Consultative Review of the ICAR Certificate of Quality
Options for which the application may be made
Please tick the fields of activity you submit for the ICAR Certificate of Quality audit:

- ID  Animal identification (cattle)  
- IO  Animal identification (other species)  
- PD  Milk recording (cattle)  
- PB  Beef recording (cattle)  
- MLRO  Milk recording (other species)  
- MTRO  Meat recording (other species)  
- PRO  Production recording (other traits)  
- HB  Herdbook recording  
- LC  Conformation recording  
- DP  Data processing  
- LM  Laboratory analysis (milk)  
- RM  Reference laboratory (milk)  
- LG  Laboratory analysis (DNA)  
- GD  Genetic evaluation (dairy cattle)  
- GB  Genetic evaluation (beef cattle)  
- GO  Genetic evaluation (other species)  

Should a member, or organisation, require consideration for an ICAR Certificate of Quality for an activity which is not listed above, application should be made to the ICAR Secretariat.
For the ICAR Certificate of Quality procedures and processes, please consult ICAR Guidelines, section 8.

The basis for evaluation of the recording activities of an applicant for the purposes of awarding the Certificate of Quality is, where applicable, the current *ICAR Recording Guidelines* pertaining to the various fields of activity. It is expected of applicants to demonstrate and provide documentary proof of their proficiency in the recording activities of the particular field of activity and their adherence to the relevant *ICAR Recording Guidelines* pertaining to the particular fields of activity.

When supplying answers to the questions:
1. Answer only those sections you have submitted for audit.
2. Head each reply with the question and its number as some of the questions may not apply to all applications.
3. Use definitions contained within the *ICAR Recording Guidelines* where possible.
4. Use tables, graphs, charts where possible.
5. For any points of clarification please contact the ICAR Secretariat electronically on elena@icar.org (Ms. Elena Couto) or charl@icar.org (Mr. Charl Hunlun). The chairman of the auditor Expert Advisory Group can also answer your questions: juho.kyntaja@mtech.fi (Mr Juho Kyntäjä).
6. The information supplied in this questionnaire will be treated in strict confidence by ICAR and the auditor. Information supplied will only be used for the purposes of evaluation for the ICAR Certificate of Quality.
7. Please reply in English.
8. Ensure that all relevant questions / fields of activity in the questionnaire are completed by the applicant organisation and each of the constituent organisations.
9. Save the completed MS-Word documents (Appendices 1 and 2) as PDF-files before it is sent to the ICAR Secretariat.
Consultative Review Questionnaire

The information supplied in the process of completing this questionnaire will be treated in strict confidence by ICAR and the auditor. Information supplied will only be used for the purposes of evaluation for the ICAR certificate of Quality.

General questions:
1. Has the governance structure / ownership of your organisation changed since your previous ICAR CoQ Audit? If yes, provide full details. (Refer to Q1 – 13 in the CoQ Audit Questionnaire).
2. Statement by “umbrella organisations” regarding the internal review of its constituents (e.g. number of constituent organisations, number of CR Questionnaires received, statement regarding evaluatory process and results).
3. Has your organisation participated in any ICAR / ICAR-sanctioned surveys since your previous ICAR CoQ Audit? If yes, provide details.
4. Provide a comprehensive table of statistics of live / active animals, illustrating the scope of all relevant fields of activity and species, stating the date of validity for these statistics.

Animal Identification (specify species):
5. Have any pertinent procedures / rules or performance indicators / quality control activities regarding Animal Identification or parentage verification changed in your organisation since the previous ICAR CoQ Audit? If yes, provide full details. (Refer to Q14 – 26 in the ICAR CoQ Audit Questionnaire).
6. Please provide statistics regarding the number of animals born, recorded and parentage tested per species / breed during the previous 12-month period (state dates).
7. Have the Animal Identification procedures in your organisation been scrutinized by an external certifying / quality control organisation since the previous ICAR CoQ Audit? If yes, provide details and results.

Herdbook recording:
8. Have any pertinent procedures / rules or performance indicators / quality control activities regarding Herdbook Recording changed in your organisation since the previous ICAR CoQ Audit? If yes, provide full details. (Refer to Q27 – 42 in the ICAR CoQ Audit Questionnaire)
9. Please provide comprehensive statistics, comparable to the table in Question 3 above, regarding the activities of your organisation in terms of Herdbook Recording.

Milk Recording (specify species):
10. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Production Recording (Milk) changed in your organisation since the previous ICAR CoQ Audit (e.g. devices, calibration methods, transport schemes etc.)? If yes, provide full details. (Refer to Q43 – 98 in the ICAR CoQ Audit Questionnaire).
11. Please provide a comprehensive table of statistics reflecting the numbers of animals recorded under the various milking / recording methods (e.g. A4; B5; etc.).

Meat Recording (specify species):
12. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Production Recording (Meat) changed in your organisation since the previous ICAR CoQ Audit (e.g. plausibility checks, control methods schemes etc.)? If yes, provide full details. (Refer to Q99 – 118 in the ICAR CoQ Audit Questionnaire)
13. Please provide a comprehensive table of statistics per species / trait reflecting the numbers of animals recorded for the various traits (e.g. birth weight; weaning weight; standardised growth tests; etc.).
Conformation recording:
14. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Linear Classification / -scoring changed in your organisation since the previous ICAR CoQ Audit? If yes, provide full details.
15. Please provide a comprehensive table of statistics per species / trait reflecting the numbers of animals scored / classified for the various traits / groups of traits.
16. Have any significant changes been observed in the descriptive statistics (means, SD's) or key indicators of the traits / groups of traits evaluated (per classifier / herd / breed)?

Laboratory Analysis (Milk):
17. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Laboratory Analysis (Milk) changed in your organisation since the previous ICAR CoQ Audit? If yes, provide full details. (Refer to Q146 – 163 in the ICAR CoQ Audit Questionnaire).
18. Please provide details / copies of relevant external certification (e.g. ISO 17025) and the results of participation in applicable ICAR proficiency tests in tabular form.

Reference Laboratory (Milk):
19. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Reference Laboratory (Milk) changed in your organisation since the previous ICAR CoQ Audit? If yes, provide full details.
20. Please provide details / copies of relevant external certification (e.g. ISO 17025) and the results of participation in applicable ICAR proficiency tests in tabular form.

Laboratory Analysis (DNA):
19. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Laboratory Analysis (Genetic Material) changed in your organisation since the previous ICAR CoQ Audit? If yes, provide full details.
20. Please provide details / copies of relevant external certification and applicable membership (e.g. ISO 17025; ISAG) and the results of participation in applicable ring tests and proficiency tests in tabular form.

Genetic Evaluation (specify species):
Note that all the questions in this section relate to conventional genetic evaluation for all species. Secondly, for species / traits that are part of international evaluations, a current GE form should be in place on the INTERBULL web site before the audit. However, for species / traits which are not part of INTERBULL evaluations, prepare an equivalent GE form for all relevant traits following exactly the format used by INTERBULL and submit these with the application.
21. Have any of the pertinent procedures / rules or the mathematical models / variance components used in the Genetic Evaluation done by your organisation changed since the previous ICAR CoQ Audit? If yes, provide details. (Refer to Q173 – 202 in the ICAR CoQ Audit Questionnaire).
22. How many or what proportion of animals included in the analysis dataset has valid phenotypic records (per trait / species)?
23. Please provide a comprehensive table of statistics, per species / breed, of the routine genetic evaluations done by your organisation since the previous ICAR CoQ Audit, stating numbers of live animals receiving Estimated Breeding Values (or equivalent) per trait.

Dairy Cattle:
24. Report of Conformity from INTERBULL.
25. Has the data used for your Genetic Evaluation of Dairy Cattle been rejected for inclusion in the INTERBULL evaluations since the previous ICAR CoQ Audit? If yes, provide details.
Beef Cattle:
26. Report of Conformity from INTERBEEF or INTERBULL- equivalent GE form for all relevant traits.

Other species:
27. INTERBULL- equivalent GE form for all relevant traits.

Data Processing:
28. Have any of the pertinent procedures / rules or performance indicators / quality control activities in terms of Data Processing changed in your organisation since the previous ICAR CoQ Audit? If yes, provide details. (Refer to Q228 – 256 in the ICAR CoQ Audit Questionnaire).

Other:
If applicable:
29. List the aspects / procedures which, according to the Auditor’s Report of the previous ICAR CoQ Audit, required attention / improvement in. Please provide a detailed explanation and documentary proof of the steps taken to address these issues.