



# Animal welfare incident report

## Section A: General information

### Background

Export registered abattoirs monitor the condition of animals arriving for slaughter and take appropriate timely actions to alleviate pain and suffering of animals arriving for slaughter with welfare concerns.

### Purpose of this report

This document reports an animal welfare incident detection at an exported registered abattoir to a state/territory authority with the jurisdiction to investigate the cause of the animal welfare incident.

### Your obligations

- Complete a separate report for each incident
- Keep the report on file for future requests.

### Submission of animal welfare incident reports:

For animal welfare incidents identified at export-registered abattoirs, the OPV submits the animal welfare incident report to the state/territory authority in which the animal welfare incident is raised and reported (where abattoir is located).

### The OPV must also:

- Provide a copy of the report to the department's Food Safety Unit
- Provide a copy of the report to establishment management
- Provide a copy of the report to the Establishment ATM
- Upload a copy of the report to the National Standard Filing System (NSFS).

### Incident reference number

Est. number where incident was detected	Year	Sequential number of incidents per year

## Section B: Incident details

### Description of the incident

Date of incident	
Time when incident was detected	
Time of stock arrival at the establishment	
Time of stock unloading	
Number of animal(s) affected by incident type	
Total number of animals in consignment	

## Incident type

(tick as appropriate)

Unable to walk on its own by bearing weight on all legs	
Severely emaciated	
Visibly dehydrated	
Blind in both eyes	
Showing visible signs of severe injury or distress	
Suffering from conditions that are likely to increase pain and suffering as a result of the transport process	
Known to be or visually assessed as to be near (within two weeks of parturition) as specified in the species requirements of the land transport standards (LTS), unless time off water and journey is less than four hours duration to another property	
Other (add comment in the comments section below)	
<b>Comments</b>	
<b>Chronological description of observations and events</b>	

### Details of affected animal(s)

A copy of the vendor declaration must accompany this incident report and/or post sale summary if the animals were purchased from a sale yard.

<b>Species</b>	
<b>Class</b>	
<b>Sex</b>	
<b>Breed</b>	
<b>Age</b>	
<b>Animal identification</b> (i.e. NLIS, PigPass)	
<b>Tail tag</b> (if used)	
<b>Ear tag</b> (if used)	
<b>Ear mark</b> (if used)	
<b>Brand</b> (if used)	
<b>Tattoo</b> (if used)	

### Condition of affected animal(s)

If more than one animal affected, record the condition body score as a range.

<b>Body condition score</b>	
<b>Behaviour/demeanour</b>	
<b>Temperature</b> (if applicable)	

### Property of origin

<b>Owner's name</b>	
<b>Property Identification Code</b> (PIC)	
<b>Property street address</b>	
<b>Telephone number</b>	
<b>Previous incidents from the same PIC</b>  If yes, provide date and/or reference number of previous incident(s)	

**Sale yard details**

(if relevant)

Date of sale	
PIC	
Property street address	
Telephone number	

**Place where incident was detected**

Establishment number	
Email address	
On-plant veterinarian	

**Section C: Transport details**

Transport company	
Address	
Telephone number	
Vehicle registration number	
Number of decks	
Driver name*	
Driver's telephone number*	

**Details of any delay, lay-over or stop during the trip**

Location	
Duration	
Water availability	

\*Provide the driver with a copy of **Section K: Privacy notice**.**Use of dogs for unloading of animals**

Were dog(s) muzzled during unloading?	
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## Injuries sustained during transport

If injuries are believed to have been sustained during transport interview the stock handler or person supervising unloading and ask for the following information.

<b>Transport density</b> (number of animals transported on the truck)	
<b>Estimated head clearance on transport truck</b>	
<b>Estimated sacrum clearance on transport truck</b>	
<b>Condition/state of repair of transport truck</b>	

## Section D: Photos and video of incident

<b>Photos</b> List file numbers of photos attached to the report Include general photos of the animal(s) as well as close up photos of the lesion(s).				
<b>Videos (optional)</b> List the file name and length of the video footage attached to the report.				

## Section E: Actions taken to alleviate animal(s) suffering

<b>Action taken</b>	
<b>Time and date of action</b>	

## Section F: Reporting of incident

### Incident raised by

<b>Name</b>	<b>Position</b>	<b>Date</b>

### Incident reported to state/territory authority

<b>Name</b>	<b>Date</b>

**Incident reported to OPV**

(where the incident report is raised by the establishment)

OPV name	Date

**Incident reported to area technical manager (ATM) by OPV**

ATM name	Date

**Incident reported to establishment management**

(where the incident report is raised by the OPV)

Name	Position	Date

**Section G: Advice/direction received from state/territory authority**

Where applicable, insert advice/direction received from state authorities regarding the incident.

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**Section H: Signatures**

(see **Section K: Privacy notice** before signing)

**Witness(es) of incident**

Name	Position	Signature

**Department of Agriculture, Fisheries and Forestry officer**

Name	Position	Signature

**Official**

Name	Position	Signature

## Section I: Declaration

(see **Section K: Privacy notice** before signing)

I, the undersigned agree that all photographic and written evidence collected pertaining to this incident report is for regulatory purposes only and must not be circulated to any third party except as defined.

**Full name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signature** \_\_\_\_\_

## Section J: Checklist

### Requirement

Copy of the national vendor declaration (NVD) is attached to the incident report	
Photos and videos (if possible) of the affected animal(s) are attached to the report	
Professional statement from the OPV is included in the report (where required)	
Copy of the report, photos and NVD sent to the state authorities	
Copy of the report, photos and NVD sent to the OPV (incident report raised by establishment management)	
Copy of the report, photos and NVD sent to establishment management (incident report raised by the OPV)	

## Section K: Privacy notice

The Department of Agriculture, Fisheries and Forestry (department) collects your personal information for purposes of assessing this form and related purposes. If you fail to provide some or all of the personal information requested in this document the department will be unable to assess it.

The department may disclose your personal information to other Australian government agencies including other Commonwealth/State agencies and overseas persons or organisations, including auditors in importing countries, where necessary for their purposes, provided the disclosure is consistent with relevant law, including the Privacy Act 1988. Your personal information will be handled in accordance with the Privacy Principles.

By completing and submitting this declaration, you consent to our collection of your personal information on behalf of the Department of Agriculture, Fisheries and Forestry and the disclosure of all personal information contained in this declaration to importing countries. The department has not taken steps to ensure that importing countries do not breach the Privacy Principles.

This means that:

- Importing countries will not be accountable under the Privacy Act 1988
- You will not be able to seek redress under the Privacy Act 1988
- You may not be able to seek redress in the overseas jurisdiction
- Importing countries may not be subject to any privacy obligations or to any principles similar to the Privacy Principles.

See the department's [Privacy Policy](#) on the department's website to learn more about accessing or correcting personal information.

To contact the department about your personal information or to make a complaint:

Email: [privacy@aff.gov.au](mailto:privacy@aff.gov.au)

Mail:

Privacy Officer

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