

# Checklist IKB Kip audit

## Hatcheries



Dear participant,

Below you will find an overview of documents that must be present for assessment during an IKB Kip audit. The documents can also be viewed digitally and do not have to be printed. Behind every document you can see to which regulation this refers to. The list below is intended as an aid and only includes the points for the administrative part of the audit. For the complete list of current regulations you can visit [www.IKBKip.com](http://www.IKBKip.com).

<b>Rapports and contracts</b>	
○ Contract with certifying authority	-
○ Contract with certified poultry veterinarian	BG01
○ Function descriptions/protocols for staff	A02
○ Work protocol for hygiene and food safety	A06 / A07
○ Floor plan of the company	BA07
○ Cleaning and hygiene plan (including check on effectiveness)	BB03
○ EVM of CPMV certificates (or similar certification system operating in that country for pest control)	C01 / C02
<b>Receipts and records</b>	
○ Delivery notes of hatching eggs (Veterinary receipts, NCD results, MG and Salmonella results)	BB02 / BC01 / BC02
○ Chick passport per flock (amount of day-old chicks delivered, date of birth, name hatchery, food supplier, vaccination overview etc.), and import certificate (if applicable)	BE01 / BC04
○ If applicable: Delivery notes for feed and feed additives (from GMP+ certified animal feed suppliers)	BF04
<b>Performed research / Results</b>	
○ Salmonella results	BB06
<b>Registrations</b>	
○ Record of complaints	A05
○ Registrations pest control plan	C03 / C04 / C05
○ Registrations of alarm test and back-up generator	BA01 / BA02
○ Hygiene and cleaning registrations	BB04
○ Registration per batch hatching eggs (hatching chamber/hatcher, destination of day-old chicks, number of day-old-chicks)	BD01
○ Feedback to breeding farm; fertilisations and hatching rate, number of eggs delivered not suitable for hatching	BE02