

## Pre-Audit Information -SDAS Producers

When taking photographs of facilities, please ensure photos are **in-focus and zoomed out**. If you have any issues with evidence upload to this system contact Bord Bia for assistance on 01-5240410. All evidence submitted by members during a remote audit is subject to verification at future on site audits

Title (for Member)	Instruction on Upload (for Member)
<b>FACILITY PHOTOS</b>	
<b>1. Dairy - Bulk tank Area</b>	Please upload <b>zoomed out</b> photo(s) of the <b>bulk tank</b> and <b>direct surrounding area</b> , including walls, ceilings, and floors. <b>Note:</b> This applies to both indoor and outdoor bulk tanks
<b>2. Milk Collection Area</b>	Please upload <b>zoomed out</b> photo(s) of the <b>Milk Collection Area</b> which shows the area <b>outside</b> the main dairy door. <b>Note</b> – Please provide 2 photos from different angles.
<b>3. Parlour Area</b>	Please upload <b>zoomed out</b> photo(s) of the <b>Milking Parlour</b> . <b>Note</b> – Please provide <b>at least 2</b> photos from different angles – e.g. to show jars, pit, clusters, etc.
<b>4. Milking Equipment (Jars and Clusters)</b>	Please upload photo(s) of some key <b>milking equipment</b> , e.g. Jars and Clusters.
<b>5. Silage Pit / Storage Area &amp; Drainage</b>	Please upload <b>zoomed out</b> photo(s) of all <b>Silage Pit / Storage Area(s)</b> and effluent drainage channels.
<b>6. Feed Storage</b>	Please upload photo(s) of all <b>Feed Storage</b> areas.
<b>7. Animal Housing</b>	Please upload photo(s) of <b>Animal Housing</b> facilities with at least 1 photo of the inside of each building. <b>Note</b> – Please provide photos of housing facilities even if animals are currently outdoors and dry bedded areas if applicable.
<b>8. Stock</b>	Please upload at least 1 photo of young and adult stock which clearly shows the condition of the animal(s). <b>Note</b> - This should include both cattle and sheep where present in your herd, including cows, calves and replacements where applicable.
<b>9. Crush and Animal Handling Facilities</b>	Please upload photo(s) of the <b>cattle crush, handling facilities</b> and <b>calving gate</b> (where applicable). <b>Note</b> - where sheep are present on the farm please upload photo(s) of sheep handling facilities.
<b>10. Medicine Storage Cabinet (open)</b>	Please upload photo(s) of the open <b>Medicine Storage Cabinet</b> with labels clearly visible.
<b>11. First Aid Kit (open)</b>	Please upload a photo of the <b>first aid kit</b> opened showing it is fully stocked.
<b>12. Waste Plastic</b>	Please upload evidence of <b>waste plastic storage</b> on site or <b>recent receipt</b> for disposal.

Title (for Member)	Instruction on Upload (for Member)
<b>DOCUMENTS / RECORDS</b>	
<b>13. Herd Register</b>	Please upload images/scans of the most recent 2 pages of your <b>Herd register</b> ensuring that the entire page is visible, both the left and right-hand side. <b>Alternatively</b> – An image/scan of the <b>Animal Identification and Movements</b> section from your online <b>Agfood</b> portal (clearly illustrating your Herd Number) will be enough to meet this requirement.
<b>14. Knackery / dead animal receipts</b>	Please upload images/scans of <b>Knackery / dead animal receipts</b> (for the last 12 months), including both cattle and sheep as applicable. <b>Alternatively (Cattle Only)</b> – An image/scan of the <b>Animal Identification and Movements</b> section from your online <b>Agfood</b> portal (clearly illustrating your Herd Number) will be enough to meet this requirement.
<b>15. Blue Cards/Passports</b>	Please upload images/scans of <b>3 blue cards</b> for most recently registered calves / purchased stock.
<b>16. Flock Register</b>	Please upload images/scans of the most recent 2 pages of your <b>Flock Register</b> .
<b>17. Animal remedy purchase records</b>	Please upload images/scans of the most recent 2 pages of your Animal Remedy <b>Purchase Records</b> or images of the most recent remedy purchase receipts / docketts from veterinarian and other suppliers (for the last 3 months)
<b>18. Animal remedy usage records</b>	Please upload images/scans of the most recent 2 pages of your Animal Remedy <b>Usage Records</b> . <b>Note</b> - Please ensure that the <b>Animal Remedy Usage Records</b> provided show Vet and Dosing treatments as applicable.
<b>19. Feed Records</b>	Please upload images/scans of recent feed docketts or <b>feed purchase record</b> in Bord Bia Farm Book.
<b>20. Animal Health Plan</b>	Please upload images/scan of the completed <b>Animal Health Plan</b> template in Bord Bia Farm Book for this year (2020) or <b>equivalent</b> plan.
<b>21. Farm Safety Risk Assessment (FSRA)</b>	Please upload at least 3 images/scans of paper/online <b>FSRA</b> or Farm Safety Statement document. <b>Note:</b> Please provide the signed and dated cover page and 2 completed pages e.g. Livestock & Machinery etc.
<b>22. Pesticide Usage Records</b>	Please upload images/scans of the most recent 2 pages of your <b>Pesticides usage record</b> .
<b>23. Water Test Results</b>	Please upload image/scan of <b>Water Test Results</b> from within the last 3 years. <b>Note</b> – Water test results must show E. Coli and Enterococci test results.
<b>24. Milk collection docketts</b>	Please upload images/scans of <b>Milk collection docketts</b> for 3 consecutive collections within the last month showing at least 1 TBC result and 3 SCC results.