



## Pre-Validation Checklist

This checklist is intended to assist producers as they prepare for a visit from their CQA® program validator. It is for on-farm use and does not need to be submitted either to your validator or to your provincial delivery agent. Use this list to review the general requirements of the CQA® program to ensure that all of the information that your validator will require is current and readily available.

- All of the applicable questions of the On-Farm Quality Assessment Form are complete and up-to-date
- The written treatment histories are available for incoming animals received in the last 12 months (Assessment Form question # 2d)
- Feed and ingredient bins and feed handling system components are identified as necessary (Assessment Form question #7)
- If applicable, the Edible Residual Material feeding permit is available and current (Assessment Form question #8)
- The information on the Rations Used On-Farm form (or similar form) is complete and current (Assessment Form question #10)
- If feeding prescription feeds, a copy of the prescription is available (Assessment Form question #10d)
- If applicable, the Feed Mixing and Sequencing record (or similar form) is complete and current (Assessment Form question #11b)
- The Medication and Vaccine Usage Plan form (or similar form) is complete and current (Assessment Form question #18a, b)
- Written directions are available for any prescription medications being used (Assessment Form question #18c)
- If applicable, off-label recommendations signed by your veterinarian are available (Assessment Form question #19b, c)
- Treatment records for all treatments, including water medication, have been maintained and are available for at least the last twelve months for all animals over 22.5 kg (Assessment Form question #20d)
- Feed Mixing and Sequencing records for farms mixing medicated feeds have been kept on file for two years (federal regulatory requirement). Feed Mixing and Sequencing records for farms not mixing medicated feeds have been kept on file for one year.
- All other records, including feed tags and prescriptions, have been maintained on file for at least one year (Note: only three months of records are required for initial validation)