

Audit Recertification Process		<i>Approved By:</i> PAACO Executive Director/Exec. Committee of the BOD	<i>Document Number:</i> PAACO 300
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<i>Revision Date</i> July 2025	<i>Issue/Review Date</i> 5/26/16		

1.0 PURPOSE

- 1.1 Annual re-certification of audit tools to meet the current PAACO minimum criteria is required.
- 1.1.1 Annual fee = \$2,000 unless major changes require additional cost recovery (e.g. seating an entirely new panel).

2.0 SCOPE

- 2.1 To maintain PAACO certification the audit must be submitted each year with a letter from the responsible organization indicating what if any changes were made.
- 2.1.1 At that time, they will submit a summary of any material changes using PAACO Form 001 Change Notice Form and the entire audit instrument with changes identified/highlighted.

3.0 RESPONSIBILITY

- 3.1 Executive Director (ED) and the Quality and Standards (Q&S) committee chairperson are the positions with oversight for recertification of audit instruments.

4.0 PROCEDURE- Standard Audit Instrument Review

- 4.1 Approximately 4-6 weeks prior to annual certification date, the ED requests the audit author to submit current audit instrument and Change Notice Form with any revisions or changes since the prior year noted.
- 4.2 For a certified audit, there are three scenarios:
 - 4.2.1 No changes to the audit. These audits are recertified by the PAACO ED under the oversight of the Q&S Committee chairperson, after which the BOD is notified of the approval.
 - 4.2.2 Minor changes which may be approved by the PAACO Q&S Committee, after which the BOD is notified of the approval.
 - 4.2.3 Major changes which may also be approved by the PAACO Q&S committee if they represent enhancements to the audit instrument, or adjustments consistent with an industry standard or new research. If the Q&S committee agrees the changes fall into these categories, they may approve recertification and it is not necessary to get full board approval.

If, by the evaluation of the PAACO Q&S committee, the Major Changes reduce the effectiveness of the audit instrument or no longer represent the current practical welfare science in this area, the review panel including at least one of the original panel members may be asked to review the application.

- 4.3 A full expert panel review is required after the fifth anniversary of the initial certification, or after the last full panel review certification (see flow chart).

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5.0 CORRECTIVE ACTION STEPS

- 5.1 If at any point in the review process (panel review, Q& S review or Board review) it is determined that changes are required, the ED and Q&S Chair will work to resolve in cooperation with the author to address issues as necessary and report the results.
- 5.2 If audit cannot be re-certified, the ED contacts the audit author within 30 days to inquire about anticipated action on the changes.

6.0 REFERENCE DOCUMENTS

- 6.1 PAACO 100. PAACO Standards for Certification of Animal Welfare Audit Instruments and Processes.
- 6.2 PAACO 200. Audit Certification Process
- 6.3 PAACO Form 001. Change Notice Form

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Example:

RECERTIFICATION PROCESS

