L&DD (EXT)
KHYBER PAKHTUNKHWA

LOCAL COUNCIL BOARD
GOVERNMENT OF KHYBER PAKHTUNKHWA

FOOD SAFETY AND HALAL FOOD AUTHORITY
GOVERNMENT OF KHYBER PAKHTUNKHWA

Hand Held Guide on Good Animal Husbandry Practices for Farmers

This guide gives advice on Good Animal Husbandry practice (GAHP) and Good Hygiene Practice (GHP) for farmers. The guidance is based on international best practices. The document was technically led by UNIDO with the participation of relevant public and private sector stakeholders in the meat value chain from Khyber Pakhtunkhwa, Pakistan.

This guide is the result of the activities from the Project for Agri-Food and Agro-Industry Development Assistance (PAFAID) initiative for Khyber Pakhtunkhwa funded by the Government of Japan through the Japan International Cooperation Agency (JICA).

PAFAID

Background

Farmers and animal handlers in Khyber Pakhtunkhwa are subject to the requirements of Animal Contagious Diseases Act (1948) and of the Prevention of Cruelty to Animals Act (1890 and updated in 1937). In addition, the Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017 is used for infrastructures and hygiene requirements for the primary production (as farms). These regulations state how to react to a contagious disease, how to prevent animals' cruelty and what basic requirements should be applied in the farms on those matters.

This manual provides instead advices, OIE recommendations and practical guidance to Farmers and Animal Inspectors on what facilities/equipment should be used and on how to handle and manage animals in the farms, in order to increase the animal welfare and consequently the animals and then meat quality.

Why the guidance is needed

The requirements may be difficult to interpret consistently, especially in a specialist sector. Farmers may have many choices available to them in a modern industry and will not want to waste money on stuff and equipment which may be inappropriate.

This document lists how a farmer and transporters can comply with the basic standards on the farm infrastructures, facilities and equipment. This incorporates the requirements of the Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017 Schedule III Food hygiene requirements for Food Business Operator (FBO) and the requirements of the World Animal Health Organisation (OIE) standards throughout all the individual points and provides advices on what that means for a farmer.

How the Guidance was developed

The guidance was developed by an Expert Working Group which included participants from:

- The Khyber Pakhtunkhwa Food Safety and Halal Food Authority (KPFSHFA), which is a regulatory body whose responsibility is to regulate and monitor the food value chain;
- The Livestock and Dairy Development Department (L&DD); which enforces certain regulations related to the livestock sector and undertakes targeted research on the sector.
- Local Council Board (LCB) as public authority being in charge for the administration of public slaughterhouses
- International experts in food safety, inspection and regulation;
- Academics and international experts

The final guidance was developed with representatives of the KPFSHFA, L&DD and the LCB. The participants include Dr. Asad Shah, Dr. Asal Khan, Dr. Nawaz Sharif, Dr. Shaista Jan, Dr. Iqbal Khattak, Dr. Hina Ali, Dr. Fawad Ahmed and Dr. Mukhtar Ahmad from Lⅅ Dr. Abdul Sattar, Mr. Atif Shehzad, Ms. Muzna Banur, Dr. Imran Taj from KPFSHFA; and Mr. Muhammad Idrees, Ms. Shehroon Pervaiz and Mr. Mohtaram Shah from Local Council Board.

To ensure the enforcement of these guidelines, supporting inspection protocol was developed for the competent authorities which follow the principles of risk-based approach.

How to use this document

This manual describes how to use the Good Animal Husbandry Practices (GAHP) and the Good Hygiene Practice (GHP), to improve the bovine husbandry practice, the animal health, the animal welfare standards and also how to use and improve the farm's facilities and equipment from when the young animals arrive to the farm to when they are ready to be sent for slaughtered.

In this document is possible to find explanations on how the structural requirements, cleaning systems, the traceability, the animal handling and the animal welfare can reach the basic requirements improving the cattle meat chain value.

Primary Checklist

The primary checklist contains the basic requirements for structure, equipment, systems, and personnel. This can be used for new businesses to help meet the licensing requirements. It can also be used for existing businesses to ensure there is still compliance when renewing the existing licence and the hygiene requirements. If the farms do not need the licence, the primary checklist can be used to monitor monthly and yearly the facilities/equipment status and also to assess the internal procedures.

Daily Checklist

This document lists the minimum items that a farmer should check regularly to ensure hygienic operation of the premise. Some check should be carried out at the beginning of the day. Any non-compliance, such as dirty facilities/equipment or lack of water, should be sorted out before the start the normal business duties. The final sections of the daily checklist cover aspects that should be checked before final closing at the end of the production day. It also invites the farmer to record any issues that may have occurred during the day such as rejected deliveries (animal feed, chemical), diseases, equipment maintenance, staff issues, hygiene and husbandry issues etc. If there were no problems, the farmer can state that and sign off the checklist for that day. These simple records can help to provide a history of compliance in the event of an inspection or customer complaint or disease outbreak investigation.

What this document does not cover

This document strictly focuses on Management, Good Animal Husbandry practice and Good Hygiene Practice in the farms and it does not focus on the final quality aspect of the animals, even if a good management, GAHP and GHP normally reflect on an improving of the animal quality. Unfortunately, there are many other aspects, that are not stated in this manual, which are crucial for the animals and the meat quality but, as said above, a GHP, a GAHP and a good farm management is the first step on the right direction. This document does not give indications or guide on how to manage animal health issues, welfare issues, disease outbreaks and animals' disease and this is left to the veterinarians and to the Livestock Department.

Farm infrastructures, facilities and equipment

Key objectives:

- Improve the standards of commercial and semi-commercial farms
- Design and maintenance of handling facilities and farm equipment to reduce the stress.
- Preparation of facilities for the arrival of new livestock or new born.
- Provision of a safe environment in order to improve the animal quality
- Cleaning procedures, waste management and pests' control.
- Use and maintenance of loading and unloading facilities and equipment to prevent injuries.
- Animal transport requirements and documentation.

Requirements for FBO: "The FBO is responsible to maintaining all facilities, equipment, containers and vehicles used in connection with primary production and associated operations in clean conditions, and where necessary, disinfect them after cleaning in an appropriate manner".

Farm infrastructures, facilities and equipment

Key objectives:

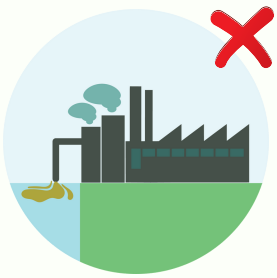
- Improve the standards of commercial and semi-commercial farms
- Design and maintenance of handling facilities and farm equipment to reduce the stress.
- Preparation of facilities for the arrival of new livestock or new born.
- Provision of a safe environment in order to improve the animal quality
- Cleaning procedures, waste management and pests' control.
- Use and maintenance of loading and unloading facilities and equipment to prevent injuries.
- Animal transport requirements and documentation.

Requirements for FBO: "The FBO is responsible to maintaining all facilities, equipment, containers and vehicles used in connection with primary production and associated operations in clean conditions, and where necessary, disinfect them after cleaning in an appropriate manner".

Farm Requirements

- Each farm having more than 30 cows, which they are used to make a profit through the sale of the dairy products, animals and meat, are defined "commercial farms".
- Each farm having more than 10 cows, which they are used not only for the strictly family subsistence but also for making a profit through the sale of animals and meat, are defined "semi commercial farms".
- Each farm having no more than 10 cows, which they are used only for the strictly family subsistence even through the sale of animals, dairy products and meat, are defined "subsistence farms".
- Each commercial and semi-commercial farms must be registered and licensed as per size and type and have a unique alphanumeric number to refer for traceability. This should be done in order to control and map all the farms in the region and stop the black market and the ghost farms.

- Small subsistence farms should be exempted from obtaining license but the value of their dairy products, the cows and their meat should be less in comparison which those ones coming from semi- commercial and commercial farms because the subsistence farms do not have to satisfy the compulsory basic requirements and so they cannot guarantee the higher standards of the semi commercial and commercial farms.
- Each commercial and semi commercial farm, should register themselves with Livestock Department and obtained licensed after fulfilling the compulsory requirement.
- Not licensed farms subsistence farms (less than 10 animals) can only sell animals and meat to the abattoir. They cannot sell meat to the market shops and to the local butcher shops and their animals must be slaughtered in the abattoir. This is in order to avoid any domestic unauthorised slaughter.
- The Livestock Department must have a full animals diseases prevalence knowledge for all the region. A diseases mapping and data collection system should be put in place as soon as possible. This can be done with the cooperation and collaboration of the local Veterinary Medicine faculties and the private veterinarians.

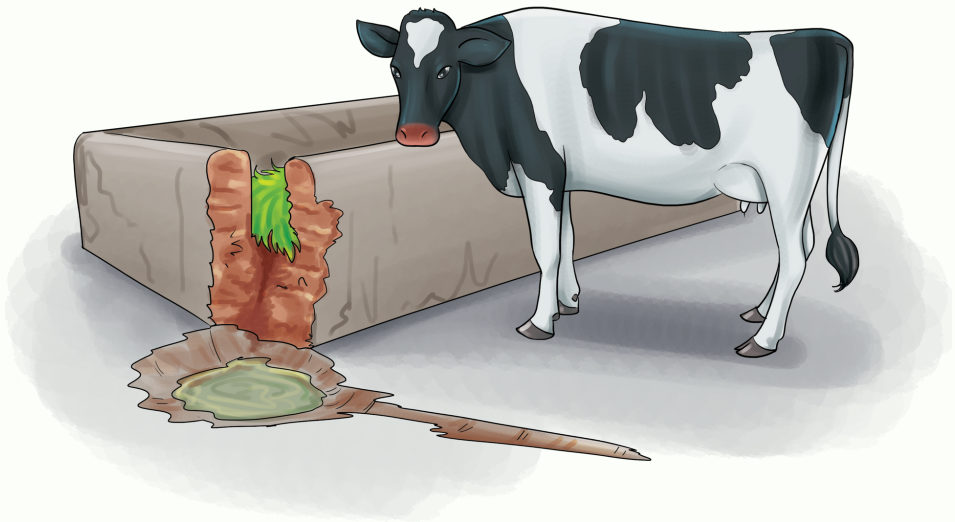


- The Livestock Department should divide the region in several macro areas according to the risk for animal health. Each macro area will be defined according to endemic diseases, pests' infestation and risk of spreading diseases. The macro areas should have physical geographic boarders as rivers, villages, mountains or any other physical separation which can make a clear biosecurity separations between the areas. A risk rating score should be decided for each area in order to tackle the issues and schedule farms inspection and diseases eradication accordingly.
- Any existing farm should be as far as possible from any landfill, open sewer and contaminated and infested areas. Where it is not possible the farm must put in place strong systems to avoid and prevent any sort of animal sickness and pests infestation. The Livestock department will define and approve the area before issuing the farm license.
- The farms should be as far as possible from any polluted river or uncontrolled wild area. Where this is not possible the farm must have in place strong systems (as fence and meshes) to control and prevent any pests or any animal sickness.
- The farm should be as far as possible from waste material and rubbish dump to prevent disease occurrence, establishment of breeding ground for pests and avoid environmental degradation. Where this is not possible the farm must have in place strong systems to control and prevent any pests or any animal sickness.
- There must be enough space to accommodate all the animals in the stalls and in the pasture area.
- The animals must have enough space to protect them from adverse weather conditions during the day and the night, in the stalls and in the pasture.
- The farm should have in place a physical separation between any dirty stuff (waste or manure) and where the animals are kept or can go.
- Workers toilets should be far and physically separated from where the animals are kept in order to avoid any disease transmission.
- There should be an effective drainage system in place at the farms stalls.
- The farms should have different locations or physically separated pens where accommodate any group of animals with different age, in order to avoid health and welfare issues for the younger animals.

- The feeding and drinking animal facilities location and design must prevent contamination with animal faeces, urine or any other contaminant.
- The feeding and drinking facilities should conform to the standards/requirements for each bovine breed, age and size.
- In case of a new farm, the location should be chosen in order to protect the animals from any kind of health risk and welfare issues which can make the animal sick and the final product (meat) unfit for human consumption.

Recommended animal areas

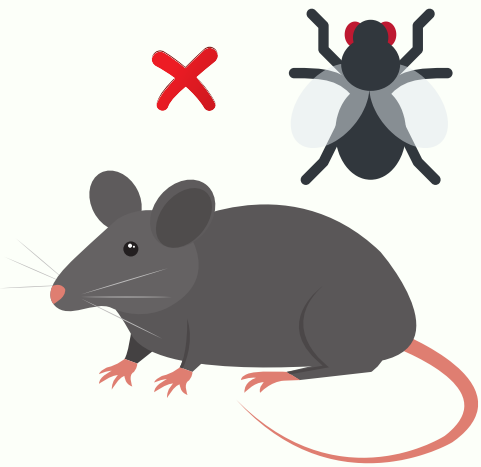
Livestock	House Types	Animal Areas
Suckler Cows	Cubicle House Slatted House (no cubicles) Slatted House (with calves)	I per cow 2.5 to 3.0 m^2 per cow Allow 1m^2 extra for spring born and 1.75m^2 extra for Autumn born calves
	Loose House or Combination of Loose House and Slatted Feeding Area	4.0 m^2 ro 5.0 m^2 per cow. where calves run with cows allow 1m^2 extra.
Other Cattle Over 275 kg	Cubicle House Slatted House Loose House/ Sloped Floor House	1 cubicle per animal Animal area 2.0 to 2.5m^2 per animal Internal Area 4.0m^2 per animal.
Smaller Cattle Under 275 kg	Slatted House Loose House	Internal Area 1.2 to 1.5m^2 per animal Internal Area 2.4 to 3.0m per animal



Repair all damage to farm facilities.

Pest Control

- Buildings and animals facilities should be kept in good repair and condition to prevent pest access and to eliminate potential infestation sites. Holes, drains and other places where pests and wild animals are likely to gain access should be kept sealed.
- The fences, including its posts and gates, should be effectively designed to prevent entry of stray and wild animals, and also avoid the farm animals can escape or get injured.
- The layout of the premises shall permit good animal husbandry and hygiene practices, including protection against pests' access and infestation
- Buildings must be kept in good repair and condition to prevent pest access and eliminate potential infestation sites
- Adequate procedures must be in place to control pests and prevent wild and domestic animals (excluding the work animals as the dogs) from having access to places where the animals are kept.
- Holes, drains and other places where pests are likely to gain access should be kept sealed
- All the drainage main holes should have a fine meshed grill.
- Farm building must be in good general conditions
- Farm premises should be kept clean and free of potential conditions conducive to breeding of pests, animal parasites and diseases outbreaks.



Maintenance and Design of Facilities

- The lighting in the stable should be subdued and even; consistent lighting areas encourage calm animal movement reducing the stress and the calories consuming.
- Minimise the visual stimulation surrounding the pens to reduce the stress.
- Walls and ceilings must be well constructed and in good repair to protect the animals from adverse weather conditions.
- All the structures used for the animals must be designed to avoid any animal injury or welfare issue.
- The stalls need to be designed in order to accommodate the right number of animals (according to the farm size)
- Sufficient pens' number and enough pens' capacity (m2 per animal) should be provided to prevent overcrowding and permit necessary segregation of animals.
- The stalls should protect the animals from adverse weather conditions, provide sufficient ventilation and protection from other animals and pests.
- Enough troughs should be available according to the animals' number. All the cattle and calves must have free and easy access to the troughs all the time.
- The feeding and drinking facilities' location and design should help prevent contamination with animal faces and urine.
- The pens should be made with metal frames or any other material strong enough to hold the cows and at the same time not dangerous for the animals. No nails, screws or other sharp stuffs should be present in the fence.
- The animals' facilities and the pen's floor should be non-slippery. If this is not possible, it should be covered with dry straw and replaced once wet. The animals must be moved slowly to reduce slipping.
- Keep enough mangers according to the animals' number. Easy access for all cattle and calves is a crucial point to reduce the feeding stress and increase the fattening.

- Sheds, stables, canopies and/or any other kind of similar structures must be available all the time for the animals even when they are in pasture field in order to protect them from adverse weather conditions. This is a basic animal welfare point.
- Feeding troughs should be designed at appropriate height, according to their age, so that animals can comfortably eat.
- Trough should be made of the material which easily washable and cleanable and having no edges and irregular inner surface to avoid feed residues accumulation.
- Feeding place should be under a covered area to avoid harsh weather stress, wind etc.
- Feed stores should be physically separated from animals' facilities and they should be pests and rodents free.
- Feed's stores should be designed in such a way that they are easy to clean and humidity free.
- Silage containers should be stored in a designated area away from the drainage, manures and waste area

Clean water must be available all the time.

- It should be strictly prohibited to keep animal feed close to non-feed items or chemicals and disinfectants. It should be kept away from them.
- Checks should be done often in the animals' feeding area during the day in order to check if the water is available in all the pens and the water troughs are in working order, with no leaks or overflow. Make sure that the flow rate is sufficient to provide all livestock with their daily intake of water and food.
- The feeding and drinking facilities' location and design should help prevent contamination with animal faeces, urine and other contaminants.
- There should be a source of electricity at least during the main daily key activities.
- There must be enough daily clean overalls, coat and boots for any worker which handle the animals or use the animals' facilities/equipment.
- There must be enough washing station for the workers to clean the PPE after each duty or break.
- The washing station must have a supply of running water. Soap and disinfectant dispenser should be available, too.
- There should be sufficient light to ensure adequate cleaning, pest control and hygiene in all parts of the farm, even in the stalls
- Sufficient subdued and even light must be present in the stable; consistent lighting areas encourages calm animal movement reducing the stress and the calories consuming. During the day, strong contrast in light between open yards and shaded pens and races can affect animal movement. Cattle prefer to move from dark to light areas rather than from light to dark.
- Any animal transport, including unloading and uploading, must be planned during the daytime taking in consideration the daily light time.
- The animals' facilities should have in place a ventilation system (natural or artificial) in order to control ambient temperature and humidity and to reduce smell and odour, but it should not expose the animals to any airborne contamination.
- The stable must be well-designed with shelter from sun and rain and with good ventilation.
- Materials used for the internal and external facilities should be durable, prevent build-up of dirt, be easy to clean and maintain and be safe for staff and animals.

- The animals' facilities should have in place a ventilation system (natural or artificial) in order to control ambient temperature and humidity and to reduce smell and odour, but it should not expose the animals to any airborne contamination.
- The stable must be well-designed with shelter from sun and rain and with good ventilation.
- Materials used for the internal and external facilities should be durable, prevent build-up of dirt, be easy to clean and maintain and be safe for staff and animals.
- The production site should be of a suit-able size, location, and construction, and be maintained to reduce the risk of contamination and facilitate the production of safe and hygienic finished products (live animals for human consumption)
- The farm structure should protect the animals from any health and welfare issues.
- Machinery and equipment must be in good sanitary condition and shall not be of a state which is likely to affect the animal welfare and the animal health.
- The feeding facilities should have the right design in order to avoid any welfare and health issue. They must be kept in good sanitary and maintenance conditions.

Well-designed stable with shelter from sun and rain and with good ventilation

- Working surfaces in animal contact area shall be made of washable corrosion resistant and non-toxic material and maintained in a sound condition, be durable and allow for easy cleaning and disinfection.
- The layout of the farm shall permit good animal husbandry and good hygiene practices, including protection against animals' diseases, pest access and infestations.
- The layout and the animal facilities size of the farm should be proportional to the species and the number of animals in order to breed them in a healthy manner for the safety of the final product (meat).

Cleaning and waste management

This refers more on the good animal cleaning procedures. It should be done in order to minimize the risk of diseases spreading, to reduce the animal welfare issues and to decrease the risk for the animals being exposed to transmittable diseases.

- All the animal facilities, equipment and work tools must be cleaned daily and disinfected at least weekly.
- If any pathological condition is identified in an animal, the animal must be isolated and all the animals' facilities must be immediately disinfected. The isolation pen, where the animal is currently accommodated should be disinfected daily.
- If new livestock is going to arrive at the farm, all the facilities must be cleaned and disinfected before unloading the new animals.
- Any vehicle used for transporting any animals must be cleaned and disinfected before uploading the animals
- Maintaining all facilities, equipment and vehicles used in connection with primary production and associated operation in a clean condition and, where necessary, disinfect them after cleaning in an appropriate manner.
- Establishments shall be provided with appropriate facilities and procedures in place to ensure that any necessary cleaning and maintenance is carried out effectively and to an appropriate degree

- Maintaining all facilities, equipment and vehicles used in connection with primary production and associated operation in a clean condition and, where necessary, disinfect them after cleaning in an appropriate manner.
- Establishments shall be provided with appropriate facilities and procedures in place to ensure that any necessary cleaning and maintenance is carried out effectively and to an appropriate degree
- Establish cleaning and disinfection programs to ensure the correct hygiene standards are met (for the animals).
- Provide potable water for cleaning, disinfection and hand washing.
- Simple cleaning procedures should be followed daily by the farms' workers in order to keep the animals' facilities to an appropriate cleaning degree.
- A daily maintenance program should be followed by the farms' workers in order to reduce the risk of animal injuries and to keep the facilities to an appropriate maintenance degree.
- The farms should have always available containers to store hygienically any cleaning waste.
- The farms should have designated areas or room to store the maintenance tools and cleaning equipment.
- Any facilities that may cause injury or have an adverse effect on animal welfare must be repaired immediately or not used.
- Any standing water and poorly drained areas in the animals' pens must be dried off immediately.
- Water troughs should be cleaned and filled again with fresh water any time during the day when it is needed.
- Sawdust and/or straw provide the animal with a non-slip pad which ab-sorbs urine and faeces and prevent animal health issues. This has also an effect on the animals' facilities cleaning, making easier for the farmer the cleaning duties.
- Where bedding is used, it should be regularly changed and/or topped up.

Remove stale or mouldy feed at least once a day.

- There must be a reliable supply of water in the farm, with adequate drainage
- There must be a reliable supply of water in the farms' toilette.
- No waste or dirty water can be used or re-used for any purpose, not even for cleaning duties or watering the fields if chemical were used.
- No waste or dirty water can be used to water the animals, in order to avoid infections and toss-infections which can have a strong effect on the animal health.
- In order to keep a healthy air in the farm and keep away pests (rodents) and insects (flies) all extraneous runoff, waste water and sewages need to be removed from the animals' facilities as many time as possible and disposed way as far as possible from the farms and the animals.
- All waste from water troughs and animals' facilities should be cleaned every day and disposed as far as possible from the farm and the animals to avoid animal health issues.
- Any waste must be storage in sealed containers and far from animals and their facilities.
- It must not be accepted and permitted, by the authority, to have overfilled waste tanks and containers. If occasionally extra waste is produced in the farm, a collection company should be booked immediately and before having the waste tanks and containers overfilled.

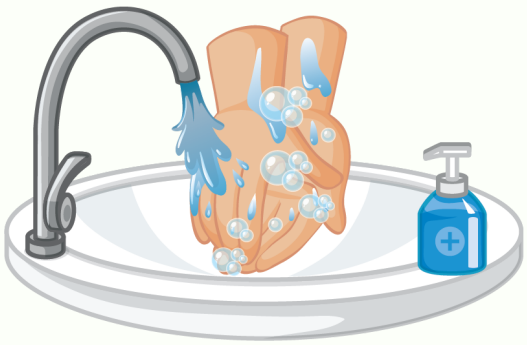
- Check animal recoveries, pens, pasture field and all the animals' facilities before livestock arrive.
- Ensure that there are a sufficient number of pens and enough meter square space to accommodate the planned number of livestock
- Before unloading livestock, check the unloading facilities (if there is any) and area to ensure that they will not cause injury to the animals. Check for damage to flooring, such as potholes that can cause animals to fall. Damage to metal rails and panels can cause injury to the cattle.
- If the unloading facilities are likely to cause injury, animals must be off-loaded elsewhere or the damage must be fixed first.
- Check that the surface of the unloading ramp is not slippery. Dry bedding placed on the surface, for example rice hulls or saw dust, will help the animal to grip during unloading, especially when the ramp is wet. Wood beams can also be fitted to provide the animals with a good grip.

Managing waste in your business

- There must be adequate procedures for the storage and disposal of waste and all waste must be eliminated in and hygienic and environmentally friendly way
- Establishment shall provide appropriate containers and suitable waste storage area. Establish adequate procedures for the storage and removal of waste
- There must be an adequate system in place also to drain and eliminate the waste.

Hygiene of personnel in the farm

- Adequate personal hygiene and sanitary facilities must be provided in the farm.
- Animals handlers shall maintain a high degree of personal cleanliness, wear suitable clean and protective clothing, refrain from any behaviour that may risk contamination of animals feed and wash/disinfect their hands, as appropriate
- Animals handlers suffering from any disease that can be transmitted to animals are prohibited from handling animals until clear of the disease, animals handlers with cuts, sores, wounds or boils must cover the relevant area with suitable water proof dressings or, if this is not possible, refrain from handling animals.
- Animals handlers must be medically fit to work and provide a medical fitness certificate
- All animals' handlers must be trained as applicable to their assigned tasks and have the necessary skills to enable them to handle animals following the good animals' husbandry procedures.



Farm Animal Husbandry procedures

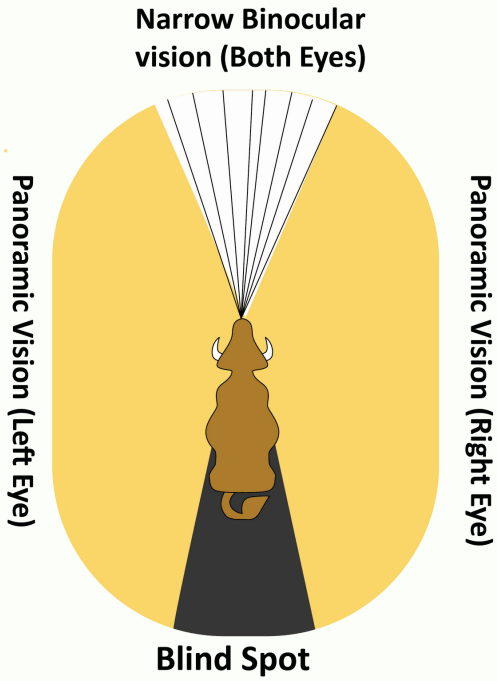
Key objectives:

- Using the natural behaviour of livestock to move and draft livestock in appropriate groups
- Low-stress animal handling
- Improve the animal welfare; identify and manage sick animals
- Effective use of a cattle talker to move stock
- Provision of food, water and a safe environment (fattening)
- Preparation of livestock for transport to the abattoir and loading with minimum stress.

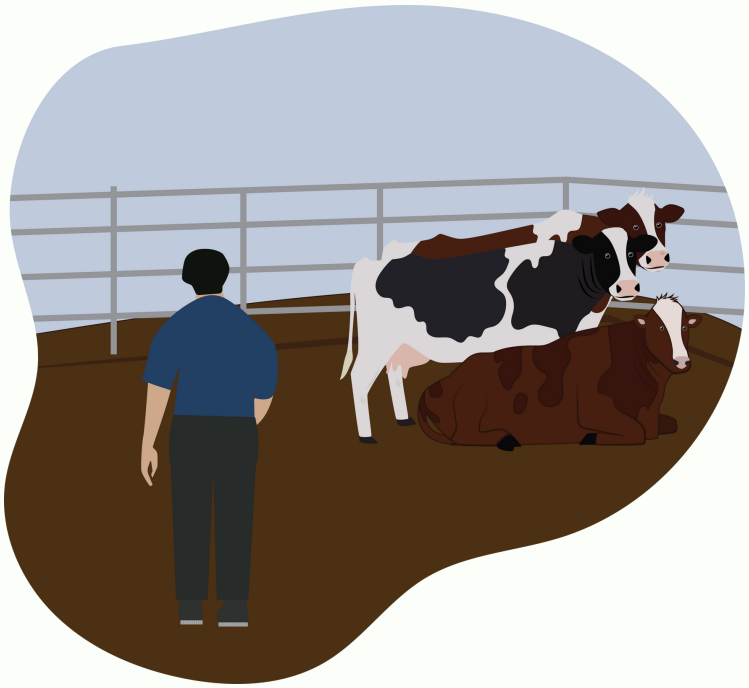
It lists how a farmer can comply with the basic standards on the farm Good Animal Husbandry Practice. This SOP covers the new livestock or new born calves fattening, preparation in the farm in order to produce good animals' quality. It explains as the animals should be handled and how the animals' welfare and health should be managed. It is important that stockmen understand animal behaviour and the basic principles of low-stress animal handling.

ANIMAL MOVEMENT

The animal movement plays an important role from the welfare point of view. The cows can get easily stressed by forcing them to do something they are scared to do. Sometimes it is also frustrating for farmer which can result in violence events. The OIE standards state that "Painful procedures should not be used to move animals". These include: whipping, tail twisting, use of nose twitches, pressure on the eyes, ears or external genitalia, use of goads or other aids that cause pain and suffering (including large sticks, sticks with sharp ends, lengths of metal piping, fencing wire or heavy leather belts). So, the cattle movement in the farm during the normal days and the animal uploading and unloading on the trucks have a key effect on the animal welfare. For this reason, there are stated below few recommendations to follow in order to reduce the animal stress and not compromise the animal welfare and health.



The handler uses the zones of the animal's vision to communicate with it.'Pressure and release'. Handler moves into flight zone behind the point of balance to start animal to move, and then moves back when it is going in the right direction.



Apply pressure to the group by moving across the back of the group (left to right).

CATTLE TALKER

The cattle talker is a simple (and easy to home make) tool to make the handler appear bigger when moving livestock. The noise produced by the plastic strips on the cattle talker can make the animals move forwards. Position of the animal handler, with a good understanding of the animal's flight zone, is the most effective, and least stressful, tool for moving livestock. Movement of the body, such as waving hands, helps make the handler appear bigger to the animal. But the talker must not be used to hit or prod livestock. This breaches the basic animal welfare standards. It is important to remind again that "Painful procedures should not be used to move animals" (OIE's standards). This means that the cattle talker must not be used in any way as a stick to cause any pain and suffering

Cattle talker helps to move animals without striking them.

How to use it:

- Touch only the hindquarters of the animal with the cattle talker.
- Never use the cattle talker directly on the face of an animal in an attempt to make it stop or turn. It can make the animal really nervous and have a dangerous reaction.
- Cattle talkers should not be used repeatedly if the animal fails to respond or move. Investigate if there is anything preventing the animal from moving.
- Use cattle talkers to assist in controlling and communicating to animals. They are not to be used to injure or hit animals.

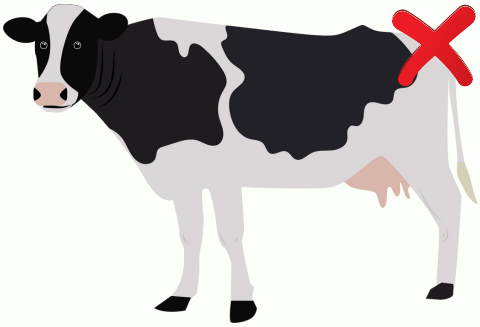
The cattle talker is used as an extension of the stockman's body.

General Good Animal Husbandry Procedures should be followed:

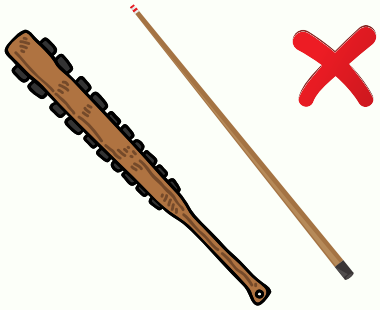
- The farmers must check the animals' cleanliness during their entire life and specially before uploading them on the truck for going at the slaughterhouse. If they are not clean the animals should be not be uploaded.
- The farmers must check the animals' health status during their entire life and they need to book regular visit with the Veterinarian.
- If any suffering animal is identified, the farmer must appoint a veterinarian for a clinic visit. This is in order to take immediate actions as emergency slaughter or drugs treatments.
- Any dirty animal should be cleaned before sending it to the abattoir but it cannot travel if still wet.
- Check often during the day if the water is available in all the pens and check that water troughs are in working order, with no leaks or overflow. Make sure that the flow rate is sufficient to provide all livestock with their daily intake of water.
- Any equipment used for the quarantined animals must be disinfected before using them for the other animals in the farm.
- The livestock should be separate according to sex, age and weight.
- Different age groups of animals should be kept separated to avoid health issues and ensure safety of animals.
- Accommodate the animals in the stable according their needs. I.e. Temperate breeds are more prone to heat stress, so pen them in the hotter parts of the stable during the winter and in the colder parts during the summer.
- Remember to do not isolate individual animals. They can become stressed and nervous as explained above.
- Inspect the farm facilities/equipment and animals at least twice a day. Inspections should involve observations of animal behaviour and general appearance, the farm environment and other indicators of animal health such as appearance of fresh dung and feed/water intake. It is particularly important that you watch calves/cows carefully for signs of diarrhoea or respiratory disease, such as coughing or rapid or laboured breathing, both of which could spread rapidly.

- During inspection, look for animals that are not eating, look 'hollow', or have runny dung. Remove any animals with these symptoms and place in a separate in suitable covered accommodation with dry and extra comfortable bedding. You should treat them as prescribed by the veterinarian if, for example, they have diarrhoea or pneumonia. Check them more often and feed/water them in order to recover soon the correct fitness.
- Perform additional inspections on sick animals or animals have just recovery and reintroduced in the herd.
- Make sure that housing, stalls, pens, equipment and utensils used for calves shall be frequently cleaned and disinfected to prevent cross-infection and the build-up of disease-carrying organisms.
- Clean pens regularly to minimise dung build-up will help to prevent the infection of hooves, legs and hides. Faeces, urine and uneaten or spilt food shall be removed as often as necessary to minimise smell and to avoid attracting flies or rodents.
- Even if the castration is currently not often practiced in Pakistan, stock-keepers should consider carefully whether castration is necessary. If it is necessary, there are allowed only three methods which can be used to castrate calves:
    1. A rubber ring or other device, which can only be used in the first seven days of life, by a trained and competent stock-keeper, to restrict the flow of blood to the scrotum;
    2. Bloodless castration, by a trained and competent stock-keeper, by crushing the spermatic cords of calves less than 2 months old, with a burdizzo;
    3. Castration by a veterinary surgeon, using an anaesthetic.
- Identification of cattle is used for on-farm management and tracking from birth to slaughter, but some methods are painful. Tattooing and tagging need to be done humanely and, if branding is necessary, freeze branding should be used but not on the cheek. Hot iron (fire) branding and ear mutilation are unacceptable marking methods.

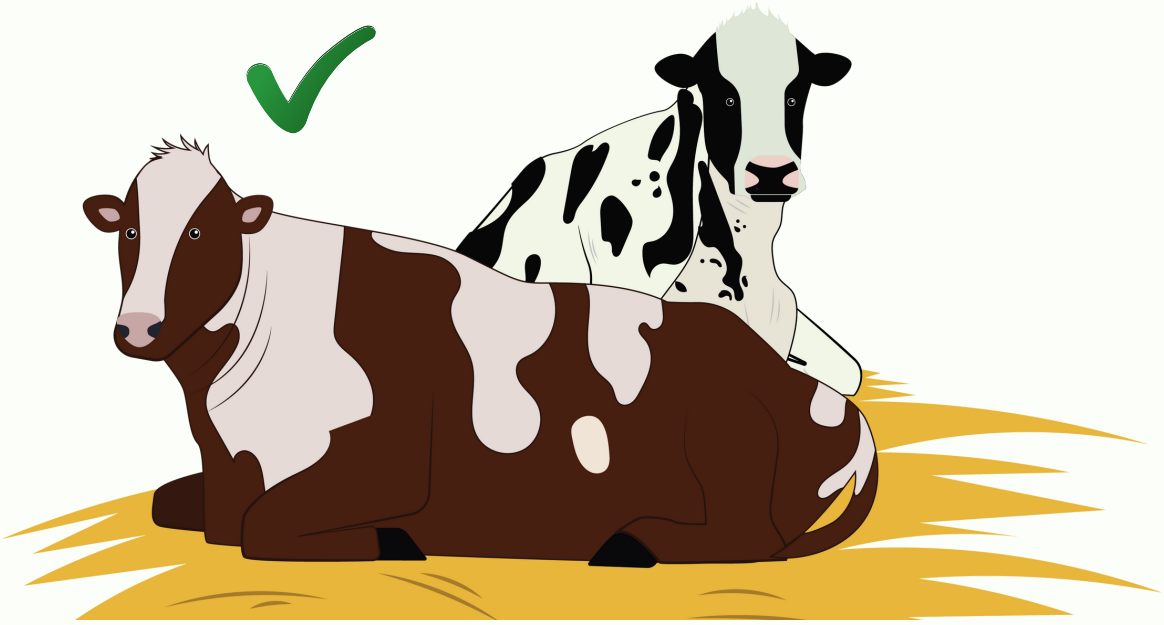
- The animals must be protected from the adverse weather conditions. Knowing that the majority of the Pakistan's livestock raising areas the temperature goes up to 50C and humidity up to 90%, it is strongly recommended to keep the animals in a fresher environment as inside the stables or in shadow area (better if it is a tree shadow rather than an artificial tend) during the wormer hours of the day when the temperature goes over 25° C for cows and 30° C for new borne calves and during the coldest hours of the day when it reaches 5° C for cows and 10° C for new borne calves. In both cases they must have easy and free access to the water.
- The milking should be done at least once a day and always at the same time. The animal needs to be tied avoiding it to move or go away during this practice. It is recommended to milk them in the stable in a nice and relaxing environment and also protected by the adverse weather conditions. To keep the cow calm and relaxed it is better to feed the animal during the milking.
- For the milking process, the udders must be cleaned before starting. There is always a bit of dirty attached to the udders and it can contaminate the milk.
- It is important to ensure that antibiotics are only used to treat sick animals—not to make them grow faster or compensate for crowded, unsanitary conditions. It is a must to respect the withdrawn period before sending the animal to the abattoir. Any antibiotic and or any other drug treatment must be, of course, registered in the "cow's book".
- Each animal in the farm should have a dedicated individual "cow's book" where the livestock keeper and the veterinarian must register any animal sickness, abnormality, treatment, vet drug, additive, chemical food compound and chemical substances given to the animals.
- All bovines shall be provided with appropriate bedding and it should be changed regularly once dirty.



Do not isolate individual animals

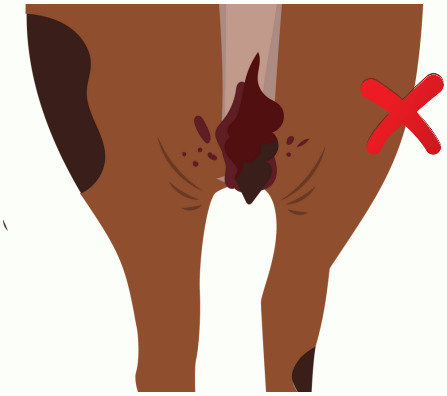


Never use sticks, clubs or pipes to hit animals



Allow new arrivals to rest on good bedding for three days.

Acidosis can be a major cause of sickness and results from incorrect feeding. The signs are watery dung and bubbles of gas.



Injured tail, often seen on animals that are sick and want to stay lying down.

ANIMAL IDENTIFICATION

COW'S BOOK: It should be an Official document provided by the authority (LLD) to the bovine keeper every time a new animal is born or a new bovine, devoid of "cow's book", arrives in the farm. Each bovine must have an individual "cow's book" and it should be kept in a secure place by the farmer and when they are at the market by the market operator. The "cow's book" should be issued by the authority with a unique number in order to avoid any falsification or not authorized reproduction. The "cow's book it should be a crucial document when an animal is sent to the market or to the abattoir. This is why it is an official back-up document for the "owner declaration" where it states the animal identity and indicates any veterinary products or other treatments administered, dates of administration and withdrawal periods. Both documents will help the abattoir animals Inspectors to value if accepting or not the animals and which AMI and PMI protocol (tests) should be applied to the animal. Each "cow's book" must have some identification pages where the animal physical characteristics are fully detailed listed. Also the faithful drawn colour silhouette of the descriptor bovine and the tattoo/ear tag number (when used) should be included. The identification pages must be as much as possible accurate and detailed to make the animal identification possible and ensure from the Authorities and the Veterinarians.

The "cow's book" should be used by the livestock keeper (up to the medium standard) or the veterinarian (for the higher standards) to record any sickness, identity change, treatment, vet drug, additive, chemical food compound and chemical sub-stances given to the animal.

The "cows' book" is important to keep track from born to slaughter of the animal physiologic or pathologic history and of the drugs or chemical administrated to the animal during its entire life. It is also used to keep trace of the animal owner. Every time the animals change owner, it should be recorder in the "cow's book".

New born and new livestock management

- When new livestock arrives to the farm allow animals to rest in pens (covered), with bedding available, for the first three days.
- New animals should spend at quarantine period, decide by the authority, upon arrival at the farm. Any contact with other animals must be avoided.
- The quarantined animals must be closely monitored by the farmer and inspected by the vet during the all period. The animals need to be assessed by the veterinarian before being released with the other farm's bovine.
- Any equipment used for the quarantined animals must be disinfected before using them for the other animals in the farm.
- No one should perform, to the new animals arrived in the farm, any normal induction activities, such as vaccination, tagging, marking, blood testing and taking them out in the pasture, for the first three days.
- If possible, keep groups that arrive together in the same pen if there are other bovines in the farm. Mixing herds and groups can cause fights and injuries reflecting on animal welfare and production. Horned animals may injure other stocks if penned too tightly. Look for riding behavior, signs of aggression and separate aggressive animals.
- Perform additional inspections on any new livestock and or sick animal.
- You should not put new born and young calves on totally slatted floors. Suitable bedding should always be provided.
- Check the watering points more frequently for the first 24–36 hours after animal arrival.
- Each calf shall receive bovine colostrum as soon as possible after it is born and in any case within the first six hours of life. Anyway all calves shall be provided with a sufficient quantity of fresh drinking water each day and have easy and free access at all the time specially when they are ill or in hot weather conditions. Bovine colostrum is essential to protect the calf against infectious disease.
- You should not offer milk from cows treated with antibiotics or those being treated for mastitis to calves fed on whole milk.
- When socioeconomically possible a minimum daily ration of fibrous food shall be provided for each calf over 2 weeks old, the quantity being raised in line with the growth of the calf from a minimum of 100g at 2 weeks old to a minimum of 250g at 20 weeks old.

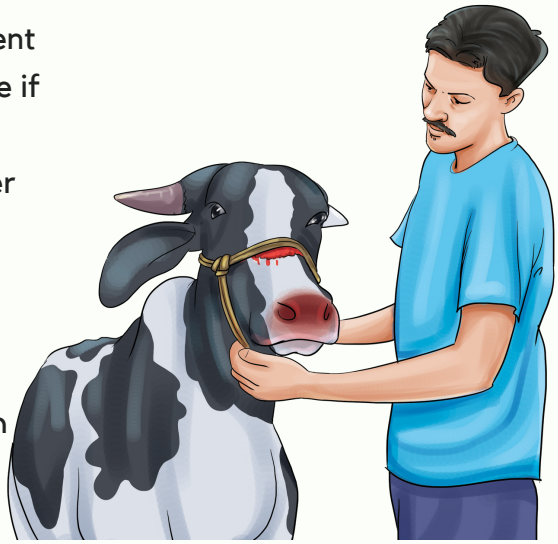
Animals growing management

- Check that all cattle can easily access a constant supply of clean water at all times.
- Ensure that feed of sufficient quality and quantity is available to all animals.
- Introduce any changes to the diet gradually over 1-2 weeks if possible. Irregular feeding or long periods without feed and water can severely affect animal health and even lead to death.
- Remove any moldy feed from troughs/mangers at least once a day.
- Make sure that the water troughs have not been contaminated with dung or feed, and clean any dirty troughs.
- The main purpose of farm animal breeding is to help them reach a certain weight as efficiently as possible. This happens through providing a steady, high energy diet and managing the cattle to minimize health problems and stress.
- Each bovine should be, if the socioeconomically possible, fed with a food-ration between 1 or 2 kg per day containing grains and other nutrients during the winter period and fresh grass enriched with minerals during spring and summer.
- The animals should be monitored very close when they are fed with the winter diet. Because it should be a high calories feed, the cows can get fat too much and go towards digestion issues or acidosis if too much grains are given. The farmer should find the right concentration of the different compounds.

Sickness and disease management

- Each OIE listed diseases if occurred should be immediately reported to the concerned authorities.
- Each farm should have a separate area for sick animals and the handler should ensure that a bedding is provided to allow animals to rest comfortably, that shade and protection against extreme conditions are in place, that feed and water are always readily available and last but not least that a visual and audible contact with other cattle of the same herd is kept.
- OIE standards states that water, and feed if appropriate, should be available for each sick or injured animal.
- The sick animal should be regularly inspected by a veterinarian or a knowledge and well instructed (by the veterinarian) farmer at least twice a day.

- Diseases in the farm can be largely prevented through good management by emphasizing husbandry, nutrition, biosecurity and preventive health programs.
- Veterinary treatments should be performed by a competent person using the appropriate work instructions given by the veterinarian.
- Continue treatment of an animal only if it can be expected to make a full recovery.
- Animals that are not responding to treatment should be taken to the local slaughterhouse if they can be transported and not left for human consumption if the animal was under drug treatments. If the animal movement causes them pain and unnecessary sufferance they should be humanely slaughtered in the farm under the veterinarian supervision, if no public health risk is involved.



How to manage animals in adverse weather conditions

- Shade should be available at all the time, to the cattle during hot environmental conditions. Cattle from temperate regions are more likely to show signs of heat stress during extreme temperature. Provide adequate shade to alleviate heat stress.
- Check animals for signs of heat stress by looking for rapid breathing. Normal breathing rate is around 25–40 breaths per minute. Heat-stressed animals may have a breathing rate around 150 breaths per minute, and may also show signs of drooling with their tongue out.
- Check water troughs more frequently, to ensure that livestock have an unlimited supply of fresh water.
- Consider spreading stock out in the farm to decrease the density in the pens and increase air circulation. Heat-stressed cattle should be handled calmly and quietly. Move them only if absolutely necessary.
- In cold weather, hold stock in pens that are protected from the prevailing winds, and move susceptible animals to the warmer areas of the stable. Animals that are susceptible to the cold include cattle with thin coats, young stock and wet animals. Dirty animals are more prone to heat stress.

TRACEABILITY

Good traceability is important to control hazards. The drivers and animals' owners must be able to identify the sources of their animals and who buys from them in the market. The animal identification is crucial for all the meat value chain. It can the milestone for stopping the black market and have a proper animal and meat traceability system in place, increasing the controls and so the animals/meat quality.

- An appropriate animal identification system must be put in place and implemented, by the authority, for all the cattle in the region. It is recommended to use all the same identification system for the whole country in order to avoid future issues.
- All the commercial and semi-commercial farms' bovines should be clearly identifiable using a clear animal Identity system (ears tag, tattoo, microchip or any other kind of identification system) with unique identification numeric or alpha-numeric number. What system should be used, must be pointed by the authorities.
- The Identity system must be linked with the "cow's book" though the unique number and the animal silhouette.
- The non-commercial and familiar farm's animals do not need to be ear tagged or tattooed or microchipped but all the animals must have an individual "cow book" with the animal silhouette drew (fur color, marks, characteristic signs) and well describe animal identification characteristics in order to make the animal identification possible and easy.
- All the farmers, according to their commercial status, are obligated to follow the animals' identification procedures put in place by the authority, for all their bovines, for new animals bought lacking of the identification system, and for any new calves' borne in the farm.
- The farmers must declare, within 48 hours, to the authority the arrival of a new animal or a new born calf in the farm. This is in order to trace the animals and be sure that the identity system is applied to all the animal.
- The animal identification system (for commercial and semi-commercial farms) and the cow's book must be applied and in order within 48 hours from the animal arrival at the final destination (farm).
- All the bovine must be slaughtered in the abattoir. It is strictly forbidden to sell or consuming meat from animals if they have not passes a proper AMI and PMI carried out by the authorities.

- If any animal is slaughtered in the farm for welfare issues, the AMI must be done before by a veterinarian. The carcass must by transported, as soon as possible, at the closer abattoir where it will go through a deep and full PMI carried out by the authorities.
- The animals coming from non-commercial farms should be declared high risk and sent to the slaughter on specific days and/or time. They must go through a deep and full AMI and PMI (meat tests).
- Each farmer must communicate to the authorities, the updated list of bovines kept in the farm each time it changes, listing the identification number (for commercial and semi-commercial farms) and the cow's book number of all the animals.

LOCAL COUNCIL BOARD
GOVERNMENT OF KHYBER PAKHTUNKHWA

FARMER'S PRIMARY CHECKLIST

Date

This primary check list will help identify if there are parts or procedure of your business which may not meet the basic requirements. You need to complete this checklist each year or when you renew your livestock (each 6 months), typically after sending the animals to the abattoir/market and before taking in any new animal, to ensure your business meets the requirements for a Good Animal Husbandry's and hygiene practice. It is also recommended to complete this checklist before having the licensing yearly inspection in order to fill any gap in the farm system.

For each requirement under 'what does this mean?' tick yes or no. According to your answer, you can decide if anything needs to be changed so the business can meet the basic requirements or become compliant with the licensing requirements for semi-commercial and commercial farms.

STRUCTURE AND EQUIPMENT

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the premises as far as possible from any landfill, open sewer and contaminated and infested areas so there is no smell or contamination sources?	☐ ☐	If no, how can the premises be protected in order to avoid and prevent any sort of animal sickness and pests' infestation?
• Are the premises affected by smells, air pollution or other environmental hazards?	☐ ☐	If no, what can be done to protect the animals from any sort of sickness?
• Are the premises as far as possible from waste materials and rubbish dump to prevent disease occurrence, establishment of breeding ground for pests and avoid environmental degradation?	☐ ☐	If no, how can the premises be protected in order to avoid and prevent any sort of animal sickness and pests' infestation?
• Are the premises far enough away from any polluted river or uncontrolled wild area?	☐ ☐	If no, how can the premises be protected in order to avoid and prevent any sort of animal sickness and pests' infestation?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the walls well-constructed and in good repair to protect the animals from adverse weather conditions?	☐ ☐	If no, what needs to be repaired or replaced?
• Are the floors of the animals' facilities and the pens made of either: concrete, granolithic concrete, tiles or any other non-slippery material?	☐ ☐	If no, what material will be used to replace the floors?
• Are the floors, well-constructed and in good repair?	☐ ☐	It could be covered with dry straw and replaced once wet. If no, what needs to be repaired or replaced?
• Do the floors prevent pooling of water and slope uniformly to the drains?	☐ ☐	If no, how can this be achieved?
• Are all the animals' facilities surfaces easily cleaned and disinfected where possible?	☐ ☐	If no, which ones need to be replaced?
• Are all the animals' facilities surfaces in good repair?	☐ ☐	If no, which ones need to be repaired
• Are the ceilings well-constructed and in good repair to protect the animals from adverse weather conditions?	☐ ☐	If no, what needs to be repaired or replaced?
• Are the doors well-constructed and in good repair?	☐ ☐	If no, what needs to be repaired or replaced?
• Are the windows well-constructed and in good repair?	☐ ☐	If no, what needs to be repaired or replaced?
• Are doors and windows pest proof where needed?		
• Are all the structures in your farm made from durable materials that are easy to clean and where necessary, disinfect?	☐ ☐	If no, how can they be made pest proof?
• Are the pens made with metal frames or any other material strong enough to hold the cows and at the same time not dangerous for the animals? (No nails, screws or other sharp stuffs should be present in the fence).	☐ ☐	If no, list which ones need to be replaced or repaired If no, what needs to be done to achieve it?
• Is there a source of electricity at least during the main daily key activities?	☐ ☐	If no, what need to be done to achieve it?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do you have a daily maintenance program for the animals' facilities to follow in order to reduce the risk of animal injuries and to keep the facilities to an appropriate maintenance degree?	☐ ☐	If no, a daily maintenance program must be designed
• Is there enough space to accommodate all the animals in the stalls and in the pasture area?	☐ ☐	If no, can the stalls and the pasture area be hygienically and safely expanded? If no, the number of animals must be reduced
• Is there enough space to protect the animals from adverse weather conditions and from other animals (predators) during the day and the night, in the stalls and in the pasture field?	☐ ☐	If no, how can you guarantee that welfare's animal is protected for all of them? If no, the number of animals must be reduced
• Does the farm have in place a physical separation between any dirty stuff (waste or manure) and where the animals are kept or can go?	☐ ☐	If no, how can this be achieved?
• Are available in the farm different locations or physically separated pens where accommodate any group of animals with different age, in order to avoid health and welfare issues for the younger animals?	☐ ☐	If no, how can this be achieved?
• Is the location and the design of the feeding and drinking animal facilities designed to prevent contamination with animal faeces, urine or any other contaminant?	☐ ☐	If no, how can this be achieved?
• Are the feeding and drinking facilities designed to give free access to each bovine breed, age and size?	☐ ☐	If no, how can this be achieved?
• Is there an effective drainage system in place at the farms' stalls?	☐ ☐	If no, how can this be achieved?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Can the dirty animals waste get in contact with the animals' feed, the clean bedding and the clean animals' facilities during the husbandry procedures because of the farm layout?	☐ ☐	If yes, what needs to be done to guarantee this never happens?
• Is the stalls' layout designed for the lighting to be subdued and even in order to encourages calm animal movement reducing the stress and the calories consuming?	☐ ☐	If no, how can this be achieved?
• Is the environment surrounding the pens designed to minimize the animals' visual stimulation and reduce the stress?	☐ ☐	If no, how can this be achieved?
• Are all the structures used for the animals designed to avoid any animal injury or welfare issue?	☐ ☐	If no, how they can be modified in order to guarantee the animals' welfare?
• Are there sufficient pens' number and enough pens' capacity (m2 per animal) provided to prevent overcrowding and permit necessary segregation of animals?	☐ ☐	If no, how can this be achieved? If it is not possible the number of the animals in the farm must be reduced.
• Are the stalls designed to protect the animals from adverse weather conditions, provide sufficient ventilation and protection from other animals and pests.	☐ ☐	If no, how it can be achieved? This is a must basic requirement.
• Are sheds, stables, canopies and/or any other kind of similar structures available all the time for the animals even when they are in pasture field in order to protect them from adverse weather conditions?	☐ ☐	If no, how it can be achieved? This is a must basic requirement.
• Are the feeding places under a covered area to avoid harsh weather stress, wind etc.?	☐ ☐	If no, how it can be achieved? This is a must basic requirement.

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Is the animals feed stores physically separated from animals' facilities to avoid any feed contamination?	☐ ☐	If no, how can this be achieved?
• Is the feed stores designed in such a way that it is easy to clean and humidity free?	☐ ☐	If no, how can this be achieved?
• Are the workers toilets as far as possible and physically separated from the animals' facilities in order to avoid any disease transmission?	☐ ☐	If no, how can the farm be re-arranged so there is good separation between animals' facilities and workers toilette?
• Are there enough washing station for the workers to clean the PPE after each duty or break?	☐ ☐	If no, how can this be achieved?
• Are all the washing station connected to a supply of running water?	☐ ☐	If no, how can this be achieved?
• Is soap and disinfectant available in all the washing stations?	☐ ☐	If no, how can this be achieved?
• Are the animals' facilities designed to provide sufficient light in order to ensure adequate cleaning, pest control and hygiene in all parts of the farm, even in the stalls?	☐ ☐	If no, what remedial action could be put in place?
• Is there sufficient subdued and even light in the stable?	☐ ☐	If no, how can this be achieved?
• Is there in place a ventilation system (natural or artificial) in the animals' facilities, in order to control ambient temperature and humidity and to reduce smell and odour without exposing the animals to any airborne contamination?	☐ ☐	If no, how can this be achievable?
• Are the stable well-designed with shelter from sun and rain and with good ventilation?	☐ ☐	If no, what can be put in place to achieve a similar outcome?
• Have the farms a designated areas or room where to store the maintenance tools and cleaning equipment.	☐ ☐	If no, how can this be achieved?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Is all the equipment in good working order?	☐ ☐	If no, what needs to be repaired or replaced?
• Is all the equipment and machinery used in the farm designed specifically for animals use?	☐ ☐	If no, is there any risk to the animals from the use of non-animals' specific material or equipment?
• Is all equipment that comes into contact with the animals feed rust resistant and made of either stainless steel or plastic as required?	☐ ☐	If no, how can this be achieved?
• Are there sufficient equipment's sanitizers according to the number of tools used?	☐ ☐	If no, how many need to be purchased?
• Is the equipment easy to clean and disinfect?	☐ ☐	If no, can this be improved?
• Can equipment be easily disassembled where necessary for cleaning?	☐ ☐	If no, how can this be achieved?
• Are there enough troughs available according to the animals' number?	☐ ☐	If no, how it can be achieved? This is a must basic requirement .
• Have all the cattle and calves free and easy access to the troughs all the time?	☐ ☐	If no, how it can be achieved? This is a must basic requirement.
• Are there enough mangers according to the animals' number?	☐ ☐	If no, how it can be achieved? This is a must basic requirement.
• Have all cattle and calves easy access to the mangers in order to reduce the feeding stress and in-crease the fattening?	☐ ☐	If no, how it can be achieved? This is a must basic requirement.
• Are the feeding troughs designed at appropriate height, according to the bovine age, so that animals can comfortably eat.	☐ ☐	If no, how this can be achieved?
• Are the troughs made of material which easily washable and cleanable and having no edges and irregular inner surface to avoid feed residues accumulation?	☐ ☐	If no, how this can be achieved?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Can you clean and disinfect around and under any fixed equipment if needed?	☐ ☐	If no, how can this be improved?
• Are the silage and feed containers stored in a designated area away from the drainage, manures and waste area?	☐ ☐	If no, how can this be achieved?
• Are the feeding and drinking facilities' location and design choose to prevent contamination with animal faeces, urine and other contaminants?	☐ ☐	If no, how can this be achieved?
• Do you have enough containers for storing hygienically any waste?	☐ ☐	If no, how many need to be purchased?

MANAGEMENT AND PROCEDURES

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do you have a reliable supply of clean, potable running water into the premises?	☐ ☐	If no, how can you get clean potable water for hand washing and cleaning equipment?
• Do you have enough hand wash basins for the number of staff?(including in the toilet)	☐ ☐	If no, how many more do you need?
• Do you have enough cleaning stations for washing equipment?	☐ ☐	If no, how many more do you need? Where can they be situated? They can be permanent or temporary/mobile if needed.
• Is there adequate drainage for all the sinks and hand wash basins?	☐ ☐	If no, how can this be implemented? Which sinks or wash basins must be renovated?
• Is the wastewater routed in drainage?	☐ ☐	If no, how can this be achieved?
• Are the drain access points covered with secure covers which are pest proof?	☐ ☐	If no, how can this be achieved?
• Are the drains large enough to remove all the relevant material and avoid blockage?	☐ ☐	If no, how can this be achieved?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are there sufficient toilets for the staff?	☐ ☐	If no, how many more do you need? Where can they be safely situated? Do they need additional hand wash basins?
• Are the toilets correctly situated so they do not open into the animals' facilities areas?	☐ ☐	If no, how can this be changed?
• Is there a hand wash basin for every toilet, with hot running water?	☐ ☐	If no, how many more do you need? Where can they be situated? They can be permanent or temporary/mobile if needed.
• Are the toilets built so the effluent is removed to the main sewer without any risk of contaminating the animals' facilities and the animals pasture field?	☐ ☐	If no, how can this be changed to ensure there is no risk for the animals?
• Does the drainage system prevent odours, vermin, any objectionable material or storm water entering the facility?	☐ ☐	If no, what changes must be made to prevent this contamination?
• Are the premises, including any animals' facilities, stalls, pens etc. fully cleaned every day?	☐ ☐	If no, ensure the premises is cleaned daily?
• Are the animals' facilities floors cleaned every day?	☐ ☐	If no, ensure floors are cleaned daily?
• Are any work surfaces in the animals' facilities cleaned each time once they are used?	☐ ☐	If no, train staff and supervise to ensure work surfaces are cleaned once they are used
• Is all equipment cleaned after every use?	☐ ☐	If no, train staff and supervise to ensure equipment is cleaned after every use
• Are the storage units cleaned every day after the end of trading?	☐ ☐	If no, ensure storage units are cleaned daily at the end of trading
• Are the wash basins and sinks cleaned every day?	☐ ☐	If no, ensure all basins and sinks are cleaned every day or more frequently is required.
• Is the toilet cleaned every day?	☐ ☐	If no, ensure all toilets are cleaned every day or more frequently is required.

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the waste bins cleaned after emptying	☐ ☐	If no, train staff and supervise to ensure waste bins are cleaned after emptying at the end of trading.
• Are the water troughs and the feed mangers cleaned every day when needed and before adding any fresh water or feed?	☐ ☐	If no, train staff and supervise to ensure they are cleaned regularly
• Are ceilings, light fittings, fly screens, window ledges and other parts of the premises not specifically in contact with animals cleaned regularly?	☐ ☐	If no, plan a cleaning routine to ensure regular cleaning of all parts of the premises
• Are all the animals' work tools disinfected at least weekly?	☐ ☐	If no, plan a disinfection routine to ensure regular disinfection of all the equipment and tools.
• Do you have a disinfection protocol to follow in case a pathological condition is identified in any animal?	☐ ☐	If no, a disinfection plan, in case a pathological condition, must be available.
• Do you disinfect the animal facilities before getting in the farm any new livestock?	☐ ☐	If no, train staff and supervise to ensure the facilities are disinfected before accommodating any new livestock.
• Is any standing water and poorly drained areas in the animals' pens dried off regularly during the workday?	☐ ☐	If no, train staff and supervise to ensure the animals' facilities are kept dry all the time where possible.
• Is the sawdust and/or straw provided to the animal, as a non-slip pad and to absorbs urine and faeces, is changed regularly?	☐ ☐	If no, train staff and supervise to ensure it is done regularly.
• Is the bedding, where used, regularly changed and/or topped up?	☐ ☐	If no, train staff and supervise to ensure it is done regularly.
• Is any waste or dirty water used or re-used for any purpose, as even for cleaning duties or watering the fields if chemical were used?	☐ ☐	It should be absolutely forbidden
• Are the areas for storage and handling of animals feed separate to the areas where waste is stored?	☐ ☐	If no, how can the premises be re-arranged so there is good separation between animals feed and any waste?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Is any waste or dirty water used to water the animals?	☐ ☐	If yes, this is totally unaccepted and it must be forbidden in order to avoid infections and toss-infections which can have a strong effect on the animal health.
• Are there sufficient waste containers with lids?	☐ ☐	If no, how many are needed and where can they be situated?
• Are the waste containers made from durable waterproof material (plastic or steel) that can be easily disinfected?	☐ ☐	If no, how many need to be replaced?
• Is any waste (including all extraneous runoff, wastewater and sewages) removed from the animals facilities area regularly and disposed way as far as possible from the farms and the animals?	☐ ☐	If no, staff member must take responsibility for waste removal on a specified timetable in order to keep a healthy air in the farm and keep away pests (rodents) and insects (flies).
• Is the waste removed regularly from the business?	☐ ☐	If no, how can this be arranged? Is it used as fertilizer?
• Is the waste removal frequency sufficient to prevent the build-up of waste?	☐ ☐	If no, how much must it increase?
• Is any waste storage in sealed containers or far from animals and their facilities?	☐ ☐	If no, which containers must be replaced? Or how can it be disposed far from animals?
• Is the buildings and animals facilities kept in good repair and condition to prevent pest access and to eliminate potential infestation sites?	☐ ☐	If no, how can this be achieved? How does this need to be repaired?
• Are the fences, including its posts and gates, effectively designed to prevent entry of stray and wild animals, and also avoid the farm animals can escape or get injured?	☐ ☐	If no, how can this be achieved? How does this need to be repaired?
• Are all the holes, drains and other places where pests are likely to gain access kept sealed?	☐ ☐	If no, how does this need to be repaired?

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the all the walls, floors and ceilings in your business well-constructed and in good repair?	☐ ☐	If no, what needs to be repaired or replaced?
• Are there any gaps or holes around the pipework or wires that enter the building which could allow pests to enter?	☐ ☐	If no, how does this need to be repaired?
• Have all the drainage main holes a fine meshed grill?	☐ ☐	If no, how does this need to be repaired?
• Are all doors tightly fitting when closed (no gaps) to prevent entry by pests when closed?	☐ ☐	If no, what needs to be repaired or replaced?
• Is the premises kept clean and free of potential conditions conducive to breeding of pests, animal parasites and diseases outbreaks?	☐ ☐	If no, how can this be achieved?
• Do you prevent any domestic animals from entering the premises? (excluding work dogs)	☐ ☐	If no, how must this be implemented?
• Do you prevent any wild animals from entering the premises?	☐ ☐	If no, how must this be implemented?
• Do you regularly check for evidence of pests infestation?	☐ ☐	If no, start doing daily checks
• Do your staff know how to identify evidence of pests and what action to take if they see such evidence?	☐ ☐	If no, train staff accordingly
• Are the areas where waste is stored protected so that pests cannot access them for harbourage or food?	☐ ☐	If no, protect the waste storage area or use pest proof containers to prevent access.
• Is the animals feed store pests and rodents free?	☐ ☐	If no, how can this be achieved?

FARMER'S PRIMARY CHECKLIST

Date

GENERAL PROCEDURES

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do you have a reliable supply of electricity to run the relevant equipment at least during the work hours?	☐ ☐	If no, how can this be installed?
• Is any animals feed kept in sealed containers?	☐ ☐	If no, what containers must be purchased?
• Is any animals feed stored in a clean and dry facility?	☐ ☐	If no, how can it be achieved?
• Do all the containers used to store and transport feed have covers that can be sealed?	☐ ☐	If no, what needs to be replaced or changed?
• Is the farms designed in such a way to protects animals from windstorm, dust storm, rain, heat and any other adverse weather condition?	☐ ☐	If no, what can be changed and what contingency plan ca be put in place to achieve it?
• Are hazardous materials, products and chemical disposed correctly and stored away from animals' facilities?	☐ ☐	If no, what can be changed in order to achieve it?
• Is the animals feed transported in clean, closed and sealed containers?	☐ ☐	If no, what containers must be acquired?
• Are the animal recoveries, pens, pasture field and all the animals' facilities assessed before livestock arrives?	☐ ☐	If no, train and supervise your staff in order to ensure that the facilities are ready to accommodate the new livestock.
• Do you ensure that there are a sufficient number of pens and enough meter square space to accommodate the planned number of new livestock?	☐ ☐	If no, a procedure should be designed to ensure it?
• Are the unloading/uploading facilities (if there is any) and area checked before being used, to ensure that they will not cause injury to the animals?	☐ ☐	If no, train and supervise your staff in order to ensure that the loading facilities are assessed before being used.

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Is any animal feed that fails to meet the hygiene criteria at delivery rejected?	☐ ☐	If no, implement a policy to reject any feed which has not been delivered in accordance with the requirements in order to reduce also the risk of aflatoxins
• Is the origin (farm) and the animals' documents of the new livestock checked before unloading?	☐ ☐	If no, check all animals documents before unloading them and reject any from unknown farms or without documents.

TRACEBILITY

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Can you identify the origin (vendor and farm) of every animal you receive?	☐ ☐	If no, develop a way to identify the origin of all animals, including the vendor, transporter and farm which supplied the animal.
• Can you provide information on every animal you have in your farm, including the farm from which it originated, using its identity code and information from the cow book?	☐ ☐	If no, compile a list of all animals, their source (farm and market), the identity of the animals and the identity of the transporter from the place of origin (farm) to your farm.
• For every animal in the farm or sold during the last year you should provide the following:		If no, compile a list which allows every animals' to be tracked back to the farm where it originated and forward to the business who purchased it
◦ the identity code (cow book) and origin (farm and market)	☐ ☐	
◦ contact details of the delivery or transporter from the farm and the market	☐ ☐	
◦ contact details of the purchaser or vendor	☐ ☐	
• Can you identify all the animals feed you receive from any supplier using a batch or other identity code?	☐ ☐	If no, develop a way to keep a record of goods received so each can be identified with the date of receipt and supplier

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Can you identify the name and contact details of every feed supplier you use?	☐ ☐	If no, compile a list of all suppliers contact details and the products they provide.
• Are these contact details easily accessed if the inspector needs to see them?	☐ ☐	If no, make sure the details are accessible.
• Can you provide the name and contact details of every business you have sold any dairy product, meat or animal?	☐ ☐	If no, compile a list of contact details for the businesses you supply and the products/animals you have sold (or regularly sell) to them.
• Are all your bovines clearly identifiable through a clear animal Identity system (ears tag, tattoo, micro-chip or any other kind of identification system) using an unique identification numeric or alpha-numeric number?	☐ ☐	If no, agree with the Livestock Department what kind of identification system you should use, and apply it to all the bovine in the farm.
• Is the used identity system linked with the "cow's book" though the unique number and the animal silhouette?	☐ ☐	If no, make sure with that the identification system and the cow book matched each other.
• Are the "cow books" individually drafted describing the animal silhouette (fur colour, marks, characteristic signs) and all the other characteristics which they make easy the animal identification?	☐ ☐	If no, they must be amended.
• Are you declaring, within 48 hours, to the authority the arrival of a new animals or a newborn calf in the farm?	☐ ☐	If no, you must put in place a system to achieve it in order to trace the animals and be sure that the identity system is applied to all the animal.
• Is the animal identification system implanted and the cow's book drafted within 48 hours to all the animal which arrive to the farm? (applicable only to animals devoid of it).	☐ ☐	If no, you must put in place a system to achieve it within 48 hours.

FARMER'S PRIMARY CHECKLIST

Date

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• If the animal is suffering and you need to slaughter it in the farm, so you have a private or government vet contacts in order to assess the animal, doing the AMI and assist during the slaughter procedures?	☐ ☐	If no, how can this be achievable? If yes, make sure the correct slaughter procedures and AMI checks are followed and then transport the carcass to the closer abattoir for a PMI inspection.
• Do you communicate to the authorities the updated list of bovines kept in the farm each time it changes, listing the identification number and the cows book number of each bovine?	☐ ☐	If no, put in place a system to keep the authority updated of any change

PERSONNEL

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do you check that animals' handlers are clean when they arrive at work?	☐ ☐	If no, do this every day
• If any staff have cuts or wounds on their hands, are these covered with a waterproof dressing?	☐ ☐	If no, provide such a dressing or send the staff away until the wound has healed
• Are there enough daily clean overalls, coats and boots for any worker which handle the animals or use the animals' facilities/equipment?	☐ ☐	If no, what needs to be provided and how will the protective clothing be washed hygienically?
• Do you provide a separate area for smoking and eating to prevent animals' handlers engaging in these activities on the animals facilities?	☐ ☐	If no, how can a separate area for smoking and eating be provided away from the animals' facilities?
• Do you check the medical certificates of your animals' handlers every they come back from a sickness period?	☐ ☐	If no, check the certificates every time
• When an animals handler reports symptoms of an infectious disease do you ask him to stay away from the premises?	☐ ☐	If no, develop a sickness policy which instructs workers to stay at home until 48 hours after symptoms cease if they have any infectious diseases which cause diarrhoea, vomiting, fever.
• Do you train all new animals' handlers within one month of starting work?	☐ ☐	If no, develop a policy to train all staff within one month of starting work
• Do you train all casual workers?	☐ ☐	If no, develop a policy to provide basic hygiene and good animal husbandry training to all casual workers before they start working in the farm on the first day at work.

FARMS' DAILY CHECKS LIST

Date

These checks should be carried out each day by the Farmer or his/her representing. They are a way to demonstrate continued compliance with the legal requirements for a hygienic farms and Good Animal Husbandry practice.

Name of the business: _____

Date: _____

Name of person carrying out the checks_____

Before the business opens each day check the following. The farmer should not start any other activity until any non-compliance or problem has been addressed

CLEANLINESS

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Are all parts of the farm clean?		
◦ Cattle-sheds	☐ ☐	
◦ Pens and races	☐ ☐	
◦ Mangers	☐ ☐	
◦ Water troughs	☐ ☐	
◦ Feed room (or space)	☐ ☐	
◦ Store facilities (or space)	☐ ☐	
◦ Equipment room (or space)	☐ ☐	
◦ Loading facilities	☐ ☐	
◦ Pasture field and its facilities	☐ ☐	
◦ Any other animals' facilities	☐ ☐	
• Are all the work floors clean?	☐ ☐	
• Are all the work walls clean?	☐ ☐	
• Are all the work surfaces clean? (if applicable)	☐ ☐	
• Are the workers hand wash basins clean?	☐ ☐	
• Is there soap at every hand wash basin?	☐ ☐	
• Is the boots wash station clean?	☐ ☐	
• Is the PPE cleaning station clean?	☐ ☐	
• Is all the work equipment clean and ready for use?	☐ ☐	
• Are the waste bins empty?	☐ ☐	
• Are the waste bins clean?	☐ ☐	
• Are the work toilets clean?	☐ ☐	

FARMS' DAILY CHECKS LIST

Date

PREMISES

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Are all the windows and doors closable?	☐ ☐	
• Is there running water available?	☐ ☐	
• Are the equipment and facilities' sterilising chemicals available?	☐ ☐	
• Are the waste bins clearly well-marked?	☐ ☐	
• Is any animals feed, stored in the farm's facilities, still in a safe and hygienic condition?	☐ ☐	
• Are any animals' products (as diary), that were stored in the farm's facilities, still in a safe and hygienic condition?	☐ ☐	
• Is there any evidence of pests?	☐ ☐	If yes, clear the contamination and clean the farm
• Are there any animals (apart from those in the stalls) on the farm?	☐ ☐	If yes , remove the animals and clean the farm
• Are there any repairs required?	☐ ☐	If yes, arrange for repair or replacement as necessary
• Do you check that water troughs are in working order, with no leaks or overflow?	☐ ☐	

FARMS' DAILY CHECKS LIST

Date

PERSONNEL

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Are all the staff clean and wearing clean overclothing before starting?	☐ ☐	
• Are all the staff wearing correctly clean PPEs as hairnet, beard-net, balaclava, gloves, apron, overclothing, boots etc.?	☐ ☐	Different PPEs according the duty.
• Are any staff reporting sick?	☐ ☐	
• Are any staff wearing jewellery or other item that could contaminate the animals' products (dairy) or injury the animals?	☐ ☐	
• Are any staff smoking or eating outside designated area?	☐ ☐	
• Are any new or casual staff reporting for work?	☐ ☐	
• If new staff are present, do they have medical certification?	☐ ☐	
• If new staff is present, have they been trained?	☐ ☐	
• If any staff is back from a sickness period, is the medical certification available?	☐ ☐	

FARMS' DAILY CHECKS LIST

Date

GOOD ANIMAL HUSBANDRY PRACTICE DAILY CHECKS

WHAT DOES THIS MEAN?	YES / NO
• Do you check the animals' cleanliness during the day and specially before uploading them on the truck for going at the slaughterhouse or the market?	☐☐
• Do you check the animals' health status during the day, and you note any abnormality in the cow book?	☐☐
• Do you identify and take immediate actions if there is any suffering animal? (e.g. did you appoint a veterinarian for a clinic visit? Did you accommodate the animal in an isolated pen providing extra bedding?	☐☐
• Do you check often during the day if the water is available for the animals in all the pens? Make sure that the flow rate is sufficient to provide all livestock with their daily intake of water	☐☐
• Is any equipment used for the quarantined animals disinfected before using them for the other animals in the farm?	☐☐
• Is the livestock accommodated according to sex, age and weight?	☐☐
• Do you accommodate the animals in the stable according their needs? E.g. temperate breeds are more prone to heat stress, so pen them in the hotter parts of the stable during the winter and in the colder parts during the summer.	☐☐
• Do you perform additional inspections on sick animals or animals have just recovery and reintroduced in the herd?	☐☐
• Do you ensure that your animals are always protected from the adverse weather conditions? E.g. keeping them in a fresher environment as inside the stables or in shadow area during the wormer hours of the day and in a worm environment as inside the stalls during the coldest hours?	☐☐
• Do you milk the cows at least once a day and always at the same time? It is recommended to milk them in the stable in a nice and relaxing environment and also protected by the adverse weather conditions.	☐☐
• Do you clean and disinfect the udders before starting the milking process? There is always a bit of dirty attached to the udders and it can contaminate the milk.	☐☐

FARMS' DAILY CHECKS LIST

Date

WHAT DOES THIS MEAN?	YES / NO
• Do you provide every day appropriate clean bedding to all your bovines?	
• Do you note any abnormality you have spotted in the individual cow books?	☐☐
• Do you check often during the days if in the pens' manger there is feed of sufficient quality and quantity available to all animals?	☐☐
• Do you remove any mouldy feed from troughs/mangers at least once a day?	☐☐
• Do you often check animals for signs of heat stress by looking for rapid breathing during the hot season?	☐☐
• Do you check water troughs more frequently, during the hot season to ensure that livestock have an unlimited supply of fresh water?	☐☐
• Do you accommodate the animals in the stall according the weather and their characteristics? In cold weather, hold stock in pens that are protected from the pre-vailing winds, and move susceptible animals to the warmer areas of the stable.	☐☐

FARMS' DAILY CHECKS LIST

Date

At the end of trading or the working day these checks should be carried out, before closing. Any problems or hygiene occurrences should be noted.

CLOSING CHECKS

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Are the animals' facilities and equipment clean?	☐☐	If no, clean any equipment or part of the farm that requires it.
• Has all the waste, including manure, been removed from the animals' facilities?	☐☐	If no, remove any waste and clean the bins or store it in a safe, secure and compliant manner
• Are any animals' feeds or compound correctly stored? i.e. safe from contamination, at the correct temperature and separate from any waste or pest infestation?	☐☐	If no, check the feed is still safe and store appropriately. If the feed is contaminated, throw it away.
• Are any animals' products (as diary) correctly stored? i.e. safe from contamination, at the correct temperature and separate from any waste or pest infestation?	☐☐	If no, check the food is still safe and store appropriately. If the food is contaminated, throw it away.

ISSUES TO CONFIRM FROM THE DAY'S TRADING

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Were any animals spotted sick or dead?	☐☐	
• Was any non-compliance spotted on any animals? (e.g. identification system lost, lacking cow book or anything else etc.)	☐☐	
• Did you accommodate any new livestock which needed to have applied the identification system or the cow book issued for?	☐☐	
• Did any equipment break or need replacing?	☐☐	
• Was any staff disciplined for breaking the hygiene rules?	☐☐	
• Was any feed found to be contaminated for any reason? (e.g. aflatoxins, pests etc.)	☐☐	

FARMS' DAILY CHECKS LIST

Date

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Was any food found to be contaminated for any reason?	☐☐	
• Were there any incidents to report such as flooding, contamination issues, breakages, damage to the premises, staff illness, consumer complaints?	☐☐	

Name and Signature of the person carrying out the checks:

Name_____

Signature _____