

PRODUCER GUIDE TO SAMPLE RECORD COLLECTION

REMOTE AUDIT GUIDE



The goal of the remote audit is to be able to accurately assess the operation to the certification standards via the submissions of record documentation, photo and video evidence and interactive interviews between the producer and a remote audit team member. Inside are examples of photos and videos that would be required as part of your submissions.

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CONSIDERATIONS

The producer must have adequate technology capabilities to submit documentation and photo/video files to VBP+ via online submission portal. Reference samples for record keeping requirements can be found on the Verified Beef Production Plus Website: https://verifiedbeef.ca/producer-resources/sample-records-and-templates/

The Verified Beef Reference Manual is available online:

https://verifiedbeef.ca/producer-resources/verified-beef-producer-reference-manual/

The producer must have adequate internet capabilities to provide documentation and conduct a virtual audit via an online meeting.

Eligibility for remote audits will be assessed using a risk matrix criteria by the National VBP+ Audit Coordinator.

This guide includes examples of images, photos and supporting evidence that will need to be submitted. VBP+ templates are not required but are a guideline.

TIMELINE

The remote audit evidence collection may take a little time to sort, accumulate and submit the required documentation. Producers find they often already have the evidence (videos, photos etc.) in varied locations and formats.

The producer may begin collection of photo/video documentation as soon as they begin the process.





PROCESS

- 1. An assessment is completed by the National Verified Beef Coordinator to assess an operations eligibility for a remote audit.
- 2. Operation is assigned to a remote auditor.
- 3. The remote auditor will initiate contact via phone call and outline timelines and expectations for an audit.
 - a. Remote Audit Request
 - **b**. Communication Plan
 - c. Tentative Remote Audit Interview Schedule
- 4. The auditor will email the remote audit document request to the producer.
- 5. The producer submits required documentation via the remote audit portal.
- 6. An audit interview is conducted. During this interview, the auditor will provide a preliminary summary and communicate potential corrective actions to the producer.
- 7. The remote audit is scored.
 - **a.** The auditor will submit the audit to the National office for quality control.
 - **b.** An email is sent from the auditor to the producer with the audit summary and corrective actions.
 - **c.** After the audit has been reviewed by the National Office, the producer will receive an email containing:
 - Producer Audit Summary which describes the scoring assessed by your auditor and comments from your auditor.
 - VBP+ Certificate valid until your next anniversary date.

COW CALF AUDIT DOCUMENT REQUIREMENT

Ol LEADERSHIP AND COMMUNITY



Be prepared to discuss these topics with the auditor during the interview. You will not be required to provide representative samples.

Does your operation promote principles and core values based on a Code of Ethics/Conduct?

- ·Being a good Neighbour
- Respecting others privacy and confidentiality
- Striving for honesty and transparency

What is your involvement in the community? (as an individual or an operation)

- Volunteering
- · Mentorship (formal or informal)
- Donations
- ·Buying local
- Helping community members
- ·Board/club/association/organization member
- ·Hosting farm tours
- Participating in industry/farm field days
- Providing agricultural/education outreach in the community
- ·Hiring local labour
- ·Involvement in 4-H, buying 4-H steers
- ·Industry boards
- Assisting with local sports teams/curling/ ball teams etc.

Photo(s)/Video of representative sample of:

ENERGY EFFICIENCY

- Solar power*
- Frost free nose pumps
- Energy reducing or efficient equipment
- LED Lights
- Energy efficient equipment
- Wind power



REPRODUCTIVE INNOVATION

- Embryo Transplants*
- Synchronization and Artificial Insemination
- In Vitro Fertilization
- Reproductive Software
- Semen Sexing



EMBRYO TRANSFER INFO

FEED EFFICIENCY AND PRACTICES

- Bale Grazing
- Swath Grazing*
- New feed Varieties
- NIR
- Feed and quality testing



CONTINUOUS EDUCATION

- Field Day Receipts/Agenda*
- Community involvement such as volunteering, board membership, local donation etc



02 ANIMAL HEALTH RECORDS

- Individual animal health record such as treatment or vaccination*
- Group animal health record such as treatment or vaccination*



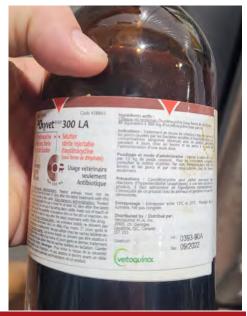
INDIVIDUAL TREATMENT RECORD SOFTWARE SAMPLE

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DATE: Octo	ber 1, 2021	GROUP OR PEN :	Bred Cour		<u> </u>
ANIMAL HEALTH F				OTI	IER:
ACCINATION: (Bra					
ACCINATION:	and Name)	DOSE AND ROUTE :	2ml SC	WITHDRAV	ALTIME: 21 days
		DOSE AND ROUTE :		WITHDRAW	
ARASITICIDE : (Bra	and Name)	DOSE AND ROUTE :	/		
NTIBIOTIC:			SSM/ TOP	WITHDRAW	ALTIME: 49 days
IN MITIGATION :		DOSE AND ROUTE :		WITHDRAW	AL TIME :
		DOSE AND ROUTE :		WITHDRAW	AL TIME :
HER:		DOSE AND ROUTE :		DOSE AND R	_
HER PROCEDURES :	CASTRATION	DEHORNING IMPLAN		DOOE AND N	OUTE :
IPPING WD CHECK (DAT	TE): 1/	IMPLAN	T BRANDING E	OTHER: Pre	g check
		2/		COMMENTS:	
		0 P T I 0 I	AL		
ANIMAL ID	ANIMAL ID	O P T I O I	-	IAL IN	A
ANIMAL ID	ANIMAL ID		-	IAL ID	ANIMAL ID
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176	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	AL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	AL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	IAL ID	ANIMAL ID
17G 18G 21G 712A	ANIMAL ID		-	IAL ID	ANIMAL ID

GROUP TREATMENT RECORD

03 ANIMAL HEALTH PRODUCTS

Photo(s) of representative sample of label of animal health products showing expiry date.



PRODUCT LABEL WITH EXPIRTY DATE

EVIDENCE OF VET CLIENT RELATIONSHIP

- Invoicing*
- Patient Note*
- Post Mortem
- Protocol Manuals



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	50 Dose XYW Brand 5 way Vaccine	xx.xx	xx.xx
3	10 Dose XYW Brand 5 way Vaccine	xx.xx	xx.xx
1	50 Dose XYW Brand 8 way Vaccine	xx.xx	xx.xx
3	10 Dose XYW Brand8 way Vaccine	xx.xx	xx.xx
80	Pregnancy Diagnosis - Ultrasound Bovine	xx.xx	xx.xx
1	Service Call – Minimum Fee	xx.xx	xx.xx
		SUBTOTAL	xx.xx
		0 1 1 E0 E 1 1	

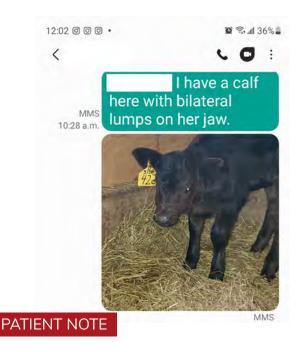
SALES TAX XX.XX

TOTAL DUE XX.XX

Make all checks payable to Company Name
If you have any questions concerning this invoice, contact Name, Phone, Email

THANK YOU FOR YOUR BUSINESS!

INVOICING



MEDICATION LIST





04 EXTRA LABEL USE

Record(s) of an example of a product that was used extra-label if applicable and prescriptions for the mentioned extra-label use.





Prepare for these questions to be answered during interview process:

- If a treatment error occurs, what is your procedure to handle a situation when errors happen?
- What is your procedure when animals are exposed to toxins or pesticides?
- What is the procedure for maintaining and calibrating animal health product delivery equipment?
- What methods of restraint do you utilize when delivering animal health products?
- What unique or alternative animal health delivery methods do you use?
 ie) Dart guns, oilers

05 SYRINGE STORAGE

Photo(s) of representative sample of:

- Syringe storage*
- Sharps container*
- Extra parts on hand*







06 ANIMAL HEALTH PRODUCT STORAGE 07 CATTLE HERD

Photo(s) of representative sample of temperature controlled fridge and room temperature animal health product storage area.

- Storage Area*
- Fridge Storage*
- Vaccine Coolers*









How do you monitor cattle for animal health and condition?

Photo(s) / Video(s) of representative sample of cattle herd:

- Pasture*
- Winter Herd*
- Angus Cow Nursing Calf
- Cow Calf Pair Month Old Calves (Charolais)
- Cows Summer Grazing
- Cows Winter Feeding in pens
- Pasture Calving Summer Pair Nursing





38 MATERNITY PEN AND/OR 09 CATTLE HANDLING

What types of shelter are available for your livestock?

Photo(s) / Video(s) of representative sample of:

- Maternity Pen*
- Shelters for Calving if used*
- Calving Environment* (ie. Calving Paddock or pasture if calving on grass)
- Arial photo of yard site
- Pair in Hot Room with Fresh Calf
- Fresh Calf on Grass









Can you describe the way you handle cattle for processing, calving or pasture movement?

- Video(s) of representative sample of handling cattle during processing events such as branding, preg checking, individual animal health, pulling pen, sorting if applicable.
- Video (s) of representative sample of cattle handling or moving during loading/unloading event
 - Moving Cattle into Bud Tub
 - Moving Cattle on Foot
 - Winter Cow Processing
 - Moving Cattle on Foot into barn



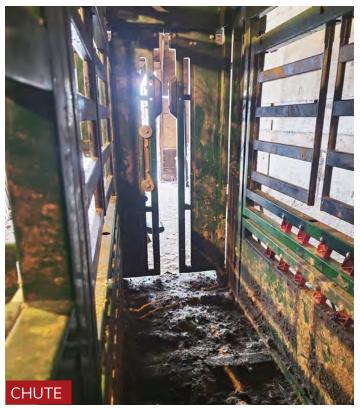
Be prepared to answer Code of Practice questions during interview:

- What is your castration procedure?
- What is your procedure for dehorning?
- What is your process to mitigate or prevent metabolic disorders?
- How do you treat bloat? / How are you prepared to treat bloat? (Frothy or gas)
- How do you address lameness issues?
- What is your branding procedure?
- What is your weaning process?
- How do you manage calving livestock on your operation?

10 PROCESSING CHUTE/AREA/ALLEY

Photo(s) of representative sample of processing facilities such as:

- Chute*
- Branding Tip Tables*
- Crowd Tub of Bud Box*
- Processing Area*
- Alleyway including Interior of Alley*











DEATH AND/OR EUTHANIZATION PRACTICES & PROCESSES

Record(s) of representative sample of a death and/or euthanization.

- Software Death Record*
- Deadstock Disposal Site*

DEADSTOCK DISPOSAL SITE Animal Death Loss 8 animals Electronic ID Birth Date Animal Type Cause Of Death Purchased Purchase Date Ear Tag Death Date 607GR 124000213900961 04-29-2016 Cow 01-03-2023 uthanize 017GR 124000206095643 02-25-2020 Cow 03-22-2023 Bloat No 01-17-2023 639BL 124000189415743 04-18-2022 Calf - H Bloat No 7 RED 04-25-2023 Mastitis 01-19-2023 7 WHITE 189415770 03-11-2023 Calf - B 03-31-2023 Duplicate Calf Made No 124000189415749 03-28-2023 04-05-2023 unknown 124000183324264 131BL 04-20-2023 Calf - H 05-10-2023 scours No 022BL 124000183324229 04-29-2023 04-29-2023 no first suck

SOFTWARE DEATH RECORD

12 LOADING/UNLOADING CHUTE & ALLEY

Photo(s) / Video of representative sample of cattle handling or moving during loading/unloading event.

- Loading Ramp*
- Safe Traction*







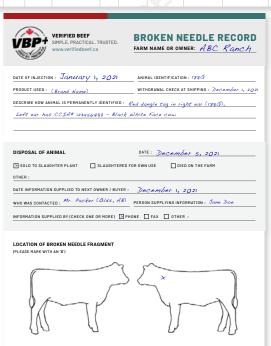
13 SHIPPING VALIDATION

Record(s) of representative sample of a shipping validation.

Shipping record must haves:

- /Withdrawal checks PRIOR to shipping
- Feed Withdrawal
- Animal Health Product Withdrawal
- Herbicide & Pesticide Exposure/Withdrawal
- Broken Needle Check
- Fit for transport
- Transfer of Care





4 FEEDING AREAS

Photos or Video(s) of representative sample of:

FEEDING AREAS

- In Pen Feeding*
- Bale Feeders-Bunk Management*
- Fence Line Feeders*







FEED DELIVERY- FEED QUALITY OR STORAGE



15 FEED STORAGE AREAS

- Supplement Bins*
- Bale Stacks*
- Silage Pit*
- Grain Bins*
- Mineral/Salt/Lick Tubs*
- Rations Sheets*
- Feed Analysis*

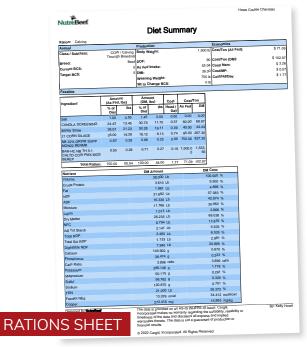




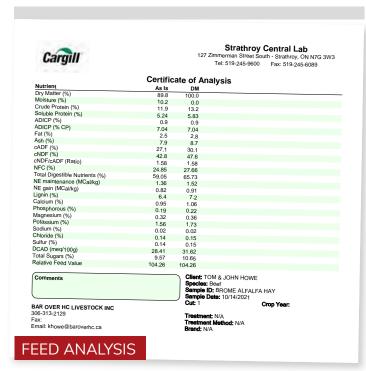








15 FEED STORAGE AREAS (continued)



MEDICATED FEED

- Scales
- Veterinarian Scripts
- Mixer Variance Test
- Storage Areas*
- Pen Identification



16 NON-RUMINANT FEED STORAGE

Photo(s) of representative sample of nonruminant feed storage if applicable. (Chicken, hog, cat, dog, fish, food)



17 HERBICIDE AND PRACTICES & PROCESSES

Record(s) of representative sample for herbicides and pesticide use.



18 CHEMICAL STORAGE

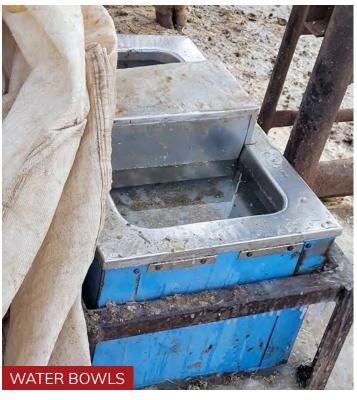
Photo(s) of representative sample of the inside and outside entrance to the storage for chemical storage.



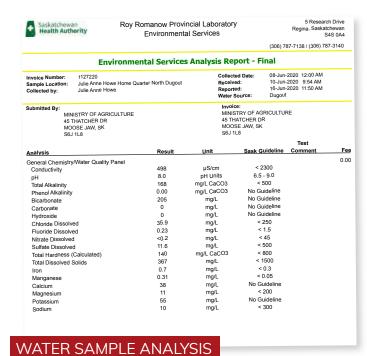
19 WATER SOURCES & WATERING & PROCESSES

Photo(s) of representative sample water sources and watering methods.

- Water Bowls*
- Pasture Watering*
- Winter Watering
- Water Sample Analysis*







20 ZOONOTIC DISEASE TRANSMISSION

Photo(s) of representative sample of outputs from sewage.



Photo(s) of representative sample of:

- Pasture / Range Management*
- Environmental Farm Plan Certificate*
- Grazing Plans
- Aerial Photo(s) or link to Google Maps of land base/homestead*







AERIAL PHOTO OF PROPERTY





FEEDLOT AUDIT DOCUMENTATION

Olean Leadership and Community

02 ANIMAL HEALTH RECORDS

Photo(s)/Video of representative same of:

ENERGY EFFICIENCY

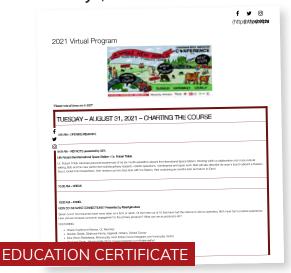
- Solar energy use
- Wind energy
- LED lighting

INNOVATION

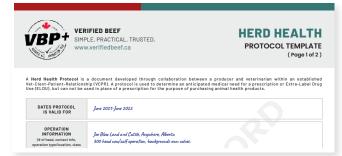
- Participation in research trials
- Liver abscess reduction strategies
- Data analytics

CONTINUOUS EDUCATION

- Education Certificate*
- Field Day Receipts / Agenda
- Community involvement such as volunteering, board membership, hosting field days, local donations etc.



- Individual Animal Health Record*
- Group Treatment Record
- Sample Cattle Pen Map and Signs
- Patient Note
- Post Mortem Report*
- Protocol Manuals
- Evidence of VCPR*



ANIMAL HEALTH RECORD

Death Slip#	20860	Date: Feb 16/2021
PMATAG# BC	147-64 X	CCIA TAG# 200 - 192 - 402 mg
Weight:	Sex: M/F	Description:
Custom:	YES /NO	Days on feed: \ 8
Location of Death:	FILE	Found by:
EXTERNAL OBSE		
EUTHANIZED:		YES 1 160'
EUTHANIZED:	e de death. Vol	
	e of death: $V_{\zeta^{\bar{l}}}$ γ	
	e of death: ┞┌┖╭	
POSSIBLE CAUSI		Mya
POSSIBLE CAUSI		Mya
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POST MORTEM REPORT

O2 ANIMAL (CONTINUED) HEALTH RECORDS



EVIDENCE OF VCPR

O3 ANIMAL HEALTH PRODUCTS

Photo(s) of representative sample of label of animal health products showing expiry date.

- Animal Health Product Labels with expiry dates* drug label.
- Beef Medication Product List/Inventory*





BEEF MEDICATION PRODUCT LIST

04 EXTRA LABEL USE

If the product is used for any use not on the product label it is considered extra-label drug use and requires an additional written script or revised drug label.

 Record(s) of an example of a product that was used extra-label if applicable*

BP+ SIMPLE. PRACTICAL www.verifiedbeef.	(EDLU) PRESCRIPTION
VETERINARY CLINIC :	
PHONE :	
DATE Date of Prescription	
OWNER Operations/Producer Name(s)	
ANIMAL(S) Number of Animals Prescription Covers	
DRUG Product Name	
Amount/quantity Amount of product prescribed for the intended expectation to treat	
DIRECTIONS Including reason for treatment or diagnosis, Dosage and Rosse	
WITHDRAWAL	
PRECAUTIONS/WARNINGS	
REFILLS	

05 SYRINGE STORAGE

 Photo(s) of representative sample of syringe storage*



SYRINGE & IMPLANT STORAGE

06 ANIMAL HEALTH PRODUCT STORAGE

Photo(s) of representative sample of temperaturecontrolled fridge and room temperature animal health product storage area.

- Storage Area
- Refrigerator
- Proof of Temperature*
- Vaccine Coolers



07 CATTLE HERD

REQUIRED - Photo(s) of representative sample of cattle herd.



PHOTO OF YOUR CATTLE HERD

8 MATERNITY PEN AND/OR SHELTERS FOR CALVING

Photo(s) of representative sample of maternity pen and/or shelters for calving if used

- Abortion Protocol if used
- Calving Season
- Shelters
- Calving Facilities*
- Plans for extreme weather events

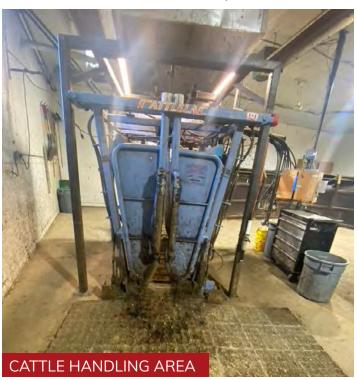


09 CATTLE HANDLING

- Video(s) of representative sample of handling cattle during processing events such as induction, implanting, individual animal health, pulling pen, sorting if applicable.
- Video (s) of representative sample of cattle handling or moving during loading/unloading event for one load
- All operations with more than 5000 head, it is a requirement to score at minimum 50 head.
 - The desired angle of camera should be placed at the chute to observe cattle entering / exiting the chute
 - Note that video files for these events are LARGE.

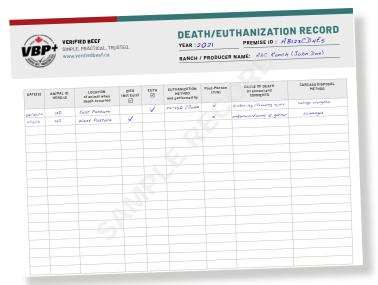
PROCESSING CHUTE/AREA/ALLEY

Photo(s) of representative sample of processing facilities such as chute/area/alley.



DEATH AND/OR EUTHANIZATION PRACTICES & PROCESSES

Record(s) of representative sample of a death and/ or euthanization.



12 CHRONIC ANIMAL MANAGEMENT

Record(s) of representative same of:

- Chronic Pain Management
- Euthanasia Protocol

13 BEDDING STRATEGIES

Photo(s) of representative sample of:

- Bedding products (straw, shavings, drywall)
- Bedding strategies

14 LOADING/UNLOADING CHUTE & ALLEY

Photo(s)/Video of representative sample of cattle handling or moving during loading/unloading event.

5 SHIPPING VALIDATION

Transfer of care:

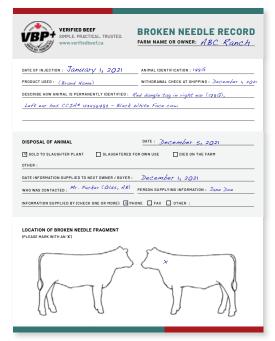
Record(s) of representative sample of a shipping validation.

/Withdrawal Check Validated prior to loading cattle for shipment, that animal health treatment records are checked for outstanding animal health product withdrawals and herbicides/pesticides and checked broken needle record and fit for transport.

/Broken needle

/Fit for Transport





16 FEEDING AREAS

Video(s) of representative sample of feeding areas and feed delivery for one pen.

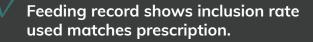


FEED BUNK AREA

- Documentation of
 - Rations
 - Feed Tests
 - Prescriptions for medical feeds (if applicable)
 - Mixer validation
 - Feed calls
- Protocol is in place to avoid delivery of medicated feed to unintended cattle
 - Sequencing
 - Flushing

Be sure:

Medications are mixed in correct quantities and fed as a per label directions / prescription instructions.



7 FEED STORAGE AREA(S)

Feed Storage Area(s) such as supplement bins, bales, silage and grain bins

 Photo(s) of representative feed storage area(s) such supplement bins, bales, silage, and grain storage.





18 FEED ERROR & VARIANCE REPORT

Record(s) of representative sample of feed error and variance report.

Examples of errors: (Articulate what you would do if you had an error)

- Fed wrong group of cattle
- Fed wrong ration
- Fed medicated feed to cattle ready to be shipped
- Chronic pen fed medicated feed and shipped for salvage

19 CALIBRATION OF MICRO-MIX & SCALES

Record(s) of representative sample of calibration scales (micro-mix, feed scales).

20 MICROMIX / SUPPLEMENT USE

Photo(s) representative sample of:

- Micromix Machine*
- Storage of supplement (bags, bins, tubs and pails)*
- Inventory Report





21 NON-RUMINANT FEED STORAGE

Photo(s) of representative sample of non-ruminant feed storage if applicable (Chicken, hog, cat, dog, fish, food)



22 HERBICIDE AND PRACTICES & PROCESSES

Record(s) of representative sample for herbicides and pesticide use.



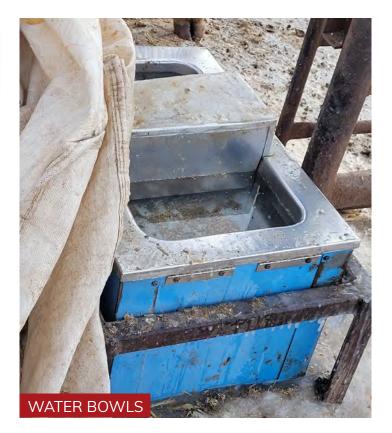
23 CHEMICAL STORAGE

Photo(s) of representative sample of the inside and outside entrance to the storage for chemical storage.

24 WATER SOURCES & WATERING & PROCESSES

Photo(s) of representative sample water sources and watering methods Photo(s) of representative sample of cattle watering.

- Water Bowls*
- Pasture Watering*
- Winter Watering
- Documentation of Water Analysis*





5 Research Drive Saskatchewan Health Authority Roy Romanow Provincial Laboratory Regina, Saskatch **Environmental Services** S4S 0A4 (306) 787-7138 / (306) 787-3140 **Environmental Services Analysis Report - Final** 1127220 Collected Date 08-Jun-2020 12:00 AM Received: Reported: Water Source: Julie Anne Howe Home Quarter North Dugout 10-Jun-2020 9:54 AM 16-Jun-2020 11:50 AM Julie Anne Howe Invoice: MINISTRY OF AGRICULTURE 45 THATCHER DR MOOSE JAW, SK S6J 1L8 MINISTRY OF AGRICULTURE 45 THATCHER DR MOOSE JAW, SK S6J 1L8 Test Analysis Result Unit Sask Guideline Commen Fee General Chemistry/Water Quality Panel 0.00 Conductivity uS/cm < 2300 8.0 168 6.5 - 9.0 < 500 pH Total Alkalinity mg/L CaCO3 Phenol Alkalinity 0.00 205 mg/L CaCO3 mg/L No Guideline No Guideline Bicarbonate Carbonate 0 ma/L No Guideline Hydroxide Chloride Dissolved No Guideline 35.9 < 250 mg/L 0.23 <0.2 11.6 140 367 0.7 0.31 38 11 mg/L mg/L Fluoride Dissolved < 1.5 Nitrate Dissolved Sulfate Dissolved < 500 Total Hardness (Calculated) mg/L CaCO3 < 800 Total Dissolved Solids < 1500 < 0.3 mg/L Manganese mg/L mg/L < 0.05 Magnesium mg/L < 200 Potassium No Guideline Thank-You for choosing the Roy Romanow Provincial Laboratory!

DOCUMENTATION OF WATER ANALYSIS

25 ENVIRONMENTAL STEWARDSHIP & CONSERVATION

- Photo(s) of representative sample of pasture/ range management.
- Aerial Photo(s) or link to google maps of land base/homestead.
- Copy of completion of environmental farm plan and/or Range Management Plan.

26 PEN & MANURE MANAGEMENT

- Photo(s) of representative sample of feedlot pen conditions.
- Record(s) of representative sample of a manure management (how soil nutrients are managed) licensing



27 INTENSIVE LIVESTOCK LICENSE

 Record(s) of representative sample of intensive livestock License as per provincial regulations.

28 IRRIGATION MANAGEMENT

 Photo(s) of representative sample irrigation management and licensing.



29 BIOSECURITY

- Records / Photo(s) of representative sample of biosecurity preventative measures and controls. (Example: Biosecurity plan, visitor log and guidelines, commingling, reportable disease awareness)
- Records / Photo(s) of representative sample of pest management control.



30 ZOONOTIC DISEASE TRANSMISSION

• Photo(s) of representative sample of outputs from sewage.



31 EMERGENCY RESPONSE PLAN

 Records / Photos (s) of representative sample emergency plan for cattle (Back-up generator for mill, back-up water pump, contingency and preparedness plans (Example: test and maintain generator on an annual basis)









32 TRAINING & COMPETENCY

 Records / Photo(s) of representative sample staff training and competency.