## **Process Improvement Audit Checklist**

This worksheet is designed to assist you in identifying areas in your business where it may be appropriate to standardize process and document SOPs, GAPs, or BMPs. Inventory which of these apply to your business, place an "X" in columns that apply, and note which organizational unit in your business has lead responsibility to initiate and/or administrate the topical area.

| Mission, Vision and Core Values  Farm History  Goals and Objectives-updating process  Strategic Planning Process  Organization Chart/Job descriptions  Policy Handbook  Critical agreements documentation (buyout agreements, estate plans & wills, lease arrangements  Human Resource Mgmt  Job Announcement, application & interview processes  Job Descriptions, org. charts & Performance Standards  Training and orientation checklists; EEOC postings  Compensation Policy and Payroll procedures  Administration of employee benefits, vacation, sick leave  Performance Appraisals /Employee Development Plans  Office Functions  Database management system  Computer Access, backup & security protocols  Network and internet documentation  Filing system & records retention protocols  Financial & Risk Management Processes  Financial statement preparation & circulation  Project Control Checklist for year-end adjustments, book closing procedures, federal and state PR & 1099 reports  Audits – inventory & supplies  Enterprise Profitability and Cost Center Tracking  Ratio analysis procedures  Cashflow budgeting process  Field and livestock herd records updating procedures  Partner capital account-base & target capital review  Crop/liability insurance programs coverage process  Equipment Servicing/Harvest Operations  Equipment Servicing checklists -  Annual maintenance planning processes  Power unit chassis inspection checklists  Shop protocols  | Process Improvement Area (Place an "X" in the columns that apply.) | Applies to Us | Have it in place | Organization Unit or Person with Lead Responsibility |
|--|--|---------------|------------------|--|
| Farm History Goals and Objectives-updating process Strategic Planning Process Organization Chart/Job descriptions Policy Handbook Critical agreements documentation (buyout agreements, estate plans & wills, lease arrangements  Human Resource Mgmt Job Announcement, application & interview processes Job Descriptions, org. charts & Performance Standards Training and orientation checklists; EEOC postings Compensation Policy and Payroll procedures Administration of employee benefits, vacation, sick leave Performance Appraisals /Employee Development Plans  Office Functions Database management system Computer Access, backup & security protocols Network and internet documentation Filing system & records retention protocols  Financial & Risk Management Processes Financial statement preparation & circulation Project Control Checklist for year-end adjustments, book closing procedures, federal and state PR & 1099 reports Audits – inventory & supplies Enterprise Profitability and Cost Center Tracking Ratio analysis procedures Partner capital account-base & target capital review Crop/liability insurance programs coverage process  Field and livestock herd records updating procedures Partner capital account-base & target capital review Crop/liability insurance programs coverage process  Equipment Servicing/Harvest Operations Equipment Servicing/Harvest Operations Equipment Servicing checklists - Annual maintenance planning processes  | Management System  |               |                  |  |
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| Equipment Servicing/Harvest Operations  Equipment Servicing checklists -  Annual maintenance planning processes  Power unit chassis inspection checklists  Shop protocols  | Partner capital account-base & target capital review               |               |                  |  |
| Equipment Servicing checklists -  Annual maintenance planning processes  Power unit chassis inspection checklists  Shop protocols  | Crop/liability insurance programs coverage process                 |               |                  |  |
| Equipment Servicing checklists -  Annual maintenance planning processes  Power unit chassis inspection checklists  Shop protocols  | Fauinment Servicing/Harvest Operations                             |               |                  |  |
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| Power unit chassis inspection checklists Shop protocols  |  |               |                  |  |
| Shop protocols   |  |               |                  |  |
|  |  |               |                  |  |
|  | Harvest preparation – staff orientation meeting                    |               |                  |  |

| (Place an "X" in the columns that apply.)  Equipment Servicing/Harvest Operations (cont'd)  On farm grain storage, drying & scale weight protocols  Driving courtesy & safety expectations Field burning rules & procedures  Winterization procedures and checklists  Fuel & Supply Storage  Security procedures – storage & access locations  Waste disposition  Spill prevention systems (i.e. Fuel SPCC)  Open container rules and identification protocols  Equipment & rolling stock fueling protocols  Equipment & rolling stock fueling protocols  Safety  Common hazards & warnings/OSHA preparedness  Safety audit protocols & training – internal vs. external  Transport/cargo security  Eye, ear, breathing protection  Protective clothing requirements – product handling Job Site rules-visitor orientation, riders, cell phone use  Confined space lock-out/tag-out  Herd Health/Animal Care  Waste disposal protocols – CAFO  Herd health protocols – timing, purpose & products  Animal Care Statement & handling espectations  Quality Assurance–injection/withdrawal protocols  Animal Identification procedures & traceback protocols  Manure management plan  Integrated Pest Management  Nutrient management Plan (IPM)  Stewardship program documentation requirements(CSP)  Precision Ag/Variable Rate prescription map SOPs Field records – field activity, scouting, inputs  Food Safety  Hand washing, hygiene requirements  Rodent control  Traceability procedures  Clothing & jewelry policy  Waste disposal/composting equipment | Process Improvement Area                                  | Applies | Have it   | Organization Unit or Person |
|--|---|---------|-----------|-----------------------------|
| Equipment Servicing/Harvest Operations (cont'd) On farm grain storage, drying & scale weight protocols Driving courtesy & safety expectations Field burning rules & procedures Winterization procedures and checklists  Fuel & Supply Storage Security procedures – storage & access locations Waste disposition systems (i.e. Fuel SPCC) Open container rules and identification protocols Equipment & rolling stock fueling protocols Equipment & rolling stock fueling protocols  Safety  Common hazards & warnings/OSHA preparedness Safety audit protocols & training – internal vs. external Transport/cargo security Eye, ear, breathing protection Protective clothing requirements – product handling Job Site rules-visitor orientation, riders, cell phone use Confined space lock-out/tag-out  Herd Health/Animal Care Waste disposal protocols – CAFO Herd health protocols – timing, purpose & products Animal Care Statement & handling expectations Quality Assurance—injection/withdrawal protocols Animal Identification procedures & traceback protocols Manure management/composting  Agronomic/Pest Management Nutrient management plan Integrated Pest Management Plan (IPM) Stewardship program documentation requirements(CSP) Precision Agi/Variable Rate prescription map SOPs Field records – field activity, scouting, inputs  Food Safety Hand washing, hygiene requirements Rodent control Traceability procedures Clothing & jewelry policy Waste disposal/Composting equipment   |   |         |           | 1 9                         |
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| Hand washing, hygiene requirements  Rodent control  Traceability procedures  Clothing & jewelry policy  Waste disposal/composting procedures  Sanitation-containers, harvesting equipment  | Field records - field activity, scouting, inputs          |         |           |                             |
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| Traceability procedures  Clothing & jewelry policy  Waste disposal/composting procedures  Sanitation-containers, harvesting equipment  |   |         |           |                             |
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| Sanitation-containers, harvesting equipment  | <b>— •</b> / · · · ·                                      |         |           |                             |
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| nisk separation – neid equipment vs. processing plant  | Risk separation – field equipment vs. processing plant    |         |           |                             |