

Click here to insert name of property

 Organic

Management Plan

**Part of the Increasing Organic Beef production on Australian Farms Co-funded by**



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###

**Introduction**

This Organic Management Plan forms part of the quality system operating within Insert here the name of the property, in accordance with the Insert certification standard used, It describes how property name will operate and how we ensure we will meet our obligations required by the relevant legislation and organic standards.

This Organic Management Plan addresses the production of Beef Cattle, Crops and Pasture Hay? in an Insert Type of management environment: Grazing?, in accordance with the following organic standards;

**Insert private standard if applicable ie -Australian Certified Organic Standard 2013** available electronically from [www.aco.net.au](http://www.aco.net.au))

**THE AUSTRALIAN DEMETER Bio-Dynamic Standard. August 2012** available electronically from <http://www.demeter.org.au/Docs/Demeter%202012.pdf>

**NASAA ORGANIC STANDARD** available electronically from <http://www.nasaa.com.au/data/pdfs/AAAA_NASAA_Organic_Standard_06-02-2012.pdf>

**The 2015 National Standards for Organic & Biodynamic Produce V3.6** available electronically from [www.oiscc.org](http://www.oiscc.org)

If you are applying for USDA accreditation as well:

**USA FEDERAL REGULATION PART 205—NATIONAL ORGANIC PROGRAM**

(USDA NOP) available electronically from <http://www.ecfr.gov>

*\*Remember to address all issues highlighted in red throughout this manual\**

### **Introduction**

The scope of this Plan is for the Grazing / Pastoral Activities or Insert the name of the property

This includes the properties of Insert the name of the property for the production of Insert the type of production; beef cattle to the requirements of the Name the standard that you are using, the National Standards.

The actual area designated as the properties are defined for the purposes of certification. For organic purposes each property has a fenced boundary that enables the establishment of an effective buffer zone around the properties and cattle that minimises the risk of contaminants being brought into contact with the property and cattle.

The attached property maps define the property boundaries, and paddock identifications. (paddock names) (include gates, roads, water.)

The current Quarantine paddocks are Insert name of the paddocks

Current exclusions zones include Insert exclusion zones or refer to attached paddock breakdown

System Documentation

* Procedures Manual

Outlines the Company’s policies and procedures (if applicable)

* LPA

Provides documentation of stock movements.

* Recording Forms

 Standard forms used throughout the Company.

### **Organisation and Responsibility**

Purpose:

To ensure the organisation chart accurately reflects the business of Insert name of the property and that adequate resources are dedicated to support this Organic Management Plan.

Requirements include:

* A description of each position is included in the company records

Procedure:

Job Descriptions. The Insert Job title is responsible for maintaining Job Descriptions for all staff.

Responsibility. All staff are encouraged to contribute to the continual improvement of our Organic Management Plan. The Insert the job title responsible is responsible for updating/amending the Program following corrective action or staff suggestions.

Resources. The Directors are responsible for ensuring sufficient resources are provided to enable staff to effectively perform their duties. This includes resources for the QA Coordinator to maintain the Organic Management Plan.

Management Representative Insert the name of the person has appointed Name the other person in charge as the management representative responsible for the maintenance of the Organic Management Plan who is titled the QA Coordinator. Irrespective of other responsibilities, the QA Coordinator has the responsibility to:

1. Ensure that the Organic Management Plan established and implemented is in accordance with relevant Organic Standards Industry, Codes of Practice and Legislation.
2. Report on the performance of the Organic Management Plan to the Company's management.
* Liaise, where needed, with external parties on matters relating to the Company's Organic Management Plan.

Notwithstanding the QA Coordinator’s duties, everyone within the organisation should embrace the concept of minimising risks to organic integrity, animal welfare and the environment.

###

### **Organisation Chart**

Quality Policy Development. Insert the name of the property has developed a Quality Policy which is a public statement acknowledging our commitment to produce organic beef of a high quality while complying with the industry’s Codes of Practice for animal welfare and striving for continual environmental improvement. A copy of the quality policy may be forwarded to any customer or potential customer upon request.

Quality Policy

We here at Name the property understand our responsibilities to produce quality organic cattle, which comply with the Organic Standards and meet the expectations of consumers and retailers as organic beef products.

We believe in the importance of biodiversity and our responsibility to ensure the highest animal welfare standards are met.

We here at Name the property are committed to the maintenance of environmental quality, the need for conservation of water, soil and energy and the use of renewable resources.

We recognise the importance of complying with the maintenance of the environmental quality, the need for conservation of water, soil and energy and the use of renewable resources.

We recognise the importance of complying with our legal requirement to the environment and the importance of minimising environmental impact whilst conducting business.

### **Training**

Purpose:

To identify the training needs and provide the resources to satisfy the training of all personnel performing activities which may affect organic integrity, animal welfare or the environment.

Requirements include:

* All staff should be appropriately trained to perform the tasks they are given.
* All staff should be given induction training relevant to the duties they will perform.
* Staff who have direct contact with cattle should be appropriately trained in relation to organic standards and animal welfare procedures.
* Copies of certificates for any formal training undertaken by staff during their employment should be retained on file, where appropriate.

Procedure:

*Insert Method*

*Example below*

*All functions within the Company's operations demand a certain skill and this skill factor has been pre-determined and documented.*

*Job Descriptions detail the functions that each person is to perform (responsibilities) and the authority that each person has in the performance of those functions. Skill levels should therefore relate to these functions that need to be addressed.*

# *The Company should retain records to show evidence of training undergone by employees. Copies of relevant certificates for training, etc. should be retained in respective files.*

*All new employees should be given suitable induction training. All relevant employees should undertake appropriate training to ensure their understanding and compliance with this Organic Management Plan.*

###

### **Nonconforming Product and Correcting Problems**

Purpose:

This procedure outlines the steps that shall be taken to deal with products or processes that do not conform to specified requirements. The purpose of these steps is to ensure that nonconforming product is prevented from unintended use or that appropriate remedial action is taken when non-conformances impacting on organic status, welfare or the environment are identified and to ensure that ongoing problems are corrected.

Requirements include:

* Nonconforming product shall be identified and labelled accordingly.
* Nonconforming product shall be segregated from conforming product to prevent unintended use.
* Appropriate remedial action shall be taken as soon as possible when a nonconforming process impacting on organic status, welfare or the environment is identified.
* All customer complaints should be recorded and appropriately addressed.
* Corrective action shall be taken when the critical limits of a Critical Control Point are exceeded.

Procedure:

All significant problems relating to organic integrity, animal welfare and the environment which are identified are to be recorded in the give example: Paddock book records unless they are recorded elsewhere as required. The Manager should be advised whenever such a significant problem is identified.

Problems with stock, feed, treatments, or other inputs on receipt (supplier failures) should be noted on the delivery docket or accompanying invoice by the (manager) and the supplier notified. An entry should also be made in the Intake Inventory.

A review of all problems is conducted in order to determine the need for any corrective action.

Customer, staff or neighbour complaints should be actioned immediately and recorded at the office, however depending on the severity of the problem, corrective action may or may not be required. Wherever practical, the customer, staff member or neighbour should be informed of the outcome of the investigation of any complaint.

Any corrective action taken is to be documented for future reference. The QA Coordinator is responsible for ensuring such action is documented.

The person nominated to conduct any investigation will consider the process, equipment, skill of employees, severity of the complaint, the magnitude of the supplier or subcontractor failure and any other factors that may have been the cause of the non-conformance. The establishment of the root cause of the problem usually determines the corrective action to be taken to prevent the recurrence of the non-conformance.

The Manager is responsible for verifying that the corrective action taken or recommended action to be taken is effective in preventing the recurrence of the problem or maintaining continuous improvement.

Where the corrective action involves amendment to this Organic Management Plan, it shall be updated accordingly and the Organic Certification Body advised.

### **Internal and External Reviews**

Purpose:

Name of the company regularly reviews its Organic Management Plan to verify that it complies with established procedures. Organic certification is maintained through external audits conducted by (insert certifier name).

Requirements include:

* The Company shall review its own procedures on a regular basis.

Procedure:

Once each 12 months, the Name of your quality manager should review this Organic Management Plan to ensure operations continue to be applied in accordance with the developed Program. The Manager name may delegate this task to an appropriately trained member of staff.

Similarly, external auditors may assess the activities against this Organic Management Plan to ensure compliance is maintained.

Appropriate corrective action is to be taken for any variations observed. This will normally result in an amendment to the Organic Management Plan and implementation of training for staff.

The results of the internal and external reviews/audits should be retained on file and discussed with the person responsible for the particular area.

### **LPA**

###

Purpose:

To ensure Name of the property maintains organic integrity and quality of the product while addressing all relevant animal welfare, legislative and environmental issues.

Requirements include:

* Name of the property shall maintain the LPA accreditation to cover their operations for relevant legislative requirements.
* The LPA books shall comply with the Organic Standards.
* The LPA books and LPA Manual should be immediately available to relevant staff.
* Relevant staff should be appropriately trained to interpret and act upon the LPA and associated forms such as the NDV.

Procedure:

Name of the property has documented processes in which the organic integrity of cattle is maintained while acting in accordance with the legislative requirements of the LPA Scheme.

###

### **Risk Assessment**

# **Purpose**:

# To ensure Insert the name of the property conducts a risk assessment to ensure organic integrity is established and maintained.

# **Requirements include:**

# Soil test conducted on properties if risk is determined.

* Evaluation using a risk assessment table of the operations, neighbours and any other potential threat to organic integrity is conducted.

# **Procedure**:

# As part of organic accreditation, risk assessments are conducted to ensure chemical residues are not present in organic products.

# The Manager is to ensure that any new threats are identified and assessed for risk to organic integrity.

(Insert Risk Assessment table) – It is retained as an annex to this Manual

**Index: Hazard Table**

**Risk Assessment TABLE** Insert name of the property

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *STEP* | *CCP/QCP**NUMBER* | HAZARD | ***PREVENTIVE / CONTROL******MEASUREs*** | *SAFE OPERATING LIMITS including verification / validation* | *MONITORING PROCEDURE & RECORDS* | *CORRECTIVE ACTIONS* |
| **(1)****Equipment & Vehicles** | **1.1** | Equipment & Vehicles entering the property which may contain or have traces of prohibited substances. | Equipment is a potential organic integrity hazard on each property and is to be properly cleaned and maintained. When equipment is brought onto the property it shall be cleaned before use. Equipment that is to be used should either be single use or of such material and construction that will allow proper cleaning.All incoming vehicles, including vehicles used for delivering feed, and those used for the transport of cattle, are a potential biosecurity hazard and must not be allowed to contaminate the property.Equipment is to be maintained to ensure proper functioning. | Maintain & monitor as per :Vehicle Inspection RegisterEquipment RegisterContractor AgreementLivestock Transport FormProcedures Manual | Who – Insert name of the person in charge / trained staffWhat – Standard cleaning procedures have been developed to ensure that equipment, buildings and storage areas remain clean. These procedures are document in the Procedures Manual. The Manager is to ensure that buildings and equipment are well maintained and in good order. Any staff noticing equipment or vehicles requiring maintenance shall inform the manager promptly. All livestock transport vehicles entering the property are to be inspected by the manager to ensure they are clean prior to loading.When – On inspection.How – By instruction.Where – On entrance to the property. | Who – Insert name of the person in charge / trained staff.What – Cleaning of Vehicles & Equipment.When – On arrival of vehicle/ equipment.How – Wash Vehicle/ equipment thoroughly to ensure no contaminants remain e.g. soil, seeds, plant material etc.Book vehicle/ equipment into be repaired in required.Where – On entrance to the property/ designated washbay & Machinery Shed. |
| **(2)****Feed** | **2.1** | Livestock must be extensively grazed year-round.Feed purchased must meet the requirements of the Organic Standards, and be USDA NOP certified. Any Feed purchased must be sourced from an Approved Supplier with current organic certification on file.All vitamin & mineral supplements must be approved in writing by the certification body prior to use.All livestock feed purchased will be recorded in the intake inventory. Delivery records should be retained. | Livestock are extensively grazed year – round.Pasture Hay will be produced on property as seasonal conditions allow.During weaning, supplementary feed will be provided while the livestock are contained for a period of no more than 5 days. Any livestock feed purchased or produced on property must meet the requirements of the Organic Standards, and be USDA NOP certified.Any livestock feed purchased must be sourced from Approved Suppliers and a current organic certificate be held on file. All livestock feed purchases will be recorded All hay produced on farm will have the amounts recorded.All vitamin and mineral supplements must be approved in writing by the Certification body prior to use.Feed should have a nutritional value appropriate to the strain, weight, age, level of production and environmental conditions.Records of any delivery of feed or feed supplements should be retained.NOP Pasture Rule calculations must be completed  | Maintain & monitor as per:Approved suppliers listIntake InventoryNOP Pasture Rule CalculationDelivery RecordsUsage InventoryPaddock RecordsFeed Ration Ingredient List | Who – Insert name of the person in charge /trained staffWhat – Insert name of property will only purchase feed and feed ingredients from an Approved Supplier. Pasture hay will be produced on property from areas of buffle grass when seasonal conditions allow. Current Organic Certificates will be held on file for each supplier. On receipt of feed, a sample of the delivery should be visually inspected to check for visible signs of contamination or incorrect specification. The feed is then identified by batch number / delivery date. Feed ordered is to be of appropriate nutritional value for the intended use. The Manager is responsible for checking for organic documentation, evidence of pests, vermin or other contamination in the feed upon arrival. Pastures are managed in accordance with the requirements of the Organic Standards. Paddocks records are maintained on the Paddock Record and livestock Summary. Visual inspection is used to determine vegetation cover and rotational grazing is utilized to ensure adequate vegetation is maintained at all times to minimize risk of soil erosion. Hay will be made from forage crops on “property name” using equipment supplied by the share farmer, after clean down of equipment has been verified. Hay will then be moved to the clearly marked organic area of the hay shed on “property name” or directly to “property name”. All machinery used to cut, rake and bale hay will be visually inspected for cleanliness and free of contaminants before entering paddocks. All livestock feed fed to organic cattle will meet the requirements of the Organic Standards. When – On inspection.How – By instruction.Where – On arrival on property. | Who – Insert name of the person in charge / trained staff.What – Stock Feed e.g. Pasture hay, supplements etc.When – On arrival of feed stuff.How – Remove contaminated/ unapproved feed stuff from property.Place unapproved feed in designated area, only to be fed to non-organic stock.Where – On arrival on property.  |
| *STEP* | *CCP/QCP**NUMBER* | HAZARD | ***PREVENTIVE / CONTROL******MEASUREs*** | *SAFE OPERATING LIMITS including verification / validation* | *MONITORING PROCEDURE & RECORDS* | *CORRECTIVE ACITONS* |
| **(3)****Water** | **3.1** | Water from surface supplies such as dam, streams, open tanks & turkey nest is not available.Water is not freely availableThe Design & operation of watering systems | Water from surface supplies such as dams, streams, open tanks and “turkey nests” shall be potable.Water shall be freely available.Design and operate watering systems to minimise spills and leakages. | Maintain & Monitor:Maintenance recordsPaddock records | Who – Insert name of the person in charge / trained staffWhat – Remove livestock from any watering point which may be contaminated or operating incorrectly. Remove contamination or fix watering system.When – As requiredHow – Remove contamination or fix watering system.Where –On property. | Who – Insert name of the person in charge / trained staff.What – Water Troughs/ Dams etc.When – Watering points.How – Remove contaminant immediately and clean trough/ move livestock to different paddock.Immediately fix breaks/ leaks.Where – On property. |
| **(4)****Quarantine****Paddocks** | **4.1** | Livestock entering property may be infested with internal external parasite, if introduced to closed organic herd may infest livestock.Cross contamination of prohibited substance to closed organic herd. | All livestock introduced to the property will be placed and remain in a designated quarantine paddock for a minimum of 21 days.Quarantine paddocks are designated on the property mapsAny livestock receiving treatments not allowed under the Organic Standards must be placed in the Quarantine paddocks for 21 days or 3 times the withholding period if applicable, whichever is greater.Any change to Quarantine paddock location will be updated in the map and a notification of the changes would be sent to the certifier.  | Maintain & Monitor:Livestock InventoryProperty MapLivestock Treatment RegisterNotification sent to CertifierVendor Declaration BookCurrent Quarantine Paddocks:Insert Paddocks Names | Who – property name Company ensures that quarantine paddocks are designated on the property maps and recorded in the Paddock Book Record.All non – organic cattle upon arrival to the properties will be immediately moved to a designated quarantine paddock upon unloading from transport.Any cattle receiving treatments or feed not in accordance with the organic standards will be immediately placed into a Quarantine paddock. A notch will be removed from the Organic Management tag to identify the animal has lost organic status and numbers recorded in the Livestock Summary. The individual NLIS tag numbers of each animal will also be recorded.Any paddock changing status to or out of Quarantine will be recorded on the Status Change Record and advice sent to “Insert name of certifier”. When – As required.How – by placing new/ treated livestock in the quarantine paddock and remove notch from management tag to visually show that the animal has lost it organic status.Where –On property. | Who – Insert name of the person in charge / trained staff.What – Quarantine Paddock.When – When required.How – Notify certifier of any changes to quarantine paddocks.Amend property map to indicate new quarantine paddock & supply to certifier.Where – On property. |

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| --- | --- | --- | --- | --- | --- | --- |
| *STEP* | *CCP/QCP**NUMBER* | HAZARD | ***PREVENTIVE / CONTROL******MEASUREs*** | *SAFE OPERATING LIMITS including verification / validation* | *MONITORING PROCEDURE & RECORDS* | *CORRECTIVE ACITONS* |
| **(5)****Chemical & Veterinary Medicines** | **5.1** | Chemical & Veterinary Medicine spillage/ contamination.Animal missed treated with chemical/ veterinary medicine.Staff comes in contact with chemical/ veterinary medicine. | All chemicals and veterinary medicines are to be used and stored in accordance with manufacturer’s instructions or professional veterinary advice and Australian Standards 2507-1998 and 1940-2004 (flammable liquids).Only chemicals and veterinary medicines required for use will be purchased or stored. Minimal quantities to be stored on-siteOnly staff with appropriate training are to handle chemicals and veterinary medicines. | Maintain & Monitor:Intake InventoryUsage InventoryStaff Training ManualMaterial Safety Data Sheet (MSDS) for individual chemicalsManufacturer’s InstructionsChemical disposal InstructionsApproved Vaccine list from Veterinarian | Who – Insert name of the person in charge / trained staff What – Ensure that all chemical & veterinary medicines are stored correctly & safelyWhen – As required.How – A vaccination schedule is to be developed in consultation with a veterinarian to determine what veterinary medicines should be purchased and stored on farm. The Farm Manager is responsible for the purchase of all chemicals and veterinary medicines and for the training and authorisation of any staff to use individual chemicals and veterinary medicines. Only appropriately authorised staff shall handle the individual chemicals and veterinary medicines. Training of staff shall be recorded on the Training RecordAll uses of veterinary medicines and treatments shall be recorded in the livestock Summary’s. The use of veterinary medicines will be under veterinary supervision. Care will be taken to ensure only medicines and treatments allowed under the organic standards will be used. Any use of medicines and treatments not in accordance with the organic standards will result in the animal losing organic status, and recorded in the livestock inventory.Material Safety Data Sheets (MSDS) and manufacturer’s instructions for all chemicals used on the farm are to be made available to appropriate staff before chemicals are used. No vaccines are currently used.Where –On property. | Who – Insert name of the person in charge / trained staff.What – Chemical & Veterinary Medicines.When – When required.How – Only vaccinate livestock with approved vaccination indicated by vet.Only use veterinary medicine to treat livestock.Read MSDS and instructions prior to use of chemical/ veterinary medicines.Only use chemical in allowed areas e.g. exclusion zones.Determine if organic status has been lost remove affected stock from organic stock.Where – On property. |
| **(6)****Pest Control** | **6.1** | Baits are placed in unsecure area and come into contact with organic livestock.Baits are place in certified organic areas. | Ensure humane methods of hunting are used in pest management in accordance with state legislation. Ensure baits are place in secure areas that prohibit access or contact by cattle.  | Maintain & Monitor:Property MapsStaff Training ManualIntake InventoryUsage Inventory | Who – Insert name of the person in charge / trained staffWhat – Pest control baits.When – As required.How – Shooting for pest management will be done in a manner that meets the requirements of state and federal legislations, with regard to animal welfare and gun safety and control. If baits are to be used in future they will be placed in “dam squares” structures or in bait traps that prevent access and contact by cattle at all times. “Insert name of certifier body” will be advised of the use of baits and the removal of the bait areas from organic certification.Where –On property | Who – Insert name of the person in charge / trained staff.What – Baits.When – When required.How – Shooting pests as humanely as possible.Baits only to be used in excluded areas, within baits traps etc. to prevent contact with livestock.Where – On property.. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S*TEP* | *CCP/QCP**NUMBER* | HAZARD | ***PREVENTIVE / CONTROL******MEASUREs*** | *SAFE OPERATING LIMITS including verification / validation* | *MONITORING PROCEDURE & RECORDS* | *CORRECTIVE ACITONS* |
| **(7)****People** | **7.1** | Visitors on property not adhering to property’s organic procedures.Trespassers coming onto the property with prohibited substance & not adhering to property’s organic procedures.Injury to staff or visitors.Staff member absent unexpected, property operations impacted.   | Staff should be trained in animal management, organic integrity, environmental sustainability and hygienic practices relevant to their tasks.Work practices should be developed so as to minimise hazards.Appropriate signs should be posted to indicate areas of restricted access or activities (e.g. non-smoking or non-eating areas).If staff are absent unexpectedly, the remaining staff shall be able to determine which tasks are urgent and which can be completed as time becomes available.The entry of Visitors should be controlled and movements on the Farm should be monitored. Visitors and staff must adhere to the farms environmental procedures. | Maintain & monitor as per :Vehicle Inspection RegisterEquipment RegisterContractor AgreementLivestock Transport FormProperty MapVisitor BookWork PracticesOrganic Farm Procedures | Who – Insert name of the person in chargeWhat – Induct all people entering the property providing appropriate training.When – When required.How –.Record all people entering the property as a visitor or a contractor in the visitor book.Ensure everyone entering the property is accounted for and has been inducted correctly.Where – On arrival of the property. | Who – Insert name of the person in chargeWhat – Staff TrainingWhen – When required.How – Educate staff on all property procedures and requirements.Induct visitors entering the property on procedures and requirements.Where – On property. |
| **(8)****Identification of Livestock** | **8.1** | Livestock being identified incorrectly.Livestock lose identification. | All livestock are individually identifiedIdentification will clearly separate organic from non-organic cattleAll livestock on the properties are recorded in the Livestock Summary and Paddock Book Record.All livestock numbers are entered into the Livestock Summary. | Maintain & monitor as per :Livestock SummaryPaddock Book RecordsLivestock InventoryProperty Map | Who – Insert name of the person in chargeWhat – all livestock are identified correctly. When – When required (weaning).How – All cattle are individually identified with a NLIS tag prior to movement. Calves born three months after the initial organic audit will have management ear tags and NLIS tags will be inserted at weaning. All organic eligible –cattle will be separately identified with an ear tag.Calving records are maintained in the Livestock Inventory Summary. All livestock numbers and status are recorded on the Paddock Book Record. This records the location of the animal, date of movement and number of head present. All livestock numbers and status are recorded on the Livestock Record. This records the location of the animal, date of movement and number of head present.If organic status is lost due to a prohibited treatment or feed; the ear tag will be cut with a notch and the NLIS tag number recorded. Cattle on property prior to the initial organic audit will not be have ear tags cut with a notch.Any stock loosing organic status will be recorded in the Livestock Summary. Where – Stockyards, Paddocks & Quarantine paddock. | Who – Insert name of the person in charge / Trained StaffWhat – Livestock IdentificationWhen – When required.How – Tagging livestock with the correct tag to distinguish organic and non-organic.Animals who lose organic status will have ear tag notched and NLIS tag recorded.Where – On property. |
| *STEP* | *CCP/QCP**NUMBER* | HAZARD | ***PREVENTIVE / CONTROL******MEASUREs*** | *SAFE OPERATING LIMITS including verification / validation* | *MONITORING PROCEDURE & RECORDS* | *CORRECTIVE ACITONS* |
| **(9)****Transport of Livestock** | **9.1** | Unclean truck, potential for contamination and loss of organic status of stock.Stress and injury to livestock if not handled correctly. | Vehicles used in the transport of organic cattle shall be cleaned.All transport will be in accordance with the Land Transport Standards.Cattle shall be handled and transported in a manner that protects them from undue stress or injury.Transporters should have alternative action plans so that if any interruption to the journey occurs, animal welfare is not jeopardised.Transport will be organised to facilitate the best and safest possible route to destination, in a time efficient manner. Abattoirs will be chosen on location to facilitate this requirement. | Maintain & monitor as per :Transport DeclarationLivestock Sale DairyLivestock Purchase DairyLivestock InventoryVehicle Inspection Register | Who – Insert name of the person in charge What – Livestock Transport VehicleWhen – When required (transporting).How – Planning of transport shall be in accordance with the Procedures Manual, in accordance with the Livestock Land Transport Standards. Care will be taken to ensure the best and safest possible route to destination, in a time efficient manner. Abattoirs and other final destinations will be chosen on location to facilitate this requirement.The Manager shall inspect the vehicle prior to loading organic cattle to ensure it has been cleaned and is free of potential contaminants.Where – During Transport (loading & unloading). | Who – Insert name of the person in charge / trained staff/ TransporterWhat – Livestock Transport Vehicle.When – On arrival of Vehicle.How – Wash Vehicle thoroughly to ensure no contaminants remain e.g. soil, seeds, plant material, animal manure etc. prior to loading of organic livestock.Where – On entrance to the property/ designated washbay.  |
| **(10)****Neighbour/ Council & Government Activity** | **10.1** | Neighbours cattle damaging boundary fences and entering organic certified paddocks.Spray drift from person using prohibited chemicals in areas close to organic property.Use of prohibited substance on organic property e.g. spraying around power poles/ train tracks. | Notify neighbours, local council and government member that your property is organic.Provide details to notified people of substances which are prohibited on your property and can impact on organic status of property. Have clear signage on all entry points to property that indicate that it is organic.Ensure barriers are in place to prevent contamination, trespassing e.g. fence, tree line etc. | Maintain & monitor as per :Neighbour letterOrganic Management PlanProperty MapEntry signage | Who **–** Insert name of the person in chargeWhat – Neighbour/ Council/ Government Activity.When – As requiredHow – Post/ Email Neighbour letter to all neighbours, local council & local Government member to ensure that everyone is aware of property’s organic status. Ensure all property boundaries are secure. Ensure signage listing the properties organic status is listed at very point of entry to the property.Where – On property and neighbouring properties. | Who – Insert name of the person in chargeWhat – Neighbours/ Council/ Government Employee/ Contractors.When – On arrival of property.How – Do not allow people without prior permission to enter the property.Inspect all entering vehicles for prohibited substance which could cause contamination.Induct visitors on organic regulations and procedures.Lock Boundary gates.Where – On entrance to the property/ Property boundary.  |

**Operations**  Equipment and Vehicles

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with equipment.

Requirements include:

* Equipment is a potential organic integrity hazard on each property and is to be properly cleaned and maintained. When equipment is brought onto the property it shall be cleaned before use.
* Equipment that is to be used should either be single use or of such material and construction that will allow proper cleaning.
* All incoming vehicles, including vehicles used for delivering feed, and those used for the transport of cattle, are a potential biosecurity hazard and must not be allowed to contaminate the property.
* Equipment is to be maintained to ensure proper functioning.
* An approved Transfer declaration form will be used for each delivery.

Procedure:

Standard cleaning procedures have been developed to ensure that equipment, buildings and storage areas remain clean. These procedures are documented in the Procedures Manual

The Manager is to ensure that buildings and equipment are well maintained and in good order. Any staff noticing equipment or vehicles requiring maintenance shall inform the Manager promptly.

All livestock transport vehicles entering a property are to be inspected by the Manager to ensure they are clean prior to loading.

### **Operations** Feed

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with feed.

Requirements include:

* Livestock are extensively grazed year – round.
* Pasture Hay will be produced on property as seasonal conditions allow. (Please removed this reference to Pasture Hay if you do not have a hay production)
* During weaning, supplementary feed will be provided while the livestock are contained for a period of no more than 5 days.
* Any livestock feed purchased or produced on property must meet the requirements of the Organic Standards, and be USDA NOP certified.
* Any livestock feed purchased must be sourced from Approved Suppliers and a current organic certificate be held on file.
* All livestock feed purchases will be recorded
* All hay produced on farm will have the amounts recorded.
* All vitamin and mineral supplements must be approved in writing by the Certification body prior to use.

# Feed should have a nutritional value appropriate to the strain, weight, age, level of production and environmental conditions.

* Records of any delivery of feed or feed supplements should be retained.
* NOP Pasture Rule calculations must be completed

Procedure:

Insert the name of the property will only purchase feed and feed ingredients from an Approved Supplier. Pasture hay will be produced on property from areas of buffle grass when seasonal conditions allow (Please amend this if the pasture hay is purchased). Current Organic Certificates will be held on file for each supplier. Care must be taken to ensure NOP accreditation is current and valid for all livestock feed.

*Example*

*On receipt of feed, a sample of the delivery should be visually inspected to check for visible signs of contamination or incorrect specification. The feed is then identified by batch number / delivery date.*

*Feed ordered is to be of appropriate nutritional value for the intended use.*

*The Manager is responsible for checking for organic documentation, evidence of pests, vermin or other contamination in the feed upon arrival.*

* *Records of supplementary feed are recorded in the paddock records and in the Treatment and Supplement records.*
* *Records of hay produced from pasture will be recorded in paddock records*

*All livestock are extensively grazed, with the grazing period of adult cattle 365 days per year. Significant natural vegetation, including trees provides permanent shelter.*

*Pastures are managed in accordance with the requirements of the Organic Standards. Paddocks records are maintained on the Paddock Record and livestock Summary. Visual inspection is used to determine vegetation cover and rotational grazing is utilized to ensure adequate vegetation is maintained at all times to minimize risk of soil erosion.*

*Pasture hay will be produced from areas grass when seasonal conditions allow. Grass seed was established over 20 years ago as part of pasture improvement and will provide all hay requirements for NOP cattle. No cultivation is to take place, rather hay will be cut, raked, dried and baled without any other input. All machinery used to cut, rake and bale hay will be visually inspected for cleanliness and free of contaminants before entering paddocks.*

*All livestock feed fed to organic cattle will meet the requirements of the Organic Standards.*

### **Operations** Water

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with water used for drinking.

Requirements include:

* Water from surface supplies such as dams, streams, open tanks and “turkey nests” shall be potable.
* Water shall be freely available.
* Design and operate watering systems to minimise spills and leakages.

Procedure:

The Manager is responsible for ensuring the water supply is checked regularly.

### **Operations** Quarantine Paddocks

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with quarantine paddocks.

Requirements include:

* All livestock introduced to the property will be placed and remain in a designated quarantine paddock for a minimum of 21 days.
* Quarantine paddocks are designated on the property maps
* Any livestock receiving treatments not allowed under the Organic Standards must be placed in the Quarantine paddocks for 21 days or 3 times the withholding period if applicable, whichever is greater.
* Any change to Quarantine paddock location will be advised to the certifier

Procedure:

Insert the name of the property ensures that quarantine paddocks are designated on the property maps and recorded in the Paddock Book Record.

All non – organic cattle upon arrival to the properties will be immediately moved to a designated quarantine paddock upon unloading from transport.

Any cattle receiving treatments or feed not in accordance with the organic standards will be immediately placed into a Quarantine paddock. A notch will be removed from the Organic Management tag to identify the animal has lost organic status and numbers recorded in the Livestock Summary. (If you managed your identification in a different way, such as; applying a different tag colour to the livestock when loosing certification. Please ensure to update this text and specify the colour tagging system)

Any paddock changing status to or out of Quarantine will be recorded on the Status Change Record and advice sent to the certifier.

### **Operations** Chemicals and Veterinary Medicines

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with the use and storage of chemicals and veterinary medicines.

Requirements include:

* All chemicals and veterinary medicines are to be used and stored in accordance with manufacturer’s instructions or professional veterinary advice and Australian Standards 2507-1998 and 1940-2004 (flammable liquids).
* Only chemicals and veterinary medicines required for use will be purchased or stored. Minimal quantities to be stored on-site
* Only staff with appropriate training are to handle chemicals and veterinary medicines.

Procedure:

A vaccination schedule is to be developed in consultation with a veterinarian to determine what veterinary medicines should be purchased and stored on farm.

The use non – compliant feed supplements will be for non-organic cattle only, and recorded in the daily paddock records and livestock treatment and supplement records book. Any use of the remaining stock on hand of the non-compliant feed supplements will be made in areas defined as quarantine paddocks only.

### **Operations** Chemicals and Veterinary Medicines

The Manager is responsible for the purchase of all chemicals and veterinary medicines and for the training and authorisation of any staff to use individual chemicals and veterinary medicines. Only appropriately authorised staff shall handle the individual chemicals and veterinary medicines. Training of staff shall be recorded on the Training Record

All uses of veterinary medicines and treatments shall be recorded in the livestock Summary’s. The use of veterinary medicines will be under veterinary supervision. Care will be taken to ensure only medicines and treatments allowed under the organic standards will be used. Any use of medicines and treatments not in accordance with the organic standards will result in the animal losing organic status, and recorded in the livestock inventory.

Material Safety Data Sheets (MSDS) and manufacturer’s instructions for all chemicals used on the farm are to be made available to appropriate staff before chemicals are used.

All chemicals and veterinary medicines are to be stored in their original containers in accordance with manufacturer’s instructions. Storage areas are to be kept clean and dry and free of obstruction to ensure that containers and labels are not damaged or soiled. Hazardous chemicals or veterinary medicines are not to be stored with other materials that may lead to accidental use of the hazardous substance. Store all incompatible chemicals in a manner that allows for adequate separation from each other.

All chemicals and veterinary medicines are to be used by their “used by” date. Any unused portions after the “use by” date expires are to be disposed of in an appropriate manner. All empty containers are also to be disposed of in an appropriate manner.

### **Operations** Pest & Animal Control

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with control of pest infestation.

Requirements include:

* Ensure humane methods of hunting are used in pest management in accordance with state legislation.

Procedure:

*Insert Method*

*Examples below:*

*Shooting for pest management will be done in a manner that meets the requirements of state and federal legislations, with regard to animal welfare and gun safety and control.*

*No baits are currently being used.*

*If using baits: (Please ensure to amend)*

* *Ensure baits are place in secure areas that prohibit access or contact by cattle.*
* *These areas are not part of the organic certification area*

### **Operations** People

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with people.

Requirements include:

* Staff should be trained in animal management, organic integrity, environmental sustainability and hygienic practices relevant to their tasks.
* Work practices should be developed so as to minimise hazards.
* Appropriate signs should be posted to indicate areas of restricted access or activities (e.g. non-smoking or non-eating areas).
* If staff are absent unexpectedly, the remaining staff shall be able to determine which tasks are urgent and which can be completed as time becomes available.
* The entry of Visitors should be controlled and movements on the Farm should be monitored.
* Visitors and staff must adhere to the farms environmental procedures.

Procedure:

An Employee Training Summary indicating the skill levels of individual employees is described at Section 1.2.

# Good Hygiene Practices

All rubbish should be placed in bins and emptied regularly.

Smoking is prohibited in buildings and only permitted in designated areas.

Staff shall be informed of their environmental duty of care and trained in all appropriate environmental procedures.

### **Operations** Identification of Livestock

Purpose:

To ensure that Insert the name of the property has a system in place that allows for the identification and traceability, of all livestock on the properties.

Requirements include:

* All livestock are individually identified
* Identification will clearly separate organic from non-organic cattle
* All livestock on the properties are recorded in the Livestock Summary and Paddock Book Record.
* All livestock numbers are entered into the Livestock Summary.

Procedure:

Insert Method

*Example: All cattle are individually identified with a NLIS tag and are branded at weaning with the property identification and year identification number.*

*Management ear tags and NLIS tags are inserted at weaning. All organic eligible –cattle will be separately identified with an ear tag.*

*Calving records are maintained in the Livestock Summary.*

*Weaning will take place twice yearly, with weaners to be held in designated yards for no more than 5 days. During this time, only NOP certified feed will be fed to the cattle.*

*All cattle individual identification numbers are recorded by RFDS reader prior to any off property movement in accordance with the requirements of the National Livestock Identification Scheme (NLIS).*

*All cattle born after the 3 trimester at the time of commencement to organic management will be eligible for organic status in accordance with the status of the property.*

*All organic eligible –cattle will be separately identified with an ear tag.*

*All livestock numbers and status are recorded on the Paddock Book Record. This records the location of the animal, date of movement and number of head present.*

*If organic status is lost due to a prohibited treatment or feed; the ear tag will be cut with a notch and the NLIS tag number recorded.*

*Any stock loosing organic status will be recorded in the Livestock Summary or Livestock Inventory.*

*Any stock without a management tag or a NLIS tag will be considered not organic.*

### **Operations** Transport of Livestock

Purpose:

To ensure Insert the name of the property addresses organic integrity associated with transport of cattle.

Requirements include:

* Vehicles used in the transport of organic livestock shall be cleaned.
* All transport will be in accordance with the Land Transport Standards.
* Cattle shall be handled and transported in a manner that protects them from undue stress or injury.
* Transporters should have alternative action plans so that if any interruption to the journey occurs, animal welfare is not jeopardised.
* Transport will be organised to facilitate the best and safest possible route to destination, in a time efficient manner. Abattoirs will be chosen on location to facilitate this requirement.
* All movements of cattle to destinations other than properties owned by Insert the name of the manager Company will be accompanied by Transport Declaration Form, in addition to the legislative requirements under the LPA scheme, clearly denoting organic or non-status.

Procedure:

Planning of transport shall be in accordance with the Procedures Manual, in accordance with the Livestock Land Transport Standards. Care will be taken to ensure the best and safest possible route to destination, in a time efficient manner. Abattoirs and other final destinations will be chosen on location to facilitate this requirement.

Insert the name of manager will use the (add certifier name’s) Organic Livestock Transfer Declaration form when transferring livestock between properties, purchase or sale.

In accordance with National Standards when using vehicles. The Manager shall inspect the vehicle prior to loading organic cattle to ensure it has been cleaned and is free of potential contaminants. All stock are loaded using the lowest amount of stress possible and ensuring that no injuries occur during livestock handling in both, the yard and the transport.

All organic Stock (which are tagged) being transported will be segregated from livestock that does not comply with this standards. Transport vehicles dedicated to transporting organic stock will be inspected for safety and cleanliness before loading.

The Handling of livestock will comply with the relevant codes of animals welfare practise. The basic needs such as adequate food, water, air, shelter, comfort and freedom will be considered when handling livestock. They will be encouraged to move and express normal behaviour with the use of low stress stock handling methods. No use of any electrical stimulation will be used on the animals. No use of any synthetic chemical tranquiliser will be allowed in the animals.

### **Operations** Biodiversity

Purpose:

To ensure Insert the name of the property addresses organic integrity, animal welfare and environmental issues associated with the land application.

Requirements include:

* Vegetation ground cover is maintained.
* Native animal species are maintained in accordance with the Procedures Manual.
* Trees are maintained at a rate of greater than 5% of total land mass.

Procedure:

*Insert Method*

*Example:*

*Visual inspection of pastures must ensure appropriate ground cover is maintained.*

*Movement of stock to another paddock will occur based on the decision made by the Manager.*

### **Purchasing & Documentation** Purchasing

Purpose:

To define the process through which all purchases are made to meet the Company's requirements.

Requirements include:

* When purchasing goods, every reasonable effort should be made to prevent any misunderstanding by the supplier in relation to the goods and services being purchased.
* Farms shall only purchase for use, products which are legal and approved by industry regulations.
* Only those inputs / products having been approved by the organic certification body may be used when feeding or treating livestock, or for pasture treatments.

Procedure:

General

The purchasing activities of the Company are the responsibility of the Manager who may delegate this responsibility to trained staff.

Maintain and update information in the Purchasing records. *Remember that this also relates to the Quarantine records too. For example, if you buy a bull you need to record the date in and out of the quarantine paddock.*

Purchasing Data

Significant purchases should be initiated through purchasing documents. Other smaller purchases may be documented in the Farm Diary describing and specifying the product ordered.

The Company may develop and specify the supply of the product or service in question for a period of time, permitting each subsequent Purchase Order to refer to that specification.

In purchasing from a supplier the person responsible should take account of the Approved Supplier List. All organic products must have a current organic certificate on file.

The Company may also ask for a copy of the current organic certificate at the time of purchase.

The Manager or other responsible person should review and approve purchasing documents for significant purchases for adequacy prior to release.

## **Purchasing & Documentation** Selection of Approved Suppliers

Purpose:

To define the process through which suppliers of goods and services that can directly influence the organic integrity, the welfare of the cattle or the environmental impact of the farm are assessed on their abilities to conform to specification.

Requirements include:

* Suppliers of goods and services should be selected so that the Company will be confident that purchases will meet the requirements.
* Criteria for selecting suppliers should consider organic status, quality assurance, food safety, animal welfare and environmental issues.

Procedure:

Suppliers and subcontractors are assessed initially on their ability to provide a product or service conforming to specification and within an acceptable price range, their technical knowledge and local technical support services. This should include adherence to USDA NOP regulations.

The Company must request from each supplier details of their organic accreditation, an Organic Certificate for their products should be attached to the Delivery notice, if relevant. This will then be examined for currency and placed on file.

The Company must ensure that all feed and supplements purchased is in compliance with organic standards and in the case of feed, USDA NOP certified.

The Company will ensure prior to purchase of any supplements that approval is given by add certifier’s name

### **Purchasing & Documentation** Document Control

Purpose:

To ensure that all quality assurance related documents are controlled. These documents include:

* Procedure Manual
* Organic Management Plan
* Recording Forms
* Job Descriptions
* External Standards, Codes and Regulations, and
* Electronic Data.

Requirements include:

* Relevant documents within the business should be controlled to ensure staff operate under current versions.
* Work Instructions should be developed for all activities.

Procedure:

General

Care must be taken that staff do not use outdated documents. The issue status may be indicated by the date of issue.

Employees should be comfortable in providing suggestions for improving or updating documents. It is best if requests are made in writing and given to the QA Coordinator, along with a copy of the relevant document with amendments marked on it showing the change requested.

Organic Management Plan Distribution and Control

All internal Manuals issued for Company usage should be kept current and labelled “controlled”.

The QA Coordinator is responsible for the issue and control of all Manuals.

### **Purchasing & Documentation** Document Control

Procedure Manual / OMP Amendment Process

The Procedure Manual and Organic Management Plan issues should be identified by issue date and each issue cancels/replaces all previous issues and amendments.

The QA Coordinator should be responsible to ensure all page amendments are issued to holders of the Manuals.

Superseded issues of all pages should be removed and replaced in all existing controlled Manuals.

## Organic Management Plan

The Organic Management Plan should be maintained by the QA Coordinator and verified every 12 months.

Work Instructions

Any employee may identify the need for a Work Instruction, or amendment to a Work Instruction. The development, or amendment, of the appropriate Work Instruction should be agreed with the QA Coordinator and approved by the Manager.

Work Instructions should be reviewed for correctness, once per year. The QA Coordinator should be responsible for coordinating this.

### **Purchasing & Documentation** Document Control

Recording Forms

It should be the responsibility of the Manager to approve new forms or amendments to forms and the QA Coordinator to maintain the Forms Register, attached to which should be a hard copy of each form. The Register should detail the issue status of each form.

Forms are to be filed electronically as detailed in the Procedures Manual.

Job Descriptions

Job Descriptions should be maintained and controlled by the Manager and are contained in the Procedures Manual.

External Standards, Codes and Regulations

External Standards, Codes and relevant Regulations that affect the Company’s operations should be retained for reference. The Quality Manager shall be responsible for obtaining and controlling the distribution of the documents.

Currency of external Standards, Codes and Regulations should be confirmed by the Quality Manager as part of verification activities.

Electronic Data

Data held in electronic format should provide appropriate methods of control to ensure the integrity and identifiable status of each document.

### **Purchasing & Documentation** Forms

Purpose:

To establish methods for the identification, maintenance and storage of all food safety, biosecurity, animal welfare, product identification and environmental records.

Requirements include:

* Objective evidence shall be retained in the form of records to prove compliance to the Organic Management Plan.
* Records shall be retained sufficiently long enough for any reasonable investigation to be satisfied. A minimum of 5 years is required by USDA NOP.

Procedure:

*Insert Method*

*Example:*

*Records, as referenced throughout this Organic Management Plan, LPA Manual or in the Procedures Manual are collated and maintained for ongoing reference. Records are collated and maintained within their separate operational and disciplinary environment.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***RECORD*** | ***LOCATION*** | ***RETENTION PERIOD*** | **RESPONSIBILITY** |
| *LPA Book* | *Company Forms*  | *Continuous* | *QA Coordinator* |
| *Training Records* | *Company Forms*  | *5 years* | *QA Coordinator* |
| *Livestock Summary*  | *Company Forms*  | *Continuous* | *QA Coordinator* |
| *Paddock Book Record* | *Company Forms*  | *Continuous* | *QA Coordinator* |
| *Farm Diary*  |  *Manager*  | *5 years*  | *Manager*  |