



STUD SALE RESOURCE KIT



Conditions of Entry	3
Evacuation Map.	4
Safe Operating Procedure – Selling Ring	5
Safe Working Procedure – Livestock Handling	7
Safe Operating Procedure -Handling Bulls	12
Safe Operating Procedure - Loading and Unloading Livestock.....	15
CQLX Bull Loading Procedures	17
Safe Gate Techniques	20
Tick Pre Treatment Form.....	21
Stud Season Tick Clearance Information	22
Commodity Vendor Declaration	23
Penning Map	24
Acknowledgement Form	25

CONDITIONS OF ENTRY

Your entry to the Central Queensland Livestock Exchange (CQLX) is subject to the following terms and conditions of entry. By entering this facility, you irrevocably accept the Terms and Conditions of the Site. Should you not unconditionally consent to these terms and conditions please do not enter this facility at any time.

Regional Infrastructure Pty Limited (RI) reserves the right to refuse entry or evict any person at its sole discretion who refuses or fails to comply with the following Conditions of Entry:

CCTV and photography notice

This site utilises photographic, video and CCTV technology that is used for media, marketing, live streaming to websites and other promotional activity.

By entering this site, you unconditionally accept that you may be photographed or videoed and consent to allowing the operator of this site to use this content in any publicity, media, marketing, website promotional or training programs at the sole discretion of the operator.

Media

Photography and filming for a public broadcaster for commercial purposes is prohibited unless prior written permission has been obtained from the Site Manager.

Members of the media, comprising of any representatives from a publishing or broadcasting network, television station or radio network are not permitted onto the site without the prior approval of the Site Manager.

All representatives of media outlets or public broadcasters must report to the Site Manager's office and receive approval to enter the livestock selling facilities. **Liability waiver**

CQLX is an outdoor, working and operative livestock saleyard.

Whilst RI has taken all care to ensure your safety, the saleyards may expose you to a risk of injury as a result of circumstances outside the control of RI.

To the maximum extent permitted by law, RI accepts no liability or responsibility for illness, loss, injury or damages however caused by attending or entering the CQLX whether caused by the negligence of RI or otherwise.

By entering the CQLX you voluntarily assume the risk of all damage or loss (including property damage, personal injury and economic and consequential loss) however arising (including by negligence) at the CQLX including damage or loss caused by the acts or omissions of other patrons, employees or agents of CQLX and/or an authorised representative of RI.

Conditions of entry

All Vendors, Selling Agents, Buyers and or Third Parties operating at the site exclusively and irrevocably accept the terms and conditions of the site and conditions of use as displayed from time to time on the public notice board.

Each Vendor, Selling Agent, Buyer and or Third Parties irrevocably accepts that they are responsible for payment of any applicable fees and charges, for any and all services rendered in accordance with the published fee schedule from time to time.

If you are a worker or sub-contractor operating at this site - it is a condition of entry that you must:

- complete a site-specific induction for Work Health and Safety purposes and carry evidence of completion of the induction on you at all times whilst at the site; □ wear covered, sturdy footwear at all times; and
- use Personal Protective Equipment where directed. All site users must:
- comply with all rules, policies, notices, signs or directions issued to you by an authorised representative of RI at any time; □ comply with the posted safety signage at all times;
- not enter areas displaying a restricted or no unauthorised access;
- remain within public walkways and not enter any drafts, livestock lanes, spelling areas, scales or other processing areas; □ not sit, stand or climb on any gates or rails at any time;
- ensure children under the age of 15 years are supervised by a responsible adult at all times;
- not bring any prohibited items to the facility including firearms, knives, blunt objects, flammable items, alcohol or illicit drugs; and
- immediately report all hazards, accidents, incidents and near misses to a site staff member or a RI employee.
- **Refusal of entry or eviction**
- RI reserves the right to refuse entry or evict any person at its sole discretion who:
 - is deemed intoxicated or appears to be affected by a prohibited substance;
 - in anyway behaves in a manner that constitutes a public nuisance;
 - uses inappropriate, offensive, indecent, abusive or threatening language;
 - behaves in a manner that may potentially cause injury to themselves, others, or any property of CQLX;
 - refuses to abide by a lawful direction of an employee of RI;
 - knowingly mistreats an animal or causes it undue suffering or pain; or
 - is guilty of any criminal offence or subject to an apprehended or domestic violence order.

Enquiries

All enquires must be directed to the Site Manager on 0418 245 584 or Head office on (07) 3153 8830.

CENTRAL QUEENSLAND LIVESTOCK EXCHANGE



LEGEND:

First Aid Kit location

Showers/Toilets

Assembly Area

Cattle Crush

Bulk Scale

Compressor

Agents Office

Fire Hose

Fire Extinguisher

NOTE:

WHEN YOU HEAR THE WORDS "**EMERGENCY EMERGENCY EMERGENCY**" ALL OCCUPANTS MUST CEASE ACTIVITIES, MAKE EQUIPMENT AND LIVESTOCK SAFE, MOVE DIRECTLY TO THE ASSEMBLY AREA AND FOLLOW INSTRUCTIONS FROM EITHER THE FIRE WARDEN/POLICE SITE MANAGER.

Selling Ring

DO NOT enter a selling ring until you have been trained in this safe operating procedure.

This procedure applies only to Regional Livestock Exchanges (RLX) sites. Regional Livestock Exchanges (RLX) and/or its related entities, including their directors, officers, employees and/or agents, do not assume any responsibility for any damages (including physical or mental injuries) brought about by the misapplication of this procedure or by the user's undue reliance thereon in relation to other sites or activities not contemplated in this procedure. This SOP does not necessarily cover all possible hazards associated with the selling ring and should be used in conjunction with other references including other safe operating procedures.

PERSONAL PROTECTIVE EQUIPMENT



POTENTIAL HAZARDS

-  Being struck by livestock
-  Slip, trip and fall
-  Unauthorised, underage or inexperienced persons entering the selling ring

GENERAL CONSIDERATIONS

At no time will any person under the age of 18 be allowed in the selling ring while an animal is present in the ring

Selling agents and vendors are responsible for ensuring that any pre and post-sale inspections are conducted in a safer manner

All persons entering a selling ring must have completed the relevant RLX induction

All instructions issued by saleyard employees are to be followed

Prior to selling in the ring conduct a walkthrough of the ring to ensure the following:

- ☐ Selling ring is prepared and safety barriers are in place
- ☐ Lead up pens are functional and free from hazards
- ☐ All gates including air gates are functional and free from damage
- ☐ All walkways and access points are free from obstacles and obstructions
- ☐ Condition of flooring and surface in the yards is suitable and free from hazards

If an animal becomes agitated or if directed, any person in the selling ring is to move behind the safety barrier, if present. If no barrier is present the person must exit the ring.

Always treat animals in the ring with extreme caution

Any person entering the selling ring must be in good physical condition and have a high level of mobility

HANDLING LIVESTOCK IN THE RING

In the first instance no handlers are permitted in the selling ring. If a vendor requires a handler then:

Safe Operating Procedure

The handler must be an experienced livestock handler, must have read and understood the selling ring safe operating procedure and must be approved by the Site Manager

2 handlers are always to be present in the ring while handling high risk livestock e.g. bulls

The handlers role is to assist in the removal of livestock from the ring and to move livestock from the corners of the ring to allow buyers to view the livestock being sold

Handlers must

- remain between the safety barrier and the animal while in the ring, where a safety barrier is present
- remain behind the safety barrier while livestock enter the ring and if instructed to do so or if a temperamental animal is identified
- continually assess livestock for changes in temperament and move behind the safety barrier, where present, if livestock show signs of aggression or exit the ring
- maintain a quiet/low profile
- stand outside the “flight zone” of the livestock unless movement is required

SAFE GATE TECHNIQUES

While moving gates on foot keep two hands on the rail that is nearest to face height

When securing gates keep two hands on the rail that is nearest to face height and one foot firmly on the bottom rail unless the latching mechanism is engaged

Test the gate to ensure that it is latched and secure the safety chain

DON'T

- Allow vendors to enter the ring at any time
- Treat any animal in such a way that it causes the animal to become stressed, unsettled or aggressive in any way
- Make loud noises or aggressive/sharp movements
- Throw gates
- Use electric prodders or stock whips in the selling ring and adjoining areas
- Overuse drafting canes and flappers
- Twist tails of livestock

VIEWING AND INSPECTION OF LIVESTOCK

Public and buyers are not to enter pens with livestock – it is the responsibility of the vendor or agent, or their representative, to manoeuvre livestock for viewing purposes.

All vendors, agents and their representatives must have completed an RLX Non-Employee induction.

Before any post-sale photos are taken with buyers, vendors and agents it is the responsibility of the selling agent to assess the temperament of the animal at that point in time, prior to anyone entering the pen, and if an animal is displaying signs of agitation or aggression no person is to enter the pe

LIVESTOCK HANDLING - CATTLE

DO NOT handle cattle until you have been instructed in this SOP.

PERSONAL PROTECTIVE EQUIPMENT



HAZARDS



Instructions

Please read through the following steps and associated risks and controls and indicate your understanding and commitment to applying these requirements.

Please pay special attention to **significant risks** highlighted **red**, as failure to follow controls relevant to these risks could result in serious health, safety, or environmental harm.

When handling cattle at any time consider the temperament of the cattle based on the table below.

Rating	Temperament	Descriptor
1	Docile	Mild disposition, gentle and easily handled, stands and moves slowly during handling, calm
2	Restless	Quiet but slightly restless, manageable but nervous and impatient, may be stubborn during handling, some tail flicking
3	Nervous/Flighty	Manageable but nervous and impatient, a moderate amount of struggling, movement and tail flicking, may jump when penned alone, exhibits long flight distance, may bellow and froth at the mouth
4	Fractionious	Similar to nervous but with added aggressive behaviour, fearful, extreme agitation, continuous movement, may exhibit attack behaviour when handled alone

Pre-Work Check


Operators shall:

Identify livestock handling activities that might strain the body and avoid these wherever possible.

Be confirmed as fit, trained and in-condition by the manager before commencing.

Check yards, handling, and yarding facilities for injury hazards before commencing livestock handling.

Stretch your back, shoulders, neck, torso, arms, and legs prior to commencing work.

Risks	Controls	
Slips, trips and falls.	Before yarding cattle, make sure the yards are free of rocks, rubbish and other debris that could cause trips. Remove sharp objects that could injure people or frighten livestock.	



Arranging Livestock Yards

When arranging livestock yards, operators will:

Use a design that will encourage cattle to move freely

Keep shadows and light variation to minimum where not required to provide shade

Enable dust suppression (in dusty yards) by setting up sprinklers

Risks	Controls	
Slips, Trips and Falls	Avoid slippery surfaces, especially in races and forcing yards.	
Dust ingestion	Keep dust levels to a minimum by managing livestock numbers and by preparing yards effectively (e.g. sprinklers)	

Drafting Cows and Bulls

When drafting livestock and bulls in yards:

Dogs are prohibited from working cattle in saleyards.

Do not use mobile phones whilst handling livestock, it can be a distraction.

Assess animal's temperament/behaviour – refer to temperament table above as a guide.

Take note of any aggressive/flighty behaviour.

Check for the existence of paint marks on the head of cattle that indicates a fractious animal and follow procedure in step 5.

Make sure the animals can hear and see you.

Do not use electric prodders where possible. Use drafting stick/cane/flapper.

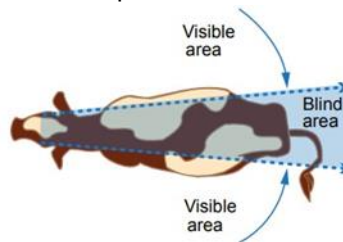
Understand and use the flight zone and balance lines to make cattle move in the desired directions.



Never put your arms or legs between the rails, an open gate, and into a race or pen.

Close gates behind you, so animals can't enter unexpectedly. When closing the gate use two arms and one foot on the gate and secure the gate with a safety chain. Never throw a gate. Test the gate is closed and secured with a safety chain.

Always maintain the safety of a fence at your back as a means of escape. Always identify an escape route

Use other cattle to help assist in the movement of stubborn cattle.



Risks	Controls	
Any body part put into the race may be hit by fast moving cattle. This can cause bruising or twisting and straining injuries.	Keep body parts out of the race.	
Struck by a gate	Use two arms and on leg to close gates. Check gates are secured.	

Drafting/Weighing Cattle

When drafting/weighing cattle:

Assess the mood and behaviour of the cattle to be drafted, identifying any animals which may be a concern – refer to temperament table above as a guide.

Ensure that additional people are positioned appropriately at the penning gates.

When drafting cattle, remain aware of the cattle around you and your position in relation to them.

Review lane positioning before commencing drafting in order to minimise risk.

Try to position yourself to allow free flow of animals.

Always stand outside the flight zone of the animals in the lane unless movement is required.

Always maintain a quite/low profile. Do not make loud noises or aggressive/sharp movements.

Always maintain the safety of the fence at your back – as the means of escape should a problem occur.

Always go completely over the fence should you need to escape but be mindful of what is on the other side of the fence. If it is not safe to go all the way over the fence, climb to the top rail. Where possible do not stop halfway up the fence to avoid being crushed or caught.

Move quietly into the flight zone for animals you wish to draft off and touch with flapper, if required. Do not penetrate the flight zone too deeply as this may cause the animal to turn back on you.

Do not turn your back on the cattle without a block gate secured between yourself and the cattle. Grade and select cattle from the group in the drafting pens, draft off the required cattle and indicate to the gate control workers which animals should go to which pen

The workers manning the penning gates should have the applicable gate open to receive the animal(s).

Always hold the gate at the rail closest to head height, never at the side where your fingers or hands can be crushed.

Do not over crowd pens

The workers manning the penning gates are to close the gates behind the cattle.

Anxious & Fractious Cattle

At times there will be circumstances when you have to deal with livestock under different conditions.

When handling **anxious/agitated** cattle:

Animals displaying high levels of stress should not be handled until they have calmed down.

Where possible employees should ask the vendor/transporter/agent for information on the temperament of livestock in each consignment.

If at any time an animal displays agitated behaviours (jumpy and out of control, continuous tail flicking, defecates and urinates during handling, jumps when penned alone, exhibits long flight distance, exits crush wildly) a "Caution Increased Awareness Required" sign is to be placed on the pen gate. Signs are available from the site manager's office.

Once the agitated animal is no longer held in the pen the sign is to be removed and returned to the site manager's office

If an animal is displaying signs of being fractious (aggressive and violent behaviour and extreme agitation, exits crush frantically, exhibits attack behaviour when handled alone, pawing ground, shaking head, snorting, kicking) your next level manager/supervisor is to be contacted and if on site they are to be requested to view the animal's behaviour or if they are not on site a video of the animal is to be taken and forwarded to them to make a determination if the animal is fractious or not.

If an animal is deemed to be **fractious** the following is to occur:

Advise all staff handling livestock in the immediate vicinity.

Before moving the fractious animal, the handlers are to identify the pen location and clear route to that pen.

Handlers are to move the animal by the most direct route possible. Use catwalks where possible and avoid direct human/livestock interaction where possible.

Once secured in the pen site staff/receiver is to apply a clearly visible paint mark to the animal's head using a paint marking roller.

Handlers are to consider if placing other livestock in the pen will assist in quietening the animal.


If a NLIS device is not present or is a non-reader contact the DPI and request an exemption to slaughter.

-sale – following weighing, handlers are to move the animal directly to the delivery pen and place a 'caution' sign on the pen gates to alert people that a fractious animal is in the pen. Once the animal has been no longer held in the pen the sign is to be removed from the gate and returned to the site manager's office

Site staff are to ensure that the delivery staff, buyer and transporter of the animal are informed of its temperament. A warning advice should be included with the paperwork to accompany the animal(s) and highlight the paint mark on its head as an indicator.

Risks	Controls	Pictorial
-------	----------	-----------

Safe Operating Procedure

Being struck by fractious animals.	Stay away from fractious animals. Cows protecting calves can become fractious	
------------------------------------	--	---

Handling Pregnant Cows:


Heavily pregnant females should not be transported. However, in the event that these animals are presented for sale they must be isolated from their cohorts to reduce the potential for cross contamination of Q fever.

Do not touch placental membranes, foetal fluids, aborted fetuses or newborn animals without the appropriate PPE being worn.

Use mechanical aids/machinery to remove animal products and contaminated material. Employees who are vaccinated against Q Fever should conduct this task.

Placental and other birth material must be burnt or buried.

Use disposable overalls, shower and clean exposed areas of skin thoroughly with soapy water after handling animal.

Risks	Controls	Pictorial
Q Fever Infection	Use mechanical aids/machinery to remove animal products and contaminated material. Employees who are vaccinated against Q Fever should conduct this task.	

HANDLING AND MOVING BULLS

DO NOT handle or move bulls until you have been trained in this procedure.

Personal Protective Equipment



Potential Hazards

- ❗ Being charged and/or struck by a bull
- ❗ Being struck by a gate
- ❗ Bulls fighting during drafting, selling, weighing, delivery or loading and unloading

Points to Note

- ✓ A bull is defined as an intact male bovine weighing over 450kg
- ✓ This safe operating procedure applies to moving bulls on sites where RLX employees perform work including moving bulls to pens, feedlots, paddocks, and draft yards
- ✓ Bulls are inherently unpredictable in nature, especially when placed in unfamiliar surroundings, are exposed to other unknown bulls or they are pushed out of their comfort zone
- ✓ Animals, including bulls, have extremely sensitive hearing and can detect sounds that human ears cannot hear. Loud noises frighten animals and research indicates that high frequency sounds hurt their ears. These factors explain why bulls are often skittish and baulk, particularly in unfamiliar surroundings
- ✓ All bulls must be treated as if they are aggressive regardless of whether they are displaying signs of aggressiveness or not
- ✓ Managers are to develop bull handling plans and procedures that align to this procedure yet are specific to their respective site to ensure that the risks associated with the handling of bulls are managed and control measures are implemented.

Signs of Aggressiveness in Bulls

There are a number of signs that indicate when a bull may be aggressive and these signs need to be considered as part of the assessment of the risks associated with handling and moving bulls. Bulls may not exhibit any of the signs below however it is extremely important to stay vigilant and not become complacent. Signs of aggressiveness may include:

- ✓ High, alert head carriage
- ✓ Deep breathing, panting, or frothing at the mouth

- ✓ Ears up and alert
- ✓ Lowering of the head and pawing the ground
- ✓ Charging, aggressive forward movements
- ✓ Shaking and dropping of the head
- ✓ Baulking
- ✓ Turning back
- ✓ Tail twitching
- ✓ Breaking away

Handling and Moving Bulls

- ✗ Never turn your back on a bull, maintain visual contact with the animal at all times
- ✗ Do not use electric prodders on sensitive areas including eyes, ears, mouth, nose, or rectum
- ✗ Do not overuse or aggressively use electric prodders, drafting canes or flappers and do not twist tails or strike an animal in anger
- ✓ Notify the manager or supervisor of any bull that is displaying signs of aggressiveness
- ✓ When bulls are being sold in selling rings procedures detailed in the Selling Ring Safe Operating Procedure are to be followed
- ✓ A safety discussion is to be undertaken by all persons involved in the movement and processing of bulls prior to the bulls being moved or processed. The discussion is to include the identification of an effective escape route should a bull become aggressive, noting that at all times confined areas with no exit points are to be avoided
- ✓ If a person is notified of a potentially aggressive bull they are to advise all other persons handling livestock in the immediate vicinity and follow the relevant safe operating procedures
- ✓ If a bull is identified as being aggressive a warning of the bulls location must be provided to employees and other site users where possible. Notices identifying the location of aggressive bulls are to be displayed on delivery board and the bull is to be identified with a paint mark on its head and gates to

the bull's pen are to be clearly identified with a warning sign

- ✓ Where possible a minimum of 2 and preferably 3 people are to be present when moving bulls using lane ways. The second person is to travel a safe distance behind the bull handler to act as spotter and to close and secure gates along the lane way
- ✓ If a person is required to move a bull alone they must have an effective means of communication with them (e.g. mobile phone) and make contact with the manager, or a person designated by the manager, before they commence moving the bulls and once they have completed moving the bulls. All aspects of this procedure are to be followed. Permission to move a bull alone is to be sought from the Manager
- ✓ Before bulls are moved, an escape route for persons and an alternative exit point for the diversion of bulls is to be identified in anticipation of a potential incident occurring
- ✓ Where possible a third person should be at the destination pen gate ready to close and secure the gate once the bulls are penned
- ✓ Before moving bulls the handlers are to identify the pen location and a clear route to that pen
- ✓ Handlers are to move bulls by that direct route with consideration to high traffic/noise areas and possible obstructions that may distract or aggravate the bulls
- ✓ Use catwalks where possible and avoid direct human/livestock interaction
- ✓ In lane ways bulls are to be moved on foot, with clear exit points identified
- ✓ Where practicable bulls are to be moved in groups to reduce the possibility of stress to the animals
- ✓ Where possible an electric prodder should be carried by the person behind the animal to assist with keeping the bull moving in a forward direction if required
- ✓ Once penned ensure that the gate is securely latched, and the safety chains are correctly fastened around the gate
- ✓ If an NLIS device is not present or cannot be read and the bull cannot be ear tagged safely, alternative options are to be sought, including seeking an exemption from the relevant authority
- ✓ Where possible and if it is conducive to processing procedures pre-sale weighing of bulls is to be conducted to limit the need to move bulls to the scales post-sale when there is an increase in people movement and activity
- ✓ Post-sale, handlers are not to enter pens occupied by bulls and are instead to use empty pens beside those containing bulls to release the bulls from their pen

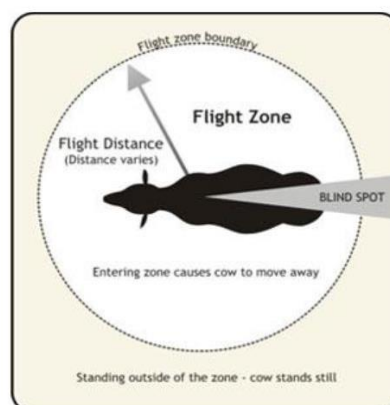
- ✓ Where possible bulls should be penned together to allow them to interact with each other before being moved
- ✓ In the event that a bull poses a serious risk to the safety of people at the site they should be penned with previously arranged coacher animals or with on-site coacher animals to calm them down and assist with relocating the bull

Bull Related Incidents

- ✓ In the event of an incident where someone is struck by a bull the second person is to open the closest gate, if safe to do so, to allow the bull to move away from the point of contact and is to try to attract the bulls attentions away from the person who has been struck and towards the open gate
- ✓ Only once it is safe to do so the second person should move to assist the person who has been struck
- ✓ The site manager or assistant manager is to be notified immediately following an incident
- ✓ Bulls are to be made safe in a pen with the gate securely latched and safety chains fastened and aggressive animal procedures are to be followed, including the repositioning of warning signs outside the assigned pen and alerts concerning the aggressive animal updated on applicable notice boards

Animal Handling Techniques

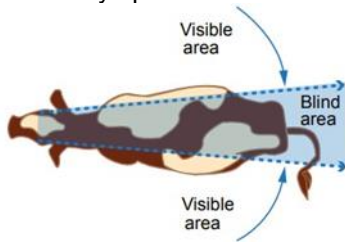
- ✓ Always maintain a quiet/low profile and avoid loud noises and aggressive sharp movements
- ✓ Always identify a safe exit from any area containing bulls before entering the area and always maintain an escape route
- ✓ Take care to avoid using excessive force or pressure within the bulls flight zone



- ✓ Bulls have their own personality and sense their surrounding differently to humans and their vision is in black and white, not in colour, and they have difficulty judging distances. Differences also exist between the vision of cattle, sheep and horses, for example cattle have close to 360 degree

Safe Operating Procedure

panoramic vision and a quick movement behind cattle may spook them



Loading and Unloading Livestock

DO NOT load or unload livestock until you have been trained in this procedure.

PERSONAL PROTECTIVE EQUIPMENT



POTENTIAL HAZARDS

- ❗ Being struck by livestock
- ❗ Being struck by a gate
- ❗ Damaged loading ramps and infrastructure
- ❗ Fall from height
- ❗ Ramp collapse if safety mechanism is not engaged
- ❗ Slip, trip and fall

SITE ENTRY REQUIREMENTS

- ✓ All persons who are not an employee of RLX Operating Company must have completed the RLX non-employee online induction before completing this or any other task on site – the induction can be accessed by scanning the QR code on the ramp
- ✓ signs or scanning the QR code below.
- ✓ All site rules and any reasonable instructions issued by an RLX Operating Company employee are to be followed.
- ✓ All incidents, injuries, property damage and identified hazards are to be reported to an RLX Operating Company employee – if an employee is not available call the phone number on the ramp signs.

UNLOADING

- ✓ Transporter to reverse up to unloading ramp, or if side unloading, pull up beside the unloading ramp, taking care to ensure that the deck is parallel with the unloading ramp to eliminate any trip hazards or areas where livestock legs/hooves may become trapped. Ensure that the area is free of pedestrians before reversing onto the ramp.
- ✓ Transporter to inspect infrastructure on ramp to ensure that all mechanisms are in good working condition. If ramp infrastructure is damaged or if the ramp is not working call the phone number of the ramp sign.
- ✓ Where an adjustable ramp is provided the transporter will adjust the ramp to be level with the deck from which livestock will be unloaded – the transporter is to ensure that the ramp is in good

working order and that the safety mechanism is engaged before

- ✓ unloading any livestock.
- ✓ Transporter is to set the gates for unloading and open the deck gate to release livestock into the unloading ramp - at no time is the transporter to follow livestock down the loading ramp.
- ✓ Only transporters are to enter stock crates to adjust ramps between floors.
- ✓ Transporter/receiver is to move livestock from the unloading ramp to the receival yards/area and secure the gates.
- ✓ When stock crates are empty the transporter is to close all gates.
- ✓ Always uses stairs to access walkways around the outside of ramps.

LOADING

- ✓ Transporter to reverse up to loading ramp, or if side loading, pull up beside the loading ramp, taking care to ensure that the deck is parallel with the loading ramp to eliminate any trip hazards or areas where livestock legs/hooves may become trapped. Ensure
- ✓ that the area is free of pedestrians before reversing onto the ramp.
- ✓ Transporter to inspect infrastructure on ramp to ensure that all mechanisms are in good working condition. If ramp infrastructure is damaged or if the ramp is not working call the phone number of the ramp sign.
- ✓ Where an adjustable ramp is provided the transporter will adjust the ramp to be level with the deck from which livestock will be unloaded – the transporter is to ensure that the ramps is in good working order and that the safety mechanism is engaged before
- ✓ unloading any livestock.
- ✓ Transporter is to set the gates for loading and open the deck gate to allow livestock to enter the crate.
- ✓ Only transporters are to enter stock crates to adjust ramps between floors.

Safe Operating Procedure

- ✓ Transporter/delivery staff set the gates from the receival or delivery pens to the loading area pens.
- ✓ Transporter/delivery staff to assess livestock to identify the livestock and the temperament, noting any particular behaviours.
- ✓ Transporter/delivery staff to move livestock from the holding yard into the forcing yard.
- ✓ Transporter to herd cattle onto truck from the walkway beside the ramp – at no time is the transporter to follow livestock up the loading ramp.
- ✓ Transporters loading sheep may follow the sheep up the ramp and must take care while in the ramp area – dogs can also be used to assist in the loading of sheep.
- ✓ Transporter closes gate inside crates taking care not to overload livestock.
- ✓ Always uses stairs to access walkways around the outside of ramps.

SAFE GATE TECHNIQUES

- ✓ While moving gates on foot keep two hands on the rail that is nearest to face height.
- ✓ When securing gates keep two hands on the rail that is nearest to face height and one foot firmly on the bottom rail until the latching mechanism is engaged.
- ✓ Test that the gate is closed and secure the safety chain in place.

ANIMAL HANDLING TECHNIQUES

- ✓ Always maintain a quiet/low profile and avoid loud noises and aggressive sharp movements.
- ✓ Always stand outside of the “flight zone” of livestock in a pen unless movement is required.
- ✓ Always maintain the safety of a fence behind you as a means of escape.

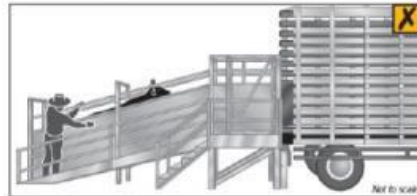
GENERAL CONSIDERATIONS

- ✓ Livestock sense their surrounding differently to humans.
- ✓ Be aware of warning signs that may indicate a change in livestock’s temperament e.g. raised head, ears or tail, snorting, pawing the ground
- ✓ Livestock have black and white vision only and have difficulty judging distances.
- ✓ Livestock have extremely sensitive hearing and can detect sounds that human ears cannot detect – loud noises frighten livestock.
- ✓ Always work with livestock from the walkway beside the ramp

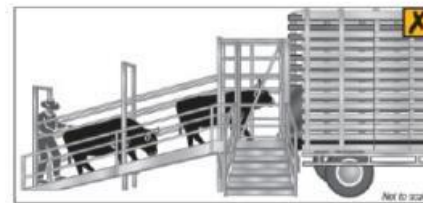


DON'T

- ✗ Follow livestock up or down a ramp or enter the laneway while cattle movements are being undertaken.



- ✗ Climb on the outside of livestock crates.
- ✗ Climb rails, gates or fences.
- ✗ Place limbs through the rails of ramps to move livestock up or down the ramp.



- ✗ Raise or lower an adjustable ramp while people are on the ramp.
- ✗ Operate a ramp hoist from the ramp or the ramp walkway.
- ✗ Walk under raised ramps.
- ✗ Throw gates.
- ✗ Use electric prodders in sensitive areas of livestock including eyes, ears, mouth, nose, rectum and puzzle/vulva.
- ✗ Overuse electric prodders, drafting canes or flappers.
- ✗ Twist the tails of livestock or pull the wool of sheep.
- ✗ Use mobile phones while handling livestock or operating a vehicle

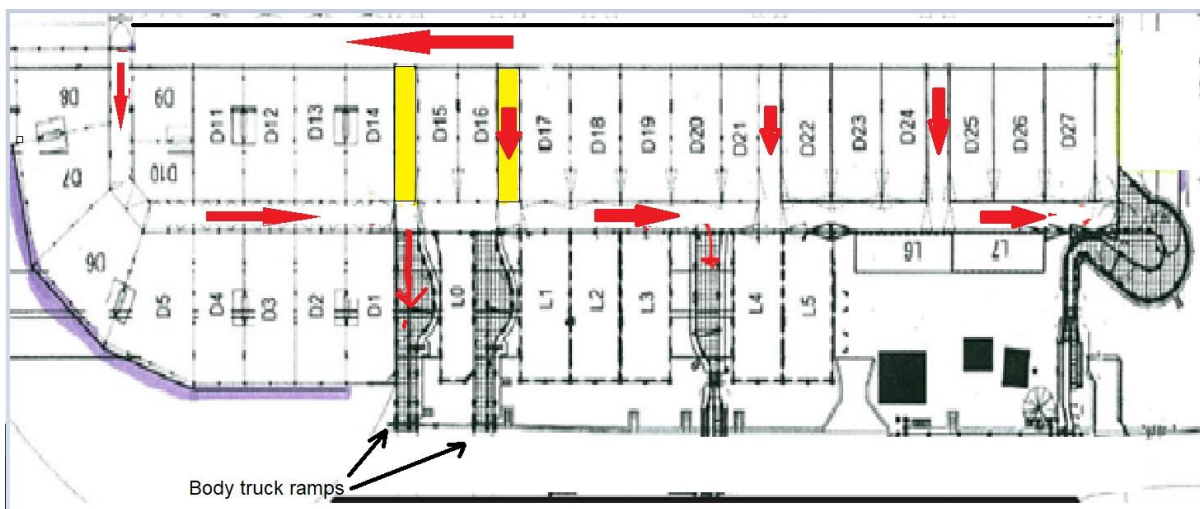
This SOP does not necessarily cover all possible hazards associated with loading and unloading livestock and should be used in conjunction with other reference

Bull Loading Information

Bulls are inherently unpredictable in nature especially when placed in unfamiliar surrounds, exposed to other unknown bulls or they are pushed out of their comfort zone. Animals have extremely sensitive hearing and can detect sounds that human ears cannot hear. Loud noises frighten animals, and research proves that high-frequency sounds hurt their ears. These factors explain why animals are often skittish and balk, particularly in unfamiliar surroundings. All bulls must be treated as if they are fractious regardless of whether they are presenting signs of being aggressive, fractious or stressed.

Please read and be familiar with the following safe work procedures when dealing with bulls at CQLX including

- SWP Handling of bulls
- SWP Loading and Unloading livestock
- Diagram of directions for loading bulls



- ✗ Yellow zones are laneways not designed to use for loading and should not be used to stage bulls when loading using the body truck ramps.
- ✗ Red arrows indicate the direction of flow for loading bulls.
- ✗ Working area should be inspected prior to loading and direct communication with other site users in the area to notify them of your intent

SAFE GATE TECHNIQUES

DO NOT operate gates unless you have been instructed in this procedure.

PERSONAL PROTECTIVE EQUIPMENT



POTENTIAL HAZARDS

- Worker is charged/kicked by an animal.
- Worker is struck by a gate while closing the gate.
- Worker is injured by incorrect use of or faulty/damaged equipment.

PROCEDURE

The Site Manager must manage the risks associated with gate use at the saleyards and implement hazard control when required.

Prior to the commencement of the sale, an inspection of all pens, gates and latches, must be undertaken ensuring that:

- The gates swing easily.
- Older gates aren't sagging in the middle.
- If repairs are required, do immediately.
- Document faults and damage on a hazard and Incident Report form (located in JotForms).
- The gate latches are in working order.
- That safety chains are present and secure on all gates.
- Test the gate firmly closes.

SAFE GATE TECHNIQUES

- Never throw gates unless they are designed to be thrown.
- While moving gates, keep two hands on the rail that is nearest to face height.
- When securing gates, keep two hands on the rail that is nearest to face height and one foot firmly on the bottom rail.
- Keep hands clear if a beast is pushing or hitting gate.
- Ensure Slam latch if fitted engages positively and holds.



- Safety chain should then be applied as a secondary means of securing the gate closed.



FURTHER INFORMATION

- SWP - Drafting Livestock.
- SWP - Loading and Unloading Livestock.
- SWP - Mouthing Livestock.
- SWP - Weighing Livestock.
- SWP – Livestock Handling - Cattle.
- SWP - Handling Escaped Livestock

Cattle tick – meeting my general biosecurity obligation (GBO)

This declaration provides the accredited certifier with details of how the owner/responsible person has met their GBO to achieve the risk minimisation requirement for the movement of cattle tick carriers prior to cattle tick certification.

Declaration by owner or person responsible for the management of the cattle tick carriers.

Details
Name:
Address:
Postcode:
Property of origin/place of applied treatment:
Property Identification Code (PIC):
Phone number:

Certification

I advise that:

- ☐ I am the owner or person responsible for the management of the cattle tick carriers described on the movement record (NVD/saleyard waybill) number : _____
- ☐ I understand that when moving livestock from the cattle tick infested zone to the cattle tick free zone I am responsible for meeting the risk minimisation requirements as described in the biosecurity manual

I advise that I have applied the following procedures to the cattle tick carriers to achieve the risk minimisation requirement **Chemical Treatment** Note 1

Name of chemical	Application method	Application date
	<input type="checkbox"/> spray <input type="checkbox"/> pour on <input type="checkbox"/> plunge dip <input type="checkbox"/> injection	____/____/____
	<input type="checkbox"/> spray <input type="checkbox"/> pour on <input type="checkbox"/> plunge dip <input type="checkbox"/> injection	____/____/____

OR

I advise that the livestock have been held in a low risk tick environment Note 2

Type of environment	Entry date	Exit date
<input type="checkbox"/> cattle yard/s	____/____/____	____/____/____
<input type="checkbox"/> feedlot	____/____/____	____/____/____
<input type="checkbox"/> A property with a biosecurity plan sufficient to maintain cattle tick free status <small>Note 3</small>		
<input type="checkbox"/> The carriers originated from a property in the tick free area <small>Note 4</small>	Date of entry to the cattle tick infested zone ____/____/____	

OR (if accessing a clearing facility in the cattle tick free zone) Note 5 I

advise that the cattle tick carriers have been subjected to:

- ☐ A tick free manual inspection OR
- ☐ A tick free visual inspection AND an owner chemical treatment to the standard required in the Queensland Biosecurity Manuals *Procedure for Tick Free Manual Inspection of high risk tick carriers* OR *Procedure for Visual Inspection of high-risk tick carriers* and have met the risk minimisation requirement of 'tick free' on ____/____/____ for movements of cattle tick carriers to a Prescribed Facility (clearing facility) in the cattle tick Free Zone only.

The information provided by me on this declaration is true and correct; and

The conveyor/drover of the cattle tick carrier/s will provide this completed risk minimisation declaration to the accredited certifier.

Name of person providing this information	Signature	Date

The risk minimisation requirements describe the actions that an owner must take prior to moving carriers into the tick free zone.

An owner has a general biosecurity obligation to take all reasonable and practical steps to prevent or minimise the spread of cattle tick. This may include the owner continuing to monitor the high risk carrier for cattle tick after it has been moved.

Ongoing monitoring may include the owner taking additional steps such as isolating, treating or spraying carriers after arriving at a place in the tick free zone.

Guide to completing the declaration

The risk minimisation requirements for travelling livestock into the cattle tick free area are:

To access a property in the tick free zone:

- manually inspected completely free of cattle tick PLUS
- a supervised chemical treatment.

To access a feedlot or abattoir in the tick free zone:

- visually free of adult stages of cattle tick PLUS a supervised chemical treatment
OR
- manual inspection completely free of cattle tick.

The owner or person responsible for the cattle tick carrier is responsible to present the animals to the standard required to meet the risk minimisation requirement.

While chemical is most commonly used there are alternative management practices that achieve the standard. The following will give some guidance for livestock owners when completing this form.

Note 1 Chemical use

Chemical treatments can provide the quickest way to achieve tick free status however there are several important points. Multiple treatments at intervals shorter than 4 days can affect the ability of the chemical to kill the tick and can result in ticks continuing to be found.

Chemicals have different modes of actions and different times to reach maximum efficacy and before they deplete to levels that will not be affecting the tick.

The following timeframes are considered best practice timeframes for the time from the chemical treatment to being presented for inspection

- between 4 days (96 hours) and 7 days (168 hours) following treatment with a dip or spray; or
- between 6 days (144 hours) and 9 days (216 hours) following treatment with a pour on/injectable.

Any earlier than the minimum may mean the chemical has not had a chance to work.

Any later than the maximum can provide an opportunity for further tick reinfestation if livestock are held in paddocks in the tick infested zone.

It is important to note that all chemicals have a label requirement for retreatment intervals.

The only chemicals allowed to be used at intervals not prescribed on their labels are registered wettable powder products containing 500g/kg Amitraz as the active constituent, registered emulsifiable concentrate products containing 125g/L Amitraz as the active constituent and Bayticol Cattle Dip® and Spray, containing 75.00 g/L Flumethrin as the only active constituent. These chemicals may be used at 4-7 day intervals if being used for the chemical treatments required to comply with a risk minimisation requirement.

The owner should ensure they know what chemical will be used for the final clearance treatment to ensure they are not re-using chemicals at less than label direction stated intervals.

The number of chemical pre-treatments required to get the livestock to the required standard will depend on the level of tick infestation to start with. Heavily infested cattle may require several treatments commencing 3-4 weeks prior to presenting to an accredited certifier to be tick free. It is important to discuss pre-treatment regimes with your biosecurity officer or accredited certifier.

Note 2 Low risk tick environment

Keeping livestock in a low risk tick environment can assist livestock meet the risk minimisation requirements by not allowing ongoing infestations of the cattle from the non-parasitic life cycle stage of the cattle tick.

This method relies on an understanding of the life cycle of the cattle tick and it is important that owners/person in charge be able to demonstrate that understanding to the accredited certifier. The dates when livestock entered the low risk environment must be provided.

Note 3 On property biosecurity plan

Various on property management techniques can result in herds that have very low to nil cattle tick infestation levels. If a producer indicates they are using their on-property biosecurity plan to demonstrate they have met their GBO to achieve the RMR, the accredited certifier may ask for additional information from the owner/person in charge as to their level of knowledge and understanding how those management techniques has created a tick free environment. The owner/person in charge should be prepared to discuss this with the accredited certifier.

Note 4 The carrier has originated from the free zone within the last 5 days

Carriers that have originated from the cattle tick free area could be exposed to cattle tick infestation depending on where they are kept while in the tick infested zone. The following will give guidance to the accredited certifier when conducting the inspection phase for these animals.

- Carriers that have originated from the cattle tick free area and have been in pasture for less than 5 days would only be expected to be infested with larval stages of the tick and the larval stages would not have had an opportunity to be in a moult stage.
- Carriers that have only entered facilities such as saleyards, showgrounds or other low risk venues pose a low risk of exposure to tick infestations.

Note 5 Owner inspection

When accessing clearing facilities in the tick free zone (Mt Isa, Taroom Harristown and Boondooma), in addition to one of the above options, the owner/person in charge must also complete their own tick free manual inspection OR a tick free visual inspection and an owner chemical treatment before presenting to an accredited certifier. The accredited certifier should ensure that the owner/person in charge who uses this requirement has knowledge of these procedures from the [Queensland Biosecurity Manual](#).



Stud Season Tick Clearance Information

CQLX tick clearing requirements have been updated in line with recent changes made by Biosecurity Queensland to the bylaws regarding the clearing of cattle crossing the tick line. CQLX have a number of Accredited Certifiers on site for the clearing to the tick free zones. If you can follow the below steps to ensure a trouble-free process and onsite staff are more than happy to help you through this process.

- All animals in consignment must be pre-treated in accordance to the tick clearing guidelines. Pre-treatments must be within their relevant timeframes for inspection which include
 - Acaricides (Dips and Sprays) 4 - 7 days
 - Endecticides (Injectables and Pourons) 6 – 9 days
- A current owner declaration must be fully completed and attached to NVD. The Cattle Tick – meeting my general biosecurity obligation (BGO) form can be found on the Biosecurity Queensland website.
- Owner chemical treatment of animals in accordance with risk minimisation requirements are strongly recommended to achieve a free cattle tick inspection.
- On a failed inspection, all animals in that consignment are also deemed as failed and will require a dip and cannot be reinspected for 4 days.

For any more information please feel free to contact the CQLX office and talk to one of our certified assessors or your local biosecurity Queensland representative.

Commodity Vendor Declaration



VENDOR DETAILS

Name: _____
 Address: _____

 Town: _____
 Tel: _____ Fax: _____
 Email: _____
 National Grower Registration (NGR) No: _____
 Property Identification Code (PIC): _____
 Vendors contract/ reference No: _____

BUYER DETAILS

Name: _____
 Address: _____

 Town: _____
 Tel: _____ Fax: _____
 Email: _____
 National Grower Registration (NGR) No: _____
 Property Identification Code (PIC): _____
 Buyers contract No: _____

COMMODITY DETAILS

Commodity _____ Delivery Period _____
 Variety _____ Quantity _____
 Variety _____ Quantity _____
TOTAL QUANTITY: _____

Part A – Product Integrity

- Commodity source (tick one)**
☐ Single Source, Single Storage (eg off the header)
☐ Multi-Vendor Storage (eg grain depot, cotton gin seed storage)
☐ Single Source, Comingled Storage (eg farm silo)
☐ Factory Developed Product (eg ethanol plant, gluten plant)
- Does this commodity contain restricted animal materials (eg meat and bone meal)?**
☐ No ☐ Yes
- With respect to Genetically Modified Organisms, this commodity: (tick one)**
☐ Is non GMO as defined by 99% non GMO
☐ Is non GMO as defined by 95% non GMO
☐ Contains greater than 5% GMO or content unknown.

Part B – Chemical Use

- Is this commodity within a withholding period (WHP), Export Slaughter Interval (ESI) or Export Animal Feed Interval (EAFI) following treatment with any plant chemical including a pickling or seed treatment, fumigant, pesticide or insecticide?**
☐ No ☐ Yes, enter details in the table below

Chemical Applies	Rate (Tonne / HA)	Application Date	WHP / ESI / EAFI

- Has the commodity been grown and/or stored under an independently audited QA program which includes chemical residue management?**
☐ No ☐ Yes, provide details

QA program _____ Accreditation/ Certification Number _____

If this commodity has been grown or stored under such a QA program, please now read and sign Part C. If not, please now complete the remainder of Part B.

- Is the vendor of this commodity currently aware of its full chemical treatment history or holds a CVD containing this history?**
☐ No ☐ Yes
- List all known adjacent crops grown within 100 metres of this commodity (only applicable for single source commodities)**

- If the commodity is a by-product, has a risk assessment been completed? (tick one)**
☐ No ☐ Yes, attach copy of risk assessment ☐ N/A (see explanatory notes)
 a **Has the commodity been analysed for chemical residues or toxins by a lab accredited by NATA for the specific test required?**
☐ No ☐ Yes, attach details of test results

Part C - Declaration

I, _____ of _____ declare that:

a) I am the duly authorised representative of the vendor supplying the commodity;

- All the information in this document is true and correct;
- I have read, understood and answered all questions in accordance with the explanatory notes;

I understand that regulatory authorities may take legal action, and purchasers may seek damages if the information provided is false or misleading

Signature _____ Date _____

EXPLANATORY NOTES – COMMODITY VENDOR DECLARATION

Who should sign this form?

You should only sign this form if you are the person representing the organisation supplying this commodity and were responsible for the production and/or storage of this commodity prior to dispatch to the buyer.

Ensure that you answer all questions accurately and that you understand all elements of the declaration and these explanatory notes.

DETAILS

Vendor details The producer's trading name or the name of the commodity trader must be identified. If the seller (vendor) of the commodity is different to the producer or storage facility, then the vendor's name and address should be filled out.

Enter the Property Identification Code (PIC) and/or National Grower Register (NGR) number if they have been allocated.

The Vendor's contract no. (if applicable) is the vendor's individual contract number for the fodder being sold.

Buyer details

The buyers name and address must be identified.

The Buyer's contract no. (if applicable) is the individual contract number that the buyer has allocated for the commodity being purchased.

Commodity Details

List the type of commodity (e.g. lucerne hay, barley, citrus pulp), the number of tonnes or bales and bale size covered by the declaration, and the start and finish dates for delivery.

PART A QUESTION 1

Answers to Question 1 are used to estimate the potential for mixing of the commodity. If you are a commodity trader you should provide copies of the individual Vendor Declarations completed by each supplier.

Vendors should be aware that contamination could occur during loading and transport. Care should be taken that trucks and bins are clean prior to loading. Transporters should be encouraged to use consignment notes for all loads.

QUESTION 2

Restricted Animal Material (RAM) is defined as any material taken from a vertebrate animal other than tallow, gelatin, milk products or oils.

RAM includes rendered products such as blood meal, meat meal, meat and bone meal, fish meal, poultry meal, feather meal, and compounded feeds made from these products.

Commodities containing RAM must not be fed to ruminants.

QUESTION 3

Only make a declaration on the percentage of non GMO content if you are sure of its content. If you are unsure, declare 'content unknown'.

PART B QUESTION 4

List the full product name (e.g. XYZ Diuron 900QG) for chemicals applied to the commodity, whilst in your control, as well as the grams per litre or hectare of product used or the rate per hectare or tonne, application date and the relevant WHP/ESI/EAFI as shown on the chemical label or APVMA permit. Include organic fertilisers (eg. Chicken manure). If there is insufficient space, attach an additional sheet in the same format (columns).

NOTE: The withholding period (WHP) is the period stated on the product label or an APVMA permit that must elapse between the last application of a chemical and harvesting for human consumption or for stockfeed.

NOTE: The export slaughter interval (ESI) is the minimum period that must elapse between the removal of livestock to clean

pasture or feed, and their slaughter, where the livestock have been consuming the treated pasture or feed prior to the expiry of any export animal feed interval.

NOTE: The Export Animal Feed Interval (EAFI) is the minimum period that must elapse between the application of a chemical to a crop or pasture and grazing or harvesting of the crop or pasture for stock feed for animals that may be slaughtered for export.

NOTE: When an EAFI has been established, and grazing or feeding has not occurred before its expiry, the ESI does not need to be observed.

QUESTION 5

Answer "Yes" only if the property of origin or storage facility is Quality Assurance (QA) certified to ensure correct management of chemical residues and is audited by a third party organisation.

NOTE: The Livestock Production Assurance (LPA) program is not an approved QA program. Examples of QA programs include Chem Check and Fodder Care.

QUESTION 6

Answer 'Yes' if you are able to provide residue test results, complete records of chemical treatments or commodity vendor declarations for all sources of supply of the commodity. If you are unsure of the chemical treatment history of the commodity you must tick 'No'.

QUESTION 7

List all crops known to have been grown within 100 metres of the crop from which this commodity was harvested. If a locust control authority has sprayed in the area, that use should also be noted. This includes crops grown on neighbouring properties.

If the commodity is mixed from multiple sources, leave the table blank. As an alternative you should provide copies of the individual Commodity Vendor Declarations completed by each grower that supplied feed for this consignment.

QUESTION 8

This question is intended for byproducts from agricultural and horticultural production (ie sugarcane tops or citrus pulp), from industrial processes (ie ethanol production) or from any commodity that was not intended to feed livestock, but may legally be fed to livestock (ie does not contain RAM).

If the commodity was grown for the purpose of feeding to livestock, tick N/A.

SAFEMEAT has prepared risk assessment summaries for major by-product feedstuffs. These risk assessment summaries are available from this link www.mla.com.au/lqs/ra, from your peak industry body or from SAFEMEAT.

QUESTION 9

Answer "Yes" if the commodity covered by this declaration has been tested for chemical residues, Annual Ryegrass Toxicity (ARGT), prussic acid (a sorghum crop that has been drought stressed and cut for fodder is potentially toxic to livestock due to increased levels of prussic acid), aflatoxins (for peanut hay) or nitrites or any other substances.

Results should be supplied as a copy of the laboratory's certificate of analysis.

NOTE: NATA is the National Association of Testing Authorities. Any test performed should be accredited as part of the laboratory's NATA accreditation to ISO 17025.

PART C DECLARATION

Signing this declaration has legal significance. Regulatory authorities may take legal action, and purchasers may seek damages if information is incorrect. Before signing you must be absolutely satisfied you understand all elements of the document, and these explanatory notes.

Architectural floor plan of a large industrial or warehouse facility. The plan shows a complex layout of rooms, corridors, and structural elements. Key areas include a large central hall with a grid of rooms labeled W1 through W115, a series of rooms labeled P1 through P15, and a large area labeled R1 through R12. The plan also shows various corridors, stairs, and structural details. A note at the bottom right states: "OLD BEX DRAFT TO GO IN HERE FOR RE-TAGGING ETC."



Please complete this form and return with your NVD to your agent or CQLX administration office.

I, the undersigned, acknowledge that I have received a copy of the CQLX stud season information pack and that I have read and understand the information contained in the pack and will provide any relevant persons in my employ with a copy of the pack.

I acknowledge that I, and any persons in my employee, will comply with the safe operating procedures at all times whilst on site and if I have any questions relating to the stud season information pack, I will contact a CQLX representative.

I acknowledge and understand that information contained in the stud season information pack applies only to Regional Livestock Exchange sites, that Regional Livestock Exchange and/or its related entities, including their directors, officers, employees and/or agents, do not assume any responsibility for any damages (including physical or mental injuries) brought about by the misapplication of any information contained in the stud season information pack or by the user's undue reliance thereon in relation to other sites or activities not contemplated in the stud season information pack and the stud season information pack does not necessarily cover all hazards associated with activities across the site and should be used in conjunction with other references and information provided.

Please tick the following boxes to indicate which Stud Sales you will be associated with:

<input type="checkbox"/>	Queensland Simmental Bull Sale	<input type="checkbox"/>	Clay Gully Simmental Sale
<input type="checkbox"/>	Murdeduke Angus Bull Sale	<input type="checkbox"/>	Belmont Red Bull and Female Sale
<input type="checkbox"/>	CQ Charolais Premier Bull Sale	<input type="checkbox"/>	National Bradford Sale
<input type="checkbox"/>	National Droughtmaster Sale	<input type="checkbox"/>	5 Star Senepol Sale
<input type="checkbox"/>	CAP Droughtmaster Sale	<input type="checkbox"/>	Central Brangus Classic Sale
<input type="checkbox"/>	National Charbray Bull and Female Sale	<input type="checkbox"/>	Rockhampton Brahman Week Sale
<input type="checkbox"/>	Brangus Society Bull and Female Sale	<input type="checkbox"/>	Central QLD Invitational Droughtmaster Sale
<input type="checkbox"/>	Lancefield Invitational Brahman Sale	<input type="checkbox"/>	February All Breeds Sale
<input type="checkbox"/>	Rocky All Stars Elite Brahman Female Sale	<input type="checkbox"/>	

Name: _____

Stud Name: _____

Signature: _____

Date: _____