

Paperwork Checklist

**Livestock Auction Market and Collection Centre  
Required Paperwork Checklist  
Version 4.0**

Code	Paperwork	Available
<b>Documents and Procedures</b>		
DP.1	Animal Gathering Order (AGO)	
DP.1.b	Licence Implementation Plan	
DP.2.a	Emergency Plan	
DP.2.b	Emergency Contact Details	
DP.3	Disease outbreak contingency plan	
DP.4	Complaints Procedure	
DP.4.b	Complaints Record	
<b>Personnel</b>		
PL.1.a	Training Matrix	
PL.1.c	Annual Training Review	
PL.2	Induction Record	
PL.3	Training Records	
<b>Traceability, assurance and trading status</b>		
TA.1.c	Submission of records to national database	
TA.1.e	Complete movement records	
TA.1.g	Mortality Records	
TA.3	Site entry/vendor declaration form	
<b>Biosecurity</b>		
BD.1	Biosecurity Policy	
BD.1.b	Biosecurity control points map	
BD.1.c	Livestock Contact record	
BD.4	Cleaning and disinfection records	
BD.8	List of farmers/hauliers who clean and disinfect off site	
BD.9	Records of checks on pig vehicles post cleaning	
BD.11	Chemical Datasheets	
BD.11	Dilution charts	
BD.12.a	Site Map	
BD.12.b	Fallen stock collection records	
BD.14/15	Waste disposal records	
BD.14.a	Agreement/contract with company, agency or landowner	
BD.14.b	Water discharge permits	
<b>Site management and construction</b>		
MC.2.a	Site survey for vermin activity	
MC.3.a	Environmental risk assessment	
MC.3.b	Bait plan	
MC.3.b	Bait trap record	
MC.7.b	Maintenance records for mechanical ventilation (If applicable)	
MC.12	Milking machine annual test report	
MC.13	Maintenance records for livestock facilities	



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MC.14	Contingency plan for interrupted water supply (if applicable)	
<b>Animal Health and Welfare</b>		
AW.2	Welfare incident book	
AW.2.b	Annual review of welfare incident book	
AW.5.a	Electric Goad procedure	
AW.6	Unfit animal procedure	
AW.6.b	Emergency euthanasia procedure	
AW.13.d	Forage warranty declaration	
AW.13.f	Feed purchase records	