



## Information required at inspection – aquaculture inspection

This guide is designed to help you prepare for your annual inspection visit. Please ensure that all information listed is readily accessible at your inspection; if it is not, we may need to carry out a follow-up visit at additional cost.

Please refer to the [standards](#) identified with a red 'R' (including section 12.8). Please tick to confirm that the information is available, and keep this sheet until the inspection. All information provided at inspection will remain confidential.

### General

- Up-to-date site map/plan including size/volume of holding cages/tanks
- Integrated management manual including the following:
  - Sustainable management plan
  - Health plan
  - The name, position and authority of the person with overall responsibility for the organic production operation
  - Details of the responsibility and authority of all other key personnel, including their named deputies, who supervise or verify the organic production operation
  - The name, address and telephone number of the designated veterinary surgeon
  - Staff training records
  - Details of calibration for all identified measuring/testing equipment and instruments used for checking conformity with critical requirements, including action taken if any piece of equipment or instrumentation is found to be out of calibration
  - Details of complaints, responses made and consequential actions taken
  - Details of any corrective action taken and any changes in procedures made

### Financial records

- All purchase invoices and sales invoices

### General husbandry records

- Stock purchases including, as appropriate, date, species, age, quantities, origin, status and history
- Stock movements
- Purchases, dates, quantities and details of use of all materials and inputs
- Specifications for other purchased materials and services which have a critical bearing on the organic integrity of the fish produced and supplied under an organic designation
- Details of all management activities as defined in the integrity management manual
- Measurements of all water and environmental parameters as defined in the quality management manual
- Nature, quantities and details of all stock harvested and sold (quantities sold direct to the consumer must be accounted for on a daily basis)
- Mortalities and the cause for death where this can be established or surmised
- Approved restricted practice or restricted product use requests

**Feed records**

- Specification for fish feed
- Feed purchases, including specifications and sources
- GM status of feeds/constituent parts
- Lot identification and daily quantities fed to each batch of stock

**Veterinary records**

- Purchases, dates, quantities, source and nature of all veterinary medicinal products
- Details of all stock treated, including dates, identity and number of stock, treatment (name and manufacturer), quantities used and name of person who administered the treatment
- Details of vaccinations and other treatments
- Length of withholding period, quarantine measures if appropriate and earliest date for sale