



# HOW TO: Create or upload documents in your LPA account

You can now manage your records for LPA accreditation online.

Good records and systems are the foundation of the red meat integrity system. For more information on record keeping, see the final page of this flyer.

- Property risk assessment and biosecurity plans can now be completed and saved online.
- Templates for other LPA records are available to download.
- All LPA records can be stored online within your LPA account.

## STEP 1: Log in to myMLA and access your LPA account

From 1 July 2021, myMLA is your new easy-access gateway to LPA. If you haven't already, set up a myMLA profile and link your LPA account.



find out more here



## STEP 2: Go to Record Keeping on the home page



LEARNING



RECORD KEEPING



ORDER BOOKS

## STEP 3: Select the record you would like to add:

- A Biosecurity Plan and Property Risk Assessment can be created online and directly into your LPA account.
- To add a completed record or to download an existing LPA template, select from the drop down list.

Add record

+ 
  +

Add other record



### Property Risk Assessment:

1. Upload a map, plan, results or link to documents previously uploaded.
2. Include all details relating to risks on your property, adding each different risk separately.
3. You can edit or delete added risks and documents if required before finalising.

**Risk Details**

**Possible Risk/Risk Site** (refer to property map) ⓘ

**Supporting Documents \***

You currently have no supporting documents associated with this property risk assessment.

You will need to link or upload a **Property Map \*** by clicking the button below before you can finalise this property risk assessment.

You can link or upload relevant supporting documents to this property risk assessment by clicking the buttons below -

Property Map
Property Management Plan
Samples Received
Other

**Risks \***

No risks have been added. Please use the section on the left to add a new risk to your property risk assessment.

**Description of how site is managed to eliminate the risk of livestock contamination**

Add Risk



### Biosecurity Plan:

- Complete the details section and save.
- Upload your property map or link to one previously uploaded.

**Property Details**

**Person responsible for livestock** ✓

**Property owner**

**Health Details**

**Veterinarian name \***

**Veterinarian phone \***

**Local Animal Health Office phone (government) \***

**Stock Inventory \***

Stock number (average for the year)

Cattle

Sheep

Goats

Save details



- Work your way through each section. You'll see a green tick when the section is successfully completed.
- Answer all questions and add comments.
- Save and continue at the end of each section.



Inputs - Livestock and feed ✓	People, vehicles and equipment ✓	Production practices ✓	Pest and Weeds ✓	Outgoing products ✓	Train - Plan - Record ✓	Johne's Disease specific practices for cattle ✓
Section 1 ✓	Section 2 ✓	Section 3 ✓	Section 4 ✓	Section 5 ✓	Section 6 ✓	Section 7 (Optional) ✓

**Save and Continue**



### Adding other records:

1. Select the type of record you would like to add from the drop down list and then click 'Add Record'.
2. Templates are available for some records – click the link to download and complete and then save to your device.
3. Once a record is saved on your device, 'Drop a file' or 'Click here' to add the record.

**Add other record**

Livestock treatment records + Add Record

If you don't have a current document, you can download a Livestock treatment records template [here](#).

**Upload record: Livestock treatment records**

Upload a new document or image of your Livestock treatment records here

Title  
Livestock treatment records

Drop a file here or click here to select a file

The valid files that can be uploaded are .png, .jpg, .jpeg, .gif, .img, .heic, .pdf, .doc, .docx, .xls, .xlsx, .txt, .msg



### Things to note:

- All uploaded records can be edited or deleted.
- If you are required to participate in an LPA audit, only the documents you choose to share will be accessed by the auditor.
- If you start an electronic record and only partially complete it, it can be opened from the 'In Progress Forms' section and completed at a future date.

#### Uploaded records

Type

All

Time span

All

Search

Submitted	Name	Type	Requirement	Actions
20/07/2021	Property map	Property map	General	

form - This record was generated from an electronic form
 audit - This record is associated with an audit
 infected - This record has been blocked due to a computer virus

#### In Progress Forms

Started	Type	Actions
20/07/2021	Property Risk Assessment	
20/07/2021	Biosecurity Plan	



### How to keep good records for the red meat integrity system

It's important to make sure your integrity system records are accurate and up to date. Good records:

- provide the information required to correctly complete your LPA NVDs.
- are essential in the event of a biosecurity or animal disease incident.
- are required for audits.

There is no perfect formula for record keeping. Some producers find keeping clear notes in a diary or record book works well while others use a farm management software program or computer spreadsheet.

ISC has created record keeping templates which include all the details that must be recorded for LPA. These are available from ISC Customer Service or are free on the ISC website in Microsoft Word, Excel and Adobe PDF formats. Visit [www.integritysystems.com.au/recordkeeping](http://www.integritysystems.com.au/recordkeeping)