



## Implementation Manual (For Large Holders)



# APIQ<sup>✓</sup>® Implementation Manual

## [For Large Holders<sup>1</sup>]

### APIQ Management contact details

Level 2, 2 Brisbane Ave  
Barton ACT 2600  
PO Box 4746  
Kingston ACT 2604  
Australia

Toll free 1800 789 099  
Facsimile 02 6285 2288  
Email [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au)  
Website [www.apiq.com.au](http://www.apiq.com.au)

APIQ<sup>✓</sup>® is operated by Australian Pork Limited on behalf of the Australian Pork Industry

Australian Pork Limited

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<sup>1</sup> Refer Definition of Large Holder in Section 1 of this manual.

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# 1.0 INTRODUCTION

## 1.1 GUIDELINES

APIQ<sup>✓</sup>® is the Australian pork industry's on-farm Quality Assurance (QA) program, based on managing farm risks by following Good Agricultural Practices (GAP) using the principles of Hazard Analysis and Critical Control Points (HACCP). APIQ<sup>✓</sup>® is designed to help you to identify and manage risks on your farm and provides tools, including diaries, Standard Operating Procedures (SOPs), and recording systems.

APIQ<sup>✓</sup>® supports all producers and has two (2) producer categories:

- **Small Holder** – producers who have 50 or fewer sows and sell or feed to slaughter 1000 or fewer pigs in a year.
- **Large Holder** – producers who have 51 or more sows, and sell or feed to slaughter more than 1001 pigs in a year.

The APIQ<sup>✓</sup>® Standards and Performance Indicators are the same for Small and Large Holders. However, Large Holders typically require more complex manuals and recording systems than Small Holders. The APIQ<sup>✓</sup>® Standards and Performance Indicators are listed in the *APIQ<sup>✓</sup>® Standards Manual* and the *APIQ<sup>✓</sup>® Small Holder Manual*.

APIQ<sup>✓</sup>® has seven (7) key areas of focus:

1. **Management** – helping you manage your piggery in a systematic manner.
2. **Food Safety** – helping you produce food that is safe.
3. **Animal Welfare** – helping you maintain high standards of animal care.
4. **Biosecurity** – helping you manage the health risks to your pigs; other pigs they may have contact with when they leave your farm; and people who may be in contact with them.
5. **Traceability** – compliance with the National Livestock Identification Scheme (NLIS) PigPass NVD requirements.
6. **Environment** – helping you maintain a high standard of environmental management.
7. **Transport** – to help ensure pigs transported off farm arrive in good condition and transport risks are managed.

APIQ<sup>✓</sup>® is divided into Modules with Standards and Performance Indicators established in consultation with industry and approved by the APL Board. There are currently seven (7) Modules, one for each of the seven areas listed above.

APIQ✓<sup>®</sup> also provides two (2) Verification Options that can be included in your APIQ✓<sup>®</sup> on-farm system to meet optional additional Standards. Those Verification Options are:

- A. Gestation Stall Free (GSF) status – confirming that your piggery has sows loose housed from at least five days after mating until one week before farrowing; and
- B. Compliance with customer specifications for supply to Coles Supermarkets Australia (Pty) Ltd.

APIQ✓<sup>®</sup> helps you manage your pig production by helping you to:

- Document how you manage your operation in a *Piggery Management Manual*, which describes what and how you do things in your piggery in Standard Operating Procedures (SOPs) and/or Work Instructions (WIs), and explains how you meet the APIQ✓<sup>®</sup> Standards and Performance Indicators.
- Record what happened in your piggery and to your pigs from day-to-day.
- Demonstrate to your customers that you meet the APIQ✓<sup>®</sup> Standards in your production through an annual Compliance Audit and annual Internal Audit.

You do this by:

- Developing your *Piggery Management Manual* including SOPs and/or WIs.
- Implementing the systems you have developed and outlined in your *Piggery Management Manual*.
- Establishing records and systems that demonstrate your compliance to the Standards.

And:

- Conducting an Internal Audit at least once a year, approximately six (6) months but no later than eight (8) months after your Compliance Audit has been completed (Refer Standard 1.1 E and Certification Policy (CP) 2).
- Scheduling and having a Compliance Audit conducted by an APIQ✓<sup>®</sup> registered auditor.
- Addressing any Corrective Action Requests (CARs) given by the auditor.

## 1.2 OPTIONS FOR STRUCTURE OF APIQ✓<sup>®</sup> ON YOUR FARM

Options on how to structure your APIQ✓<sup>®</sup> system are outlined in diagrams 1, 2, and 3. The option you choose will depend on your personal preference and the scale and complexity of your operation.

**Option 1** – A simple system including use of the *Small Holder Manual* as your *Piggery Management Manual*, The Pig Management Diary (Diary) and notebooks for records and simple SOPs and/or WIs.

**Option 2** – A large single site piggery using a *Piggery Management Manual*, checklists, diaries, notebooks, and records for individual areas within the piggery and detailed SOPs and WIs with staff induction and training records to ensure that your systems are known by staff.

**Option 3** – A large multi-site piggery operation with an overall company QA system in place. It has individual *Piggery Management Manuals* relevant to each site in place and detailed SOPs, WIs, and recording systems in place on all sites. Company-wide policies and practices are known to all relevant parties.

## Diagram 1: Option 1 – Suitable for Small Holders

The primary documents used by a Small Holder are the *Small Holder Manual* and the *Diary*. Much of the documentation needed to demonstrate compliance with the Standards and Performance Indicators is recorded directly in the *Small Holder Manual* and most of the records required can be met by completing the *Diary*.

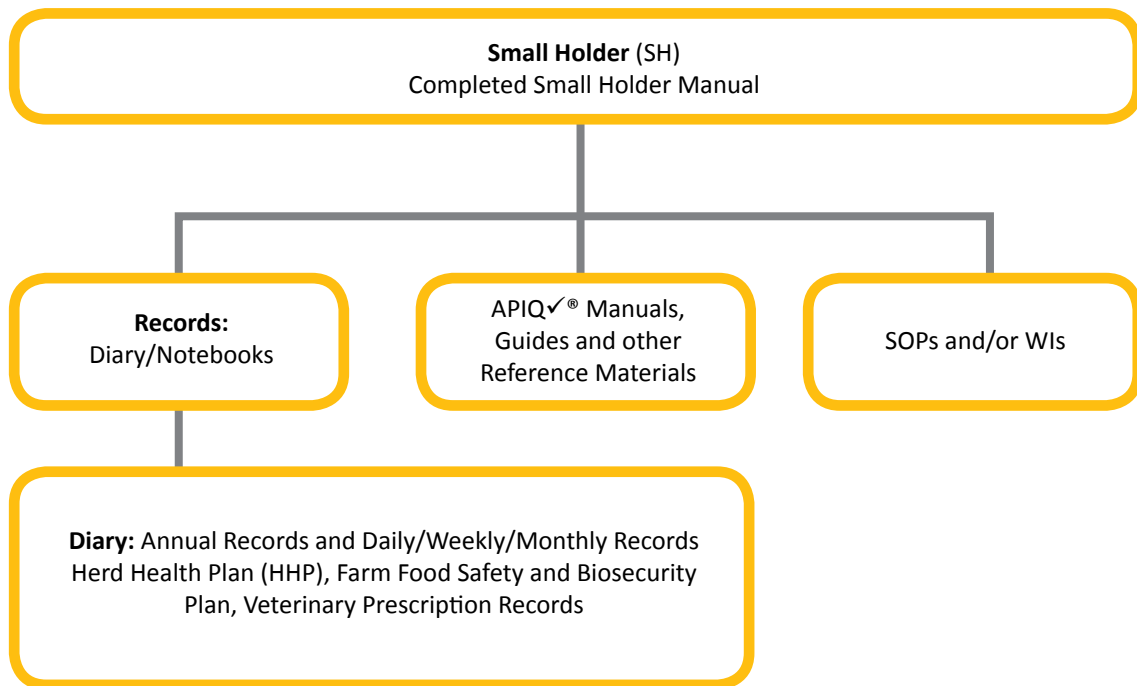
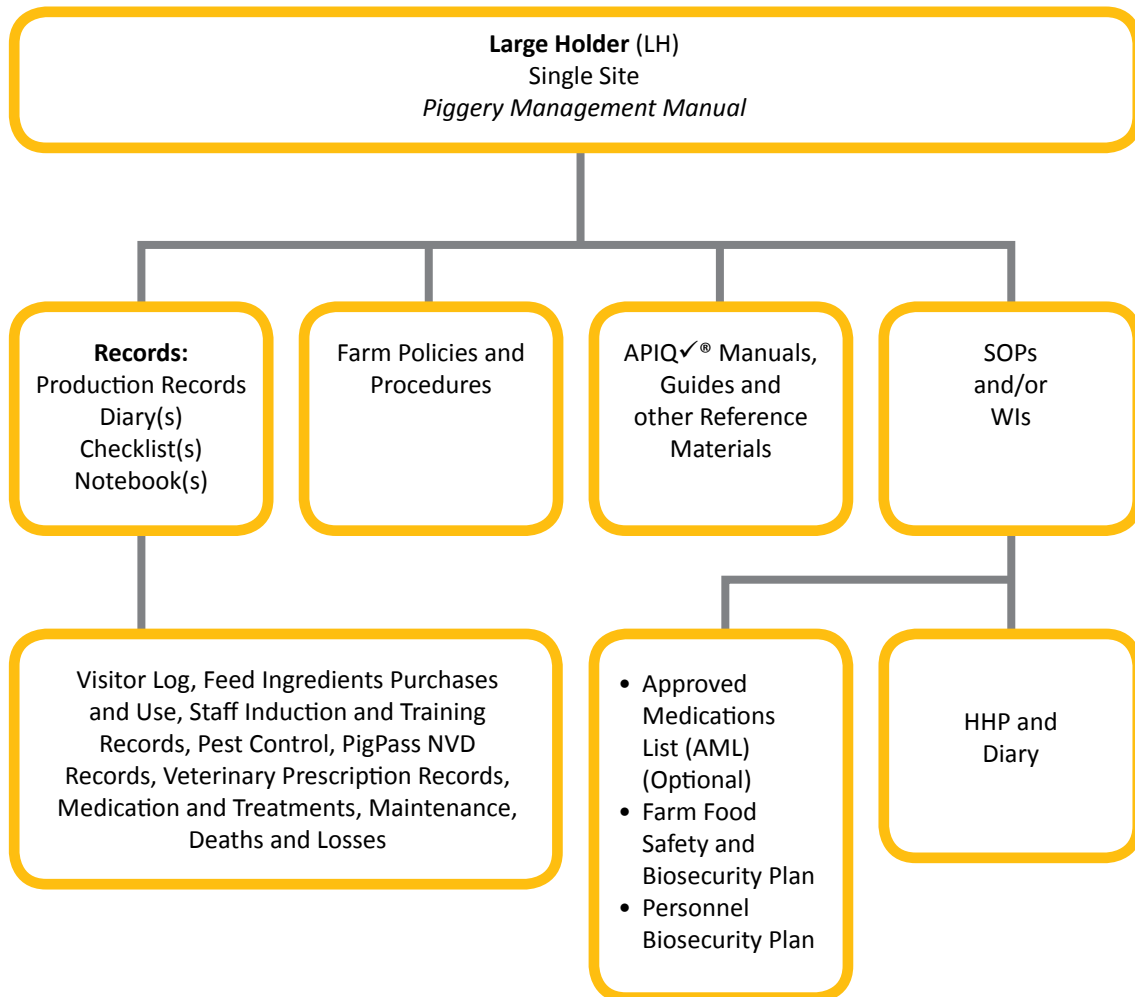
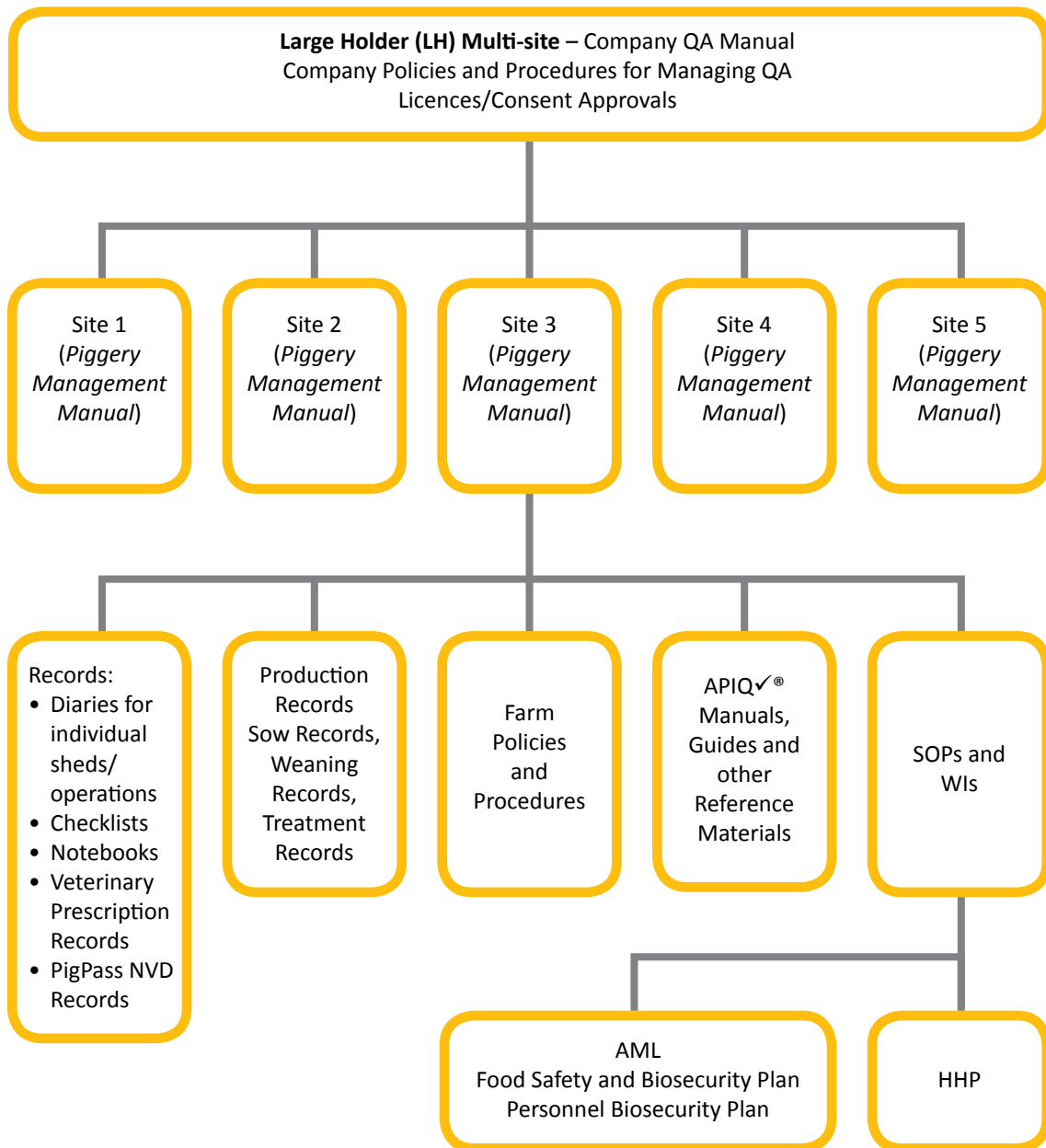


Diagram 2: Option 2 – Suitable for Large Holders with Single Sites



### Diagram 3: Option 3 – Suitable for Large Holder/Multi-site Operations

A large organisation with multiple sites needs an umbrella company-wide QA Manual and *Piggery Management Manuals*, records, and reference materials etc. for each site, which must include items specific to that site.





## 1.3 PATHWAYS TO APIQ✓<sup>®</sup> CERTIFICATION

Depending on your piggery's current QA status, you will need to take one (1) of the following pathways to achieve APIQ✓<sup>®</sup> Certification.

- 1. You have no QA** – Download the relevant APIQ✓<sup>®</sup> manuals from the APIQ✓<sup>®</sup> website [www.apiq.com.au](http://www.apiq.com.au). Develop your *Piggery Management Manual*, SOPs and WIs, and record-keeping system.
- 2. You have another QA system in place on-farm and wish to move to APIQ✓<sup>®</sup>** – Download the relevant APIQ✓<sup>®</sup> manuals from the APIQ✓<sup>®</sup> website [www.apiq.com.au](http://www.apiq.com.au). Develop your *Piggery Management Manual*, or update your existing manuals and records to reflect the requirements of the APIQ✓<sup>®</sup> Standards.
- 3. You have APIQ✓<sup>®</sup> Certification** – You will receive reminder notices 12 and eight (8) weeks prior to your annual Certification expiry, reminding you to schedule a Compliance Audit with an APIQ✓<sup>®</sup> registered auditor, who submits the Audit Report to APIQM for review, approval and renewal of your Certification.

### Help:

If you need assistance or advice, you can contact APIQM by phone or email on:

- Phone: 1800 789 099
- Email: [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au)
- Website: [www.apiq.com.au](http://www.apiq.com.au)

Additional information on the rules and requirements for APIQ✓<sup>®</sup> Certification are contained in the APIQ✓<sup>®</sup> Manuals and Guides and the APIQ✓<sup>®</sup> CPs, which are available through the APIQ✓<sup>®</sup> website.

You can implement APIQ✓<sup>®</sup> on-farm yourself or you can engage the services of an advisor, consultant or any individual you feel is suitably experienced and/or qualified to assist you.

Your advisor/consultant cannot be your auditor and you are required to pay any costs associated with using an advisor/consultant. If you do not pay the auditor for their services you will not qualify for Certification (Refer to CP2 and CP9).

## 1.4 TYPES OF CERTIFICATION AND VERIFICATION

You can be:

- APIQ✓<sup>®</sup> Certified<sup>2</sup>
- APIQ✓<sup>®</sup> Free Range (FR) Certified
- APIQ✓<sup>®</sup> Outdoor Bred, Raised Indoors on Straw (OB) Certified

And:

- Gestation Stall Free (GSF)<sup>3</sup> verified; AND/OR
- Customer Specification (CSC) verified, for supply to Coles Supermarkets Australia Pty Ltd (Coles)

**Note:** Free Range and Outdoor Bred, Raised Indoors on Straw piggeries automatically qualify for GSF Verification.

### 1.4.1 APIQ✓<sup>®</sup> Certification

Pigs kept indoors can be APIQ✓<sup>®</sup> Certified, GSF verified on individual sow sites, and CSC verified on all sites deemed compliant. Sites operating a semi-outdoor feedlot piggery system<sup>4</sup> may also be APIQ✓<sup>®</sup> Certified, GSF verified, and CSC verified where deemed compliant. Shelters or sheds with verandas or small pens attached are not considered FR as they do not comply with the APIQ✓<sup>®</sup> FR Standards. All sites other than those that specifically meet the FR or OB Standards will receive an internal APIQ✓<sup>®</sup> Certification Type of IN.

### 1.4.2 APIQ✓<sup>®</sup> Free Range Certification<sup>5</sup>

If your pigs have access to outdoors at all times you may be eligible for FR Certification, if you:

- Meet the general APIQ✓<sup>®</sup> Certification requirements.
- Meet the APL FR Definition.
- Meet all FR Performance Indicators in Standards 1.3 and 6.3 of the *APIQ✓<sup>®</sup> Standards Manual*.
- Follow the same processes as for APIQ✓<sup>®</sup> Certification.

FR Definition:

*FR means that all pigs are kept permanently outdoors for their entire life, with access to shelter from the elements provided, furnished with bedding.*

*FR pork production consists of outdoor paddocks, which include rooting and/or foraging areas, wallows (where State regulations and seasonal climates permit), and kennels/huts for shelter. The huts allow the animals to seek shelter from environmental extremes. They also provide additional protection for the piglets when very young.*

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2 If your pigs are primarily kept indoors (IN).

3 The Australian pork industry is moving voluntarily and swiftly to a gestation stall-free production system, whereby the sows are not individually confined for at least 90 per cent of their pregnancies, as outlined in the APL GSF definition.

4 See definition of Feedlot Outdoor Piggery in the *APL National Environmental Guidelines for Piggeries* – available on the APL website [www.australianpork.com](http://www.australianpork.com).

5 As approved by the APL Board September 2010.

*The weaners, growers, and sows from which they have been bred have access to paddocks at all times for their entire life. Shelter, food, and water must be provided and all pigs must be able to move freely in and out of the shelter and move freely around the paddocks, unless required to be confined for short amounts of time for routine husbandry or diagnostic procedures.*

*All pigs raised under FR conditions must comply with the Model Code of Practice for the Welfare of Animals – Pigs (3rd Edition, 2007) to show compliance with State animal welfare regulations and use good land management practices as per the National Environmental Guidelines for Piggeries (2nd Edition Revised, 2010).*

**Note:** Only producers who meet the full set of APIQ✓® FR Standards will be APIQ✓® FR Certified.

### 1.4.3 APIQ✓® Outdoor Bred, Raised Indoors on Straw (OB) Certification<sup>6</sup>

If your breeding pigs are kept permanently outdoors for their entire life with access to shelter, and your weaners move indoors at weaning to bedded accommodation, you could be eligible for OB Certification if you:

- Meet the general APIQ✓® Certification requirements
- Meet the APL OB Definition
- Meet all OB Performance Indicators for OB in Standards 1.4 and 6.3.1–6.3.4 of the *APIQ✓® Standards Manual*
- Follow the same processes as APIQ✓® Certification

OB Definition:

*OB means that breeding pigs are kept permanently outdoors for their entire life with access to shelter from the elements provided, furnished with bedding. Outdoor paddocks provide rooting and/or foraging areas, wallows (where State regulations and seasonal climates permit), and kennels/huts for shelter. Bedding is provided in shelters and adequate feed and water is provided. Piglets are born and raised under these conditions until weaning.*

*At weaning piglets move to bedded grow-out housing, with adequate feed and water provided, where they remain until sale or slaughter. Housing can be permanent or portable structures or outdoor pens with shelter. The shelters must have an impermeable base and/or be located and moved regularly to minimise nutrient leaching and runoff.*

*Pigs may be temporarily confined to pens for routine health treatments and husbandry practices<sup>7</sup>, or when directed by a veterinarian.*

*Paddocks and soils are managed to meet the APIQ✓® Standards and Performance Indicators<sup>8</sup> for 6.3.1 Soil Monitoring; 6.3.2 Nutrient Management; 6.3.3 Promoting Even Nutrient Distribution; and 6.3.4 Land and Water Protection.*

**Note:** Only producers who meet the full set of APIQ✓® OB Standards will be APIQ✓® OB Certified.

6 In agreement with the Australian Competition and Consumer Commission (ACCC) as of the 30 August 2015; APL has revised the descriptor 'Outdoor Bred' to include the qualifying statement 'Raised Indoors on Straw' to ensure consumers are not deceived or misled in any way. Production systems where breeding pigs are managed free range and where weaners are transferred to and grown/finished to sale or slaughter in housing furnished in bedding, may be certified as 'Outdoor Bred, Raised Indoors on Straw' and in all instances the qualifier statement must be equally prominent and located with the 'Outdoor Bred' term.

7 Specific husbandry practices are included in APIQ✓® Standard 3.5 – Routine Health and Husbandry Practices.

8 Note: Set stocking densities have not been prescribed in the APIQ✓® FR or OB Standards as acceptable stocking densities will vary between properties depending on local soils, environment, and management practices. By establishing Standards for measuring and monitoring nutrient build-up and even nutrient distribution, and protecting land and water, a producer will establish acceptable and sustainable stocking densities specific to their property, environment, and production system.

## 1.4.4 APIQ<sup>✓</sup>® Verification Option A: Gestation Stall Free (GSF)

APIQ<sup>✓</sup>® GSF Standards and Performance Indicators have been developed to give APIQ<sup>✓</sup>® Certified producers a means to show that their farm(s) has/have phased out gestation stalls. This option is in line with the industry's *Shaping our Future* commitment of November 2010, where APL Delegates voted to pursue the voluntary phase out of gestation stalls by 2017.

The GSF Standards and Performance Indicators are provided as Verification Option A of the current APIQ<sup>✓</sup>® *Standards Manual*. Only APIQ<sup>✓</sup>® Certified producers that are fully compliant with these Standards and Performance Indicators at relevant sites and facilities may be verified as GSF. Producers with sites and facilities that are in transition to GSF cannot be GSF verified.

To be GSF verified you need to revise your QA documentation, including *Piggery Management Manuals*, SOPs/WIs, maps, and plans to reflect the changes to your on-farm systems to meet the GSF requirements, and then

- Ensure that your auditor audits against the APIQ<sup>✓</sup>® GSF Standards in your next APIQ<sup>✓</sup>® Compliance Audit; OR
- If you need verification earlier than your next Compliance Audit, have a registered APIQ<sup>✓</sup>® Auditor visit the piggery at any time to complete an audit<sup>9</sup> against the GSF Standards and Performance Indicators.

The auditor completes the Audit Checklist using the *Muddy Boots*, *Greenlight Assessments App* and submits it to APIQM for review and confirmation of GSF status. APIQM will inform you in writing (via email), revise your PigPass NVD registration to show that you have met the GSF requirements, and provide amended APIQ<sup>✓</sup>® Certificate(s).

You are responsible for notifying your customers, retailers, and other third parties unless you authorise APIQM in writing to do this.

The APL GSF Definition<sup>10</sup> is:

*Sows and gilts should be kept in loose housing from five (5) days after service until one (1) week before farrowing, where service refers to the last mating<sup>11</sup>. In loose (group) housing, sows and gilts – either singularly or in groups – have freedom of movement i.e. they can turn around and extend their limbs. The housing of one (1) or more animals must meet the Model Code of Practice for the Welfare of Animals – Pigs space allowance requirements. Where a pen is used to confine a pig individually during gestation (up to one (1) week prior to farrowing), it must meet the definition of loose housing, i.e. the animal must be able to have freedom of movement, to turn around and extend its limbs.*

Exceptions include:

- Hospital/Special Care Stalls used to individually house pigs temporarily to allow sufficient time to provide special care for sickness, injury, medications, and other health treatments under veterinary advice, or under special care by a competent stockperson.
- Feeding stalls used to confine an individual pig for feeding and/or animal husbandry reasons, such as vaccination, pregnancy confirmation etc, for a time of up to three (3) hours in any one (1) day.

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<sup>9</sup> Verification is valid to the current APIQ<sup>✓</sup>® Certification expiry date unless a complete Compliance Audit is undertaken and Certification approved, in which case a new expiry date will be issued as at the month of the audit.

<sup>10</sup> As voted by APL delegates November 2010.

<sup>11</sup> Note: This is based on an oestrus cycle, not a pregnancy cycle.

Systems in which individual sows are confined individually during gestation, but which meet the definition of loose housing, include:

- Free access pens, which contain individual feeding accommodation, but which allow the individual pig to go in and out at will.
- Electronic sow feeding systems, which contain individual feeding accommodation, but which allow the individual pig to go in and out at will.

Complying with the APIQ✓<sup>®</sup> GSF Standard allows producers to demonstrate that they have followed through on this commitment.

- If you elect to be GSF verified you must adhere to the Standards and Performance Indicators of GSF listed in Option A of the *Standards Manual*. You must have your auditor verify compliance on each sow site in your Compliance Audit or in an additional audit if you require GSF verification prior to your next Compliance Audit being conducted.

### 1.4.5 APIQ✓<sup>®</sup> Verification Option B: Customer Specifications for Supply to Coles Supermarkets Australia Pty Ltd (Coles) (CSC)

APIQ✓<sup>®</sup> CSC Standards and Performance Indicators have been developed in consultation with Coles to give you the opportunity to supply pigs to Coles. They were agreed to after extensive consultation between APL, Coles, and existing Coles suppliers. The Standards and Performance Indicators are listed as in the APIQ✓<sup>®</sup> Standards Manual as CSC.

They cover:

- Stocking Density
- Husbandry Practices
- Antibiotics, Growth Promotant and Hormone Use
- Bedding and Enrichment

Having Customer Specifications for Coles built into APIQ✓<sup>®</sup>:

- Gives you the opportunity to understand what is required to supply pigs/pork to Coles and potentially seek to arrange supply if your compliance is verified through the APIQ✓<sup>®</sup> Compliance Audit process.
- Gives you a single set of Standards to comply with.
- Saves you time and money by:
  - Requiring you to have one (1) annual Compliance Audit if you have a single site rather than an APIQ✓<sup>®</sup> audit and a Coles audit annually; AND
  - Requiring you to have one (1) compliance audit every two (2) years for each site in a Joint Certification; AND
  - Having an APIQ✓<sup>®</sup> registered auditor conduct the audit who is trained to audit against all APIQ✓<sup>®</sup> Standards including CSC.

To achieve CSC verification:

- Inform your auditor before or at the start of your Compliance Audit that you are seeking CSC verification.
- Select the CSC option when you complete audit documentation.
- Your auditor will assess your operation against CSC Standards and Performance Indicators and if compliant recommend CSC verification.
- APIQM will review and if CSC verification is approved it will:
  - Advise you by email.
  - Amend your PigPass NVD registration to include CSC verification.
  - Create and send your Certificate(s) with CSC verified.

**Note:** Coles requires notification from you or APIQM should your APIQ✓® Certification status change. APIQM will do this by emailing you and Coles at the time. You are responsible for sharing your Audit Report with Coles.

- If you elect to be CSC verified you must adhere to the CSC Standards and Performance Indicators listed in the *Standards Manual* and have your auditor verify compliance on each site in your Compliance Audit, or in an additional audit if you require CSC verification prior to your next Compliance Audit being conducted.

# 2.0 IMPLEMENTING APIQ<sup>✓</sup><sup>®</sup> ON YOUR FARM

## 2.1 DEVELOPING YOUR PIGGERY MANAGEMENT MANUAL

To be APIQ<sup>✓</sup><sup>®</sup> Certified you must develop a *Piggery Management Manual*, establish record-keeping systems that demonstrate your compliance with the Standards, and operate your piggery according to the system you have established.

You can and should continuously improve your systems and operations as opportunities are identified. Then ensure that you document changes and improvements in your manual(s) as they are made.

Write or put together your manual which must include:

- Documents listed as required below
- SOPs and/or WIs
- Records

You can:

- Use and modify the example APIQ<sup>✓</sup><sup>®</sup> Templates, SOPs, and Records available on the APIQ<sup>✓</sup><sup>®</sup> website.
- Use your existing forms and documents, provided they can demonstrate that you meet the APIQ<sup>✓</sup><sup>®</sup> Standards and can be audited by an APIQ<sup>✓</sup><sup>®</sup> registered auditor.
- Use a combination of the above.

### 2.1.1 Required Documents

- **Quality Policy Statement** – A Quality Policy Statement outlining the piggery's commitment to maintaining your QA system. It helps to focus your pig operation and give direction to employees. Employees sign the record to show that they have read and understand the policy and will adhere to it as a condition of employment.
- **Piggery Description** – A written description of your piggery.
- **Piggery Map/Plan** – A map/plan identifying the area and individual structures/items in and around the piggery. It can be sketched plans, professionally drafted plans, photos, or other visual items.
- **Organisation/Structure Chart** – An organisation chart outlining positions and responsibilities within the piggery management system.
- **Piggery Operations Overview** – A flow chart of the piggery's operation.
- **Farm Inputs List** – A list of items brought into the piggery (forms part of the on-farm Food Safety and Biosecurity Plan).
- **SOPs/WIs** – A step-by-step outline of the processes/procedures for major tasks performed in the piggery.

- **HHP** – A documented Herd Health Plan (management plan) that identifies potential health and biosecurity risks to pigs and specifies actions to prevent or minimise those risks. A basic outline of a HHP<sup>12</sup> is provided in the Diary.
  - A description of any routine medications or chemical treatments being used in the piggery should be in your HHP.
- **Copies of Veterinary Prescriptions** – Prescriptions must be maintained and accessible for any prescription animal remedies used in your piggery.
- **PigPass NVD declarations** – Must be maintained when used.
- **On-farm Food Safety and Biosecurity Plan** – A documented plan that identifies food safety and biosecurity hazards and risks in your piggery and how they will be managed (Refer to Section 4 of this manual).
- **Personnel Biosecurity Declaration** – A declaration outlining your piggery biosecurity requirements and signed by individual staff members as agreed.
- **Product Description and Farm Outputs** – Gives a person not directly familiar with your piggery operation, such as a new APIQ✓<sup>®</sup> auditor, a clear overview of the piggery and its operations. It describes what you aim to produce in your piggery.

## 2.1.2 Recommended but not Mandatory

- **Cover Page** – A cover page holds the manual together and adds a professional look.
- **Table of Contents** – A table of items included in your manual that helps you and others locate items in the manual and is highly recommended by APIQM.
- **Approved Medication List** – A list of medications used in the piggery, provided and signed by your veterinarian, which describes clinical signs of disease and medications to use, including off-label use of medications being used on veterinary advice, any in-feed medications used, and dose rate(s) to apply.
- A quarantine plan for incoming pigs as part of the HHP or On Farm Food Safety and Biosecurity Plan. If not included, you will be required to comply with the Animal Health Australia guidelines for quarantine practices.

## 2.1.3 Required Records

- Visitors Log
- Individual Staff Induction and Training Records
- Medications and Treatment Record
- Deaths and Losses Record
- Maintenance Record
- Feed Ingredients Record
- Pest Control Record
- Retained Foreign Object Record

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<sup>12</sup> Available by contacting APIQM at [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au); or on the APIQ✓<sup>®</sup> website [www.apiq.com.au](http://www.apiq.com.au) as Example SOP 4.



## 2.1.4 Other Records - Useful but not Mandatory

- Various checklists specific to activities in your piggery
- Herd Health Plan Checklist

## 2.1.5 Example Templates, SOPs and Records



Example Templates, SOPs and Records which you can download from the APIQ<sup>✓</sup>® website [www.apiq.com.au](http://www.apiq.com.au) or request from APIQM via email at [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au) or phone on 1800 789 099.

If you use the example documents listed in Tables 1, 2, and 3 or any other templates, you must revise them so they accurately outline your piggery(s) processes, practices, and procedures.

**Table 1: Example Piggery Management Manual Templates**

Template Name
Organisation Structure and QA Responsibilities
Farm Inputs and Incoming Raw Materials
Product Description and Farm Outputs
Cover Page
Food Safety and Biosecurity Plan
Piggery Map/Plan
Piggery Operation Overview
Property Description
Quality Policy Statement
Herd Health Plan
Food Safety and Biosecurity Risk Template
Records Index
Standard Operating Procedure (SOP) Index
Standard Operating Procedure (SOP) Template
Standard Operating Procedure (SOP) Template 2
Table of Contents

**Table 2: Example Standard Operating Procedures (SOPs)**

SOP No.	Title	Related APIQ <sup>✓</sup> ® Standard(s)	Reference Material
1	General Operations – Facilities Management	1.1, 1.2, 3.1, 3.3, 3.4, 4.1, 4.2, 4.4, 6.1, 6.2, 6.3, 7.2, GSF, CSC 1.1.	
2	General Operations – Husbandry Procedure	1.1, 1.3, 2.1, 2.2, 2.3, 3.2, 3.4, 3.5, 3.6, 4.1, 4.2, 4.3, 4.4 and CSC	
3	Staff Competency Procedure	1.1, 2.1, 2.2, 3.2, 3.5, 3.6, 4.3, 7.1, 7.2, and 7.3.	
4	Herd Health Procedure	1.1, 2.2, 2.3, 2.4, 3.2, 3.3, 3.4, 3.5, 3.6, 4.3, 4.4, 6.2, 7.1, GSF 1.1,	Refer to the Australian Pig Vet Guide: <i>Sick and Injured Pig Guideline for Veterinarians, Australian Pig Veterinarians, 2012</i>  Refer APL Guide: <i>Care of the Compromised Pig</i> (1st Edition), Australian Pork Limited, 2011.
5	Medication and Chemical Procedure	2.1, 2.2, 2.3, 2.4, GSF 1.1 and 3.5 and Physical and Chemical Hazards, Table 1 of the APIQ <sup>✓</sup> ® Food Safety and Biosecurity Plan.	
6	Feed and Water System Procedure	1.2, 1.3, 1.4, 2.2, 2.3, 3.1, 3.3, 3.4, 4.4, 6.2, 6.3.1, 6.3.3, 7.1, 7.3, GSF 1.1, CSC1.1,	
7	New Stock and Semen Procedure	2.1, 2.2, 2.3, 2.5, 4.1, 4.2 and 5.1.	
8	Presale and Transport Procedure	2.1, 2.2, 2.5, 2.6, 4.2, 5.1, 7.1, 7.2, 7.3	Refer to <i>Australian Animal Welfare Standards and Guidelines, Land Transport of Livestock</i> , Edition 1.1, 21 September 2012.
9	Elective Husbandry and Minor Surgical Procedures	1.2, 2.3, 3.5, GSF 1.1, CSC 1.2,	Refer <i>Model Code of Practice for the Welfare of Animals – Pigs</i> for details on procedures.
10	Euthanasia	3.2, 3.3, 3.5, 3.6.	

SOP No.	Title	Related APIQ <sup>✓</sup> <sup>®</sup> Standard(s)	Reference Material
11	Biosecurity Procedure	1.1, 2.1, 4.1, 4.2, 4.3, 7.1, 7.2, 7.3 and the APIQ <sup>✓</sup> <sup>®</sup> Food Safety and Biosecurity Controls, Table 3.	Refer <i>Australian National Farm Biosecurity Manual for Pork Production 2012</i> .
12	Pest Control Procedure	4.4	
13	Internal Audit Procedure and Document Control	1.1 and the APIQ <sup>✓</sup> <sup>®</sup> Food Safety and Biosecurity Plan.	
14	Corrective Action Procedure	1.1	Refer to Certification Policy 16
15	Producing Free Range Pigs	1.2, 1.3, 1.4 and 6.3 – 6.3.4.	<i>APL National Environmental Guidelines for Piggeries (2013).</i>  <i>National Environmental Guidelines for Rotational Outdoor Piggeries (NEGROP)</i>
16	Outdoor Land Management Practices	6.3 Environmental Impact for Outdoor Piggeries, Including 6.3.1, 6.3.2, 6.3.3 and 6.3.4.	<i>(APL National Environmental Guidelines for Piggeries (2013).</i>  <i>National Environmental Guidelines for Rotational Outdoor Piggeries (NEGROP)</i>
17	Outdoor Bred, Raised Indoors on Straw Production	1.2, 1.4 Outdoor Bred, Raised Indoors on Straw (OB) Standards and Environmental Standards for pigs bred and raised outdoors 6.3 – 6.3.4.	<i>(APL National Environmental Guidelines for Piggeries (2013).</i>  <i>National Environmental Guidelines for Rotational Outdoor Piggeries (NEGROP)</i>
18	Outdoor Bred, Raised Indoors on Straw - Growing and Finishing Production	1.2, 1.4, 6.3.1 – 6.3.4.	<i>APL National Environmental Guidelines for Piggeries (2013).</i>  <i>National Environmental Guidelines for Rotational Outdoor Piggeries (NEGROP)</i>
	<i>Model Code Compliance Plan</i>	Redundant SOP – No longer required for APIQ <sup>✓</sup> <sup>®</sup> Certification	
19	Gestation Stall Free	GSF 1.1	
20	APIQ <sup>✓</sup> <sup>®</sup> Customer Specification – Coles (CSC)	CSC 1.1 – 1.4	
21	Piggery Environment		

**Note:** You should maintain version and page numbers so that the current documents are known and used on-farm.

**Table 3: Example Records**

Record No.	Title
1	Medication and Chemical Treatment Record
2	Approved Medication List (AML) and Chemical List
3	In-Feed Medication Record
4	Feed Order Record
5	Feed Mixing Record
6	Retained Foreign Object Record
7	Presale and Transport Record
8	Piggery Maintenance Record
9	Rodent Pest Control Record
10	Staff Training Competency Record
11	Vendor Declaration for Grain
12	Visitor Record
13	Mortality Record
14	Document Amendment List
15	Corrective Action Request
16	Food Safety and Biosecurity Plan Monitoring Record
17	Personnel Biosecurity Declaration
18	Hospital Pen Monitoring Record

### 2.1.6 Record Keeping

Small Holders are able to meet the minimum record-keeping requirements by using the Diary. Large Holders can also use the Diary in specific parts of their operation, such as an individual shed or facility, but it is not expected to have the capacity to meet all record-keeping requirements of a Large Holder.

Supporting records you should keep must include but are not limited to:

- Copies of supplier invoices and delivery notes for incoming goods
- Feed Orders, Vet Reports and sales invoices
- Sow Record cards
- Computer records from herd management programs

Some producers find daily operational checklists to be a useful way of managing operations; an example of a checklist developed by a producer is included in Appendix I.

## 2.1.7 Reference Materials

Keep important reference documents that you and/or your staff can use as guides to managing your piggery, together with your APIQ<sup>✓</sup>® documents. Reference documents may include but are not limited to:

- *Model Code of Practice for the Welfare of Animals – Pigs*
- *Australian Animal Welfare Standards and Guidelines, Land Transport of Livestock* (Edition 1.1, 21 September 2012)
- APV Guide: *Sick and Injured Pig Guideline for Veterinarians* (2012) and APL Guide: *Care of the Compromised Pig* (2011)
- *Euthanasia Guide*
- *Ausvet Plan Enterprise Manual Pig Industry* (Version 3.0, 2011)
- *APL National Environmental Guidelines for Piggeries* (2013)
- *National Environmental Guidelines for Rotational Outdoor Piggeries (NEGROP)*
- APL “*Biosecurity at your Piggery – Keep Diseases Out*” video which is available on-line through YouTube and the *National Farm Biosecurity Manual for Pork Production* version 2.1
- Your veterinarian’s recommendations and reports

## 2.2 THE COMPLIANCE AUDIT REPORT

Compliance Audit Reports are completed using the APIQ<sup>✓</sup>® *Muddy Boots, Greenlight Assessments App*. Auditors access the App at <https://DPU15.muddyboots.biz/1524/office-online> and record their assessments directly into the system. Assessments, Comments and Corrective Action Requests (CARs) are created in the App with dates and close out activities agreed at the time of the audit.

This App is also available for use by producers for internal audits on <https://DPU15.muddyboots.biz/1524/office-online/>

## 2.3 PIGCARE – A SUPPLEMENTARY ANIMAL WELFARE AUDIT TOOL<sup>13</sup>

*PigCare* is an animal welfare audit tool that can be used independently of, or in association with, an APIQ<sup>✓</sup>® Compliance Audit. It is not a mandatory part of an APIQ<sup>✓</sup>® Compliance Audit. Producers and their employees, regulators, APIQ Management, and other parties can use *PigCare* as needed to assess animal welfare in your piggery. It can be found on the APIQ<sup>✓</sup>® website at [www.apiq.com.au](http://www.apiq.com.au).

*PigCare* judgements are made by looking at pig condition and behaviour parameters as indicators of pig welfare, not just the pig living environment. This process identifies signs of pig behaviour or appearance that may suggest an animal welfare issue exists. This is a diagnostic process, which links back to the *Model Code of Practice for the Welfare of Animals – Pigs (MCOP)*.

The *PigCare* Audit Checklist uses a ‘traffic light’ system to record assessments made. Traffic lights are Green, Blue, Yellow or Red and indicate compliance levels and the nature of the non-compliance. Observations can be recorded and Standards overlooked where the Standard is not applicable (N/A) to a particular piggery, due to its setup or production system.

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<sup>13</sup> The concept and framework for the APIQ<sup>✓</sup>® *PigCare* Audit Checklist, comprising welfare audit template and supporting documentation, is based extensively on the New Zealand Pig Care On-Farm Welfare Assessment of Pigs program, which was then adjusted to the Australian context. The New Zealand Pork Industry Board and Ian Barugh of Massey University are acknowledged and thanked for their cooperation, support, and provision of the New Zealand Pig Care program.

## 2.4 NON-COMPLIANCES WITH STANDARDS

Corrective Action Requests (CARs) are included in the *Muddy Boots Greenlight Assessments App* process and include Critical CARs, Major CARs, and minor CARs. Observations may also be recorded. Each category is determined as follows:

- **Critical CAR** – A Critical CAR (CCAR) is used to identify a serious breach of a Standard which poses an immediate threat to the pigs, producers and/or consumers requiring immediate and urgent attention to manage the threat. Typically threats of this nature concern issues of animal welfare, food safety or biosecurity. These situations may or may not be created by the producer, owner, or the person responsible for the husbandry of the pigs, but they are affected by this situation resulting in the need for immediate and urgent attention.
- An auditor is required to notify the producer and APIQM immediately when a CCAR is issued and then completes the audit. Where the CCAR is confirmed between the auditor and APIQM, the producer's APIQ<sup>✓</sup>® Certification is made Conditional immediately and the producer has 72 hours to:
  1. Remedy the CCAR; OR
  2. Agree to, and commence implementation of, an Agreed Action Plan (AAP) approved by the APIQ Panel (APIQP), where applicable; AND
  3. Provide evidence to the auditor and APIQM of performance of (1) or (2) above. A producer's APIQ<sup>✓</sup>® Certification becomes:
    - 'Current' under (1) if satisfactory evidence of performance has been provided to APIQM and the APIQP Chair approves it; OR
    - Remains 'Conditional' under (2) until APIQP reviews it. An AAP is developed between the General Manager responsible for APIQ<sup>✓</sup> (GM), APIQM, APIQP, and the producer. It will include mandatory veterinarian inspections and reports when the CCAR involves animal health and welfare concerns.
- **Major CAR** – A Major CAR (MCAR) identifies a significant issue of concern that can be rectified over time but does not pose an immediate threat to the pigs, producer, or system.
  - Where a MCAR is issued the producer develops action plans that include immediate risk management measures and timeframes for permanent rectification of the situation within 30 days. The producer proposes the action plans, and both the producer and auditor agree on them. They then submit them to APIQM for approval before the last day of APIQ<sup>✓</sup>® Certification expiry.
- **Minor CAR** – A minor CAR (mCAR) identifies an area of non-compliance which if not rectified could develop into a MCAR or CCAR over time. The immediate nature of the non-compliance does not pose a food safety, biosecurity, or welfare risk to the pigs, producer, or system.
  - A producer may have any number of mCARs and retain Certification, provided each of these mCARs has a CAR report developed with the auditor and approved by APIQM, and which includes a detailed timeline to rectify the situation within 60 days. A repeated annual assessment of the same mCAR, or failure to comply with or complete the approved CAR, will escalate the mCAR to MCAR status requiring action as per MCAR management above.

- **Observation** – An Observation (O) is made when during the course of a site audit the auditor notices or observes a situation that if left unattended may over time lead to a CAR.
  - The Observation aims to flag with a producer that a situation may develop if left unchecked. Producers are encouraged to review and attend to Observations to prevent escalation in the future.
  - The number of Observations is unlimited and the producer does not need to take any immediate actions to rectify Observations. However, as a guide, if that same Observation is observed repeatedly, in the third year it may escalate to a mCAR.
- **Escalation** – Where a non-compliance is repeated from site to site on a Joint Certification, or from year to year, or there are a large number of CARs, its seriousness escalates. For example, where four (4) or more MCARs exist, they escalate to a CCAR and actions must be taken within 72 hours to reduce the number of MCARs to less than four (4), with CARs or AAPs in place or closed. Also, where a mCAR has been raised in the previous two (2) audits and the problem has not been rectified, it automatically becomes a MCAR. The APIQ✓® Certification Policies (CPs), which can be found on the APIQ✓® website, provide more guidance on escalation.

## 3.0 HERD HEALTH PLAN

### 3.1 INTRODUCTION



APIQ<sup>✓</sup>® Standards require every piggery to have a HHP. You can develop your HHP by working through the Herd Health Checklist in the Diary, ideally in consultation with your veterinarian; or you can work with your veterinarian to develop your own checklists and plans.

Your HHP should include, but is not limited to:

- How you manage sick pigs, for example isolation, treatment and monitoring procedures in SOPs and/or WIs.
- The name of the nominated veterinarian or practice that services your piggery.
- What diseases have been diagnosed in your piggery and details of any routine medication or vaccinations undertaken.
- How you dispose of dead pigs.
- Records of any communications with your veterinarians (farm reports, phone advice, medication prescriptions, and laboratory results); have them available for the auditor during your Compliance Audit.
- A summary of your HHP is a useful addition to your *Piggery Management Manual*.



## SUMMARY HERD HEALTH PLAN:

SOPs/WI included:

Version..... Date..... Completed Date.....

### 3.1.1 Herd Health Plan Checklist

A HHP Checklist has been developed for your 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 Animal – 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](mailto:apiq@australianpork.com.au).

# APIQ✓

## 4.0 APIQ✓<sup>®</sup> FOOD SAFETY AND BIOSECURITY PLAN

### 4.1 INTRODUCTION

#### 4.1.1 Why All Producers Need a Food Safety Plan

As food safety systems have modernised, the food industry is no longer focused on reacting to safety problems, but instead stopping them from happening in the first place.

Food safety regulators in both domestic and international export markets now require all operators in the food supply chain to share responsibility for food safety.

For producers wanting to gain access to these markets, their success is now dependent on being able to demonstrate that they have food safety controls in place to protect public health. This not only keeps people from getting sick, but also ensures that their company's reputation is sound, and that risk to their business is minimised. No business wants its production and reputation derailed by an unexpected food safety scare.

#### DEFINITIONS

**A hazard** is a biological, chemical, or physical agent in food, or food that is in a condition with potential to cause illness in people. This includes residues from a broad range of agricultural and veterinary chemicals, as well as naturally occurring environmental contaminants.

**Potential hazards** include those that *may* have an impact on public health, society, and the economy, but there is little or no evidence that eating or coming into contact with pork or pork products will cause them.

**Risk** is the likelihood that eating pork or pork products will cause an adverse health effect, and also relates to the severity of that effect.

The process of setting food standards prioritises food safety hazards based on the public health risk they present. Consequently, most emphasis is on eliminating or minimising hazards that cause the most severe illness, which ensures risk management controls and cost are in proportion to the degree of consumer risk.

Some hazards that arise on-farm are best controlled at the abattoir or at further processing; this applies especially to bacterial foodborne hazards e.g. *Salmonella*.

## 4.1.2 Food Safety Tools You Can Use

Internationally recognised systems to manage hazards include Hazard Analysis Critical Control Point (HACCP) and Good Agricultural Practice (GAP). Both aim to either eliminate the hazard or reduce it to a level acceptable to food safety regulators in order to ensure the appropriate level of consumer protection and thus support domestic and export market access.

In the HACCP process, food safety hazards arising in a business – in this case, a piggery – need to be identified and then assessed for how likely they are to be a risk to people and what the severity of that risk is. They must then be eliminated, using Critical Control Points (CCPs).

To qualify as a CCP:

- Hazards need to be able to be monitored against critical limits, for example maximum residue levels.
- If these critical limits are exceeded, the source must be detected immediately, for example through such measures as examining of treatment records.
- Pigs must be able to be managed/processed to eliminate the hazard, such as being held back to meet WHP/ESI periods.

The term Good Agricultural Practice (GAP) can refer to any collection of specific activities, but in this case it refers to protecting public health to the degree that food safety regulators expect.

In practical terms for food safety, a GAP measure may eliminate a hazard or reduce it to a level where it poses minimal risk to consumers or can be effectively controlled by further processing. Measures that do not meet CCP criteria are usually termed GAP if they eliminate or significantly reduce a hazard.

Both GAP and CCP interventions can achieve the same outcome of eliminating or significantly reducing a hazard, and as such are equally relevant within a food safety program.

An excellent example of using GAP to block hazards is the problem of foodborne parasites. Bans on swill feeding and keeping pigs away from human effluent have respectively blocked the infection pathways of Trichinosis and pork measles respectively. Further examples of GAP resulting in hazard control or elimination are provided in Section 4.3: Table 5.

Verification of GAP interventions often just requires observations that confirm the intervention is effectively in place. These might include seeing that there is no evidence of swill feeding and that outdoor production facilities are sited away from fresh waterways. However, for others, citing farm records may be necessary. These could include PigPass NVD, paddock-use history, and the piggery's pest control program.

## 4.1.3 Support to Develop an On-Farm Food Safety Plan

A 2013 Risk Profile reviewed hazards occurring in the Australian pork industry, their importance, and how they can be eliminated and controlled<sup>14</sup>.

This update of the 2009 version has resulted from a HACCP process undertaken at the industry level<sup>15</sup>. The process identified and evaluated hazards and their risk to consumers and decided what was necessary to include in an On-Farm Food Safety and Biosecurity Plan.

Relevant hazards are listed in Section 4.3, Table 5 along with appropriate controls.

Hazards that CCPs cannot control are sometimes managed by GAP measures, so examples of both CCPs and GAP measures are identified in Section 4.3, Table 5 of this document and in the updated HACCP Plan report<sup>16</sup>.

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14 *Review of Pork On-Farm HACCP Plan* APIQ<sup>®</sup> No. 2013/2128 Appendix 1 Risk Profile

15 *Review of Pork On-Farm HACCP Plan* APIQ<sup>®</sup> No. 2013/2128 Appendix 5 Updated HACCP Plan

16 *Review of Pork On-Farm HACCP Plan* APIQ<sup>®</sup> No. 2013/2128 Appendix 5 Updated HACCP Plan

**In practice this means a full HACCP process is not required at the individual enterprise level. Effort is, therefore, placed on the effective implementation and monitoring of controls by completing the Hazard Action Plan<sup>17</sup>.**

The process of conducting the HACCP process at the industry level has enabled federal and state food safety regulators to recognise APIQ✓<sup>®</sup> as taking appropriate measures on-farm to protect public health. This underpins the PigPass NVD system.

The Risk Profile<sup>18</sup> provides a comprehensive assessment of microbial hazards and how they might be eliminated or reduced to acceptable levels.

The Risk Profile also provides an assessment of the potential for new or emergence of hazards in Free Range, Outdoor Bred, Raised Indoors on Straw and Gestation Stall Free production systems.

#### 4.1.4 Preparing and Implementing Your APIQ✓<sup>®</sup> Food Safety and Biosecurity Plan

APL has developed the example APIQ✓<sup>®</sup> *Food Safety and Biosecurity Plan* to help producers implement simple, but effective, food safety and biosecurity controls on-farm.

Your on-farm *Food Safety and Biosecurity Plan* **must** include:

1. An APIQ✓<sup>®</sup> *Food Safety and Biosecurity Plan* declaration, as shown in this section 4.2 of this Manual.
2. An Employee Biosecurity Declaration for each employee (Record 17)<sup>19</sup>.
3. The significant hazards that require control on-farm, identified in the industry-level HACCP Plan, are listed in Section 4.3, Table 5. Producers should assess which of these apply to their production system; some only apply to outdoor production systems. **The hazards identified must include non-recovered broken needles and chemical residues for all production systems at a minimum** and must appear in your Hazard Action Plan.
4. Identification of Controls (CCPs and GAP measures) that apply to your piggery by using examples in Section 4.3, Table 5 as a guide; these and other relevant controls, along with the frequency of monitoring, should also be listed in your Hazard Action Plan.
5. Preparation of Production Flow Charts that describe your piggery using Section 4.4, Production Flow Charts 1 and 2, as a guide for all production systems (including Free Range and Outdoor Bred, Raised Indoors on Straw production systems).
6. Adding Controls to your Production Flow Charts that apply to your production system selected from your Hazard Action Plan and Section 4.3, Table 5; using Section 4.4, Production Flow Charts 1 and 2 as a guide.
7. The selected Controls identified should be underpinned by control measures i.e. Standard Operating Procedures (SOPs); see Section 4.3, Table 5.
8. The monitoring of the Controls needs to be actioned by the Piggery Manager according to a frequency specified in your SOPs which are part of your APIQ✓<sup>®</sup> *Food Safety and Biosecurity Plan*. The frequency should be specified in the Hazard Action Plan. Suggested frequencies of monitoring the Controls are given in the example plan. (Information on Corrective Actions for the food safety Controls is in the APIQ✓<sup>®</sup> *Reference Manual*).

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<sup>17</sup> A Hazard Action Plan template for the hazards identified in your piggery is provided at [www.apiq.com.au](http://www.apiq.com.au) under Resources

<sup>18</sup> *Review of Pork On-Farm HACCP Plan* APIQ✓<sup>®</sup> No. 2013/2128 Appendix 1 Risk Profile

<sup>19</sup> *Example Record 17* is available online through APIQ✓<sup>®</sup> website: [www.apiq.com.au](http://www.apiq.com.au)

9. The Piggery Manager then checks all records routinely and may conduct random audits where needed. The Production Manager then initials and dates the records as evidence that the checks have been done.

## Verification

The auditor will verify your on-farm Food Safety and Biosecurity Plan through the compliance audit. The Auditor is required to sign the plan.

## 4.2 APIQ<sup>✓</sup>® FOOD SAFETY AND BIOSECURITY PLAN DECLARATION (EXAMPLE)



Modify this declaration to meet the needs of your piggery.

### THE FOOD SAFETY AND BIOSECURITY PLAN DECLARATION OF

*Insert business/property/piggery name:* \_\_\_\_\_

*This plan was developed by [Name of Person]:* \_\_\_\_\_

The Controls relating to the hazards identified are listed in the Hazard Action Plan template.

The SOPs/work instructions for this piggery outline the systems used to manage these controls.

This plan outlines the food safety Controls in place for this piggery. It is based on the On-Farm HACCP Plan and the Australian National Farm Biosecurity Manual for Pork Production 2012.

The Controls implemented on this piggery use the principles of HACCP and are continually monitored.

Modifications are made, where necessary, to reflect changes to operations.

*Print name:* \_\_\_\_\_ *date:* \_\_\_\_\_

*Signed:* \_\_\_\_\_ *date:* \_\_\_\_\_

*Auditor name:* \_\_\_\_\_ *date:* \_\_\_\_\_

*Signed:* \_\_\_\_\_ *date:* \_\_\_\_\_

## 4.3 HAZARDS AND CONTROLS TO CONSIDER AND WHAT YOU NEED TO DO

This section provides examples (Table 5) of what may need to be included in your piggery Hazard Action Plan<sup>20</sup> as part of your On-Farm Food Safety Plan. While these Hazards and Controls were identified in the industry level HACCP Plan,<sup>21</sup> other hazards may be identified for your production system (Refer to Risk Profile<sup>22</sup>) and should be added if applicable to your production system.

It is essential that your On-Farm Food Safety Plan includes non-recovered broken needles and chemical residues.

Linkage to associated SOPs and compliance requirements are also provided as examples in Table 5.

**Table 5: Summary of Hazards, CCPs and GAP resulting from conducting HACCP at an industry level and applying Controls at the piggery level**

Control	Activities	Hazard managed	Control (SOP Standard/ Performance Indicator)	Compliance requirements
CCP 1	Select or purchase breeding stock	Non-recovered broken needles	Identify pig/s with foreign body to enable notification of customers and inspection and removal at slaughter (SOP 4, 5)	Retained foreign object record
		Residues >MRL	Compliance with labels or authorised off-label use (SOP 4, 5)	Medication and chemical treatment record/diary
CCP 2	Vaccinations and health treatments of breeding, farrowing, and growing stock	Non-recovered broken needles	Identify pig/s with foreign body to enable notification of customers and inspection and removal at slaughter (SOP 4, 5)	As above
CCP 3	Inputs – grain treatments, pest control, herbicides, sanitisers,	Residues >MRL	Compliance with labels or authorised off-label use (SOP 5, 8)	As above
CCP 4	Pre-loading check of all sale pigs	Ag/Vet chemical residues >MRL	Determine the treatment status of pigs prior to load-out (SOP 8)	As above
		Foreign bodies Non-recovered broken needles	Identify pig/s with foreign body to enable notification of customers and inspection and removal at slaughter (SOP 8)	As above

20 A Hazard Action Plan template is provided at [www.apiq.com.au](http://www.apiq.com.au) under Resources

21 *Review of Pork On-Farm HACCP Plan* APIQ<sup>✓</sup>® No. No. 2013/2128 Appendix 5 Updated HACCP Plan

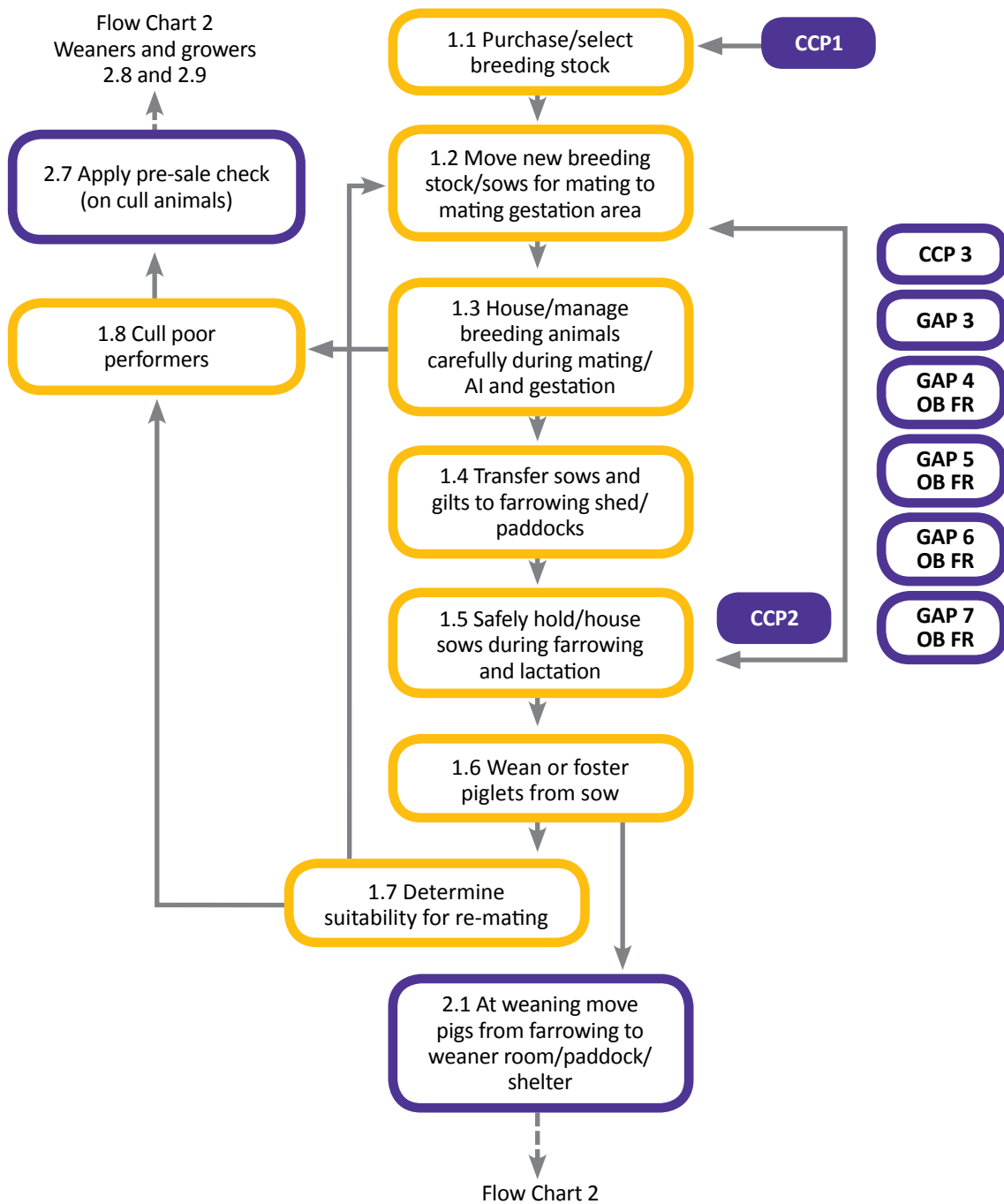
22 *Review of Pork On-Farm HACCP Plan* APIQ<sup>✓</sup>® No. No. 2013/2128 Appendix 1 Risk Profile

GAP 1	Feed withholding prior to slaughter	<i>Salmonella</i> spp.	Slaughtering between 6-24 hours off feed (Table 1 Food Safety Plan) (SOP 8)	PigPass NVD
GAP 2	Feeding food waste and by-products	<i>Trichinella spiralis</i>	Swill feeding ban (2.4A) (SOP 6)	PigPass NVD records for all lots
GAP 3	Pest control for breeding, farrowing and growing stock	<i>Toxoplasma gondii</i>	Prevent cats and rodent access to facilities, feed, and bedding (4.4.B) (SOP 12, 15, 16, 17, 18)	Pest//Rodent Control Diary/Record
GAP 4	Locating outdoor production facilities	Sparganosis	Prevent access to fresh waterways in OB and FR systems (3.5A) (SOP 15, 16, 17, 18)	Auditor observes location of outdoor facilities
GAP 5	Preventing access to human effluent	<i>Taenia solium</i>	Avoiding grazing of land treated with human effluent to avoid infection with Pork Measles – OB, FR (SOP 15, 16, 17, 18)	No sewage disposal over land used for outdoor production
GAP 6	Selecting outdoor sites free of residual chemical contaminants	Soil chemical contaminants	Property Risk Assessment – OB and FR (2.2A,B) (SOP15, 16, 17, 18)	Chemical treatment record on land selected for outdoor production
GAP7	Administration of correct dosages of animal treatments	Ag/Vet chemical residues >MRL	Treatments must be administered in a way that minimises risks of chemical residues. 2.3A,C (SOP 4, 5, 9)	Pig treatment records

## 4.4 PRODUCTION FLOW CHARTS AND FOOD SAFETY CONTROLS

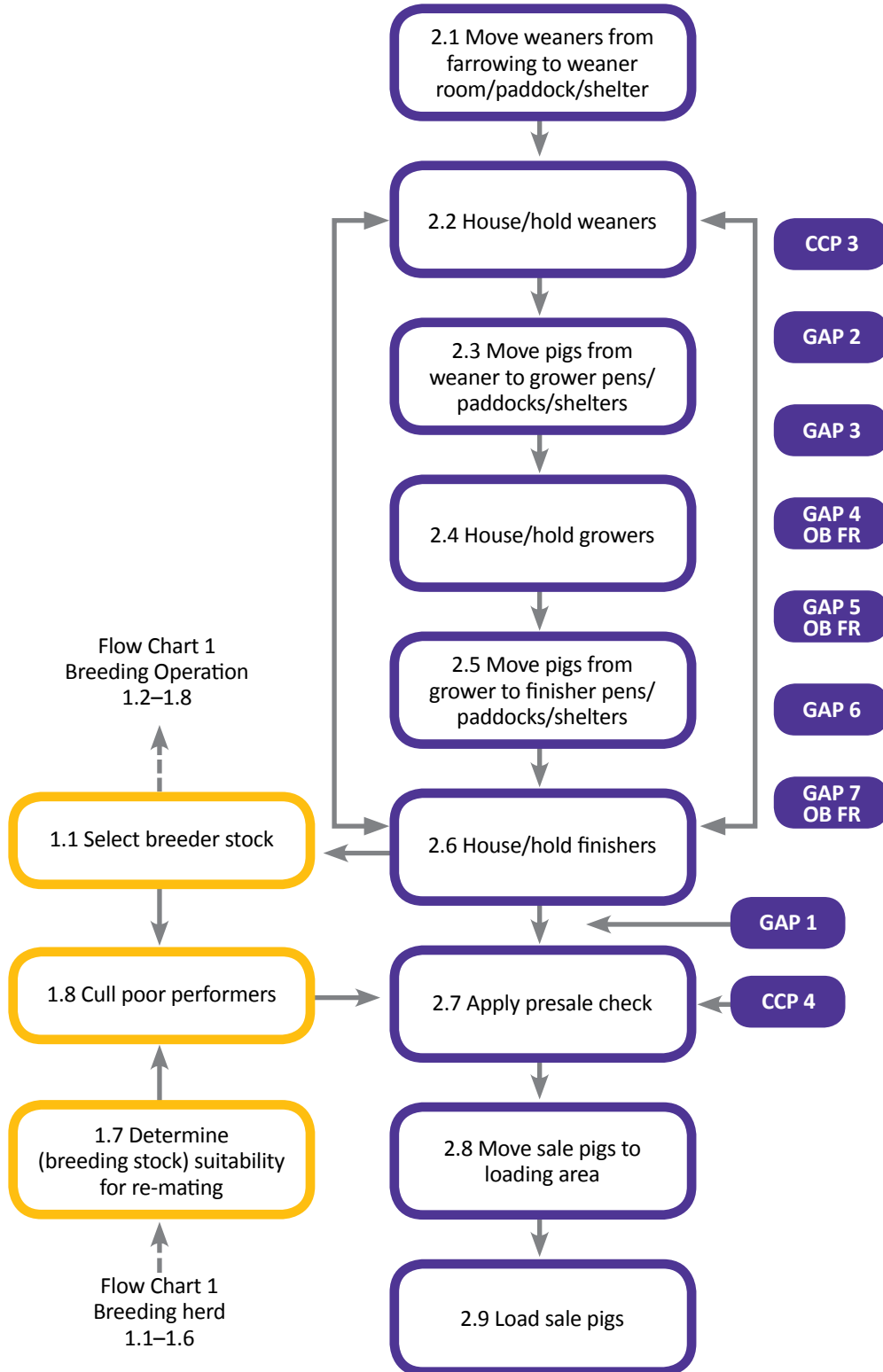
Production flow charts 1 and 2 provide an example of describing your piggery and where Controls may be applied. The 4 minimum CCP requirements (Section C, Table 1) are shown in these charts. Note that some CCP and GAP measures will apply at both breeding and growing herd level.

Production Flow Chart 1 – Breeding Operation Process





## Production Flow Chart 2 – Weaners and Grower Process



## APPENDIX I. EXAMPLE OF AN ON-FARM OPERATIONAL CHECKLIST

There are many examples of checklists. The important consideration is to design checklists that are relevant to your piggery's operation, are user friendly, and work for you.

Daily	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Check feed line has started automatically							
Check that feeders are not blocked							
Check all drinkers							
Orphaned piglets hand-fed							
Check airflow and temperature of rooms							
Check health and welfare of pigs							
Medicate if required and record							
Euthanise if needed and record							
Dispose of carcasses							
Make sure AI fridge is working							
Check if any maintenance is required/report							
Weekly							
Run out oldest room and put in pork shed							
Hose out empty room							
Power wash walkways							
Disinfect room							
Prepare for next batch of weaned pigs							
Reset computer							
Monthly							
Remove cobwebs from shed							
Wash windows							
Clean air-conditioning pads/water catchment							





Level 2, 2 Brisbane Ave BARTON ACT 2600  
PO Box 4746 KINGSTON ACT 2604, Australia

**Toll free** 1800 789 099  
**Facsimile** 02 6285 2288  
**Email** [apiq@australianpork.com.au](mailto:apiq@australianpork.com.au)  
**Website** [www.apiq.com.au](http://www.apiq.com.au)