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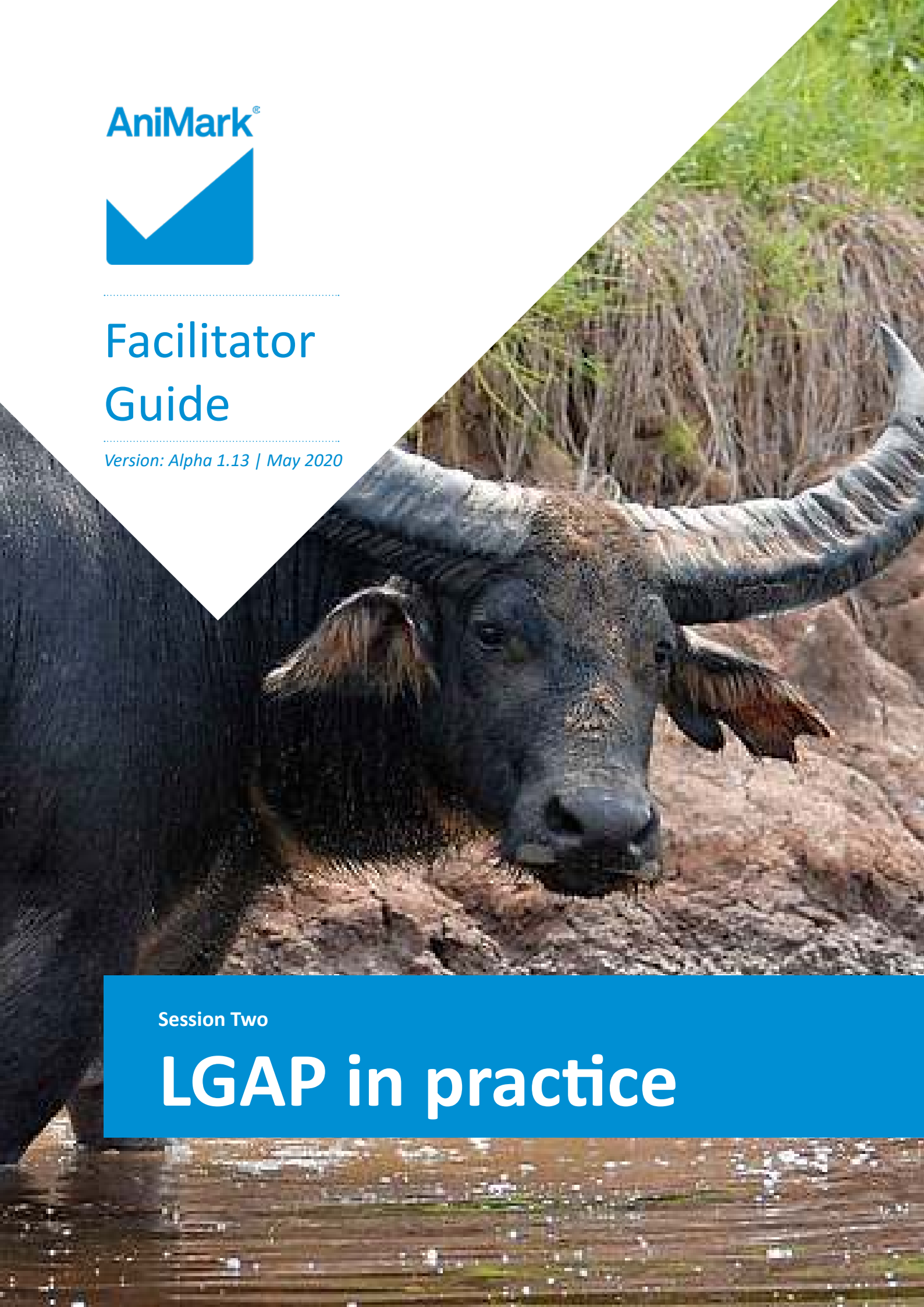
# Facilitator Guide

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Session Two

# LGAP in practice



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**Facilitator Guide: LGAP in practice**

This is an AniMark publication.

**Animark**

PO Box 1359

Milton, Queensland, 4064, AUSTRALIA

**Project Manager:** Michael Doyle, Response Consulting APAC

**Project Sponsors:** Meat & Livestock Australia Limited

**Subject Matter Expert:** Angela Schuster, Schuster Consulting Group Pty Limited

**Reviewer and content support:** Karina Larden & Elizabeth Bradley, AniMark



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# About this session

Welcome to the **Facilitator Guide** for **Session Two: LGAP in practice** face-to-face delivery.

This guide is a key resource for the face-to-face training you are about to provide.

## Aim of this session

The Livestock Global Assurance Program, or LGAP, is AniMark's flagship certification program. It is applicable to any organisation, in any industry, anywhere in the world wanting to demonstrate their commitment to ethical and sustainable animal welfare, husbandry and management practices.

The aim of **Session Two: LGAP in practice** is to:

- work through the certification process in greater detail
- use a worked example to demonstrate the types of actions participants will make during the certification process
- ask participants to consider what they have to do to apply for LGAP certification within their business.

The session is divided into six (6) sections:

- Section 1: Introduction
- Section 2: Applicable Standards
- Section 3: Application
- Section 4: Auditing and certification
- Section 5: Maintaining certification
- Section 6: Conclusion

## Audience

The target audience for this session includes:

- Middle Managers
- Approved Auditors and Internal Auditors

## Prerequisites

Participants should attend **Session One: Overview of LGAP** before attending this session.

## Duration

This session should take **2 hours** to complete via face-to-face facilitation.

## Facilitator preparation

### *Learn about the businesses you are working with*

As the facilitator, you need to have a good understanding of the Standards and requirements that would apply to the business in which you are training – no supporting documentation will be provided to support this part of the activity.

### *Gather your resources*

As the facilitator, you are responsible for preparing any additional resources you may need for the training delivery. For example:

- Access to files and media via internet, USB or other appropriate method
- Laptop
- Projector
- Pens and paper
- Whiteboard and whiteboard pens
- Translator (if required)
- Printed copies of the presentation, any handouts or fact sheets, guides and Standards.

### *Build your Facilitator pack*

It is highly recommended you build a **Facilitator pack** of relevant documents and resources:

- **LGAP reference documents.**  
You will hand these out during the session and ask they be returned to use next time.
- **Learning materials.**  
Specific learning materials developed to support the delivery of this session (in addition to this guide).  
When printed, hand these out during the session and they may be retained by the participants.

LGAP reference document list		
Document reference	Facilitator/Participant	Qty
LGAP Operator and Facility Guidance on meeting the LGAP Standards Manual	Participant	1 each
LGAP Operator and Facility Management System Manual	Participant	1 each
LGAP 1000 Livestock assurance – Fundamentals and vocabulary	Facilitator	1
LGAP 1001 Livestock assurance – Requirements for animal welfare and management	Facilitator	1
~ Annexes A - L (From LGAP 1001 Livestock assurance... above)	Participant	1 per 2-4 participants
LGAP 1002 Livestock assurance – Requirements for the management system of Operators and Facilities	Facilitator	1
~ Annex A (From LGAP 1002 Livestock assurance... above)	Participant	1 per 2-4 participants
LGAP1003 Livestock assurance – Requirements for Operator Chain of Custody	Facilitator	1




#### Note:

Use the table above as a checklist to help ensure you have everything required.

- Remind participants NOT to write in these documents.
- Ensure you gather ALL copies of these documents at the end of your session to use in any future sessions.

Learning materials list		
Document reference	Facilitator/Participant	Qty
Presentation (PowerPoint)	Facilitator	1
Participant Workbook with worked example (PDF)	Participant	1 each
Session Satisfaction survey (Appendix A - Print)	Participant	1 each



**Note:** Use the table above as a checklist to help ensure you have everything required. Advise participants they:

- Are ALLOWED to write in these documents.
- Can use them for revision after the session.

## Conventions used in this guide









### Text conventions

We have used a few text conventions to help you get the most out of this guide.

When recommendations are made to the best approach for content delivery, explanations, opportunities for questioning, and similar, clear instructions have been provided (often using icons) to help make the approach clear. Other text conventions have been used and you will identify these as you go.

### Icons to identify types of information

The following icons are used in the presentation and participant workbook to help highlight specific information or indicate specific actions intended. The following table shows the most common icons used:

	<b>IMPORTANT NOTE:</b> An important piece of information is included here.		<b>BEST PRACTICE:</b> A best practice has been identified and is encouraged to be followed.
	<b>WEB RESOURCE:</b> An internet resource is available to help extend your learning in this area.		<b>HANDY RESOURCE:</b> A specially designed resource has been developed that will enable you to extend your learning in this area.
	<b>MEDIA RESOURCE:</b> An animation or video has been provided to help explain a concept.		<b>TOPIC AIM:</b> One or more key concepts have been identified as important learnings for a topic.
	<b>SCENARIO:</b> A story has been provided for you to explore and identify key pieces of information that will contribute to decisions you make in the activity.		<b>PRACTICE:</b> An activity has been designed to reinforce the skills and/or knowledge presented on this topic through actual practice.

Other icons are used within the guide tables to help alert you to delivery suggestions, approaches or features.









# Session introduction

## Delivery plan

Follow this plan to ensure you cover the intended outcomes of this section.


















Session plan		Approx 2 mins
Timing	Content/Method	Facilitator notes, resources, etc
		📁 <b>Open file:</b> 20200521_AniMark_Presentation_SessionTwo_Alpha_V1.13.pptx
N/A	<p>🖥️ <b>Titleslide: Overview of LGAP</b> (Facilitator)</p> 	<p>🗨️ <b>Welcome participants</b></p> <p>💡 <b>Suggestion: Manage your time.</b> Keep this brief preferably using time prior to the actual session start time to cover this action.</p>
2 min	<p>🖥️ <b>Slide 2: Training introduction</b> (Facilitator)</p> 	<p>🗨️ <b>Outline the structure of the training and what this session provides...</b></p> <p>📺 <b>This slide is animated:</b></p> <ul style="list-style-type: none"> <li>• Click to reveal each of the 3 sessions in the structure, and then to orient learners to 'where we are now'.</li> <li>• Expand on each of the points (as required).</li> </ul> <p>➕ <b>The structure of the training.</b> Outline the structure of three (3) sessions:</p> <ul style="list-style-type: none"> <li>• 📌 <b>Click #1: Session One: Overview of LGAP</b> ~ A high-level overview of the program.</li> <li>• 📌 <b>Click #2: Session Two: LGAP in Practice</b> ~ Explores some of the practical applications and interactions you will have with LGAP.</li> <li>• 📌 <b>Click #3: Session Three: LGAP Auditing</b> ~ Designed for Auditors who will be monitoring your conformance with the LGAP Certification Requirements.</li> <li>• 📌 <b>Click #4: Session Two: LGAP in Practice</b> ~ We are here!</li> </ul> <p>💡 <b>Suggestion: Set expectations.</b> <i>Set expectations about what is not covered at this point.</i></p> <p><i>Reiterate that, ultimately, most of the LGAP tasks relating to the pathway to certification will be completed using the online conformance system, which is still in development. As such, we will not be focusing on the specifics of the conformance system in this session.</i></p> <p><i>This can then be removed once these systems come online.</i></p>


👉 **Up next... Section 1: Introduction**


















<p>3 mins</p>	<p> <b>Slide 7:</b> Standards and requirements: LGAP Standards (Facilitator)</p> 	<p> <b>Reintroduce the LGAP Standards...</b></p> <p> <b>This slide is animated:</b></p> <ul style="list-style-type: none"> <li>• Background image reveals on landing.</li> <li>• Each icon and label is revealed via a click (x4).</li> <li>• Expand briefly on each of the key points.</li> </ul> <p><b>+ LGAP Standards.</b></p> <p>The LGAP Standards specify requirements associated with the activities of Operators (Exporters and Importers) and Facilities (Feedlots, Farms and Abattoirs).</p> <ul style="list-style-type: none"> <li>•  <b>Click #1: LGAP 1000 Livestock assurance – Fundamentals and vocabulary</b></li> <li>•  <b>Click #2: LGAP 1001 Livestock assurance – Requirements for animal welfare and management</b> ~ The Animal Welfare and Management Standard includes requirements relating to personnel, environment, infrastructure and equipment, animal identification, animal health, livestock movement and slaughter and processing.</li> <li>•  <b>Click #3: LGAP 1002 Livestock assurance – Requirements for the management system of Operators and Facilities</b> ~ The Management System Standard is based on ISO 9001. It includes requirements relating to leadership and top management, processes, risk and monitoring, documented information or record keeping, management reviews and internal auditing and corrective actions.</li> <li>•  <b>Click #4: LGAP 1003 Livestock assurance – Requirements for Operator Chain of Custody</b> ~ The Chain of Custody Standard requires Operators to only supply livestock to Certified Facilities and downstream Operators, comply with all legal requirements, maintain a traceability system and have planning and contingency arrangements in place.</li> </ul>
<p>23 mins</p>	<p> <b>Slide 8:</b> Worked example: Introduction (Facilitator &amp; Participant)</p>  <p> <b>Participant Workbook:</b> Pages 7 - 8.</p> <p> <b>Slide 9:</b> Activity 1: Worked example: LGAP Standards (Facilitator &amp; Participant)</p>  <p> <b>Participant Workbook:</b> Page 9.</p>	<p> <b>Introduce the worked example...</b></p> <p> <b>Handout: Participant Workbook: Session Two: LGAP in practice</b></p> <p>Hand out the workbook to participants. This is for their use and note taking is encouraged. Turn to page numbering as indicated in the <b>Content/Method</b> column.</p> <p><b>+ Part A: Introduce the worked example</b></p> <p>During this session, we are going to complete some practice activities. These activities are designed to:</p> <ul style="list-style-type: none"> <li>• work through the LGAP certification process based on a worked example scenario</li> <li>• allow you to see how LGAP works in the context of a fictional facility</li> <li>• help you have a better understanding of the types of activities you will need to complete in your facility.</li> </ul> <p><b>+ Part B: Introduce the fictional business</b></p> <p> <b>Scenario: Standards and requirements.</b></p> <p>This worked example is based around a feedlot that manages Australian livestock. The facility also manages local livestock. It will only seek certification for the Australian livestock it manages. They have a paper-based record keeping system which includes hard copy standard operating procedures and hard copy records.</p> <p>The feedlot supplies to local abattoirs and arranges the transport of livestock to those abattoirs.</p> <p>This feedlot is an independent facility operating as part of two different exporters' supply chains. Under ESCAS the feedlot has had to have an audit conducted for each exporter, so two audits every time. They are seeking certification under LGAP to avoid this duplication of auditing.</p>

 *Activity 1 continued on the following page.*

<p> Slide 9: Activity 1: Continued</p> <p> LGAP Operator and Facility Guidance on meeting the LGAP Standards Manual</p> <p> Participant Workbook: Pages 9-10.</p>	<p> <b>Suggestion: Reinforce example only.</b> <i>Reinforce that this is an example only and some of the content may be different for their business, depending on their operation.</i></p> <p> <b>Facilitator note:</b> When describing the business, ensure you are careful about how you position the number of audits experienced and limit references to avoiding duplication of audits. The number of audits will be ultimately determined by the auditing and certification process.</p> <p> <b>Handout: LGAP Operator and Facility Guidance on meeting the LGAP Standards Manual</b></p> <p> <b>Introduce and provide instructions for the practice activity...</b> Using the LGAP Operator and Facility Guidance on meeting the LGAP Standards manual, identify the Standards and requirements that apply to the example feedlot.</p> <p>As a feedlot seeking to manage Australian livestock, the facility must meet the appropriate requirements of the LGAP Standards. We are going to work through these Standards to see how they apply in this worked example.</p> <p> <b>Practice walk through: LGAP Standards scenario.</b> Support participants by working through the first requirement together.</p> <p>Explain using these steps...</p> <ol style="list-style-type: none"> <li>1. In the Guidance Manual, turn to LGAP 1001 Livestock assurance – Requirements for animal welfare and management.</li> <li>2. Point out the section titled ‘Personnel’.</li> <li>3. Explain that all the requirements that have an ‘X’ in the feedlot column applies to the example feedlot.</li> </ol> <p> <b>Practice: LGAP Standards scenario.</b> Ask participants to complete the remaining sections of the table themselves. Allow time for the participants to complete this activity and review the answers as a group.</p>
<p> Slide 9: Activity 1: Continued</p>	<p> <b>Practice answers: LGAP Standards scenario.</b> As a feedlot seeking to manage Australian livestock, the facility must meet the requirements of the following LGAP Standards:</p> <ul style="list-style-type: none"> <li>• LGAP 1000 Livestock assurance – Fundamentals and vocabulary</li> <li>• LGAP 1001 Livestock assurance – Requirements for animal welfare and management</li> <li>• LGAP 1002 Livestock assurance – Requirements for the management system of Operators and Facilities</li> </ul> <p>Let’s check which requirements apply within these Standards.</p>

 Refer to the following pages for best practice answers.



### Practice: Scenario (Facilitator answers)

Using the **LGAP Operator and Facility Guidance on meeting the LGAP Standards Manual** your facilitator has provided, identify the Standards and requirements that apply to **the example feedlot** using the form provided below.

#### LGAP1001 Requirements of animal welfare and management

(i) Identify which requirements apply for **the example feedlot** in each of the following sections.

Personnel

*All requirements apply for a feedlot.*

Environment,  
infrastructure and  
equipment

*5.1 to 5.12*

Animal identification

*All requirements apply for a feedlot.*

Animal health

*7.1 to 7.21*

Livestock movement

*All requirements apply for a feedlot.*

Slaughter and  
processing

*NO requirements apply for a feedlot.*

Activity continued on the following page.



## LGAP1002 Requirements for the management system of Operators and Facilities

① Identify which requirements apply for **the example feedlot** in each of the following sections.

Management system  
- General

*All requirements apply for a feedlot.*

Leadership and  
responsibilities

*7.1 to 7.7 and 7.9*

Monitoring

*All requirements apply for a feedlot.*

Management review

*All requirements apply for a feedlot.*

Nonconformities and  
corrective action

*All requirements apply for a feedlot.*

## LGAP1003 Requirements for Operator chain of custody


① Identify which requirements apply for **the example feedlot** in each of the following sections.

Chain of custody  
requirements

*NO requirements apply for a feedlot.*



		<p><b>🔍 Scenario #2: Ongoing conformance.</b>  The Auditor was observing livestock being unloaded from a truck. Two animal handlers were present. The front animal, closest to the unloading ramp, was refusing to move. One handler used the jigger on the front animal, pressing it on its nose once to get it moving. After he was told to put the jigger down, unloading continued calmly without any further use of the jigger.</p> <p>After investigation, it was found that the handler used the jigger in this way for every consignment and was not trained in using the equipment.</p> <p><b>✍ Practice: Ongoing conformance scenario #1.</b>  Allow time for the participants to complete this activity.</p> <p><b>📋 Practice answers: Ongoing conformance scenario #1.</b>  Review the answers as a group.</p>
--	--	--



**🚩 What is the nonconformity?**

The nonconformity is against *LGAP 1001 – Animal Welfare & Management, 7.7 e) and i)*:














*‘Electric goods used for moving livestock shall...e) be used only on the hind quarters of the animal and never applied to sensitive parts of the animal such as the eyes, ears, mouth, nose, genitals, udders or anus....and i) only by used by personnel that have been given specific instruction on the appropriate use of electric goods.’*

**📊 What is the category assigned?**

The investigation showed that this was common practice (systemically) and had a high animal welfare impact. Therefore, it is a **‘Critical’** nonconformity.

**Nonconformity against:** *LGAP 1001 – Animal Welfare & Management, 7.7 e) and i)*

<p>How long does the facility have to correct this issue?</p>	<p><i>The facility is</i></p>
<p>Can an immediate correction take place? If so, what would the immediate correction be?</p>	<p><i>The handler was told to</i></p>
<p>Identify a corrective action that might be put into place to:</p> <ol style="list-style-type: none"> <li>1. correct the issue</li> <li>2. address the root cause to prevent it from happening again.</li> </ol>	<p><i>The animal handler could be</i></p>
<p>How might the facility verify the corrective action?</p>	<p><i>The Manager could verify</i></p>

<p>1 min</p>	<p> <b>Slide 30:</b> Complaints process: What is a complaint? (Facilitator)</p>  <p> <b>Fact sheet: Complaints &amp; Appeals</b> (from Session One).</p>	<p> <b>Explain what is a complaint...</b></p> <p> <b>This slide is animated:</b></p> <ul style="list-style-type: none"> <li>• Text and image are revealed on landing.</li> <li>• Expand as provided.</li> </ul> <p> <b>Complaints.</b> The international community has certain expectations about how animals should be treated.</p> <p>The requirements specified in the LGAP Standards recognise these expectations and, in order to maintain certification, Operators and Facilities must demonstrate their continued fulfilment of these requirements.</p> <p>Nonfulfillment of a requirement may be identified during internal or external audits and corrective action must be taken to rectify the nonfulfillment and return to conformity.</p> <p>However, nonconformities can occur outside of the audit schedule and these may be raised by the community as “complaints”.</p> <p>It is not only the community that can make a complaint. You have that right too. Keep in mind, complaints based upon hearsay or without appropriate objective justification and evidence will not be accepted by AniMark.</p> <p> <b>Suggestion: Fact sheet.</b> <i>Remind participants to refer to the Appeals and Complaints fact sheet that was handed out in session one.</i></p>
<p>5 mins</p>	<p> <b>Slide 31:</b> Complaints process: Types of complaint (Facilitator)</p>  <p> <b>Fact sheet: Complaints &amp; Appeals</b> (from Session One)</p>	<p> <b>Explain the four types of complaint...</b></p> <p> <b>This slide is animated:</b></p> <ul style="list-style-type: none"> <li>• Circles appear on first click (x1).</li> <li>• Additional information reveals on click (x4)</li> <li>• Expand briefly on each of the key closeout requirements.</li> </ul> <p> <b>Types of complaints.</b> <b>(Click #1: Circles revealed) There are four types of complaints recognised under the LGAP Certification Rules:</b></p> <ol style="list-style-type: none"> <li><b>(Click #2) Complaints made to AniMark or an Approved Certification Body, regarding the performance of an Approved Certification Body or an Approved Auditor.</b></li> </ol> <p>If someone has reason to believe that an Approved Certification Body or an Approved Auditor is not fulfilling their obligations under the LGAP Certification Rules, then they can register a complaint directly with AniMark using the AniMark website.</p> <p>AniMark will investigate this based on its own complaints handling process which is available from <a href="http://www.animark.com.au">www.animark.com.au</a></p> <p>AniMark will keep complainants updated with the progress of the investigation and the outcome.</p>

 **Slide 31** continues over the page

<p>📄 Slide 31: Ongoing conformance: Types of complaints <i>continued</i></p>		<p><b>2. (👉 Click #3) Complaints made directly to a Certified Operator or Facility about their adherence to the Certification Requirements.</b></p> <p>Certified Operators/Facilities are required to have a procedure for receiving and handling complaints made directly to them. This is likely to include:</p> <ul style="list-style-type: none"> <li>a) Recording the complaint;</li> <li>b) Promptly investigating the matter the complaint refers to.</li> <li>c) Identifying the nonconformity, if it is found that one has arisen,</li> <li>d) Undertaking appropriate corrective action within the prescribed timeframes to rectify, or close, the cause of the nonconformity.</li> <li>e) Recording the corrective action taken and providing evidence which verifies the corrective action was taken.</li> </ul> <p>Remember, when complaints are made it is because of a concern from the community that your actions, systems, processes or procedures do not fulfil the LGAP Certification Requirements. This could put your certification status in jeopardy.</p>
		<p><b>3. (👉 Click #4) Complaints made to AniMark or an Approved Certification Body regarding a Certified Operator or Facility's adherence to the Certification Requirements.</b></p> <p>A member of the community may complain directly to AniMark or an Approved Certification Body about their concerns with a Certified Operator or Facility's adherence to the LGAP Certification Requirements. In this case, the complaint would be recorded in the AniMark Conformance System and AniMark or the Approved Certification Body would work with the Operator or Facility to investigate the nature of the complaint and identify if a nonfulfillment of a requirement has occurred.</p> <p>If it is found that the Operator or Facility has not fulfilled a requirement, a nonconformity would be raised in the AniMark Conformance System and they would be required to undertake corrective action within a prescribed timeframe and submit evidence in the AniMark Conformance System of the action taken.</p> <p>Corrective action is expected to be action which prevents the nonconformity from happening again.</p> <p>It is important that you respond to complaints and undertake corrective action quickly as it could jeopardise your certification status. Some complaints could lead to suspension or withdrawal of certification.</p>
		<p><b>4. (👉 Click #5) Complaints made to AniMark regarding misrepresentation of LGAP certification.</b></p> <p>LGAP Certification conveys significant meaning to the community and represents integrity, transparency and a commitment to Standards of animal welfare and management.</p> <p>When someone misrepresents LGAP certification; for example, by claiming to be certified when they are not, or by claiming a scope of certification they do not hold, then AniMark will investigate this and take necessary action against the party misrepresenting certification.</p> <p>It is important to protect the integrity of LGAP certification as you and other certified parties work hard to maintain your certification and that should be recognised.</p>

👉 Up next... Section 6: Conclusion





# Appendices

The following documents are provided for your use:

- **Appendix A: Session satisfaction survey**
- **Appendix B: Annex A Personal competencies**
- **Appendix C: Annex I Sampling procedures and frequencies**





## Appendix A: Session satisfaction survey

To help AniMark improve our training services, we would appreciate it if you would take a moment to tell us how you felt about this training session. Please complete the following questionnaire and hand it to your Facilitator at the end of the module.

<b>Session details</b>	<b>Session name:</b>	<i>Session Two: LGAP in practice</i>
	<b>Facilitator:</b>	
	<b>Date(s):</b>	

### Facilitator... General questions about the facilitator(s).

		Agree ----- Disagree				
						
<b>The facilitator(s):</b>						
<b>A</b>	were well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b>	were ready to start on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b>	were well informed of industry / technical information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D</b>	displayed a professional and appropriate demeanour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E</b>	communicated effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F</b>	provided opportunities to ask questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G</b>	used a variety of resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H</b>	related the content to my role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Session... General questions about the session and delivery:

<b>I</b>	I would recommend this session to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J</b>	This session has improved my own knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K</b>	This session has strengthened my understanding of LGAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L</b>	Overall I rate this session highly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Your comments</b>	<b>The best parts of this session were:</b>	
	<b>The worst parts of this session were:</b>	

## Appendix B: Annex A Personal competencies

This Annex is provided as a reference for Activity 3: Internal audits.

### Annex A Personnel competencies

(Normative)

Operators and Facilities shall demonstrate that its personnel have the following competencies:

Competencies (knowledge and skills)	Personnel involved in:				
	handling livestock, including loading, transport and unloading	animal identification and movement recording	feeding and caring for livestock	livestock slaughtering	animal welfare
<b>Knowledge</b>					
a) workplace requirements for maintaining flow and order of animals	✓		✓		✓
b) impact of stress and injury on the animal	✓		✓	✓	✓
c) impact of stress and injury on product quality	✓			✓	✓
d) identification of livestock	✓	✓	✓		✓
e) hazards of handling stock	✓				✓
f) feed and water requirements where relevant	✓		✓		✓
g) relevant work instructions and procedures associated with tasks undertaken	✓	✓	✓	✓	✓
h) workplace procedures for receipt and/or dispatch of animals	✓	✓	✓		✓
i) processes and procedures for monitoring and verifying traceability activities and data		✓			
j) correct operation of infrastructure and equipment	✓	✓	✓	✓	✓
k) procedures for backup processes and responding to	✓	✓	✓	✓	✓

**Note to AniMark:**

*A better copy, or access to original, is required please.*

## Appendix C: Annex I Sampling procedures and frequencies

This Annex is provided as a reference for Activity 3: Internal audits.

### Annex I: Sampling procedures and frequencies

(Normative)

#### I.1 Monitoring animal handling when loading or unloading any livestock species from land transport vehicles

\* The following table shall be used to determine the sample size for monitoring the targets associated with animal handling (during loading and unloading) under subclause 7.8. \*

		Average daily total of animals received				
		1-10	11-100	101-250	251-500	501+
Sample size: Number of animals to be monitored.	All animals (minimum of two)	10	25	50	100	

**Note to AniMark:**

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