Proper preparation for a site assessment includes reviewing the PQA Plus educational program, pre-planning the assessment (including which animals to assess, which areas of the site to visit first, etc.) and gathering the records and/or materials that will need to be reviewed.

The site assessment process will be more efficient if caretakers and advisors gather all of the following before the assessment begins:

**General**
- Premises Identification
- Animal inventory by phase of production and housing type
- Site map (if necessary)

**Materials**
- PQA Plus Education Book
- PQA Plus Site Assessment Guide

**Standard Operating Procedures (SOPs)**
Manuals and SOPs can be in paper or electronic form but need to be accessible at the farm. Some SOPs may be combined into one document but as long as the topics are covered, this is considered acceptable. Topics to be covered in SOPs:
- Daily observations
- Treatment management
- Caretaker training
- Animal handling procedures
- Feeding and watering protocols
- Biosecurity - including barn sanitation, rodent control, worker and visitor entry policies, and general farm security measures
- Needle Usage and process for dealing with broken needle(s)
- If applicable, piglet processing (tail docking and castration)

**Records**
Caretakers should have these records easily accessible for the Advisor to review during Site Assessment:
- Visitors log
- Evidence of site assessment of the facility, animals, caretakers, and records. (breeding= quarterly; non-breeding= semi-annually)
- Proof of PQA Plus Site Status
- Written policy for zero tolerance for willful acts of abuse
- Evidence of a mechanism for farm employees to report animal abuse
- 12 months of daily observation logs
- Evidence of a valid VCPR
- Evidence of compliant feed and treatment medication records – retained for 12 months
- If applicable, compliant Veterinary Feed Directive records (VFD) retained according to FDA guidelines
- Evidence of Employees have PQA Plus certification (90 days from start of employment)
- Evidence of TQA certification for transporters
- Evidence of annual training of caretakers based on their daily duties
- Written Euthanasia Plan consistent with AASV guidelines and accessible to all caretakers
- Records of testing of emergency backup equipment at least twice per year
- Written Emergency Action Plan and posted emergency contact numbers and site addresses
- 12 months of mortality records that include animals that die and those that are euthanized
- Twelve months of records demonstrating routine maintenance of euthanasia equipment

**Facilities and Equipment**
Caretakers should have the following equipment available and be able to show them to the Advisor during Site Assessment:
- Signage (or demonstration of other methods such as locked gates/doors) for biosecurity controls of human/animal/vehicle movement
- Evidence rodent control plan is being followed (ex.: bait in bait boxes, or date of bait box inspections, or date of bait being placed in boxes)
- If applicable, the chute used to load or unload animals
- Euthanasia equipment
- Emergency backup ventilation equipment
- Animal health products storage
- Needles used on the site
- Sharps containers
- Animal handling equipment used on the site

**The following equipment will help Advisors complete a Site Assessment**
- Thermometer
- Equipment to measure ammonia concentrations
- Marking stick/spray
- Clipboard
- Ink pen
- Duct tape
- Measuring bucket
- Watch or stopwatch for timing