

Audit Check Sheet

Irrigation records

- Any commissioning reports or infrastructure system changes information (installed within last 3-4 years)
- Irrigation application records – location, depths applied, date
- Soil moisture/ temperature monitoring records
- Evidence of how manager has used information to schedule irrigation
- Equipment calibration reports (bucket tests) and any follow up action
- Repairs & Maintenance records
- Irrigation management plan – showing staff responsibilities, operational and emergency procedures, Repairs & Maintenance program and decision making
- Any staff qualification or training events

Nutrient records

- Most recent Overseer (or approved equivalent) nutrient budget report or information that would be collected to enter into Overseer
- Soil tests and fertiliser recommendations/plans
- Fertiliser use summary
- Fertiliser application records
- Fertiliser spreader calibration records (own and/or contractor)
- Winter grazing management plan

Cultivation and soil structure records

- Crop and re-grassing records (should include map of where planted, crop type, crop yield, cultivation process, when planted and when harvested)
- Any soil health/compaction events/checks or monitoring.
- Grazing management plan outlining risks and procedures to manage them
- Wet weather grazing plan – could be included in the winter grazing management plan

Collected Effluent records

- Otago Regional Council compliance reports for effluent system
- Effluent management/emergency plan
- Effluent application records (solid and liquid)
- Effluent bucket test/calibration records, seepage test
- Maintenance records
- Staff training records

Water bodies

- Water quality testing
- Inventory and identification of areas on farm that need to be managed
- Management/fencing plans for sensitive/at-risk areas
- Planting program (photos/plan/purchase receipts)