



GEP-Free Program

Producer Pre-Assessment Checklist

Use this checklist before your assessment to confirm required documents, programs, and information are in place.

= confirm completed / available

1. Enrollment Procedures

Operation & Business Information

- The operation has a provincial premises identifier (PID) and proof is available
- Full legal name of the applicant is documented
- Legal business name is documented
- Type of operation is identified (cow-calf, feedlot, or both)
- Mailing address is documented
- Physical location of operation is documented (if different)
- Telephone contact information is documented

Program Governance

- A written GEP-Free program is in place describing:
 - Organizational structure
 - Roles and responsibilities
 - Delegations of authority

Mixed Status (if applicable)

- The operation has determined whether it is a **mixed-status operation**
 - If mixed-status:
 - A **written segregation and/or alternate identification procedure** is in place
 - Procedures clearly describe how GEP-Free animals are separated from non-eligible animals
 - Documentation is available for review and submission
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2. Cow-Calf Specific Information (*if applicable*)

- Calving season months are documented
- Birth year of cattle intended for EU export is documented
- Total number of calves born in that year is documented
- Number of calves intended for GEP-Free/EU eligibility is documented

3. Animal Identification & Traceability

- All GEP-Free animals have **required animal identification**
 - Identification records are accurate and current
 - Records support traceability from birth through marketing
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4. Records & Documentation Readiness

- All required records are:
 - Complete
 - Legible
 - Accessible on request
 - Records align with information submitted during application
 - Documents are retained and organized for assessor review
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5. Assessment Readiness Check

- Staff responsible for GEP-Free compliance understand program requirements
 - Written procedures reflect what is happening in practice
 - Animals and facilities reflect documented procedures
 - Supporting documents are available for upload or review
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