



# 2026 UEP Certified Hatch Check Certification Guidelines and Procedures

UEP Certified Hatch Check **certifies eggs** produced by hens from a hatchery that identifies male chicks prior to hatching using **in-ovo** sexing technology or raises the male chicks. It also verifies that the egg farm kept the certified eggs separate from other egg production.

Hatch Check ensures audits and integrity of the supply chain and layer welfare, including at the Hatchery, on the Farm, and in egg processing facilities.

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## I. Purpose (Hatch Check Certification)

- The purpose of this document, *UEP Certified Hatch Check Certification and Guidelines*, is to aid in administering and applying the UEP Certified Hatch Check Program (*Program*). This document provides audit procedures, and the roles and responsibilities related to the following groups:
  - Auditing firms and individual auditors
  - Hatcheries seeking to sell chicks from processes that do not utilize systematic culling of male chicks (i.e., in-ovo sexing process or raising of male chicks)
  - Producers seeking to market eggs from Hatch Check certified layers
  - UEP Certified
- The Program is voluntary and implements standards and husbandry practices to provide confidence to customers and consumers that eggs marketed as Hatch Check are from sources responsible for adhering to the standards detailed in this document.
- The Hatch Check program is for eggs sourced from one or both of these two protocols:
  1. From laying hens that are sourced from in-ovo sexing methods
    - a. Acceptable in-ovo sexing methods include any methods meeting the standards described in this document.
  2. From laying hens that are sourced from egg runs in which all viable eggs are incubated and hatched, and all viable chicks are placed on-farm for use as layers or meat.

## II. Audit Scope

- Audits for UEP Hatch Check are limited to hatcheries that choose to be certified, farms receiving the certified chicks, and processing plants receiving eggs from the certified layer farms (Participants):
  - UEP Certified Hatchery Audit
  - Hatchery chick separation and control methods
  - UEP Certified layer audit
  - Layer farm egg separation and control methods
  - Processing plant egg separation and control methods
  - Label, hatchery, and farm claims related to Hatch Check

## III. Definitions

Definitions are provided as they pertain to the Program.

- **Auditing Firm or Audit Service Provider** – Third-party audit service provider (USDA or Validus) that conducts the UEP Certified Hatchery audits.
- **Auditor** – Qualified individuals contracted by the auditing firm to conduct the hatchery welfare audit.
- **Commingling** – Mixing of chicks hatched under certified schemes (e.g., in-ovo sexing), genetics, etc., with chicks produced under other standards, genetics, etc., or the mixing of certified eggs with eggs that are not certified.
- **Company** – Headquarters for one or more hatcheries, farms, or processing plants.
- **Hatchery** – The entity, facility, or site that holds the Hatch Check certification number. This includes all facilities or adjoining sites owned and operated by the same management team.
- **Hatchery Representative** – The internal manager in charge of administering the Program for a Hatchery. This position is the liaison between the Hatchery and the auditing firm.

- **Farm Representative** – The internal manager in charge of administering the Program for a Farm. This position is the liaison between the Farm and UEP Certified or the auditing firm.
- **Processing Plant Representative** – The internal manager in charge of administering the Program for a Processing Plant. This position is the liaison between the Processing Plant and the auditing firm.
- **Audit** – Third-party audit utilizing the Certification checklist and other pertinent guidelines and documents to ensure conformance to Certification standards or those of another approved auditing scheme.
- **Re-Audit** – An audit limited in scope to verifying conformance with items identified in an initial audit as non-conforming.
- **Requested Audit** – An additional audit of a Hatchery requested by UEP Certified, outside of the yearly audit. This may be requested at any time during the year, including before or after a scheduled audit.
- **UEP Certified Administrator** - UEP staff member overseeing Program operations and the liaison between UEP Certified, the auditing firm, the Hatchery, and the Farm.

#### IV. Audit Frequency & Selection of Farms and Barns

- To be recognized as “Certified,” a Hatchery, Layer Farm, and Processing Plant must demonstrate adherence to the Program requirements via a third-party audit and maintain these standards throughout the year.
  - Evidence of non-conformance may result in loss of Certification at the discretion of the UEP Certified Administrator and/or the Non-conformance Committee.
- The Hatchery is required to be audited annually by third-party auditors to maintain Certification.
- The Layer Farm must be audited annually by third-party auditors to maintain Certification.
- The Processing Plant is required to be audited annually by third-party auditors.
- The Certificate expires 1 year after the date it is issued. Extensions are not permitted.
  - The farm may be audited at the same time as the audit for UEP Certified. Their accreditation shall align with UEP Certification, being good through a calendar year or 1 year after it is issued, whichever is longer.
- The Participant must meet all guidelines and pass future annual audits to maintain Certification.
- All Farms and Barns on which Hatch Check eggs will be sourced must be audited.

#### A. New Applicants

Prior to Certification, new applicants must complete the following:

- File an *Application for Certification*
- Pay administrative and other applicable fees
- Pass the audits

#### B. Active Participants

- Yearly, a certified hatchery and processing plant must pass the UEP Certified Hatch Check audit, validating that the hatchery meets or exceeds the requirements detailed in this Guideline.
  - The audit must occur before the expiration of the certificate and with enough lead time to allow time for processing of the audit and certifications.

- It is recommended that the Hatchery contact the auditing firm at least 2 months before the certificate expiration date and that the audit occurs at least 1 month before the certificate expiry date.
- A Hatch Check certificate is only valid for the existing ownership and management. Changes to both management and ownership will result in the termination of Certification. In such a scenario, the Hatchery must be audited for certification with the new ownership and management.
- Hatcheries need only be audited annually and do not need to be audited when providing certified chicks to additional farms.
- Hatcheries, Farms, and Processing plants only require an annual audit and do not need additional audits when expanding their operation.
  - E.g., after the initial audit, a Hatch Check-certified hatchery can sell Hatch Check chicks to any farm; a farm may add additional barns, and a processing plant may purchase and market Hatch Check eggs from additional farms.
    - Each entity is responsible for ensuring Hatch Check egg integrity.
      - E.g., a farm should ensure the Hatchery is Hatch Check Certified, and a Processing plant should ensure the Farm is Hatch Check Certified.
  - Each Farm must undergo an initial and annual audit. A Company that has a Certified Farm cannot add additional Farms without additional audits.

## V. Desk Audits

Determining when a desk audit can be conducted in lieu of an on-farm audit.

- A Desk Audit Subcommittee shall be maintained.
  - The committee shall consist of 3 members of the Producer Committee for Animal Welfare. This subcommittee shall also include the UEP Administrator and at least 1 veterinarian. A consensus will be needed for decisions to utilize a desk audit in lieu of an on-site audit, to delay an audit, or to make any other similar decision. A single dissension shall result in the default on-farm audit.
    - Committee members should recuse themselves if the committee's decision directly impacts the company they represent unless a decision involves an expansive issue for which it is not reasonable to excuse (e.g., implementation of desk audits nationally).  
If a Desk Audit Subcommittee member cannot be reached, cannot meet in a timely manner, or recuse themselves, members of the Audit Subcommittee will serve as alternates.
- Desk audits will be granted when a facility is in a USDA or state veterinarian-established poultry disease surveillance zone, including in instances of HPAI and the entire state as applicable. A full state suspension shall not occur unless the entire state is within the USDA-established surveillance zone. The Desk Audit Subcommittee shall continue to be used for other incidents.
- A Desk Audit may not be utilized for 2 consecutive years.
- A Desk audit is not allowed for new applicants.
- Upon request, the Desk Audit Subcommittee shall be convened to review the situation and information related to the request and determine if a desk audit procedure should be implemented. The committee shall determine:
  - If the desk audit procedures should be implemented.
- A final decision for desk audits shall be made by the Desk Audit Subcommittee (e.g., desk audit decisions shall not move to the full committee or UEP Board, ensuring a timely decision). At any time, the UEP Board may intervene or provide additional guidance.

## VI. Responsibilities

### A. Auditing Firms

- Auditing Firm Standards for Auditors
  - Prior to conducting a hatchery audit, an auditor must complete the following at a minimum:
    - Auditing firms shall administer training specific to the Program to any auditor newly conducting Certification Audits.
    - Auditing firms shall provide annual training on good general auditor/auditing practices.
    - The auditing firm shall ensure all auditors conducting Certification audits are PAACO (Professional Animal Auditor Certification Organization) Poultry Certified (except for auditors who have conducted a Certification audit prior to 2020; laying hen-specific PAACO training preferred).
    - Auditing firms must ensure that auditors conducting Certification audits have signed a letter of understanding/confidentiality, which protects the interests of the auditee and UEP Certified. The auditing firm is responsible for maintaining these records.
  - Validus provides voluntary auditing services to companies that request and pay for them. Validus auditors will conduct the Hatchery audits in accordance with established policies and procedures.
- Auditor Standards
  - Auditors working for Validus are eligible to perform the UEP Certified Hatchery Audits.
  - Auditors shall thoroughly review each hatchery's documentation, records, and handling practices.
  - Auditors are reminded of the importance of observing the implementation of chick-handling practices while touring the facility.
  - The auditor shall complete the audit checklist and other supporting documentation outlined in the Procedures.
  - Prior to conducting a UEP Certified audit, an auditor must complete the following at a minimum:
    - Receive formal audit training.
    - Auditors must attend training with the UEP administrator when offered, which will cover any updates and points of clarification regarding the Program.
    - Auditors must attend annual training offered by the auditing firm, or equivalent, on general auditor/auditing best practices.
    - The auditor must review and know all materials associated with the Program, including materials that may be presented to the auditing firm throughout the year.
    - The auditor must maintain PAACO poultry certification (except for auditors who have conducted a Certification audit prior to 2020; laying hen-specific PAACO training preferred). The UEP Administrator may grant a temporary exception for new auditors to accommodate the limitation of PAACO training being offered once annually.
    - The auditor must sign a letter of understanding and confidentiality, which is to be maintained by the auditing firm, protecting the interests of the auditee and the Program.
    - Receive and understand *UEP Certified Hatchery Welfare Guidelines for Chicks Hatched for Commercial Egg Production Flocks & Procedure for Conducting Hatchery Audits* and any reference or supplemental material in this document.
    - Meet any additional requirements set forth by the auditing firm.
  - The same auditor should not perform the audit for the same hatchery for more than 3 consecutive years.

- Scheduling the Audit
  - Audits are announced. As the certificate expires 1 year after it is issued, the timing of the audit is known. The auditor and hatchery/farm/processing representative will agree upon a date and time.
    - The audit must be conducted on a day Hatch Check chicks are hatched and, if applicable, preferably on a day when in-ovo sexed equipment is running.
  - The Auditor or Auditing firm will contact the hatchery/farm/processing plant to schedule and perform an audit, as applicable.
    - The auditor should send a list of documents that are likely to be needed during the audit to the auditee prior to arrival. This does not limit the documents that may be requested during the audit.
  
- Biosecurity Protection
  - Proper biosecurity is critical to the layer industry. Auditors are required to adhere to Participants' biosecurity protocols. The following is a recommendation. Any conflicts between an auditor and the Hatchery regarding biosecurity protocols shall be addressed and determined by the UEP Administrator.
  - The Program Participant is responsible for ensuring all necessary biosecurity supplies are obtained prior to conducting the audit and provided to the auditor to ensure the auditor can adhere to the Hatchery's standards.
  - If not required by the Program Participant or Auditing Firm, respirator masks and eye protection may be worn at the auditor's discretion.
    - The Hatchery may request the auditor to provide these materials, which can be charged to the Hatchery.
  - Multiple hatchery audits are not to be conducted on the same day.
  - Auditors should continue to follow the Program Participant's biosecurity protocol, with a maximum of 10 days of downtime between livestock allowed.
  
- Associated Program and UEP Administration Charges
  - Hatcheries will be charged for conducting the annual audits and any required re-audits due to non-conformance.
  - Costs are determined at the discretion of and paid directly to the Auditing Firm. The audit fees must be discussed and agreed upon before conducting the audit so that all parties fully understand the applicable costs. Auditing fees must be standardized to avoid creating unfair hardship for small participants. Costs will include:
    - Auditing fee as established by the auditing firm.
    - Additional fees may include:
      - Travel expenses directly related to the audit.
      - Biosecurity supplies, if applicable
      - Other related expenses
  - UEP Certified will charge the following administration fees\*:
    - \$1,000 per hatchery
      - This shall include all downstream farms and processing plants that receive Hatch Check certified chicks from the hatchery and eggs laid by these chicks.
    - \*Current at the time of development of this document. Fees may be updated at any time by the UEP Board.



- Opening and Closing Meetings
  - Conduct an opening meeting prior to beginning the audit with reference to Exhibit XIV.
  - The objectives of the opening meeting:
    - Clarify the auditing plan by reviewing past audits and any corrective action taken, restate the audit scope, and reference the *UEP Hatch Check audit, Production Flocks & Procedures for Conducting Hatchery Audits*.
    - Review the expected biosecurity protocols.
    - Set ground rules and provide opportunities for the Hatchery representative(s) to ask questions.
    - Discuss any possible bird-handling activities that can be observed during the anticipated time of the audit. Example: (chick moving, beak treatment, euthanasia, etc.)
    - Describe audit failures and inform the auditee that a failing non-conformance is observed. The auditee can choose to continue the audit or immediately end it.
    - Confirm resources available to the auditor.
    - Confirm the closing meeting time.
    - Describe the anticipated benefits of the audit.
    - It is recommended that the Hatchery provide a knowledgeable representative for the auditor to act as a guide, address questions, and provide clarification during the audit.
  - Conduct a closing meeting after the audit has been conducted. The objectives of the closing meeting includes:
    - Present audit observations to the Hatchery representative(s).
    - Explain any required corrective action necessary and follow-up procedures.
    - Keep the discussions brief; meetings must clarify the audit findings rather than justify the audit method.
    - Record the meeting minutes and note the attendees' names and titles.
  - When the closing meeting is done, check the box on the audit checklist confirming that items were discussed with the Program Participant.
- Document Control
  - The auditor shall complete the following:
    - Audit checklist(s)
    - Audit worksheets noted in the exhibits section to help provide guidance on performing various verification techniques, as applicable.
    - Other supporting documentation as outlined throughout the checklist and this Guideline.
  - Auditors shall thoroughly review documentation, records, and husbandry practices at each hatchery and in all facilities where eggs or chicks are handled.
  - Audit results are confidential and shall only be released to the Auditing Firm and UEP administration.



## B. United Egg Producers

- Program Development and Administration
  - Maintenance and updating of the guidelines to improve hatchery welfare and consumer acceptability.
  - Maintaining and updating all other supplemental documents and exhibits pertaining to the Program.
    - Auditing firms may maintain additional documents and exhibits unique to their firms as necessary. The UEP Administrator is not responsible for maintaining such documents.
  - UEP Certified maintains a list of certified Hatcheries.
  - UEP Certified may require an additional audit for a Hatchery during the calendar year.
    - The UEP Administrator will provide the request to an Auditing Firm.
    - Associated costs will be charged to UEP.
    - This audit may or may not be announced at the discretion of the UEP Administrator.

## C. Hatchery

- Implementation of Program
  - A successful audit will entitle a Hatchery to receive a certificate of conformance and to market the Hatchery was certified to the UEP Certified hatchery welfare standards.
  - The Program and certification are optional. A hatchery's unwillingness to conform to any requirements, such as an on-site audit when required, can be resolved by withdrawing from the Program and certification.
  - The Hatchery will provide the UEP Administrator with the name and location of the site. This information will subsequently be shared with the Auditing Firm.
  - The Hatchery shall return calls pertaining to an audit within 5 business days; failure to do so may result in the lapse of certification.
  - The Hatchery is liable for any costs incurred by the auditing firm, such as transportation, etc., even in the event the Hatchery elects to change or decides to withdraw from the certification process.
  - Companies that are active members of the Hatchery Program must continually adhere to the Hatchery Audit Guidelines.
- Certificates of Conformance (COC)
  - Program Participants may provide a COC for contracted sources providing a service.
  - COCs must include the following:
    - Name and address of the contracted source of the service.
    - A detailed description of the service and training provided to the employees performing the service, including dates and hatchery serviced, as applicable.
    - Name of the representative responsible for verifying that employee practices conform to all applicable guidelines when services are provided.
    - Description of the frequency at which employees are monitored.
      - This must be done at least daily during the applicable activity.
  - Contractors are responsible for maintaining documents supporting COC statements.
  - Refer to Exhibits X and XI for acceptable COC examples.
  - COCs shall only be evaluated for items that cannot be observed during an audit.

- Example: If handling occurs during an audit, handling shall be observed and scored according to the practices witnessed rather than awarding conformance based on the COC provided.
  - A COC does not override any observations made by the auditor.
- Auditor Safety
  - Program Participants must ensure that the hatchery is free of unsafe conditions that may affect audit completion. For example, walkways must be free of operating conveyors, safe for passage, and have adequate light.
  - A Hatchery representative must always accompany the auditor.
  - Step ladders, step stools, or suitable platforms must be provided to inspect areas where inspection is required but cannot be adequately observed from ground level.
  - Electrical wires shall not be exposed.
  - Auditors may refuse to complete audits when evident hazards are present.
    - If hazards are not corrected in a timely manner that will allow the audit to continue, the auditor should contact the auditing firm. The auditing firm must report the incident to the UEP Certified administrator.
- Equipment Supplied and Meeting Basic Needs
  - Program Participants are responsible for providing auditors with the following:
    - A flashlight for examining aspects of handling equipment, etc (if applicable).
    - A tape measure for measuring equipment and other criteria.
    - A safe means to inspect selected equipment.
    - Other material requested by the auditor as required to complete the audit.
    - Accommodations for bathroom, water, meals, and other basic needs if challenging to obtain due to the Program Participant's biosecurity or other factors.
- Uncontrollable Circumstances
  - Program Participants that fail an audit due to uncontrollable circumstances (i.e., disease outbreak, storm damage) may provide written detailed information for consideration by the auditor, identifying the following:
    - Cause
    - Date(s) of occurrence
    - Corrective or preventative action implemented.
    - Hatchery management verification demonstrating continued conformance with the Guidelines.
  - Auditors shall review documentation during the audit to determine overall Program conformance.
    - Documentation must include written approval from the UEP Administrator.
  - If the information to support such circumstances is unavailable, the Hatchery fails the audit and must request a re-audit.
- Availability of Records and Documentation
  - Processers must do the following:
    - Maintain records and documentation that auditors will use to determine Program conformance.
    - Provide records to the auditor upon request.
  - At a minimum, records for eggs and chicks intended for Hatch Check certification must include:

- Date(s) of personnel training, including for any specialized tasks
  - Records supporting audit form items.
  - If using in-ovo sexing, the date and quantity of eggs entering the technology, culled, and set.
  - If using in-ovo sexing, the number of male chicks culled.
  - Date and quantity of eggs set, chicks hatched, and chicks sold.
    - Includes name and address of supplier or purchaser.
  - Copy of completed audit checklist from the previous audit.
  - COCs for all applicable services provided by contracted sources.
  - Signed Employee Code of Conduct or signed Company Welfare policy
  - NPIP (National Poultry Improvement Plan) records for flocks sent out of State
- **Marketing**
    - A Hatchery that has successfully completed a Hatch Check audit may publicly market and disclose the hatchery as “Hatch Check Certified” and indicate they perform in-ovo sexing.
      - If less than 100% of the eggs hatched at the certified hatchery are Hatch Check, then the hatchery must include the language “Hatch Check Certified Eggs Offered” or other pre-approved language.
        - The UEP Certified Administrator must approve alternative language prior to use.
      - If 100% of the eggs hatched at the certified hatchery are Hatch Check, then the hatchery may state it is designated as a Hatch Check Hatchery.
      - The Hatchery may also utilize the alternative descriptors to Hatch Check: “in-ovo sexed eggs”, “male chicks raised”, “male eggs identified prior to hatching”
      - Companies associated with the Hatch Check Certified Hatchery, i.e., an owning or managing company, may also utilize this language as applicable and within the same parameters.
      - The Hatch Check logo may be utilized on websites, emails, and other public-facing information. Use of the Hatch Check logo must follow the UEP Hatch Check logo guidelines.

## D. Farms

- Implementation of Program
  - A successful audit will entitle a Farm to receive a Certificate of Conformance and to market the Hatchery that was certified to the UEP Certified hatchery welfare standards.
  - The Program and certification are optional. A Farm's unwillingness to conform to any requirements, such as an on-site audit when required, can be resolved by withdrawing from the Program and certification.
  - The Farm will provide the UEP Administrator with the name and location of the site. This information will subsequently be shared with the Auditing Firm.
  - The Farm shall return calls pertaining to an audit within 5 business days; failure to do so may result in the lapse of certification.
  - The Farm is liable for any costs incurred by the auditing firm, such as transportation, etc., even in the event the Farm elects to change or decides to withdraw from the certification process.
  - Farms that are active members of the Program must continually adhere to the Hatchery Audit Guidelines.
- Certificates of Conformance (COC)
  - See section VI.C.2. Hatchery

- Auditor Safety
  - See section VI.C.2. Hatchery
- Equipment Supplied and Meeting Basic Needs
  - See section VI.C.3. Hatchery
- Uncontrollable Circumstances
  - See section VI.C.4. Hatchery
- Availability of Records and Documentation
  - A Farm must do the following:
    - Maintain records and documentation that auditors will use to determine Program conformance.
    - Provide records to the auditor upon request.
  - At a minimum, these records must include the following for each Farm related to Hatch Check chicks/layers:
    - Date(s) of personnel training, including for any specialized tasks.
    - Records supporting audit form items.
    - Hatchery sale and transfer information.
    - Records of any movement/transfer of the chicks, for example, the placement of chicks into the barn.
    - Egg production and eggs sold.
    - Mortality.
    - Copy of completed audit checklist from the previous audit.
    - COCs for all applicable services provided by contracted sources.
    - Signed Employee Code of Conduct or signed Company Welfare policy.
    - NPIP records for flocks sent out of state.
- Marketing
  - An egg farm that has completed a Hatch Check audit may publicly market and disclose that its hatchery is “Hatch Check Certified” and indicate they produce Hatch Check eggs.
    - If less than 100% of the eggs produced at the Farm are Hatch Check, then the Farm must include the language “Hatch Check Certified Eggs Offered” or other pre-approved language.
      - The UEP Administrator must approve alternative language prior to use.
    - If 100% of the eggs produced at the certified Farm are Hatch Check, then the Farm may state “Hatch Check Certified Farm”.
    - The Hatchery may also utilize the alternative descriptors to Hatch Check: “eggs from in-ovo sexed layers”, “male chickens raised”, “eggs laid by hens sourced from eggs in which the males were identified prior to hatching”
    - Companies associated with the Hatch Check Certified Farm, i.e., an owning or managing company, may also utilize this language as applicable and within the same parameters.
    - The Hatch Check logo may be utilized on websites, emails, and other public-facing information. Use of the Hatch Check logo must follow the UEP Hatch Check logo guidelines.

## E. Processors

- Implementation of Program
  - A successful audit will entitle a Hatchery to receive a Certificate of Conformance and to market the Hatchery was certified to the UEP Certified hatchery welfare standards.
  - The Program and certification are optional. A hatchery's unwillingness to conform to any requirements, such as an on-site audit when required, can be resolved by withdrawing from the Program and certification.
  - The Hatchery will provide the UEP Administrator with the names and location of the site. This information will subsequently be shared with the Auditing Firm.
  - The Hatchery shall return calls pertaining to an audit within 5 business days; failure to do so may result in the lapse of certification.
  - The Hatchery is liable for any costs incurred by the auditing firm, such as transportation, etc., even in the event the Hatchery elects to change or decides to withdraw from the certification process.
  - Companies that are active members in the Hatchery Program must continually adhere to the Hatchery Audit Guidelines.
- Certificates of Conformance (COC)
  - See section VI.C.2. Hatchery
- Auditor Safety
  - See section VI.C.3. Hatchery
- Equipment Supplied and Meeting Basic Needs
  - See section VI.C.4. Hatchery
- Uncontrollable Circumstances
  - See section VI.C.5. Hatchery
- Availability of Records and Documentation
  - A Processing facility must do the following:
    - Maintain records and documentation that auditors will use to determine Program conformance.
    - Provide records to the auditor upon request.
  - At a minimum, these records related to Hatch Check eggs must include the following for each Processing facility:
    - Date(s) of personnel training, including for any specialized tasks.
    - Records supporting audit form items.
    - Number of eggs bought or transferred into the processing facility and eggs sold or transferred out of the facility, which may include egg products.
    - Copy of completed audit checklist from the previous audit.
    - COCs for all applicable services provided by contracted sources.
- Marketing of Hatch Check Certification

- An egg processing facility that has completed a Hatch Check audit may market certified Hatch Check eggs as “Hatch Check Certified”. Note that only eggs sourced from the Hatch Check Certified may be labeled as such after processing.
  - Cartons, labeling, and packaging may include the logo and approved Hatch Check language.
  - Packaging may also utilize alternative descriptors to Hatch Check:
    - “eggs produced from hens sourced from in-ovo sexed eggs”
    - “eggs produced from hens sourced from eggs with the male chicks raised.”
  - Use of the Hatch Check logo must follow the UEP Hatch Check logo guidelines.

## VII. Completing the Audit and Review

### A. Scoring the Audit

- All areas are conformance/non-conformance, with no points or partial points provided.
- Indicate non-conformance by marking “no” for the appropriate item.
  - Record details in the comments section to help identify the specific non-conformance item.
  - In general, any non-conformance observed should be immediately brought to the attention of the representative. It is best practice not to wait until the closing meeting to introduce a non-conformance.
- Contact the auditing firm when assistance is required in determining conformance. Although not preferred, an audit may be placed on hold until a final determination is made regarding conformance.

### B. Audit Results

- All items must be marketed as Yes to pass. A single No will result in audit failure.
- Check “Pass” or “Fail”
  - If failed, denote the reason or reasons for failure.
- Failure to resolve the issue may result in immediate suspension of the Certification status at the UEP Certified Administrator’s discretion.

### C. Failing Audit Criteria

- Failure to meet any audit criteria will result in audit failure.
- Report reasons for failure through appropriate supervisory channels immediately.

### D. Re-audits

- A Participant that fails an audit may correct the non-conformance and request a re-audit to be scheduled and completed within 30 days of the original audit with the original auditor.
  - If the original auditor is unavailable, exceptions may be granted by the UEP Administrator. This may include allowing either more than 30 days or a different auditor to conduct the audit.
- A Participant shall remain Certified pending the outcome of the re-audit.
- Re-audits shall be limited to the item(s) noted as non-conforming in the original audit. However, if the auditor observes a non-conformance relating to checklist items not included in the scope when conducting a re-audit, they shall note this item and include comments in the audit detailing the observed non-conformance. The auditor shall notify the Hatchery representative of new items identified as non-conforming and request immediate corrections.
- If the re-audit results in a failure, the Corrective Action Committee shall be convened to review the situation. The committee will determine the certification member's future status.
- A Hatchery not agreeing with the results may request an official appeal via the UEP Dispute Resolution Process.
  - Appeal results will supersede the original audit results.

### E. Dispute Resolution Process

- Verifying conformance to *UEP Hatch Check* lies solely with trained auditors chosen to lead the audit.
- Unresolved audit-related issues may be submitted for arbitration under the UEP Dispute Resolution Process.



- The written formal request must be submitted to the UEP Administrator within 48 hours of the audit/re-audit completion.
- If a Participant fails an audit/re-audit, the issue shall be presented to the Corrective Action Committee for review and resolution.
- The Program Participant shall remain in good standing under the Program until the UEP Administrator finalizes the determination.

## F. Ensuring Program Integrity

- To ensure the integrity of the Program, oversight, and review may sometimes be requested outside of the standard third-party audit(s).
- When evidence is provided to the UEP Administrator that a Certified Hatchery may not be in conformance with the Certification standards, a review process must be initiated by the UEP Administrator. Evidence may include, but is not limited to, video, photos, documentation, or testimony from a credible source and may include publicly available evidence (i.e., undercover video and available police reports).
  - At the discretion of the UEP Administrator, the Corrective Action Committee shall be convened to review the case. However, the Corrective Action Committee must be convened if:
    - The Program Participant fails an audit due to non-conformance regarding willful acts of abuse or neglect (Section I.1.).
  - The scope of the review must remain in line with the established Certification standards.
    - The review should focus on the indicated Hatchery but may be expanded to include additional or all Company hatcheries.
  - Materials both common to the audit and additional may be requested from the Hatchery and may include, but are not limited to, training forms, injury reports, interviews with management and caregivers, and written descriptions and testimony. The Hatchery must provide all materials in a reasonable time, usually within 5 business days following receipt of the written request.
    - A requested audit may be initiated.
    - Failure of the Hatchery to respond to requests may result in termination of Certification status. It is the Hatchery's responsibility to ensure UEP has updated contact information, ensuring prompt communication.
      - In the instance of failure to respond, Certification status may be revoked without convening the Corrective Action Committee.
    - Incurred expenses by UEP or an auditing firm, which are the direct expenses due to the request of the UEP Administrator, shall be paid by UEP.
      - Examples of included expenses are the cost of a requested audit, UEP staff's time, and UEP's travel expenses.
      - Costs not covered include additional time required by Hatchery personnel to respond to the inquiry, biosecurity supplies, and any losses due to suspension or revoking of Certified status.
  - If the Hatchery is found to be out of conformance with the Certification standards, a corrective action plan must be submitted to the Corrective Action Committee. This plan must include a root cause analysis, detailed planned actions to bring the Hatchery into conformance with the Certification Standards, and a reasonable timeline for implementation.
    - Certification Status is at the discretion of the Corrective Action Committee and shall be based on the presented evidence. Status shall be designated as:
    - No change/active
      - Evidence does not support the Program Participant was out of conformance.
      - The Program Participant is working toward a resolution, and the Corrective Action Committee has determined that non-conformance does not warrant suspension.

- An additional audit may be requested.
- Suspended
  - To be reactivated once the corrective action plan is fully implemented.
  - An additional audit must be conducted indicating Program conformance.
- Revoked
  - The applicant may not be certified for at least 1 year after notice. After which, the Hatchery may reapply for Certification.
- Corrective Action Committee
  - Composed of 1) the UEP Program Administrator, 2) a representative from an Auditing Firm, 3) the chair or vice-chair of the UEP Scientific Committee for Animal Welfare
    - The Auditing Firm should be a firm that did not conduct the last audit at the Hatchery being reviewed.
    - If the chair or vice-chair of the Scientific Advisory Committee is unavailable or they deem it appropriate, another representative from the Scientific Advisory Committee may be substituted.
    - The committee should seek advice and input from experts as appropriate.

## **VIII. Distribution of the Audit Checklist**

### **A. Submitting the Checklist**

- Submission processes established by the auditing firm must be followed.
- The auditing firm shall submit the audit checklist to UEP within five business days.

### **B. Data Recorded to Manage the Program**

- Auditing firms must record the following information via the audit checklist and the UEP Certified Portal:
  - Name and address of the UEP registered Program Participant.
  - Name and address of the Farm.
  - Date of the audit.
  - Auditor's name.
  - Audit pass/fail status.
  - Re-audit pass/fail status, if applicable.
  - All copies of the audit checklist(s) and re-audit checklist(s), including electronic versions and emails containing the checklist, must be destroyed within 30 days after the information has been entered.
  - Data stored in the UEP Portal will be maintained for at least seven years.
- Information held by the auditing firm must be retained for 18 months following the audit. Example: results submitted in June 2026 shall be destroyed at the end of 2027.

## IX. Checklist Questions and Procedure

- Auditors must verify the information by both reviewing the documentation and visual inspection, as applicable.
- UEP Certified audits do not need to be exclusive for Hatch Check, e.g. a farm audit for UEP Certified certification can also be utilized for Hatch Check.
- If multiple processing plants/areas are utilized for Hatch Check eggs, each plant/area must be audited.
- Complete a separate audit checklist for each facility audited.
- Randomly choose a month and assess documentation for the defined criteria.
  - In general, choose a month for which there are purchases/sales of Hatch Check chicks or eggs within the month.

## G. Section I – Hatchery

- Does the hatchery have a current UEP Certified Hatchery certification?
  - The auditor should review the hatchery UEP Certified Hatchery certificate and ensure that the certificate is current and for the specific location of the hatchery undergoing the audit.
- Is there evidence that the hatchery is implementing either in-ovo sexing technology? If yes, complete questions 2A. If no, leave blank and move to question 2B.
  - A.1. Is there evidence that the implemented technology is applied only on day 15 or earlier of egg incubation?
    - Review paperwork that indicates the in-ovo technology is implemented on day 15 of incubation or sooner and that identified male eggs are not placed back into incubation.
      - Review documentation that indicates the day-of-set, the day the technology is utilized, and the day of hatch.
      - The day eggs are set in the incubator is day 0.
  - A.2. Is there evidence that the implemented technology results in 10% or fewer misidentified eggs?
    - Eggs not subjected to in-ovo sexing technology cannot be included in the data. This means that chicks from runs where this technology was not used cannot be counted to artificially lower the percentage.
    - Average should be over a calendar quarter (i.e., January–March, April–June, July–September, October–December).
      - If fewer than 10 in-ovo sexed runs have been conducted in the quarter, data from additional quarters should be utilized to create an average.
      - Percentages should be on the total number of eggs run.
        - Example: 10,000 eggs hatched in 10 runs, for a total of 100,000 eggs. 1,000 males were identified and culled at the farm from these 10 runs = 1% misidentified male eggs  $1\% \times 2 =$  an estimated 2% misidentified eggs.
          - Record 2% on the audit checklist.
        - Example: 10,000 eggs hatched in 10 runs, for a total of 100,000 eggs. 11,200 males are sexed and culled at the hatchery =  $11,200/100,000 = 11.2\%$  misidentified male eggs hatched.  $11.2\% \times 2 = 22.4\%$  estimated total misidentified eggs.
          - Record 22.4% on the audit checklist, which will result in an audit failure.
    - The hatchery must track the number of males incubated and hatched for both in-ovo sexed eggs and eggs hatched that have not been sexed.
    - Review hatchery documentation and ensure that 5% or less of hatched eggs are male.
      - Data can be from sexing chicks at the hatchery or cull information obtained at the farm(s).
      - Data must be trackable and auditable on a monthly basis.
    - A.2.a. What is the audited quarterly average of misidentified male eggs?
      - Record on the audit tool the % of male eggs that are misidentified and hatched during the in-ovo sexing process.
    - A.2.b. Record on the audit tool what is the audited quarterly range?
      - Review data for all in-ovo sex runs in the quarter and record the average on the audit checklist.

- The Hatchery should keep track of the findings for runs that have resulted in a greater number than expected misidentified eggs, such as a specific equipment failure, downtime, etc.
- A.3. If hatchability decreases below the average expected hatch for the flock or strain, is there documentation and a protocol in place to identify and address the issue?
  - The hatchery must track hatch rates.
  - Data must be trackable and auditable on a quarterly basis.
  - The hatchery must set a critical limit that will trigger an investigation. And there must be evidence of investigations if the critical limit is set.
  - Review hatchery documentation and ensure that when hatch rates are decreased by the hatchery-established critical limit, an investigation and corrective action are performed.
- A.3.a. What is the hatchery critical set critical limited for decreased hatchability that triggers an investigation?
  - Record on the audit tool the critical limit the hatchery has set for this measure.
- A.4. Do the documented processing procedures specify how to prevent the commingling of eggs intended for Hatch Check chicks with other eggs once the in-ovo processing has started?
  - Review SOPs and other documentation to ensure the procedures would successfully maintain identification and separation of the in-ovo sexed eggs.
    - Methods could include spraying the eggs with an edible dye, the eggs remaining in the machine during the identification process, eggs being placed in designated handling areas for segregation, etc.
  - Physically review the processing, tracking, labeling, etc., to ensure implementation is as indicated in the reviewed documentation.
- A.5. Do the observed handling, sorting, and labeling procedures ensure eggs that have been sexed remain segregated until hatched?
  - Review the SOPs and other documentation to ensure procedures clearly identify and segregate Hatch Check eggs from eggs that have not been sexed.
    - Methods could include spraying the eggs with an edible dye, eggs being placed in designated handling areas for segregation, etc.
  - Physically review the processing, labeling, and segregation to ensure implementation is as indicated in the reviewed documentation.

Is there evidence that the hatchery runs eggs for Hatch Check, hatching all viable eggs within the run of eggs? If yes, answer question 2B. If no, move to question 3.

- B. If utilizing methods, incubating and hatching all viable eggs (i.e., males too), is there evidence that males were not culled?
  - Review SOPs and other documentation to ensure the procedures would ensure the identification of Certified Eggs.
  - Review hatchery level documentation and verify for indications that both males and females were hatched and that males were not culled.
    - The number of males sold/transferred for rearing must be within 2% of Hatch Check-identified female chicks sold/transferred.
  - Data must be trackable and auditable on a quarterly basis.
- Is there a written procedure describing the process to prevent the comingling of Hatch Check chicks, including during transport to the farm?

- Only chicks hatched utilizing one of the two approved Hatch Check methods: A) from in-ovo sexed eggs or B) from runs that did not include culling of the males, can be sold or marketed as Hatch Check chicks.
  - Review SOPs and other documentation to ensure that the procedures would ensure segregation of Hatch check chicks.
  - Physically review the storage, processing, identity, and shipping procedures to ensure they properly segregate eggs to prevent the commingling of Hatch Check certified chicks.
  - Data must be trackable and auditable on a quarterly basis.
- A. Are the processing, identification, and transport procedures implemented as written and prevent the commingling of Hatch Check chicks with chicks not from this process?
  - B. And if both male and female chicks are hatched, is there evidence that these chicks, in the proper quantity, have been shipped to be raised?
    - Review SOPs and other documentation to ensure that the procedures would ensure segregation of Hatch Check chicks.
    - Physically review the storage, processing, identity, and shipping procedures to ensure they properly segregate eggs to prevent the commingling of Certified Eggs.
    - Review data and confirm Hatch Check male chicks sold and transported are within 2% of Hatch Check female chicks sold and transported.
    - Male chicks must come from same hatch as the females.
  - Sales and/or transfer documents include the following information: Company name, farm name, and address of the purchaser of checks from the Hatch Checked process, Quantity of Hatch Check chicks sold, and Date of transfer.
    - Name and address of the purchaser of Hatch Check chicks, whether identified with Hatch Check or not.
    - Date of sale.
    - Quantity sold/transferred
      - **Record the number of female Hatch Check chicks sold/transferred since the last audit.**
    - Review sales documentation for Program compliance.

## H. Section II. Farm and Barns

- Does the farm have a current UEP Certification?
  - Review the Farm's UEP Certified status and confirm it is current.
    - It is unnecessary that the specific Farm has had a recent audit, only that animal welfare UEP Certified certification is current.
- Does the number of Hatch Check chicks placed match with the associated hatchery documentation?
  - Review the documentation and verify the number of Hatch Check chicks placed matches that transferred from the hatchery.
  - Verify the space the farm provides matches for chicks transferred in per the UEP Certified standards, e.g. in cage free there is 1 or 1.5 sq. ft. of space for each chick.
  - The farm must maintain hatchery and flock documentation for 2x the life of the flock.
- Is there a written procedure describing the processes to prevent the commingling of Hatch Check chicks with other chicks throughout the life of the laying hens?

- Hatch Check layers whose eggs are marketed as Hatch Check must remain segregated from other hens. Commingling of non-Hatch Check layers for any reason, such as an approved backfilling, results in termination of Hatch Check certification on those birds, and thus, eggs can no longer be marketed as Hatch Check.
  - Review SOPs and other documentation to ensure the procedures clearly identify and segregate Hatch Check layers throughout the life of the layers.
- Is there evidence that the written procedures describing the process to prevent the commingling of Hatch Check chicks and laying hens are adequately implemented?
  - Physically review the barn and other applicable areas and verify the procedures are implemented as written.
1. Is there a written procedure describing the process to prevent the comingling of eggs laid by Hatch Check layers (Hatch Check eggs), including during transport to the Processing facility?
    - Review SOPs and other documentation to ensure the procedures clearly identify and segregate Hatch Check eggs.
    - Physically review the storage, processing, identity, and shipping procedures to ensure they properly segregate eggs to prevent the commingling of Certified Eggs.
  2. Is there evidence that the written procedures describing the process to prevent the comingling of Hatch Check eggs are adequately implemented?
    - Physically review the storage, processing, identity, and shipping procedures to ensure they properly segregate eggs to prevent the commingling of certified eggs.
  3. Is the annual mass balance information for eggs recorded in an auditable format?
    - Review farm records to verify that the egg information is presented in an auditable format for eggs produced.
      - Records should include flock level egg production data for Hatch Check hens and any hens farm flocks that are not Hatch Check.
  4. Sales and/or transfer documents include the following information: Company name, farm name, and address of the purchaser of Hatch Check eggs; Quality of Hatch Check eggs sold/transferred; Date of transfer.
    - Review farm records to verify egg information is presented in an auditable format for eggs produced.
      - Records should include flock level egg production data for Hatch Check hens and any hens farm flocks that are not Hatch Check.
      - The auditor will review established written procedures implemented at the facility to ensure that Certified eggs and egg products are not commingled. These measures must include a detailed description of the following:
        - The identity process for the shell egg containers, pallets, racks, etc. to correlate product(s) with the source of Certified eggs.
        - Mechanism used to identify Certified shell eggs from the time of receipt until processed and graded.
        - Procedures implemented to ensure Certified and non-certified eggs are segregated and not commingled during processing, storage (both prior to grading and subsequent to packaging), and shipment from the facility.
    - Name and address of the purchaser of Hatch Check chicks, whether identified with Hatch Check or not.
    - Date of sale.



- Quantity sold/transferred
    - **Record the number of Hatch Check eggs sold/transferred since the last audit.**
5. Do records show that the sale or transfer of Hatch Check eggs does not exceed the number of eggs laid by the certified Hatch Check hens?
- Review all selected records and compare

### I. Section III – Processing Plant

- Is there a written procedure describing how eggs are segregated in the plant to prevent the commingling of certified and non-certified eggs?
    - Review SOPs and other documentation to ensure the procedures clearly identify and segregate certified eggs.
2. Do the observed handling, storage, processing, packaging, and labeling procedures prevent the commingling of certified and non-certified eggs?
- Physically review the storage, processing, identity, and shipping procedures to ensure they properly segregate eggs to prevent the commingling of certified Eggs.
3. Sales documents include the following information: Name and address of the purchaser of Hatch Check eggs; Quantity (30 dozen cases) and size sold to all producers; Date of sale.
- Review sales documentation for compliance.
  - Do records demonstrate that sales of Hatch Check eggs do not exceed the amount of Hatch Check Eggs processed? Annual mass balance information must be recorded in an auditable format.
  - Review all selected records and compare.

## X. Exhibits

- The exhibits listed below are supplemental to the UEP Certified Program and serve the following purposes:
  - To assist auditors in making sound decisions about the acceptability of each Program performance element,
  - Example documents that can help a Program Participant meet and/or show compliance to the UEP Certified standards. These documents can be used as is, modified, or utilized as examples,
  - Documents required to request an exception to the Program standards (i.e. to request a desk audit, etc.).
- Items grayed out do not **directly** pertain to this certification.
  - **Exhibit I** – Procedure for Conducting UEP Animal Husbandry Audits of Caged and Cage-Free Layers
  - **Exhibit II** – Caged Layers Audit Checklist. See Excel document. Located in the Caged Procedures.
  - **Exhibit III** – Cage-Free Layers Audit Checklist. See Excel document.
  - **Exhibit IV** – Checklist-Assessment of Measures Implemented to Prevent Commingling of Certified and Non-certified Eggs.
  - **Exhibit V** – Procedures for Calculating Average Cage Space. Available in Caged Procedures
  - **Exhibit VIa** – Layer Barn Worksheet- Cage Space Verification, Section I Question 1a Part II Option Located in the Caged Procedures.
  - **Exhibit VIb** – Layer Barn Worksheet- Cage Space Verification Section I Question 1b Part II Option Located in the Caged Procedures.
  - **Exhibit VIc** – Layer Barn Worksheet- Cage Space Verification Section I Question 1b Part II Option Located in the Caged Procedures.
  - **Exhibit VII** – No longer in use.
  - **Exhibit VIII** – No longer in use.
  - **Exhibit IX** – No longer in use.
  - **Exhibit X** –Certificate of Conformance for Beak Trimming and/or Treatment.
  - **Exhibit XI** – Certificate of Conformance for Handling and/or Transportation.
  - **Exhibit XII** – Layer Barn Worksheet – Average Cage Space Question 1a Part II Option 1. Located in the Caged Procedures.
  - **Exhibit XIII** – Reschedule Form.
  - **Exhibit XIV** – Opening and Closing Meeting Checklist.
  - **Exhibit XVa** – Code of Conduct for Poultry Caregivers.
  - **Exhibit XVb** – Contracted Source Code of Conduct.
  - **Exhibit XVI** – DPCS Manual – Records and Documentation Requirements. Available in Caged Procedures
  - **Exhibit XVII** – Desk Audit Procedures
  - **Exhibit XXI** – Hatch Check Audit Checklist. See Excel document.

## Opening and Closing Meeting Checklist

## Exhibit XIV



- ☐ **Conduct an opening meeting, including as appropriate:**
  - ☐ **Introduction of participants and their roles;**
  - ☐ **Biosecurity expectations;**
  - ☐ **Confirmation of audit purpose, scope, and criteria;**
    - This confirms why the audit is taking place (purpose), the boundaries of the audit as limited to the requirements or audit criteria (scope), and audit requirements referenced in the guidelines, procedure, and checklist (criteria)
    - Also, confirm checklist areas evaluated, conformance/non-conformance structure, and information about conditions under which the audit may fail (listed in the procedure) or be terminated (such as lack of cooperation, safety, access to records, and areas within the scope of the audit)
  - ☐ **Confirmation of audit timetable and other relevant arrangements;**
  - ☐ **Methods and procedures to be used to conduct the audit;**
  - ☐ **Confirmation of formal communication channels;**
  - ☐ **Offer the opportunity for the auditee to ask questions;**
  - ☐ **Confirmation that the auditee will be kept informed of the audit process during the audit;**
    - This confirms that the auditee will be advised of the audit progress and identified non-conformances during the audit
  - ☐ **Confirmation that the resources and facilities needed by the auditor are available;**
  - ☐ **Confirmation of confidentiality matters;**
  - ☐ **Confirmation of relevant work safety, emergency, and security procedures for the auditor; and**
  - ☐ **Confirmation of the availability, roles, and identities of auditee guides.**



- ☐ **Conduct closing meeting, including as appropriate:**
  - ☐ **Present audit findings and conclusions;**
    - Provide positive feedback
  - ☐ **Discuss the next steps in the report distribution process;**
    - The checklist approval process, including the timetable
  - ☐ **Information about any appeal system on the conduct or conclusion of the audit;**  
**and**
  - ☐ **Offer the opportunity for the auditee to ask questions.**

## Desk Audit Procedures

## Exhibit XVII



- Auditing firms will not schedule audits within a control zone for 45 days. After 45 days, if the control zone(s) has not been lifted, the audits will continue as desk audits until the control zone is lifted. In a calendar year, audits scheduled after August 15th will immediately move to the desk audit process.
  - Control zones include both those established by USDA and the Desk Audit Subcommittee.
- This procedure is only eligible for UEP audits.
- The same UEP Animal Welfare audit checklist and Procedures document should be utilized for the desk audit procedure used for an on-farm audit.
- Selected Production Facilities and audit date should not be modified except as described in the Desk Audit Procedures.
- Notification for audits will be done in the same manner as an on-farm audit. At this time, the facility will be notified that the audit will be completed as a desk audit. An invite with the selected technology (Skype, GoTo Meeting, Zoom, etc.) to be utilized during the desk audit should be sent within 24 hours.
  - Technology selection should be set up and prepared for at the time of the call by the auditor.
  - It will be important for auditors to list the possible technology tools to use during the initial phone call to ensure that the procedure will work on the day of the audit.
  - If a Program Participant does not have access to the technology available from the audit firm, documentation will need to be provided to the auditor in advance by shipping them to the auditor's office or an off-farm location will need to be identified for both parties to meet that is not the farm location. The alternative method must be set up during the initial call with the producer when scheduling the audit.
- On the day of the scheduled audit, the UEP Program Participant and the audit firm will log into the technology source to be used for the audit format. A test run 15-20 minutes before the scheduled audit time should be completed to ensure the technology is operable.
- The audit should be conducted as close as possible to an on-farm audit, including an opening and closing meeting.
  - On the day of the audit, the UEP Program Participant will need the following documentation prepared and ready for the auditor to observe. The auditor may request additional documentation or proof per the standard audit procedures.
    - Hatchery layout/map.
    - Incubation and hatch records for Hatch Check chicks for one calendar quarter. The quarter is to be chosen by auditor.
    - Transportation and movement records
    - Copies of previous audit reports
    - Certificates of Conformance as applicable.
    - Records of date, class, and quantity of eggs purchased and from where for the commingling audit question.
- Records for the farm will be placed in front of the camera of the laptop, tablet, phone, etc. for the auditor to view. Records will be selected by the auditor in the same manner as they would for an on-farm audit.
  - If records are stored electronically, the producer should be able to show them by sharing their desktop.



- Management and randomly selected employees must be available during this process to verify training for bird handling, proper euthanasia, and notification processes for any animal abuse issues.
- As records are viewed, the auditor will fill out the UEP Certified Hatch Check audit checklist based on what they viewed during the audit session.
  - Scoring
    - Audit records will be filled out the same as when on-farm.
    - Questions requiring physical observation questions will be filled out as “Not observed.”
  - Re-audits Hatcheries with a non-conformance have 30 days to complete corrective action and undergo a re-audit.
- Completed audit reports using the “Desk Audit” method would be identified as such on the audit tool by the auditor by placing the words “Desk Audit” across the top of the audit checklist for identification purposes. A description should also be made in the comments section of the submitted audit. If completing via the app or web audit version, override the fail to a pass and describe in the comments section, and that it was completed as a “desk audit.”
- Confirmation of the completed audit will be done via email as there is no opportunity to capture a signature on the hard copy audit tool.
- Finalized audit tools should be uploaded to the portal following standard procedures.
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Reviewed and Approved by the United Egg Producers Board  
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