



To be completed by a nominated Auditor. Before proceeding with this audit the Auditor should have a copy of the Certification Manager Checklist for this property. If not, contact the regional Certification Manager before proceeding.

Regional Body:	Producer name/s:
Date of Peer Review:	Producer number:
Date of this Audit:	Pod name:
Type of Audit: Paper / Site	No. of Pod members:
	Certification coverage: Full / Partial

Clause	Yes	No	Comments	CA #
Property Management Plan <ul style="list-style-type: none"> Completed? Has the Pod checked that all sections have been completed in the PMP? Has the Pod ensured that the Producer is working to their PMP? Is there parallel production? 				
Maps <ul style="list-style-type: none"> Completed? Neighbouring land use indicated? Quarantine area indicated? 				
Attached Documents (eg soil test results) <ul style="list-style-type: none"> Laboratory Organic matter Has a risk of residues been identified? Has the need for the use of restricted inputs been justified? 				
Inputs Schedule <ul style="list-style-type: none"> Is it accurate? Does the Producer (and Pod members) understand the terms: <ul style="list-style-type: none"> - Approved - Restricted - Prohibited 				

<ul style="list-style-type: none"> ▪ Stockfood /soil inputs / folia inputs / pest and disease control inputs ▪ Declarations for uncertified inputs ▪ Proof of certification for certified inputs ▪ If prohibited stock treatments have been used – check the meat withholding period. 				
Recording Documentation <ul style="list-style-type: none"> ▪ Has a spray diary been sighted? 				
Compost Production <ul style="list-style-type: none"> ▪ Has the method of compost production been recorded? ▪ Has a temperature and turning diary been maintained? 				
Incoming Livestock <ul style="list-style-type: none"> ▪ Records ▪ Ear tag #'s etc 				
Livestock Quarantine (Only necessary if livestock on property) <ul style="list-style-type: none"> ▪ Quarantine area sighted? ▪ Ensure all quarantine records are maintained. ▪ Ensure the Producer (and Pod members) understand their obligation to treat diseased or severely infected animals conventionally, regardless of the effect on certification status. ▪ Check quarantined stock is identified. ▪ Check quarantine times and meat withholding periods. 				
Machinery <ul style="list-style-type: none"> ▪ Do clean-down procedures for machinery exist (if necessary)? ▪ Have declarations for contractors been sighted? 				
Processing On-farm <ul style="list-style-type: none"> ▪ Has a list of ingredients been provided? ▪ Has a Health Certificate been obtained and recorded? ▪ Has packaging and labeling been checked? 				

Records <ul style="list-style-type: none"> ▪ Have production or sales records been maintained? 				
Management Practices <ul style="list-style-type: none"> ▪ Are finding statements clearly made and legible. ▪ List practices reviewed 				

Any other comments / observations / recommendations:

Recommendation and Corrective Actions Summary

At the end of each audit the Auditor is required to collectively overview what they have seen and heard and record their responses.

The Auditor does not finally decide on the level of certification the property will receive. The final decision on the certification status will be made by the Regional Body Certification Committee.

The immediate task of the Auditor is to identify the specific actions required by the property owner in order that they comply with the Standards.

With specific reference to the Standards list any Corrective Actions Required that must be met before a certificate can be awarded and/or prior to the next Pod Peer Review.

Clause #	CA #	Corrective Action to be taken	Action by when

Current Certification Status: Nil C0 C1 C2 Full

Recommended Certification Status: Nil C0 C1 C2 Full

Auditor:

Signed:

Date: