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|---|---------------|-------------------|--------------|
| Supplier Farm Audit – Check List | | | |
| <i>General Information</i> | | | |
| Supplier Code: | Phone: | Fax | |
| Supplier Name: | | | |
| Supplier Address: | | | |
| Completed by: | Title: | Signature: | Date: |
| OVERALL SCORE OF THE SUPPLIER | | | |

Scores given to supplier based on the findings in the report**Score Given****ADD**

Proper maintenance of Production Facility (20 points max)

Proper Maintenance Office documentation (15 points max)

Cleanliness of the site (25 points max.)

Livestock feeding (10 points max)

Points given for positive result in disease and specimen check (80 points max)

Points given for maintaining good quality brood stock (10 point if documentation available)

Positive result obtain from water quality test (40 points max)

LESS**TOTAL POINTS SCORED (x)****MAXIMUM POINTS AVAILABLE****200****Calculation of overall score of the supplier (out of 100) = $(x/200) \times 100$**

supplier will be given overall score as per the basis mentioned bellow

Points between 90 to 100 (Excellent)

A+

Points between 80 to 90 (very good)

A

Points between 65 to 80 (good)

B

Points between 50 to 65 (Average)

C

Points below 50 (Failed The Audit)

F

1) Effectiveness of Production Facility check list

| No | Criteria | Scores | | | | Notes |
|---------------------------------|---|---|-----------|-----|--------------|-------|
| | | Good | Average | Bad | Points Given | |
| 1 | Proper Numbering Tanks In the Facility | 2 | 1 | 0 | | |
| 2 | Labelling the Sections of the Facility in proper way (such as Nursery area, growing area Etc.) | 2 | 1 | 0 | | |
| 3 | Different Fish Varieties are not mixed in a single tank. Tanks per one variety used to store fish | 3 | 2 | 0 | | |
| 4 | Existence of the Shade net & covering all sections by shade nets & protection for fish from Predators. (Over 90% shade nets consider good, 75% Average) | 8 | 4 | 0 | | |
| 5 | Existence of Quarantine area to keep sick/infected Fish | 5 | 3 | 0 | | |
| Result of the assessment | | Maximum possible score | 20 | | | |
| | | Scores received according to results of the assessment | | | | |

2) Office Documentations check list

| No | Criteria | Scores | | | | Notes |
|---------------------------------|--|--|-----------|-----|--------------|-------|
| | | Good | Average | Bad | Points Given | |
| 1 | Existence & regular Update of Available Stock Documentation (Sellable, Nursery, growing Etc.) | 2 | 1 | 0 | | |
| 2 | Maintenance and regular updates of documentation relevant to daily average production, discard & Mortality | 2 | 1 | 0 | | |
| 3 | Existence & Regular update of of feeding schedule | 2 | 1 | 0 | | |
| 4 | Existence & maintenance of documentation relevant to Disease fish | 2 | 1 | 0 | | |
| 5 | Exitance & regular Update of Documentation regarding Water quality test | 3 | 1 | 0 | | |
| 6 | Existence and maintenance of documentation regarding brood stock | 2 | 1 | 0 | | |
| 7 | Completeness of Documentation | 1 | 0 | 0 | | |
| 8 | Understandability of the Documentation | 1 | 0 | 0 | | |
| Result of the Assessment | | Maximum Possible Score | 15 | | | |
| | | Scores received according to result of the assessment | | | | |

3) Cleanliness of the Site check list

| No. | Criteria | Scores | | | | Notes |
|---------------------------------|---|--|-----------|-----|-------------|-------|
| | | Good | Average | Bad | Score given | |
| 1 | Cleanliness of the Tanks & Pond (if available) | 3 | 1 | 0 | | |
| 2 | Cleanliness of pathway to Tanks & Ponds | 3 | 1 | 0 | | |
| 3 | Cleanliness of receptacles such as Bottles, Cups, etc. used to house live stocks | 3 | 1 | 0 | | |
| 4 | Cleanliness of Drains | 3 | 1 | 0 | | |
| 5 | Cleanliness of any Pits or Sumps used to house drain water | 2 | 1 | 0 | | |
| 6 | Availability and use of Salt Bath to keep hand net | 3 | 1 | 0 | | |
| 7 | Syphoning the tanks (please insert number of times of syphoning per week/month etc. in the notes section) (3 times per week is good, 2 times per week is Average) | 4 | 2 | 0 | | |
| 8 | Removal of dead fish from the tank (please observe number of tanks that contain dead fish and write down in the Notes column) | 4 | 2 | 0 | | |
| Result of the Assessment | | Maximum Possible Score | 25 | | | |
| | | Scores received according to result of the assessment | | | | |

4) Livestock feeding Check list

| No | Criteria | Scores | | | | Notes |
|---------------------------------|---|---|-----------|-----|-------------|-------|
| | | Good | Average | Bad | Score given | |
| 1 | Adequate availability of fish food in hand for feeding fish | 2 | 1 | 0 | | |
| 2 | Quality of the fish Feed being used. (Please insert the brand of the fish feed in the Notes Column) | 4 | 1 | 0 | | |
| 3 | Cleanliness of the area, and the containers in which Fish feed are kept. | 4 | 1 | 0 | | |
| Result of the assessment | | Maximum possible Score | 10 | | | |
| | | Score received according to the result of the assessment | | | | |

5) Disease and Specimen check

1. Please go through section by section , tank by tank & select the fish from tanks that show different Behaviours than normal
2. Need to select 2 samples from tanks selected in point 1
3. Need to check samples through microscope. If any further analysis needed, select some samples and bring back to farm
4. Minimum 5 samples to be tested covering all varieties that company purchase
5. The common diseases that can be identified using microscopes are as follows.
 1. Costia
 2. White Spot
 3. Trichodina
 4. Dactylogyrus
 5. Gyrodactylus
 6. Chilodonella
 7. Fungus
 8. Oodinium
 9. Argulus
 10. Bacterial Rot

Please insert the result of your Disease Examination

a) Result of the Disease Examination

| Name of Fish Verity chosen for sample | Disease Found in Sample? (Yes/No) | Name of the Disease | Stage of Disease (Primary/Complication) | Tank /Section Number |
|--|--|------------------------|--|-------------------------|
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b) Please specify the details of immediate solution required to heal diseased fish identified above or details of medication done so far by the supplier below

c) Please list the names of fish verities that the company need to Purchase & Discontinue from the supplier after considering the findings of disease examination and specimen check

Items to be Purchased

Items To be Discontinued

6) Inventory in Hand

a)

| Name of the Fish | Nursery | Growing-1 | Growing-2 | Saleable | Breeding | Other |
|------------------|---------|-----------|-----------|----------|----------|-------|
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Above information was relied on

- Supplier Oral Estimate

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- Supplier Documentation

☐***Relied on;***

b.) Current Daily Sellable Production-..... (Supplier Oral Estimation/Proper Documentation)

c.) Current discard rate (Recommended rate 5%)..... (Supplier Oral Estimation/Proper Documentation)

d.) Current Mortality Rate (Recommended 10%)..... (Supplier Oral Estimation/Proper Documentation)

e) Number of Tank in the Farm:

7) Verification of Brood Stock Related information of supplier

The following Information regarding brood stock relied on

Proper Documentations maintain by supplier

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Supplier's Oral Estimates

☐

a)

| Name of the Brood stock fish Variety | Age of brood stock | | | | | |
|--------------------------------------|--------------------|-------------|-------------|--------------|--------------|--------------|
| | 3 Months | 6 Months | 9 Months | 12 Months | 15 Months | 18 Months |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

b) Available back up quantity:

c) Available number of brood stock tanks: _____

Size of brood stock tanks and stocking density (*only for the first time Audit*)

| Type of tanks | Measurement | Stocking density per tank |
|---------------|-------------|---------------------------|
| | | |
| | | |
| | | |

d) Age of present brood stock: _____

e) Frequency of brood stock change: _____

f) The date of last time when cross breeding done for current breeding stock: _____

8) Water Quality test performed on tanks in supplier farm

The tests below must be performed by the Company biologist after taking adequate samples of water from various tanks.

- a) **Water source used in the tanks and store fishes:** _____
- b) **PH:** _____ *(10 points if within acceptable level)*
- c) **Water Temperature:** _____ *(5 points if within acceptable level)*
- d) **Salinity:** _____ *(5 points if within acceptable level)*
- e) **Nitrate:** _____ *(5 points if within acceptable level)*
- f) **Ammonia:** _____ *(5 points if within acceptable level)*
- g) **Water levels of the tanks:** _____ *(5 points if within acceptable level)*
- h) **Frequency of siphoning:** _____
- i) **Number of Tanks with dead Fish:** _____
- j) **Frequency of removal of dead Fish:** _____
- k) **Hardness of Water : KH :** _____ **GH :** _____ *(5 points if within acceptable level)*

9) Quality testing before packing

Following details **below** was relied on

Proper Documentation kept by Supplier

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Oral Estimation given by Supplier

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- a) **Standard size of Fish:** _____
- b) **Health check of fish before it's packed and leave from supplier premises**
 - i. **Any treatment done within 3 days of packing** (YES/ NO)
 - ii. **Quality of packing Water** (GOOD/BAD)
 - iii. **Any medication used for packing:** _____

- c) **Packing procedures *(only for the first time Audit)***

10) Any other relevant information that need to be addressed:

Other Check list items

| | | | |
|--|---|-----|----|
| 11) Does full grown saleable items of the supplier match with the size requirement of the company(TFI) | <table><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | |
| 12) The coloration of the Fish items matches with the quality required by the company (Brightness etc) | <table><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | |
| 13) overall the items bread by the supplier match with company standards | <table><tr><td>Yes</td><td>No</td></tr></table> | Yes | No |
| Yes | No | | |

Signature of:

Farm Owner:

Farm Biologist

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Audit department Representative:

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