



SOUTH AFRICAN POULTRY ASSOCIATION

Founded 1904

Poultry
Layers

Checklists

Prepare a Layer house for poultry

Task	Prepare a house for poultry (Washing the house)		
	Prepare the correct cleaning solution as per manufacturer's specifications.		
	Select the correct cleaning materials and utensils (hot water, brushes, brooms, detergents)		
	Ensure the washing techniques are used.		
	Follow the correct sequence in which items needs to be cleaned.		
	Ensure that all surfaces are thoroughly cleaned (floors, walls, cages, supports, ventilation ducts)		
	Carry out a final rinse ensuring no detergent residue is left.		
	Remove all excess water from the surfaces.		

Task	Prepare a house for poultry (Disinfecting the house)		
	Select the correct personal protection equipment for applying disinfectants as per company specification and procedures.		
	Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
	Dilute the disinfectant as per the manufactures specifications.		
	Apply the disinfectant to all the surfaces in the poultry house.		

Task	Prepare a house for poultry (Disinfecting the watering system)		
	Select the correct personal protection equipment for applying disinfectants as per company specification and procedures.		
	Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
	Select the correct tools for disassembling the watering system.		
	Dilute the disinfectant as per the manufactures specifications.		
	Strip the watering system to be disinfected.		
	Clean and disinfect the various components of the watering system.		
	Reassemble the watering system on completion of disinfection.		
	Flush the watering system on completion.		
	Pack away all equipment and personal protection equipment on completion.		

Task	Prepare a house for poultry (Application of pesticides)		
	Select the correct personal protection equipment for applying pesticides as per company specification and procedures.		
	Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
	Select the correct tools for cleaning the area surrounding the poultry house.		
	Clean the area surrounding the poultry house as per company specifications.		
	Select the appropriate pesticide.		
	Use safe handling techniques when handling the pesticides as per manufacturer's specifications.		
	Demonstrate the correct handling application of pesticides to the perimeter of the poultry house as per manufacturer and company specifications.		

Clean and pack away all equipment on completion of the task as per company procedures.		
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Task	Prepare a house for poultry (Reinstallation of equipment and application of pesticides)	
Select the correct personal protection equipment for applying pesticides as per company specification and procedures.		
Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
Select the correct tools for reinstalling the movable equipment.		
Set and test all the facilities in the poultry house		
Select the appropriate pesticide.		
Use safe handling techniques when handling the pesticides as per manufacturer's specifications.		
Demonstrate the correct handling application of pesticides to all the appropriate surfaces as per manufacturer and company specifications.		
Clean, pack away all equipment on completion of the task as per company procedures.		

Poultry Layers Water Management

Task	Water management (Clean water supplies)	
Identify the components that require daily checking.		
Carry out the required checks.		
Identify the components that require daily cleaning.		
Ensure correct cleaning procedures.		
Check water pressure, leaks, wet spots, drinker levels and valves.		
Adjust the height of the drinkers according to the growth of the birds.		
Adjust the height of the drinkers.		

Poultry Layers Bio Security

Task	Bio-Security Procedures (Pathogens)	
Ensure that all applicable bio security measures are adhered to.		

Poultry Layer Manual Collection of table Eggs

Task	Manual collection of table eggs (Bio security)	
Select the correct personal protection equipment for collecting eggs as per the companies' specifications.		
Use the footbaths correctly.		
Change overalls and wash and sanitise hands.		
Clean and disinfect the grading and washing area after each shift.		
Observe the correct bio security protocols when moving between houses.		
Clean and pack away all equipment on completion of the task as per company procedures.		

Task	Manual collection of table eggs (Designated times and first quality inspection)	
Gather together the correct materials.		

Collect the eggs at designated times.		
Pack the eggs correctly into the collection trays ensuring that the points were facing down.		
Separate any unsuitable eggs from the eggs that are to be graded.		

Task	Manual collection of table eggs (Wash, sanitise and shell coat eggs)	
Gather together the correct materials.		
Wash the eggs ensuring that all droppings and other dirt is removed.		
Immerse the eggs in the sanitising solution and allow the eggs to dry		
Explain what the purpose of the sanitising solution is.		
Explain why shell coating is applied to the eggs.		
Apply the shell coating to the eggs.		

Task	Manual collection of table eggs (Grade and pack eggs)	
Ensure that the grading and packaging of eggs conforms to regulation R345.		
Grade the eggs in accordance with the minimum weight specifications.		
Pack the eggs correctly ensuring the eggs are packed point down to safe guard against cracking or breakages.		

Task	Manual collection of table eggs (Cool and candle eggs)	
Gather together the correct materials.		
Place the eggs in a suitable cool room for cooling.		
Explain the purpose of candling the eggs.		
Explain the procedures used for candling the eggs.		
Demonstrate the correct method of candling the eggs.		
Explain why it is important to remove eggs that have blood spots or cracks.		
Remove eggs with identified blood spots or cracks.		

Task	Manual collection of table eggs (Documentation)	
Note the yield per house		
Note the number of first inspection removals.		
Note the number of candling removals.		
Note the yield per grade.		
Report on the reasons for the removals i.e. abnormal shape, size, and weak shells.		

Poultry Layers Set and prepare for hatching eggs (Hatchery only)

Task	Set and prepare for hatching eggs (Fumigation)	
Select the correct personal protection equipment for applying pesticides as per company specification and procedures.		
Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
Select the correct tools for the fumigation.		
Operate all equipment safely whilst observing all health and safety procedures		
Adhere to all safety regulations while handling dangerous chemicals.		
Apply bio security principles while carrying out all tasks		
Clean and pack away all equipment on completion of the task as per company procedures.		

Task	Set and prepare for hatching eggs (Receiving eggs) (hatchery only)	
	Offload the eggs from the delivery vehicle.	
	Count the eggs and inspect the eggs for breakages.	
	Check all the documentation.	
	Record the actual number of eggs received and breakages.	
	Separate the broken and unsuitable eggs and dispose of them in accordance with operational procedures.	

Task	Set and prepare for hatching eggs (Transfer of eggs to setter trays)	
	Transfer the eggs to the setter trays ensuring points were down.	
	Label the trays.	
	Move the setter trays into the appropriate store room.	
	Monitor the temperature as per operational specifications.	
	Monitor the relative humidity as per operational specifications.	

Task	Set and prepare for hatching eggs (Fumigate hatching eggs and prepare for setting)	
	Move the setting trays to a pre-heating room or fumigation cabinet.	
	Initiate the pre-heating as per company procedures and specifications.	
	Measure and prepare the chemicals.	
	Transfer the setting trays into the fumigation cabinet.	
	Monitor the temperature, humidity and fumigation time as per company procedures and specifications	

Task	Set and prepare for hatching eggs (Transfer from fumigation cabinet to incubator)	
	Transfer the setting eggs from the fumigation cabinet to the incubator.	
	Activate the incubator.	
	Confirm that the eggs are turned.	
	Confirm that the alarm is functional.	
	Monitor the temperature and humidity as per company procedure and specification.	
	Respond to any alarm and correct the fault or report it to the technician.	

Task	Set and prepare for hatching eggs (Transfer the eggs to the hatcher)	
	Commence transfer when instructed following specific sequencing as specified.	
	Transfer the eggs from the setter trays into the hatcher baskets.	
	Activate the hatcher and set the controls as per company specifications.	
	Check the hatcher, lobby temperature, humidity levels and ensure they are within specifications.	
	Set and test the alarms and confirm they are functional.	
	Control the airflow during the hatching as per company procedures.	
	Respond to any alarm, correct the fault or report it to the technician.	

Poultry Layers Harvest Chicks (Hatchery only)
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Task	Harvest chicks (Bio security)	
	Operate all the equipment safely and comply with all health and safety procedures.	
	Adhere to all safety regulations.	

Apply bio security principles in the execution of all tasks.		
Handle chicks according to animal welfare and SAPA code of practise regulations.		

Task	Harvest chicks (Chick take off)	
Prepare chick take off room according to company procedures/specifications.		
Operate the hatcher according to unloading procedures, while transferring the hatcher baskets to the take-off room		
Monitor and control the temperature and relative humidity as per company specifications.		
Handle chicks according to animal welfare and SAPA code of practise regulations.		

Task	Harvest chicks (Grade and count chicks)	
Remove chicks from hatcher baskets and grade according to company specifications.		
Separate non-saleable chicks.		
Move hatcher baskets to the wash bay.		
Count saleable and non-saleable chicks.		
Record figures and document.		

Task	Harvest chicks (Disposal of debris and non saleable chicks)	
Cull chicks humanely according to animal welfare, company procedures and SAPA code of practise specifications.		
Transfer the debris and culled chicks to the waste disposal site.		
Dispose of all waste safely, according to health and safety regulations and company and SAPA code of practise procedures.		

Task	Harvest chicks (Clean and sanitise hatchers)	
Mix detergents according to manufacturer's specifications.		
Use high pressure cleaners to clean the hatcher baskets and trolleys.		
Clean the hatchers, top to bottom, inside and outside.		
Clean all lobbies, ventilation systems and drains in accordance to company procedures.		
Sanitise all cleaned areas and equipment.		
Replace the hatcher baskets.		
Activate the hatcher unit and test for correct operation.		

Poultry Layers Placement and primary care of layer birds

Task	Placement and primary care of layer birds (Prepare to receive layer birds)	
Clean and disinfect the layer house in accordance with company procedures and specifications.		
Test the lights.		
Tests the feeder systems.		
Test the ventilation systems.		

Task	Placement and primary care of layer birds (Transfer of layer birds into cages/houses)	
Demonstrate the correct method of handling the birds when transferring them from crates to cages/houses.		
Handle the layer birds according to animal welfare and SAPA code of practise regulations.		
Place the birds at the required stocking rate in accordance to the SAPA code of practise.		
Complete all the necessary documentation.		
Pack the crates in the loading bay/designated area.		

Task	Placement and primary care of layer birds (Bio security measures and climate control)	
Explain the importance of temperature and ventilation control.		
Set the ventilation to the prescribed levels according to supplied instructions.		
Explain when the litter should be renewed.		
Describe the methods of manure removal.		
Explain why wet spots have to be cleaned.		

Task	Placement and primary care of layer birds (Maintain the water supply)	
Explain all the components of the watering system that require daily checking.		
Demonstrate how to clean and adjust the drinkers.		
Demonstrate how a leak can be cured or repaired.		
Demonstrate how filters should be cleaned.		
Demonstrate how water pressure can be checked.		

Task	Placement and primary care of layer birds (Implement the feeding programme)	
Explain the different types of feed.		
Supply feed to the layers at the required time.		
Alter types of feeds according to given instructions.		
Demonstrate how the feeding equipment is cleaned		
Demonstrate how the feeding system/equipment should be maintained.		
Collect any spillage.		
Record the consumption of feed and usage.		

Poultry Layers Management of layer birds

Task	Management of layer birds (Vaccination)	
Collect the right equipment for vaccination		
Handle the birds safely as per animal welfare guidelines.		
Follow vaccine administration procedures as per company procedures and manufacturer's specifications.		
Clean, sterilise and store all the vaccination equipment on completion.		

Task	Management of layer birds (Debeaking)if applicable	
Explain the reasons why layer birds require de beaking.		
Explain what is meant by the terms picking and cannibalism.		
Handle the birds safely as per animal welfare guidelines.		
De beak the birds following company procedures.		
Clean, sterilise and store all the equipment on completion of de beaking.		

Task	Management of layer birds (Lighting)		
	Explain the reasons for ensuring that the lights in the poultry house are maintained.		
	Clean the lights.		
	Replace defective light bulbs.		
	Explain why a timer is used to control the lights.		
	Explain why it is important to reset the timers after a power outage.		
	Reset the timers after a power failure.		

Task	Management of layer birds (Identification of sick birds)		
	Explain what signs should be looked for in identifying potentially sick birds.		
	Explain the reporting procedure that must be followed.		
	Cull the birds according to company procedures and the SAPA code of practise.		
	Dispose of sick or diseased birds as per company procedures and SAPA code of practise.		
	Report the number of birds culled.		

Task	Management of layer birds (Reporting suspected illness and medicating)		
	Report any suspected illness or change in the bird's condition to the supervisor.		
	Gather the correct medicine and application equipment.		
	Apply the correct medicine handling procedures.		
	Administer the medicine as directed.		
	Clean, sterilise and store the equipment on completion.		

Task	Management of layer birds (Reporting parasites)		
	Report the presence of parasites to the supervisor.		
	Identify which parasite was present.		
	Select the correct personal protection equipment for applying pesticides as per company specification and procedures.		
	Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
	Ensure the correct pesticide was selected and applied to manufacturer's specification.		
	Carry out the process ensuring minimum stress to the birds		
	Clean and pack away all equipment on completion of the task as per company procedures.		

Task	Management of layer birds (Reporting vermin)		
	Select the correct personal protection equipment for applying pesticides as per company specification and procedures.		
	Ensure that all the personal protection equipment was in good working order as per manufacturer's specifications.		
	Load and place bait stations in and around the layer house.		
	Dispose of dead vermin according to health and safety regulations, company policy and the SAPA code of practise.		
	Refill the bait stations until the presence of vermin is no longer visible.		

Task	Management of layer birds (Depopulate the house)		
	Withdraw the feed in the preparatory period.		

Dim lights in the preparatory period.		
Catch and crate birds in accordance to animal welfare regulations, company handling procedures and the SAPA code of practise		
Load the crates onto the delivery vehicle.		
Ensure that the all company bio security measures were observed during the process.		

A special note on Bio Security:

For all the above operations the strictest bio security measures need to be maintained at all times.

Under no circumstances must unauthorised people visit the farm and all visitors must observe the facilities bio security measures.

Ensure that all bio security measures are in place and adhered to.