**Title Of Standard Operation Procedure (SOP)**



|  |  |
| --- | --- |
| **Protocol:** *Example: SOP 10:5 - Weighing of finishing pigs and sows* | **Version:** *2* |
| **Date of implementation:***30-08-2023* |  |
| **Author(s):**  |

**Version history** *(Fill in to keep track of SOP revision)*

|  |  |  |
| --- | --- | --- |
| ***Version*** | ***Release date*** | ***Action*** |
| *2* | *30-08-2023* | *Example: Combined the procedure for finishing pigs and sows*  |
| *1* | *15-02-2023* | - |

Table of Contents

[1. Purpose of the document 3](#_Toc158801219)

[2. Equipment and material 3](#_Toc158801220)

[3. Safety precautions 3](#_Toc158801221)

[4. Preparation 3](#_Toc158801222)

[5. Instructions 4](#_Toc158801223)

[6. Documentation 4](#_Toc158801224)

[7. References 4](#_Toc158801225)

# Purpose of the document

*Shortly describe what management procedure the SOP covers and the purpose of the SOP.*

*Example: This SOP describes the actions and precautions when weighing finishing pigs and sows. The weighing of growers and suckling piglets is described in other SOPs (see 7, References).*  *The protocol is intended to minimize the animal's discomfort during the process.*

# Equipment and material

*List the equipment and/or material needed.*

*Example:*

* *Scale (walk-in)*
* *Charger (is in scale)*
* *Driving board*
* *Partition board to block the width of the walkway in front of the pens*
* *Partition boards to block the width of the aisle where the weighing takes place*
* *Dust face mask*
* *Hearing protection*
* *Marking spray*
* *Edible treats*
* *Calibration weight*
* *Weighing list for documentation*

# Safety precautions

*List safety precautions that should be carried out for working safety reasons.*

*Example:*

* *Wear a dust face mask and hearing protection*
* *Never work alone due to possible aggression from penmates when a pig is taken out of the pen*
* *Approach the animals calmly*
* *Move the partitions used to close off the weighing area with 2 people*
* *Wear sturdy shoes with non-slip soles when driving the pigs*

# Preparation

*List actions of preparation needed before the actual procedure can be performed.*

*Example:*

* *Choose the right scale based on the animal weight (see labels)*
* *Charge this scale one day before weighing (charger is in scale)*

# Instructions

*Write down clear instructions for how to perform the managment routin/procedure. Use bulletpoints. Photos and drawing can be added to make instructions more clear. Include instructions for callibration of equipment if applicable and for what to do afterwards.*

*Example:*

* *Calibrate the scale with a calibration weight that corresponds most closely with the estimated average weight of the pigs and, if necessary, with your own body weight.*
* *Move the scale to the corridor outside the pig stable and place one long side against the wall.*
* *Tare the scale with the doors closed and then open the doors.*
* *Calibrate the scale again (may deviate by a maximum of 1% from the weight measured before transport).*
* *Create a small space around the scale by separating off the corridor with two partitions (Fig. 1 – Drawing of the setup).*
* *Calmly guide a group of pigs together out of the pen and into the weighing area. Don’t chase or shout!. Use hands whenever possible, otherwise a driving board.*
* *Etc.*

# Documentation

*If applicable, state what protocols/documents should be used for documentation or registration of data.*

*Example: Weighing list for recording of individual weights.*

# References

*List all references referred to in the text if any.*

*Example:*

* *SOP 10:1 – Weighing of suckling piglets.*
* *SOP 10:2 – Weighing of growers.*