

# Checklist of Shed & Cold Storage Facility requirements of the Regulatory Control Scheme

Velvetter/PIC Name: (Print) \_\_\_\_\_

Velvet Programme Number: \_\_\_\_\_

Physical Address of velveting facilities: \_\_\_\_\_

Velvetter/PIC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Veterinarians Name: (Print) \_\_\_\_\_

**Velvet Registration if relevant:**    A Local Only    B Chemical Restraint    C Mechanical Block

**A. Clean Zones**

YES NO

1. **Clean Zones identified**    
*Farmers to supply a floor plan marking all clean zones within the shed and keep this with records for auditing purposes. This is a legal requirement*
2. **Contact surfaces within the clean zones identified**    
*All surface areas where velvet may come into contact, floors, racks, tables, benches, scales and containers. All checked as being able to be washed, disinfected and cleaned.*
3. **Clean Zones clear of any visible contaminants**    
*Check all floor and wall surfaces for contaminants, mud, dust, roden droppings, machinery, animal health treatments, tools*
4. **Floor surfaces meet the new requirements**    
*Floors must be able to be washed and disinfected, non-porous, not covered with a build-up of mud, dust or faecal contamination*
5. **Wall surfaces meet the new requirements**    
*All raw timber surfaces must be covered or coated to allow for washing or cleaning*
6. **Is there a supply of water available for washing the facilities**    
*To enable the clean zones to be washed out according to the RCS*
7. **Suitable approved disinfectant/cleaner used**    
*Check that the disinfectant/cleaner being used is approved to the correct code*
8. **Suitable method for application of disinfectant/cleaners**    
*Check that the method of application of the disinfectant will meet requirements*
9. **Storage of all animal remedies out of clean zones**    
*Ensure the clean zones are free of any other compounds and animal remedies. Can be stored in cabinets within clean zones provided they are kept closed and washable.*
10. **Crush surface areas free of contamination**    
*Ensure all crush surface areas are free of any rips, tears, holes and rough surfaces are eliminated. Crush surfaces can be patched*
11. **Crush and crush areas free of contamination**    
*Ensure all working areas in and around and under any crush is clean and any areas where a build-up of contamination can occur are eliminated. Build-ups of rust, dirt, dust or flaky paint need to be corrected.*
12. **Control measures in place for rodent contamination**    
*Ask velvetter/PIC to describe or demonstrate rodent control measures to minimise rodent contamination.*

**B. Velvet Handling & Storage**

YES NO

1. **Freezer/s meet new requirements**    
*Verify all freezer/s are capable of reaching a minimum temperature of Minus15C.*
2. **Freezer/s and freezer areas clean inside and outside**    
*Inspect all freezer/s and ensure they are clean both inside and out. Ensure the areas around all freezers are able to be kept clean and clear of any build-ups of mud, dust, blood, rodent droppings*
3. **Control measures in place for any rodent contamination**    
*Ask and view rodent control measures. What measures in place to ensure velvet doesn't become contaminated. Rodents, bird dropping, blood, mud, dust*
4. **Velvet only freezer/s used**    
*Ensure all freezer/s used to store velvet are free of any other product.*
5. **Clean receptacles used for transporting or transferring velvet**    
*View containers, receptacles used to transport or transfer velvet to make sure these are able to be cleaned to the required standard*

**C. Identification and Documentation**

YES NO

1. **Velvet correctly tagged with NVSB tags**    
*View any velvet in freezers to ensure tagging is correct*
2. **Tags recorded in NVSB Velvet Record Book**    
*Ensure tag numbers are recorded in record book*
3. **Velvet Status Declaration Form**    
*Site the VSD book, or individual status declaration forms, ensure correctly filled out. Ensure the velvetter/PIC completely understands the legality of making any false declarations on VSD*
4. **Inventory records of velvet**    
*For a farmer, this can be an up-to-date velvet record book, with the number of animal's velveting, and the copies of the outgoing VSDs.*

Auditor Name: (Print): \_\_\_\_\_

Signature \_\_\_\_\_

**Corrective actions required:** \_\_\_\_\_

**Agreed time frame to complete corrective actions:** \_\_\_\_\_

Signed

Date