

People Development Program: Aquatic Animal Health Training Scheme

*Boosting Biosecurity Capability
in Western Australia*

FHMP Management Process Review Form



AQUACULTURE COUNCIL
OF WESTERN AUSTRALIA



Australian Government

**Fisheries Research and
Development Corporation**



Government of Western Australia
Department of Fisheries

Principal Investigator: Susan Kueh, Director, TwoFISH5000

Project No: 2009/315:16

Management Process Review Form

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Example 1

Identified process: e.g. Submission of fish samples upon a disease outbreak

Outline objective of process: Identify the cause(s) for disease outbreak so that appropriate mitigation steps can be instituted

List SOPs involved: Disease investigation flow chart or checklist, Fish sampling SOP

Responsible person(s): As designated by farm manager

Outline the need for review and improvement:

1. New staff unfamiliar with sampling for disease investigations (Training ≠ proficiency)
2. Lab facility not adequately maintained, equipped or stocked with necessary consumables

Course of action after discussion with colleagues and management:

1. Responsible person can consult with fish health laboratory on course of action each time
2. Responsible person must have received basic training or be assigned to work with a more experienced farm staff
3. Farm manager assign staff to look into procuring the necessary equipment and consumables, and pass on details of products to office staff to raise PO
4. Farm manager look into getting the lab facility fixed – aircon, new fridge, possibly new benches and some adjustable chairs

Responsible person & time frame:

1. 'Name of staff assigned' gets 4 weeks to get all relevant information needed to pass onto office to raise PO. *Sign and dated when task completed:*
2. 'Name of staff members assigned' gets 6 weeks to clear up lab – house-keeping is a most dreary job, so assigning at least 2 staff may give impetus.

Sign and dated when task completed:

3. Farm manager will give himself 4-6 weeks to get orders done for new fridge, aircon, possible new lab benches and chairs, or he can assign somebody.

Sign and dated when task completed:

Dated: _____

Signed by _____

(Management)

Staff members print name and sign, and keep a copy of this form:

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Example 2

Identified process: Grading

Outline objective of process: Barramundi, *Lates calcarifer* is an aggressive fish, who may cannibalise each other if larger fish are not graded and separated from smaller ones in a batch

List SOPs involved: Grading in nursery and sea-cages. If this is a critical farm procedure, there should be a written SOP as more experienced staff may leave, and newer staff may not have had the opportunity to work with them.

Responsible person(s): As designated by farm manager

Outline the need for review and improvement:

1. Grading is only carried out in nursery. The current setup need to be modified to allow grading in the sea-cages. The fish are stocked into sea-cages at 20-40g, and grading probably needs to be continued until the fish are at least 300-400g. Grading not only minimise cannibalism, it will also allow better feed size management.

Course of action after discussion with colleagues and management:

- 1.

Responsible person & time frame:

1. 'Name of staff assigned' gets ??? weeks to *Sign and dated when task completed:*
2. 'Name of staff assigned' gets ??? weeks to *Sign and dated when task completed:*
3. 'Name of staff assigned' gets ??? weeks to *Sign and dated when task completed:*

Dated: 09 Nov 2012

Signed by _____

(Management)

Staff members print name and sign, and keep a copy of this form:
