



Verification Assessment Preparation Checklist

Company: [Company Name Here]

The checklist below has been prepared to help you prepare for your upcoming verification assessment. The documents in this list have been identified as not yet uploaded / supplied as evidence in your checklist to support your responses.

The checklist is comprised of 2 sections:

1. Documentation you must provide for your VA to support your checklist answers (i.e. where you have said you have the documentation or systems in place).
2. Documentation that would be helpful for you to provide for your VA if you are able / have time (the more you include, the faster the VA process will be). Typically related to best practice.

Please upload the documents listed below into your A+ spreadsheets or contact AQNZ for assistance.

Section 1 – Required Documentation	Related Checklist Questions
Complaints register – community or industry complaints of any kind	4.10, 5.3, 8.11, 8.14,
Staff Training records - SOPs and registers for waste management, wildlife interactions, complaint management, BMP, etc	2.3, 2.9, 2.21, 3.1, 4.6, 6.2, 6.7,
Stock transfer, receiving, and harvesting SOPs	2.11, 2.12, 2.14,
Stock transfer, receiving, and harvesting Records/register	2.13,
Pest, disease, health, and mortality monitoring and reporting SOP	2.18, 2.23,
Pest, disease, health, and mortality event record / register	2.18, 2.23, 6.8
SOP or Record Doc for Visual Benthos monitoring	2.1, 2.2,
Annual WQ monitoring report	3.2
MTOP or Hazardous Substance Compliance evidence	3.6, 3.8,
Organic and inorganic waste disposal SOP	4.2
Recycling and Reduction plan	4.4
Farm maintenance and inspection records or SOPs & contingency plans	5.1, 5.4,
Harvesting food safety plan/SOP	6.1
BMSRCS Certificate / registration & Records	6.3, 6.4
Odour, noise, and tidiness SOPs	8.9, 8.10, 8.12, 8.13,
Evidence of H&S compliance – e.g. worksafe plan, incident register, etc	8.15, 8.16,

Section 2 – Supplementary Documentation	Related Checklist Questions
Proof of no sensitive aquatic habitats near farm footprint – e.g. EMP, council maps of regional sensitive areas, etc	2.6
Photo of 'MPI pest ID guide' location (in office or on vessels)	2.17
Proof of distance from breeding colonies – e.g. satellite map depicting farm location and vessel routes in relation to colonies, letter from council stating lack of colonies in your area, etc)	2.25
Chemical spill register and response plan	3.5
MSDS's (no need to upload – just have ready to show to assessor)	3.6
Environmental clean up event evidence (e.g. beach clean photos or records)	4.9
Community engagement record	8.4,
Evidence of local resource procurement (e.g. receipts from engineers, suppliers, etc)	8.6
Staff Employment contracts (for confirming compliant conditions, wages, etc)	8.18