

proAction® VALIDATION CHECKLIST

Producer/License/Shipping #: _____

Registration # (if applicable): _____

Date of Validation: _____

Time of Start: _____ End: _____

Validator: _____

Mileage Start: _____ End: _____

Scope: Full Follow-up

Key:
 FS = Food Safety
 AC = Animal Care
 LT = Livestock Traceability

Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
General							
FS1	Licensed dairy farm: Is your farm currently licensed to ship milk by the provincial regulatory authority?						Valid license or shipper number.
LT1	Do you have a Premises Identification Number?						Validator will ask to see the official Premises ID number issued by their provincial government such as: laminated card, certificate, letter from provincial government or access to producer web account.
Office: Standard Operating Procedures (SOPs) and Corrective Action Plans (CAPs)							
FS22	Have you established and implemented a SOP for pre-milking? (SOP 1)						See SOP Quick Reference.
FS23	Have you established and implemented a SOP for milking? (SOP 2)						See SOP Quick Reference.
FS25	Have you established and implemented a SOP to minimize the risk of shipping abnormal milk? (SOP 3)						See SOP Quick Reference.

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Requirement		Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
			Major	Minor				
FS26	Have you established and implemented a SOP to minimize the risk of shipping milk from treated cattle? (SOP 3)							See SOP Quick Reference. Interview. E.g. How decide when to ship milk? Producer should check treatment records before milking & shipping milk.
FS31	Have you established and implemented a SOP for post-milking system cleaning? (SOP 4)							See SOP Quick Reference.
FS21	Have you established and implemented a SOP for treating cattle? (SOP 5)							See SOP Quick Reference.
FS40 (AC)	Have you established and implemented a SOP for shipping cattle? (SOP 6)							See SOP Quick Reference. Required elements included. Interview. E.g. How decide when to ship cattle? Producer should check treatment records before shipping cattle.
FS10	Do you use medicated feed? If yes, have you established and implemented a SOP for feeding medicated feeds? (SOP 7)							See SOP Quick Reference. E.g. Deccox® needs a SOP, Rumensin does not, if label directions are followed.
AC8	Have you established and implemented a SOP for colostrum management and calf feeding? (SOP 8)							Required elements included.
AC11	Have you established and implemented a SOP for animal health practices (e.g. disbudding/dehorning, castration, supernumerary teat removal), and branding that includes appropriate pain control where required? (SOP 9)							Required elements included.
AC13	Have you established and implemented a SOP for euthanasia? (SOP 10)							Required elements included.

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Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
FS42 (AC) Do you have a written CAP on how to communicate and address (Record 16): <ul style="list-style-type: none"> • Incorrect administration of medications or other chemicals to an animal (BMP)? • Entry of milk from a treated animal into the bulk milk tank (CCP)? • Improperly cooled or stored milk (CCP)? • Dirty milk contact surfaces (BMP)? • Improper water temperature (BMP)? • Milking equipment water contaminated with bacteria (BMP)? • Sale of a treated animal or an animal with a broken needle and the next buyer was not informed (CCP)? • Downed animals? 							Written plan. Staff understands what to do or where to find plan.
FS43 Do you keep a record of any problems that have occurred with and the corrective actions taken regarding: <ul style="list-style-type: none"> • Any treatments administered to animals (Record 17)? • Inhibitor residues in milk (Record 17)? • Cooling and storage of milk (Record 12 or 17)? • Equipment sanitation and hot water/wash water temperature (Record 13 or 17)? • Water quality (Record 15 or 17)? • Shipping animals (Record 17)? 							Problems logged and corrections noted. Interview and review record.

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Requirement		Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
			Major	Minor				
Staff Training and Communication								
FS41 (AC, LT)	Do you: <ul style="list-style-type: none"> Regularly train staff to implement your proAction program? Train new staff to implement your proAction program? Ensure staff have access to SOPs, CAPs and records that you have developed and maintained? 							Staff understands proAction requirements related to their jobs and know the corrective actions plans or know where to find them. Staff is following the current version of proAction requirements. SOPs match actions.
AC17	Do you train all animal handlers, and are they familiar with cattle behaviour and quiet handling techniques?							Interview to determine training protocols on farm.
Office: Records and Reporting								
FS14	Do you have a Cattle Health Declaration signed by your veterinarian annually and the most recent version kept on file? (Record 6)							Signed Declaration on file and dated within 12 rolling months.
FS15	Do you maintain a list of all medicines and chemicals that you use on livestock? (Record 9)							All products used on or in cattle must be on list. Match list to stock on farm. Teat dips should be included.
FS18	Do you check for and record the identity of any animal and treatment site whose treatment resulted in an irretrievable broken needle? (Record 11)							Review records for broken needles information: record animal id and needle site.
FS20	Do you maintain a permanent written record of all medicines and chemicals used on livestock that have a milk or meat withdrawal? (Record 10)							Includes all animals on farm and all elements in record 10 except for residue testing. Treatments must be recorded if have milk or meat withdrawal.

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Requirement		Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
			Major	Minor				
FS27	Do you test milk from new animals for inhibitors before shipping their milk, not ship the milk unless the results are negative and record the results? (Record 10) Or do you have a letter of guarantee from the previous owner? (Record 11b)							Purchased animals (springing, lactating or dry) - negative residue test or letter of guarantee from owner of animal for last two months.
FS28	Is the bulk tank temperature recorded and checked <u>after</u> every milking for each bulk tank? (Record 12)							Manual log/electronic log signed or with smart alarms available for past year. Accurate, operating tank thermometer.
FS29	Do you use approved cleaning products according to the accessible milk house cleaning and sanitizing chart? (Record 14)							Chart filled in and current. Uses approved products according to the chart.
FS30	Do you regularly inspect and record the cleanliness of milking equipment for each washing system, including checking and recording the temperature of the hot water from the tap or wash water, at least monthly? (Record 13)							Monthly check of equipment cleanliness, which includes problem areas. Interview or view equipment with farmer. Frequency and location consistent for water temperature, and temperature matches the chemical labels or chart. Accurate thermometer.
FS32	Do you have each wash system evaluated annually by an industry professional and have the deficiencies been corrected? (Record 14b)							Annual CIP analysis (e.g. time, temperature, slugging and concentration) for each AMS or washing system. Corrected proAction-related problems.
FS39	Do you: <ul style="list-style-type: none"> Annually test the water used for milking equipment sanitation for the microbiological parameters determined by the provincial authority? Ensure the water meets the microbiological parameters? 							Annual water test for bacteria. Results pass and records kept.

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		Major	Minor				
AC14							Assessment done by qualified person, proper procedure followed and record kept. For results in the red zone, corrective action plan documented and being implemented.
LT3							Validator will ask what type of system is used to keep on farm records (paper manifest, herd management software, excel document, ...), verify their existence, the recorded information (birth date, animal ID number, PID number where the animal is born) and respect the 7 days delay. Validator can accept reporting as record, if verifiable.
LT4							If a farmer does not report at all or does not report completely or correctly, the question is marked not applicable and you write observations in the note field. If a farmer does report and does it well, you score it as compliant.
LT5							Validator will ask what type of system is used to keep on farm records (paper manifest, herd management software, excel document, ...), verify their existence and the recording (Animal ID, date of movement,

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		Major	Minor				
							premises id number departure and arrival, license plate number) and respect the 7 day delay. Validator can accept reporting as record, if verifiable.
LT6							If a farmer does not report at all or does not report completely or correctly, the question is marked not applicable and you write observations in the note field. If a farmer does report and does it well, you score it as compliant.
LT7							Validator will ask what type of system is used to keep on farm records (paper manifest, herd management software, excel document, ...), verify their existence and respect the 7 day delay. Validator can accept reporting as record, if verifiable.
LT8							If a farmer does not report at all or does not report completely or correctly, the question is marked not applicable and you write observations in the note field. If a farmer does report and does it well, you score it as compliant.

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Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
Milk House and Milking Area							
FS24							Milkers clean, sanitize and dry teats. Interview or observe. Teat sanitizers must be approved (e.g. DIN). Score under Livestock Medicines question if using unapproved products.
FS33							No items present that are a food safety hazard (e.g. pesticide sprayer). Medications must be in a closed cupboard.
FS34							Containers in good condition and are labeled. Chemicals cannot contaminate milk.
FS35							Milk house and equipment clean (e.g. no dust/debris on bulk tank, minimal spider webs).
FS36							Safety switch works. May ask producer to demonstrate that it works.
FS37							Note: caution on handling and disposal (i.e. hazardous material).
FS38							Observe and interview. Coverings and coatings can be difficult to see (e.g. sleeve on florescent tube).

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Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
Treatment Area							
FS16	Do you store and handle livestock medicines and chemicals: a) (Including syringes and needles) in a clean and sanitary manner, in a dedicated place, and according to label directions? b) In a manner that will not contaminate: Milk? Meat? Feeds? c) For non-lactating and lactating dairy cattle, and products not intended for dairy cattle in separate areas or cupboards?						Labels intact. Closed cupboard or container if stored in milk house. Pesticides for cattle stored below. Crop pesticides, cleaners separate. No expired products or stored separately. No cattle access. Cannot contaminate milk/meat/feed. Three areas: 1) Lactating cattle, 2) dry cattle and young stock, and 3) beef cattle, sheep and other species of animals.
FS17	Do you use only livestock medicines (including medicated foot- baths): • Approved in Canada for use in dairy cattle? • According to the label? • According to written veterinary directions, which must be available for every treatment administered not according to the label and for every veterinary drug used that is not approved for use in Canada? (Record 8)						Review treatment records. Any extra label treatments or drugs not approved in Canada need written vet directions. Products listed in Section 5 of the Permitted Substances Lists for Livestock Production (CAN-CGSB-32.311-2015) are permitted, if used according to specifications indicated.
FS19	Do you mark all treated cattle in the milking herd that have milk withdrawals (e.g. leg bands)?						Includes dry cows, unless they are managed separately. If a treated animal is in herd, verify method is used. Mark only needed for milk withdrawals.
Feeding Area							
FS11	Do you receive medicated feeds with milk or meat withdrawals or that are prohibited for use in lactating cattle? If yes, are feed bins and						Marked as medicated and which type of animal the feed is for. E.g. "medicated - for calves"

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Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
FS12							Non-ruminant and pet foods must be stored so that cattle cannot access them and cattle feed is not cross-contaminated.
AC9							Interview. Scan heifers, looking for problem with skinny heifers.
AC10							All cattle over 10 days of age need clean water provided. Enough water bowls? Clean?
Animal Identification							
LT2							When observing the herd, validators will evaluate if animals have proper identification (double ID with approved NLID/ATQ dairy tags). Note that this verification (i.e.: herd scan) is directed at animals born on or after September 1, 2017, as CCIA tagged animals born prior to this date are grandfathered into the program. It is prohibited by federal regulations to remove or cause the removal of approved official tags except for on-farm disposal of dead livestock.

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Requirement		Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
			Major	Minor				
FS13	Do you identify all cattle to allow for the maintenance of treatment records (e.g. barn tags, neck chains, etc.), if you do not use approved dairy tags (NLID/ATQ) for management purposes?							All cattle on farm are individually and permanently identified.
Housing								
AC1	Do you ensure that housing for unweaned calves: a) Allows calves to easily stand up, lie down, turn around (180°) and adopt normal resting postures? b) Provides bedding? c) Permits calves to have visual contact with other cattle? d) If group housing, provides a bedded area large enough to allow all calves to rest comfortably at the same time?							Observe calf housing, including bull calf housing. Enough bedding to maintain clean and dry calves. Bare concrete or hard rubber mats without bedding are not acceptable.
AC2	Do you ensure that housing for weaned heifers: a) Allows heifers to easily stand up, lie down, and adopt normal resting postures? b) Provides bedding? c) Permits heifers to have visual contact with other cattle? d) If group housing, provides a bedded area large enough to allow all heifers to rest comfortably at the same time?							Enough bedding to maintain clean and dry heifers. Bare concrete or hard rubber mats without bedding are not acceptable.
AC3	Do you ensure that bull housing (if applicable to your farm): a) Permits bulls to easily stand up, lie down, adopt normal resting postures, and mount safely? b) Provides bedding?							Enough bedding to maintain clean and dry bulls. Bare concrete or hard rubber mats without bedding are not acceptable.

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Requirement		Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
			Major	Minor				
AC4	Do you ensure that dry cattle and lactating cattle housing provides adequate stocking densities? (Free-stall: does not exceed 1.2 mature animals per usable stall. Bedded-pack pens: provide 11m ² (120 ft ²) per mature Holstein cow.)							Calculate stocking density for sample of pens.
FS6 (AC)	Do your animal husbandry, manure and waste management systems ensure the cleanliness of lactating cattle's udders, legs and flanks?							Score udders, flanks and legs. Ideally all areas score a 1 or 2, but 20% at 3 or 4 is acceptable. 25% of herd must be scored to support demerits.
AC5	Do you ensure that the calving area (prior to and after delivery of calf) is kept clean and dry?							Contains bedding and is clean. Prefer calving area separate from hospital area, if possible, or least avoid having sick cattle with cattle that are calving, whenever possible.
AC6	Do you have a designated area for the segregation and treatment of sick and injured cattle?							Contains bedding and is clean. Prefer calving area separate from hospital area, if possible, or least avoid having sick cattle with cattle that are calving, whenever possible.
AC7	Tie-Stall Barns: Are electric trainers: a) Designed to not exceed 2500 volts? b) Equipped with a height adjustment? c) Located over the chine when the animal is standing with her hind feet near the gutter curb?							Voltage is usually shown on the label of the energizer. Check height and placement.

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Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
Health and Herd Management							
AC12	Do you provide prompt medical care for cattle that are sick, injured, too thin (BCS ≤2), in pain or suffering?						Observe sick pen and interview. Sick cattle have water and feed and pen has good footing. For restraint: a good method of head restraint is most important.
AC15	Do your cattle have full tails? (Record 18)						Any sort of docking is not permitted. Trimming switches (i.e. the hair) is fine.
Handling and Shipping Animals							
AC16	Do you handle cattle without the use of electric cattle prods whenever possible?						Interview: electric prods on farm? When used?
Pesticides and Manure							
FS2	Do you only use pesticides registered for use in the: milk house? barn? fields?						Most concerned about products used in milk house. No record required. Interview and check sample of labels.
FS3	Do you use registered pesticides according to the label and follow pre-harvest intervals to harvest or grazing?						Most concerned about products used in milk house. No record required. Interview and check sample of labels.
FS4	Do you store pesticides, treated seed and fertilizer in a safe and secure manner and according to provincial dairy regulations? (<i>concerned with both cow & milk exposure</i>)						Stored away from livestock medicines and milk house. Cannot contaminate feed or milking equipment. Containers are labeled and original.

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Requirement	Yes	No		Demerits (0 to 5)	N/A	Comments	Explanation
		Major	Minor				
FS5							Anti-backflow device needed if using same water source. If custom done, ask if they bring their water supply.
FS7							Check manure storage and cattle access to it. If cattle go outside, do they have access to manure piles?
FS8							Milk truck, milk hose and milk should be able to be kept clean from manure during pick-up.
FS9							Permit/approval requirements may vary by province.
Other							
Previously registered producer? If yes, does the use of the CQM / proAction certificate conform?							Reproduced? If yes, received permission to do so? CQM certificates are being replaced with proAction certificates between September 2017 and September 2019.
Have any major changes occurred on the farm since the last validation? If yes, were they dealt with appropriately?							Change in ownership or management must be reported to the provincial coordinator.
Have you addressed all corrective actions from your previous validation (except for the permitted number of demerits, where applicable)? (list CARs)							

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		Major	Minor				
TOTAL (#):							

Guideline for Recommendation Decisions

Validator's Recommendation	Major CARs	Minor CARs			Demerits		
	All categories	Food Safety	Animal Care	Livestock Traceability	Food Safety	Animal Care	Livestock Traceability
1st Validation							
Recommended	0	5	1	1	10	10	-
Recommendation Pending	≥1	≥6	≥2	≥2	≥11	≥11	-
2nd and subsequent validations							
Recommended	0	5	1	1	5	5	-
Recommendation Pending	≥1	≥6	≥2	≥2	≥6	≥6	-

Please note: if a question applies to more than one component (e.g. FS and AC), it is only counted once for scoring purposes, and for the first component that is listed (e.g. FS). The questions assigned to each category are as follows:
 Food Safety: FS1 to FS43
 Animal Care: AC1 to AC17
 Livestock Traceability: LT1 to LT8

Guideline for Timelines for Corrective Action

	Major CARs	Minor CARs	Demerits
Recommended Timeline for Correction	Initiated within 7 days and solved within 30 days	30 days	30 days

Demerits Notes: A score of 0 means low risk or conformance and a score of 5 means high risk or non-conformance with the requirement. Farmers can score the same demerits on the same requirements on subsequent validations.

Additional Notes: