.1 | Are all animal remedies used licensed for use in New Zealand? | | | |
| 3.4.2 | Are medicines and vaccines used in accordance with manufacturers' instruction? | | | |
| 3.4.3 | Are prescription only medicines only used under the authority of a veterinarian? | | | |
| 3.4.4 | Are withholding periods strictly adhered to? | | | |
| 3.4.5 | Are records kept to demonstrate adherence with withholding periods? | | | |
| 3.4.6 | Is an up to date record of all remedies used available for inspection? | | | |
| | <i>Do these records include:</i> | | | |
| 3.4.6.1 | - type of medicine | | | |
| 3.4.6.2 | - batch number | | | |
| 3.4.6.3 | - expiry date of medicine used | | | |
| 3.4.6.4 | - quantity used | | | |
| 3.4.6.5 | - date used | | | |
| 3.4.6.6 | - reason for use | | | |
| 3.4.6.7 | - identity of animals treated | | | |
| 3.4.6.8 | - application point on animal | | | |
| 3.4.6.9 | - name of administrator | | | |
| 3.4.7 | Are medicine records kept for a minimum of three years from the date on which the medical treatment was given? | | | |
| 3.4.8 | Are only natural products used to stimulate growth in animals <i>i.e.</i> no hormones used? | | | |

Sick and Injured Animals

| STD | | Yes | No | N/A |
|---|---|-----|----|-----|
| 3.5.1 | Are sick or injured animals cared for appropriately without delay in order to avoid unnecessary pain or distress? | | | |
| 3.5.2 | Where animals do not respond to care is veterinary advice obtained as soon as possible.? | | | |
| 3.5.3 | Are you able to humanely destroy sick or injured animals? | | | |
| 3.5.3.1 | If No are records available to show alternative arrangements in place to humanely destroy sick or injured animals? | | | |
| 3.5.4 <i>(also covers part of std 6.0)</i> | Are all animals inspected immediately prior to loading to ensure that they are not transported unless: <ul style="list-style-type: none"> They can be loaded without using any force or causing any pain or suffering; | | | |

| | | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> • They can comfortably bear weight on all four legs and stand without pain or distress; • Their condition will not deteriorate during the journey; • And where required any necessary support is provided? | | | |
|--|--|--|--|--|

Veterinary Procedures

| STD | | Yes | No | N/A |
|-------|---|-----|----|-----|
| 3.6.1 | Are surgical procedures only carried out by competent people? | | | |
| 3.6.2 | If vasectomy or electro-ejaculation is carried out is it carried out by a veterinary surgeon? | | | |
| 3.6.3 | If you have horned sheep are the sheep regularly inspected to ensure that neither the tip nor any other part of the horn is in contact with the face? | | | |
| 3.6.4 | If dehorning and disbudding of sheep is carried out is it only carried out by a veterinary surgeon? | | | |
| 3.6.5 | Is docking only carried out by competent, trained operators? | | | |
| 3.6.6 | When docking is sufficient length of tail retained to cover the vulva in the case of the female sheep and the anus in the case of the male sheep? | | | |
| 3.6.7 | Do you prohibit penis amputation and other penile operations, tooth grinding and freeze docking? | | | |

Dogs and Cats

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 3.7.1 | Are farm owned dogs and cats kept in good health to prevent transfer of diseases to livestock? | | | |
| 3.7.2 | Are farm dogs immunized for distemper, hepatitis and parvo by 12 months of age? | | | |
| 3.7.3 | Is treatment of the farm owned dogs and cats recorded in the farm animal treatment register? | | | |

FEED AND WATER

Water

| STD | | Yes | No | N/A |
|-------|---|-----|----|-----|
| 4.1.1 | Is the farm set up to ensure animals have continuous access to a sufficient quantity of clean drinking water so that they are able to satisfy their fluid intake needs? | | | |

Feed

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 4.2.1 | Do all animals receive a daily diet that is adequate to provide all nutritional requirements for the animal to maintain full health and vigor? | | | |
| 4.2.2 | Do young lambs reliant on suckled milk for nourishment have regular contact with their mother? | | | |

Bought in Feeds

Note: Bought in feeds include any feed supplements such as milk powder used for lambs and salt blocks.

| STD | | Yes | No | N/A |
|---------|---|-----|----|-----|
| 4.3.1 | Are all bought in feed stuffs, other than hay, labeled with an ingredients list? | | | |
| 4.3.2 | Is the animals diet free from animal and bird protein or fat (excluding milk, milk products, eggs and egg products.)? | | | |
| 4.3.3 | Is the animals diet free from antimicrobial digestive enhancers? | | | |
| 4.3.4 | Is the animals diet free from antibiotics? | | | |
| 4.3.5 | Is the animals diet free from hormone or steroid treatments? | | | |
| 4.3.6 | Are records of all feedstuffs purchased kept for 2 years? | | | |
| | <i>Do these records include:</i> | | | |
| 4.3.6.1 | - Name and contact details of supplier | | | |
| 4.3.6.2 | - Details of product purchased | | | |

ANIMAL HUSBANDRY AND WELFARE

Husbandry

| STD | | Yes | No | N/A |
|-------|---|-----|----|-----|
| 5.1.1 | In adverse weather conditions do you ensure animals have access to a well-drained resting area that is not susceptible to flooding or excessively muddy? | | | |
| 5.1.2 | Where natural shade and shelter are not available is protection from the weather provided? | | | |
| 5.1.3 | Are animals grouped according to size and age to minimize bullying and competition for resources? | | | |
| 5.1.4 | Do you ensure that any natural or artificial breeding or breeding procedures which cause or are likely to cause suffering or injury (other than minimal or momentary) to animals are not carried out? | | | |

Stockmanship

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 5.2.1 | Are stock inspected at suitable frequency to identify ill or distressed animals, gauge livestock performance and ensure the overall health and nutrition of the livestock is maintained? | | | |
| 5.2.2 | Are stock carefully inspected during critical times <i>e.g.</i> pre-lambing, lambing, periods of fly-strike or disease outbreak and adverse weather? | | | |
| 5.2.3 | Are all reasonable steps taken to ensure the welfare of the animals and to ensure that animals are not caused any unnecessary pain, suffering or injury? | | | |
| 5.2.4 | Are animals cared for by a sufficient number of staff who possess the appropriate ability, knowledge and professional competence to ensure the welfare of stock in their care? | | | |
| 5.2.5 | Are animals handled in a considerate and compassionate manner at all times? | | | |
| 5.2.6 | When animals are restrained is it in such a way as to prevent injury to the | | | |

| | | | | |
|--------|---|--|--|--|
| | animal or the operator? | | | |
| 5.2.7 | Do you ensure that animals are not suspended by mechanical means during loading, unloading or transport? | | | |
| 5.2.8 | Is lifting or dragging animals by the head, horns, legs or tail prohibited? | | | |
| 5.2.9 | Where persuasion is required for the movement of livestock is the minimum necessary used? | | | |
| 5.2.10 | Is the use of electric goads avoided on farm? | | | |
| 5.2.11 | Are precautions taken to control rodents, pests and birds and prevent the contamination of feed by cats and other farm animals? | | | |

Training

| STD | | Yes | No | N/A |
|-------|---|-----|----|-----|
| 5.3.1 | Is a training programme in place for staff new to the farming industry or not experienced in the areas covered in the BM Standards? | | | |
| 5.3.2 | If so is it a written training programme? | | | |
| 5.3.3 | Are records of training kept? | | | |
| 5.3.4 | Are all personnel involved in administering of animal medication competent based on experience and/or training. | | | |

Building, Yards & Loading Facilities

| STD | | Yes | No | N/A |
|-------|---|-----|----|-----|
| 5.4.1 | Are all buildings and yards designed, constructed and maintained to avoid risk of injury to animals? (Including internal surfaces and fittings being free of sharp edges or projections.) | | | |
| 5.4.2 | Is use of toxic paints and preservatives prohibited on surfaces accessible to livestock? | | | |
| 5.4.3 | Are all electric installations at mains voltage inaccessible to animals, protected and properly earthed? | | | |
| 5.4.4 | Are all buildings, yards and loading facilities capable of being thoroughly cleaned and disinfected.? | | | |
| 5.4.5 | Do all buildings used for permanent or temporary storage of animals (<i>i.e.</i> woolsheds) have adequate light and ventilation? | | | |
| 5.4.6 | Is adequate space provided when yarding animals? | | | |
| 5.4.7 | Are there facilities for allowing safe handling of stock, loading and unloading? | | | |
| 5.4.8 | Is the slope on the loading/unloading ramp 29° or less? | | | |
| 5.4.9 | Are animals only loaded or unloaded when there is sufficient light (natural or artificial) to enable them to see and be seen clearly? | | | |

Equipment

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 5.5.1 | Is any automated or mechanical equipment essential for the health and well-being of animals (<i>e.g.</i> pumps for water supply) inspected daily for defects? | | | |
| 5.5.2 | If defects are found are they rectified immediately or immediate measures taken to safeguard the animals from suffering? | | | |

Storage of Chemicals

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 5.6.1 | Are all paints, preservatives, disinfectants and other chemical compounds clearly labeled and stored in a lockable facility away from animals and feed to prevent contamination? | | | |

ENVIRONMENT

| STD | | Yes | No | N/A |
|-------|--|-----|----|-----|
| 7.1.1 | Is fertilizer application carried out in accordance with current legislation and good practice? | | | |
| 7.1.2 | Are only pesticides approved for use in New Zealand used? | | | |
| 7.1.3 | Are obsolete pesticides disposed of through a certified or approved chemical waste contractor or a supplying company? | | | |
| 7.1.4 | Has the farm been subject to any legal action concerning the environment in the last year? (If so please provide details.) | | | |

Self Audit Completed By: _____ (Print Name)

Signature: _____

Date: _____