

Audit summary checklist (R-014)

Background

If selected to be audited, the following documents and evidence will be required to be viewed. Any confidential information can be removed. The purpose of providing these is to verify that these requirements occur. Only one page as evidence is required for the season being audited. This form is a summary of the requirements as detailed in R-001 ISCC grower self-assessment and audit requirements.



Scan to access the SGA resource library.

Trading name:

Document	Document if required
<input type="checkbox"/> Farm summary	<u>F-001 Farm details</u>
<input type="checkbox"/> Production area	<u>F-001 Production area</u>
<input type="checkbox"/> Stocking rate – soil compaction	<u>F-001 Winter and summer stocking rates</u>
<input type="checkbox"/> Cropping rotation	<u>F-001 Cropping rotation</u>
<input type="checkbox"/> Shire rate notice and or lease agreement	
<input type="checkbox"/> Environmental impact assessment (eia) or building permit	If no new structures within the last 12 months, this is not required. Otherwise use <u>F-002</u> or supply a copy of the planning permit.
<input type="checkbox"/> Cropping plan, business plan or farm review	
<input type="checkbox"/> Grain sale contracts	
<input type="checkbox"/> Weighbridge tickets and summary of deliveries to each trader	
<input type="checkbox"/> Farm map	
<input type="checkbox"/> Soil test reports	
<input type="checkbox"/> Burning permit (if applicable)	
<input type="checkbox"/> Lime and or gypsum purchase invoice	
<input type="checkbox"/> Fertiliser purchase invoice	
<input type="checkbox"/> Fuel purchase invoice	
<input type="checkbox"/> Electricity bill	
<input type="checkbox"/> Chemical purchase invoice	
<input type="checkbox"/> Seed purchase or cleaning invoice	
<input type="checkbox"/> Machinery service invoice or calibration log	<u>F-003 Calibration log</u>
<input type="checkbox"/> Paddock inspection and agronomist recommendations	
<input type="checkbox"/> Chemcert or equivalent licence	
<input type="checkbox"/> Spray diary	
<input type="checkbox"/> Fertiliser plan	
<input type="checkbox"/> Chemical inventory	<u>F-007 Chemical inventory</u>
<input type="checkbox"/> Drum Muster receipt	
<input type="checkbox"/> Waste oil disposal or machinery service receipts	
<input type="checkbox"/> Waste management plan	
<input type="checkbox"/> Risk assessment / occupational health and safety policy	
<input type="checkbox"/> Summary of training and licences	
<input type="checkbox"/> Fair work and corruption declaration	
<input type="checkbox"/> Contractor agreement or invoice	
<input type="checkbox"/> Emergency procedure	<u>F-009 Emergency procedure</u>
<input type="checkbox"/> Induction procedure	<u>F-006 Induction checklist</u>
<input type="checkbox"/> Biodiversity and pollinator protection plan	<u>F-018 Biodiversity and pollinator protection plan</u>
<input type="checkbox"/> Energy, GHG and air pollution plan	<u>F-019 Energy, GHG and air pollution plan</u>

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|---|---|
| <input type="checkbox"/> Integrated pest management plan (IPM) | F-021 Integrated pest management (IPM) plan |
| <input type="checkbox"/> Soil management plan | F-023 Soil management and monitoring plan |
| <input type="checkbox"/> Employee agreement – if workers employed | Confidential information may be removed |

Photograph of:

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| <input type="checkbox"/> Chemical shed | <input type="checkbox"/> First aid kit |
| <input type="checkbox"/> Machinery shed | <input type="checkbox"/> Spill kit |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> PPE |
| <input type="checkbox"/> Fire extinguisher | |