



AFFCO SELECT FARM ASSURANCE PROGRAMME



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Introduction

The AFFCO Select™ lamb accreditation programme is designed to meet the demands of the world's most premier supermarket groups and their consumers. The AFFCO Select™ programme allows producers to prove that standards of food safety, animal health and welfare and environmental care on-farm are best practice.

In return for meeting these exacting standards, the AFFCO Select™ lamb producers will have access to the world's most discerning consumers. Your participation in this programme will enable maximum value to be obtained from the market place.

Scope

This manual outlines the AFFCO Select™ programme for lamb.

For accreditation, the scope of the manual shall pertain to all sheep (ovine) farming activities, as applicable to the property.

References

This manual has been compiled with reference to the following standards, legislation and guidelines:

- Accredited to ISO IEC 17065 by JAS-ANZ.
- New Zealand Animal Welfare Advisory Committee (AWAC) Codes of Recommendations and Minimum Standards for Animal Welfare.
<http://www.biosecurity.govt.nz/regs/animal-welfare/codes/alphabetically> - then select animal to get to index
Dogs: <http://www.biosecurity.govt.nz/files/regs/animal-welfare/req/codes/dogs/dogs-code-of-welfare.pdf>
Sheep: <http://www.biosecurity.govt.nz/animal-welfare/codes/sheep-beef-cattle>
- Animal Welfare Act 1999 (and all amendments).
www.legislation.govt.nz/act/public/1999/0142/latest/dlm49664.html
- EU requires compliance with the Animal Welfare (Commercial Slaughter) Code of Welfare 2010.
<http://www.biosecurity.govt.nz/files/regs/animal-welfare/req/codes/commercial-slaughter/commercial-slaughter-code-of-welfare.pdf>
- AWAC Animal Welfare (Transport within New Zealand) Code of Welfare 2011.
<http://www.biosecurity.govt.nz/animal-welfare/codes/transport-within-nz>
- AWAC Animal Welfare (Painful Husbandry Procedures) Code of Welfare 2005.
<http://www.biosecurity.govt.nz/animal-welfare/codes/painful-husbandry/index.htm>
- Meat (Residues) Regulations 1996.
www.legislation.knowledge-basket.co.nz/gpregs/text/1996/199/199_an.html
- Animal Products Act 1999 (and all amendments).
www.legislation.govt.nz/act/public/1999/0093/latest/dlm33502.html
- Biosecurity (Animal Identification Systems) Regulations 1999.
www.legislation.govt.nz/regulation/public/1999/0125/latest/dlm284289.html
- Resource Management Act 1991 (and all amendments).
www.legislation.govt.nz/act/public/1991/0069/latest/dlm230265.html
- AFFCO Livestock Presentation Policy.
- Agricultural Compounds and Veterinary Medicines Act 1997.
www.legislation.govt.nz/act/public/1997/0087/latest/dlm414577.html

Exclusions from the AFFCO Select™ Lamb Programme

Genetically Modified Animals are ineligible for inclusion into the AFFCO Select™ Programme.

The definition of “Genetic Modification” is the use of gene technology to alter the natural DNA structure of an animal.

NOTE: Currently no Genetically Modified Organisms of animal origin have been certified for use in New Zealand Agriculture.

AFFCO Select™ Policy Statement

It is a policy of the AFFCO Select™ Programme that the supplying farms shall:

- Comply with all relevant legislation.
- Possess a copy and be aware of all relevant Codes of Practice.
- Ensure the health and welfare of the stock based on The Five Freedoms;
 - ★ freedom from thirst, hunger and malnutrition
 - ★ freedom from discomfort
 - ★ freedom from pain, injury or disease
 - ★ freedom from fear and distress
 - ★ freedom to display most normal patterns of behaviour
- Ensure the Agricultural Compounds and Veterinary Medicines Act 1997 is complied with.
- Be managed by competent stockmen, personnel and trained staff.
- Ensure the safety and welfare of animals during transport.
- Ensure the environment is protected and cared for.
- Ensure that all relevant stockmen have an understanding and access to a copy of the AFFCO Select™ Programme.

Compliance / Audits

- Accreditation of the AFFCO Select™ Farm Assurance Programme is to ISO / IEC Guide 65.
- Audits are conducted every 18 months.

Benefits

- Continued market access to premium markets and customers around the world.
- An assurance of food safety recognised by consumers around the world.
- Lifetime traceability of animal management practices.

1.0 Animal Traceability

Consumers expect all food to be fully traceable so it is possible to establish where it is from and enable products to be recalled if necessary. Systems shall be in place to identify animals and record animal movements as required by current New Zealand legislation.

- | | Year
✓/x | Year
✓/x | Year
✓/x |
|---|--------------------------|--------------------------|--------------------------|
| 1a. Livestock movement records shall be kept up to date (they should include date of movement, move on / off farm, number of animals, name of farm moved to / from). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. All livestock transported between farms, processing premises, sale yards shall be accompanied by a fully completed and signed Animal Status Declaration (ASD). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1c. Animals shall be kept on a farm assured farm for at least 60 days before slaughter. If animals are not kept for that period then they shall be purchased from a producer who has equivalent farm assured status so that the period may be shared between assured farms. This shall be documented. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1d. Finished animals may only be sourced directly from farms where they have been resident for at least 20 days. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2.0 Animal Welfare

Consumers are increasingly conscious of animal welfare issues and require greater assurance that livestock are cared for appropriately on farm. Animals shall be well managed by competent stockmen to good standards of husbandry and welfare in accordance with the current code(s) of Animal Welfare.

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2a. Owners and managers are responsible for ensuring that all farm personnel are competent in performing the tasks they are required to undertake in animal husbandry, stockmanship, animal welfare, disease control practices and common veterinarian practices which are permitted to be undertaken by laymen. The auditor may request a discussion with farm staff to verify their knowledge of stockmanship and animal welfare. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2b. Animals shall at all times be treated, handled, loaded and unloaded calmly in such a way to avoid injury and minimise pain and stress. Electric goads are not permitted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2c. When handling or moving animals it is prohibited to; <ul style="list-style-type: none"> • Strike or apply pressure to particularly sensitive parts of the body • Crush, twist or break the tail of any animal • Grasp the eyes of any animal • Inflict any blow or kick to any animal • Suspend any animal • Not dragging an animal by the wool and/or limb/s. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SELF ASSESSMENT
(optional)

Year ✓/x

Year ✓/x

Year ✓/x

- | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|
| 2d. | Regular checks of livestock shall be carried out. Stock should be carefully inspected during critical times, such as pre-lambing / lambing, periods of potential fly strike and adverse weather. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2e. | When animals are in exposed situations in the absence of natural sheltering such as hedges, trees or walls, appropriate protection from inclement weather shall be provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2f. | Any sick or injured animal shall be cared for appropriately without delay in order to avoid unnecessary pain or distress (this may include hospital or isolation pens or humane killing). Where animals do not respond to care, veterinary advice shall be obtained if the animal is not to be humanely killed. Provision shall be made for the humane slaughter of casualty animals and proper disposal of the carcass, refer AWAC Codes of Recommendations and Minimum Standards of Animal Welfare. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2g. | Docking and castration shall be undertaken in accordance with the law, refer AWAC Codes of Recommendations and Minimum Standards of Animal Welfare. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2h. | The tail shall be left long enough to cover the vulva in females and an equivalent length in males, refer to the AWAC Codes of Recommendations and Minimum Standards for Animal Welfare section 5.8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2i. | Shearing patterns for sheep shall take into consideration climatic and available feed conditions, to ensure the welfare and ultimate health of the livestock is not compromised. Adult sheep should be handled carefully and not caught, dragged, or lifted by their wool. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2j. | Adult sheep shall be shorn at least once a year, with care to be taken during cold winter weather. It is the responsibility of the AFFCO Supplier to ensure the standard of shearing complies with the AWAC Codes of Recommendations and Minimum Standards for Animal Welfare. The use of cover combs or blade shears is strongly recommended in districts where there is little or no natural shelter and in areas subject to very cold weather. "When undertaking pre lamb shearing the use of cover combs is mandatory". | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2k. | Animals cannot be held in holding facilities for prolonged periods (e.g. all day or overnight) unless access to fresh, clean drinking water is provided, refer to AWAC Codes of Recommendations and Minimum Standards of Animal Welfare. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3.0 Animal Health

Consumers expect livestock to be maintained in healthy condition to ensure that the lamb they produce is safe to eat.

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|-----|---|--------------------------|--------------------------|--------------------------|
| 3a. | An animal health plan shall be identified for the property and developed by the farmer in order to establish a preventative programme. Producers are encouraged to seek veterinary advice when preparing the plan. The plan shall be established, implemented and reviewed at least annually or more frequently in the event of any substantial changes to husbandry practices. An Animal Health Template is included in the AFFCO Animal Management Records Booklet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-----|---|--------------------------|--------------------------|--------------------------|

- | | | | |
|-----|---|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. | Medicine and vaccine purchase records shall be kept which show name and address of the supplier, type of drug, batch number, quantity and date purchased. These can be recorded in the AFFCO Animal Management Records Booklet. | | |
| 3c. | An up-to-date record of all medicines / vaccines used for those animals currently on site shall be available for inspection. These shall include; type of medicine, batch number, expiry date of medicine used, quantity used, date used, identity of animals treated, withdrawal time in days, date medication was completed, date withdrawal period ended, name of administrator. These can be recorded in the AFFCO Animal Management Records Booklet. | | |
| 3d. | Where medicines are used which require withdrawal periods, these shall be strictly adhered to and records shall clearly demonstrate adherence. Withdrawal period for meat shall follow the period stated on the medicine label. | | |
| 3e. | Medicine records shall be kept for a minimum of three years from the date on which the medical treatment was given. | | |
| 3f. | Medicine and veterinary treatments shall be stored according to manufacturer's instructions and in secure and locked storage when not being used. | | |
| 3g. | Medicines shall not be used beyond their use by dates. All medicines which are past their use by date shall be disposed of in accordance with supplier advice. | | |
| 3h. | Empty medicine containers, used needles and sharp instruments shall be safely disposed of in a sharps box and then in accordance with instructions from the supplier. | | |
| 3i. | Veterinary treatment for Dogs shall include as a minimum; <ul style="list-style-type: none"> • Regular worming schedules • Immunisation for distemper, hepatitis and parvo by 12 months of age • Where the vaccination status for distemper, hepatitis and parvo cannot be confirmed, dogs shall be treated. | | |
| 3j. | Farm owned dogs, cats and working horses are to be kept in good health and wormed for roundworm and tapeworm under the guidance of a veterinary surgeon. Records of this shall be kept as for food animals. | | |
| 3k. | Mortality records shall be kept as part of the herd / flock welfare plan. The records shall include details of the reasons for mortalities (where known) including culls and shall be kept for a period of at least 3 years. Action shall be taken if mortality levels rise above normal levels. Stockmen shall demonstrate competence in the interpretation of mortality records. | | |

4.0 Animal Nutrition

Consumers are extremely aware of the relationship between animal feed and the meat they consume. They expect animals to be fed appropriately to ensure they are healthy and the meat is safe. All animals shall be fed to ensure good health and well-being. All feedstuffs shall comply with New Zealand legislation and be stored in good conditions.

- 4a. It is an offence to feed ruminant protein in any form, composition or admixture to ruminants. Ruminant protein means protein derived from ruminant tissue including blood but excluding dairy produce.
- 4b. All animals shall have access to an adequate supply of clean drinking water at all times.
- 4c. All stock shall receive a daily diet sufficient to maintain full health and vigour, and which is appropriate for their body condition and production status.

5.0 Animal Housing and Handling Facilities

Consumers expect livestock to be kept in conditions which ensure good health and welfare. Facilities shall be sufficient to provide comfortable and clean housing, and be adequate to allow for the safe handling of stock.

- 5a. All buildings and handling pens shall be designed, constructed and maintained to allow free movement and avoid discomfort, distress or injury.
- 5b. Buildings (i.e. woolsheds) need to be constructed to give adequate light and ventilation.
- 5c. Adequate space shall be provided when yarding animals, refer to the AWAC Codes of Recommendations and Minimum Standards for Animal Welfare.
- 5d. Toxic paints and preservatives shall not be used on surfaces accessible to livestock (e.g. gates, rails and posts, etc).
- 5e. Electric fences shall be installed and maintained so that contact causes only momentary discomfort rather than injury or harm.
- 5f. All electrical installations at mains voltage shall be inaccessible to animals, protected and properly earthed.

6.0 Animal Transport

Consumers expect animals to be transported so they do not suffer undue stress and arrive safely.

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 6a. | Vehicles used for transporting livestock shall be suitable for the species being carried, constructed in accordance with current legislation, and maintained in good, serviceable condition. Only approved transporters are used to carry livestock to the slaughter premises. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6b. | Farmers shall ensure care is taken when lambs are being loaded, (livestock that are packed too tightly or too loosely are more likely to be stressed). The presence of other animals provides some support and comfort but the best number per pen will depend on the size of the animals. For pen densities refer to the AWAC Codes of Recommendations and Minimum Standards for the Transport of Animals within New Zealand. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6c. | Animals shall be able to stand, bear weight on all feet and be fit enough to withstand the journey without suffering unreasonable pain or distress. Injured or sick livestock require a veterinary certificate prior to transportation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6d. | Loading ramps shall be designed and constructed to allow safe and unobstructed loading onto transporters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6e. | Stock crates and vehicles shall be clean and comply with the Animal Welfare Codes.
http://www.biosecurity.govt.nz/regs/animal-welfare/stds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6f. | Random audits will be conducted at all AFFCO processing plants to ensure compliance with the Transport Code of Practice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6g. | A copy of the Animal Status Declaration shall also be fully completed, including the time animals yarded / loaded and given to the carrier before animals depart from the property. The declaration form is available from your livestock buyer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6h. | Vendors shall sign and receive a copy of the carrier consignment note (waybill) prior to any livestock leaving their property. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6i. | Livestock delivered to an AFFCO plant not accompanied by a fully completed and signed Animal Status Declaration will not be processed and may be returned to the supplier's property at the supplier's expense. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7.0 Environmental Care

Consumers are increasingly aware of the environment and expect producers, as guardians of the countryside, to ensure that it is cared for.

- 7a. The Farm shall be clean and tidy. Disused machinery, scrap and other hazardous materials shall be stored away from stock and ideally away from the farm.
- 7b. The storage and use of animal manure and farm effluents shall be in such ways as to prevent environmental pollution, allow livestock to be kept clean, avoid the spread of disease and ensure human and animal safety.
- 7c. All packaging and general farm waste, excluding carcasses and medical waste shall be disposed of without damage to the environment.
- 7d. Offal and carcasses should be disposed of in areas / pits that are fenced and covered to make them dog proof.
- 7e. After using pesticides and agro-chemicals, any waste including containers shall be disposed of safely at all times and in accordance with legislation.
- 7f. All chemicals and disinfectants used shall be clearly labelled and stored in a locked facility, an appropriate hazard warning sign shall be displayed. Manufacturer's instructions shall be followed.



AFFCO SELECT LAMB

**FARM ASSURANCE
PROGRAMME**

SCHEME RULES

1. Introduction

These 'Scheme Rules' provide the rules and processes to be followed by the Audit body and AFFCO New Zealand Ltd to ensure the requirements of ISO Guide 65 are complied with.

Established in 1996 the AFFCO Select Programme was developed to meet customer food safety and quality standards. The AFFCO Select Programme (ASP) in conjunction with AFFCO's Livestock Presentation Policy will provide customers with assurance as to quality, food safety and traceability.

AFFCO will work with suppliers via the "AFFCO Select Representative Committee" (ASRC) to ensure the ASP continues to meet the expectations of all participants, including suppliers, customers and stakeholders. The ASRC operates with a clear purpose, with representation from suppliers, customers, AFFCO staff and stakeholders.

AFFCO will contract a suitably experienced and qualified certification body to independently audit AFFCO suppliers.

2. Scope

The ASP will provide all customers, suppliers, stakeholders and staff with the assurance that ASP product is fit for purpose with all food safety and quality requirements met.

3. References

The ASP has been developed with reference to the following standards, legislation and guidelines:

- New Zealand Animal Welfare Advisory Committee (AWAC) Codes of Recommendations and Minimum Standards for Animal Welfare.
- Animal Welfare Act 1999 (and all amendments).
- Meat Residues Regulations 1996.
- AFFCO Livestock Presentation Policy.
- Biosecurity Regulations 1999 (and all amendments).
- Animal Products Act 1999 (and all amendments).

4. Definitions

ASP	AFFCO Select Programme.
ASRC	AFFCO Select Representative Committee.
Audit	An independent and impartial review of the ongoing compliance with the standards and expectations of the ASP.
Certification	Procedure by which an accredited certification body as a result of an audit confirms that the ASP and its implementation conforms to requirements.
Certification Body	A provider of certification services such as AsureQuality - accredited to do so by a recognised accreditation body such as JAS-ANZ.
Conforming Standards	A standard that meets the requirements of ISO / IEC Guide 65, is recognised as having been accepted and issued by a recognised body and adopted as a benchmark.
Non-Conformity	Any non-conformance with the standards outlined in the ASP will be indicated to the supplier during the audit process. Non-conformances will be determined to be omissions or absence of records required or deviating from the specific practices detailed in the ASP.

5. Programme

- Farms participating in the ASP will be audited by a third party accredited to ISO Guide 65.
- New applicants are audited on entry to the Scheme.
- Farms that are participating in an alternative Farm QA Programme that is currently accredited to ISO Guide 65, shall be recognised as having equivalent accreditation to the AFFCO Select Farm QA Programme.

6. Representative Committee and Purpose

The ASRC will comprise of:

- 1-2 supplier representatives
- AFFCO National Livestock Manager
- AFFCO Sales Manager
- AFFCO Technical Manager
- AsureQuality representative as audit body

The ASRC will convene at least once a year. The Committee may convene more frequently if requested and agreed by the majority.

The Committee can be convened by correspondence or in person at the discretion of the Chair of the Committee, visitors may be invited.

A minimum quorum will comprise three of the nominated members plus the Chairman, the quorum to include at least one supplier representative and one AFFCO representative.

Minutes of meetings will be kept. The Chairman will hold records of minutes and circulation of minutes will be confined to registered operatives.

The role of the ASRC is to:

- Review any policies or resolutions that may impact on the certification process.
- Review of complaints, disputes or appeals that materially affect impartiality or certification.
- Review of a selection of files relating to the companies assessment activities.
- To undertake a formal, planned review of the ASP requirements at least every two years.

7. Audit Protocol

- a) AsureQuality have been appointed by AFFCO New Zealand as the accredited 3rd party auditors of the ASP. AsureQuality for this purpose are accredited to ISO Guide 65.
- b) All suppliers joining the ASP for the first time will be audited against the ASP standard (prior to registration) by AsureQuality.
- c) The audit frequency will then revert to an 18 month cycle. The scheduling of the audits will be managed by AsureQuality.
 - 1st by AsureQuality (18 months).
 - 2nd by AFFCO Agents or AsureQuality (with the square root of the number of supplier being randomly audited by the audit body - 18 months).
- d) Suppliers that are farming more than one property are required to have each individual property audited. All properties must pass that audit for the supplier to be listed as an ASP supplier. AsureQuality will maintain the individual audits of properties but will only supply a list of accredited suppliers to AFFCO.
- e) All audits must be undertaken within 90 days of the expiry period.

8. Buyers Calibration

Calibration of AFFCO Buyer Auditors will be managed by AsureQuality. This will comprise of:

- Practical demonstration of an audit by the Audit body to the AFFCO Buyers Auditors.
- Within 30 days each AFFCO Buyer Auditor will be observed conducting an audit by a local AsureQuality Auditor.
- Once competency is confirmed, AsureQuality will maintain a record of approved AFFCO Buyers Auditors.
- All AFFCO Buyer Auditors will be required to be observed by AsureQuality conducting an audit annually.

9. Corrective Actions, Suspension and Cancellation of Certification

Minor Defects / Non Compliance

Definition	Minor lapses in the programme, which if understood and corrected, would not impact on eligibility for the AFFCO Select programme, e.g. minor damage to stockyard fence.
Actions	The remedial action to be implemented will be agreed between the supplier and the auditor at the audit exit meeting.

Critical Defects/ Non Compliance

Definition	Impacts in respect of animal health, welfare or traceability such that the animals are ineligible for purchases as AFFCO Select, e.g. animals with gross emaciation.
Actions	If the supplier fails to comply with the programme and/or does not meet the key requirements of this programme as outlined in this manual, the supplier will, dependent on the nature of the non compliance either; a) be disqualified. b) be suspended for a length of time sufficient to ensure that sustainable corrective and preventative actions have been implemented.

10. Feedback Process

The purpose and rules of the ASP will be communicated to all suppliers through supplier meeting, livestock buyers and a general mail out. Feedback on the ASP will be actively sought and a questionnaire soliciting this will be included in the mail out (refer Appendix A).

The returned questionnaires will be summarised and reviewed by the ASRC with the ASP amended if required.

APPENDIX A

AFFCO SELECT PROGRAMME

FEEDBACK QUESTIONNAIRE

AFFCO New Zealand seeks feedback on the ASP and will include comments / feedback in the annual review of the programme.

Please return your completed questionnaire to:

AFFCO Livestock Admin Manager
Private Bag 3301
Waikato Mail Centre
Hamilton 3240
Fax. 07 829 2845

1. Was the ASP communicated so that you fully understood the purpose and requirements of the programme?

Yes / No

Comments: _____

2. If you are already a member of the ASP, were you comfortable with:

- ★ Scheduling arrangements made with you prior to the audit? Yes / No
- ★ Were questions asked in a way that you readily understood? Yes / No
- ★ Did you feel that the auditor gave due consideration to your responses? Yes / No
- ★ Was the explanation for any non compliance clearly explained and thus accepted as a non compliance, by you? Yes / No
- ★ Should a re-audit have been required, was a plan of action and a date agreed with you, for the re-audit, prior to the auditor leaving your property? Yes / No

APPENDIX A

AFFCO SELECT PROGRAMME

FEEDBACK QUESTIONNAIRE

Comments: _____

★ If you have undertaken a self audit, are there any comments you wish to make in respect of the structure?

Comments: _____
