



Duck Assurance Scheme Standards - Breeder Replacement

Version 2.0 effective 1st Oct 2012

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Preface

Building consumer confidence and growing the market for Quality British Food

Assuring food safety through every part of the food chain is a vital priority for the food industry and, more importantly, for its many millions of consumers. Couple this with the demand for traceability of food; in crops sectors, a concern for minimised pesticide residues; in livestock production, increasing consumer awareness of animal welfare issues and the need for meaningful farm assurance is self evident. The Red Tractor Assurance (RTA) for Farms Schemes provide effective assurance to internationally recognised Standards and are a fundamental link in an integrated chain of assurance from farmer to retail store.

British food is world class. It is produced on farms that are well managed by highly professional, well-qualified and committed producers. Certification to the RTA Scheme Standards allows you to demonstrate to your customers that you meet nationally agreed levels of good commercial practice. And it gives an assurance to the final consumer that the product is safe.

The Schemes are owned by Assured Food Standards and have been developed over the years using expertise from within the farming and food industry to address legislative requirements, scientific evidence, good practice in the industry and consumer concerns.

www.redtractorassurance.org.uk

Launched in February 2011, www.redtractorassurance.org.uk contains all the relevant information to help members through the assurance process, including the standards, downloadable versions of the required and recommended publications and blank record templates. In addition registered farm members can access the on-line self assessment system enabling them to go through the standards before the assessment and address any issues or prepare questions for the assessor in advance of the visit.

Updated Standards – Effective from 1st April 2013

In April 2010, we introduced some significant changes to the way in which the standards were presented to bring consistency across all the standards in the Red Tractor Schemes. For mixed enterprise farms this arrangement has helped to make integrated inspections even more efficient.

This revised 2nd version of the standards follows a review of the RTA for Farms Pigs Standards and includes a number of revisions which are effective from 1st April 2013. Measures have been taken to further improve consistency; update references to legislation and publications; clarify ambiguity; remove duplication; provide additional guidance and consolidate audit points. In some cases this has resulted in removing existing control points and some standards have been revised or new standards / recommendations have been added. The Introduction to the Standards explains how the changes are highlighted within this manual.

In addition to this full version of the manual, an Addendum publication has been produced for each sector which details changes that require different action by members and must be read in conjunction with the previous version of the Scheme Manual. Copies of both documents are available on the website.

To unify the Schemes across sectors, in April 2010 we aligned the branding of all six RTA Schemes and introduced interim logos including the old sector scheme logos (ABM , ACCS, ADF , ABP , ACP & AP). Following this interim period the schemes will now be referred to as the 'Red Tractor Assurance for Farms Schemes' and will no longer include the old scheme logos. This is designed to help everyone understand that the different commodity standards are all part of the same family and to help members of the Red Tractor supply chain communicate their involvement within the scheme in a clear and consistent way. Contact details for all Red Tractor Assurance Schemes can be found at www.redtractorassurance.org.uk.

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RED TRACTOR FARM ASSURANCE SCHEME RULES AND PROCEDURES

Introduction

These Rules and Procedures provide information for participants in the Red Tractor Assurance for Farms Scheme (the Scheme). They summarise the rules and procedures for application, assessment, certification, complaints and appeals. These should be read alongside the technical standards (the Standards). Participants must conform to the Standards at all times to be entitled to certification.

This version applies to any farm that does NOT have a dairy enterprise, that is farms producing one or a combination of:

- Fresh Produce
- Combinable Crops
- Chickens
- Pigs
- Beef / Lamb

Any farm with a dairy enterprise should also refer to the Rules and Procedures for the dairy sector which explain some differences in application and joining procedures.

Certification in the Scheme and Compliance with Legal Requirements

1. You can only gain certification if the Standards are met. This is assessed by regular independent assessments and specifically in the pig sector the Scheme requires quarterly reports from nominated private veterinary surgeons.
2. The Standards may change over time, for example in response to new or amended legislation. You will be informed of any changes to the Standards and the timeframe for their implementation, and must ensure full compliance with any changes to the Standards to retain assured status.
3. The Scheme Standards and Rules are additional to any statutory requirements. Nothing in them shall be deemed to provide exemption from current legislation and you must comply with all legislation relevant to the scope of the Scheme at all times.

Certification Bodies

4. Your routine point of contact with the Scheme is through one of several Certification Bodies appointed by the Scheme to manage membership applications and to carry out assessment and certification against the Standards. The Scheme operates as a Product Certification Scheme and Certification Bodies must be accredited to the international standard EN45011 by the United Kingdom Accreditation Service.
5. Any producer in any one of the sectors covered by the Scheme can apply to participate. You can apply through any one of the authorised Certification Bodies and membership must be renewed annually.

Joining the Scheme - The Application Process

6. New applications will be accepted throughout the year. You cannot sell products from your farm as assured until you have been through the application and assessment process and a certificate of conformity has been issued.
7. If you have a multi-enterprise holding you can select which parts of the enterprise are included in assurance. The application forms will ask you to indicate which enterprises you want to be included. There are some exceptions to this. If you have both beef and sheep on the holding both must be assessed for assurance.
8. When you contact one of the Certification Bodies you will be issued with a Scheme registration pack. This will contain a copy of the relevant Standards, an application form and any relevant supporting literature. You are advised to read the Standards and other information carefully before completing the application form.
9. Membership is registered under the name of the Business with a named nominated person who has functional responsibility for the management decisions and operating systems being assessed in the Scheme. The named nominated person must sign the Certification Body's application and subsequent

renewal forms and keep the Certification Body informed of any material changes.

10. A separate registration will normally be required for every holding or site. Holdings or sites are places where animals can be housed or feed stored or, in cropping sectors, where fertilisers and pesticides are kept or harvested products stored, and all holdings/sites entered in a single application must be under the same management control. Where additional holdings may be allowed (see below) the management decisions on the additional holding(s)/site(s) must be undertaken by the person named on the application form and, if not, the holding/site must have a separate assurance registration.

11. In the case of:

- Chicken production - the membership unit will be the “Farm” which is a self-contained live poultry facility functioning with defined poultry stock management, operational control and bio-security Standards.
- Pig units – where small separate nursery or finishing units are located close to the main unit, a single registration may be permitted for up to a maximum of three units.
- Fresh Produce, Crops and Beef & Lamb sectors, where separate holdings/sites are located close to the main holding, a single registration may (at the discretion of the Certification Body) suffice.

12. Any additional holdings/sites must be notified to the Certification Bodies at the time of application. Certification Bodies may make an additional charge for additional holdings/sites not close to the main holding or site or notified to the Certification Body after the initial assessment.

The following Table summarises the definition of a membership unit.

Sector	Beef/Lamb	Dairy	Crops	Fresh Produce	Chickens	Pigs
Membership unit	Main site + additional sites close to the main unit as agreed by the Certification Body.	Each milking premises	Main holding + any additional sites where fertilisers and pesticides are kept or harvested products stored. Additional sites must be close to the main unit and agreed by the Certification Body.	Main holding + any additional sites where fertilisers and pesticides are kept or harvested products stored. Additional sites must be close to the main unit and agreed by the Certification Body.	Each farm	Main holding + max 3 nursery or finishing sites

13. By signing and returning the application form with payment of the appropriate fee, you agree to be bound by the Standards and these Rules and Procedures. Membership fees are indicated in the current schedule of fees available from the Certification Bodies.

14. Once the application form has been accepted, the Certification Body will acknowledge receipt within 14 days and make arrangements for an assessment visit.

15. Any false or misleading statement made on the application form, during assessments, or in any other communication may lead to suspension or withdrawal of certification and even exclusion from future participation in the Scheme.

Initial Assessment

16. You must conform to every Standard before the Certification Body can issue a certificate. (This does not include ‘recommendations’ see paragraph 36). Before the initial assessment is carried out you may find it helpful to read the Standards carefully and assess your own operation against the requirements. You may wish to get the help of a third party expert such as an agronomist or veterinarian but any self-assessment or third party advice will not influence the certification decision, which will be based entirely on the assessor’s report.

17. An assessment visit will be by appointment.

18. Assessors may refuse to carry out an assessment in the presence of a third party who they believe may, intentionally or otherwise, influence its outcome in an inappropriate manner.

19. The purpose of the assessment visit is to check that you meet all the Standards that the Scheme

requires. The assessor will make a detailed examination of the farm, the livestock or crop, the production facilities, operational procedures and practices, together with relevant records and documents. Assessors will also expect to verify that you hold copies of the booklets and codes of practice required by the Standards or have access to them in electronic format.

20. You must give the assessor access to relevant parts of the holding, key members of staff and relevant records/documents so that the assessment can be carried out in full. In livestock sectors the assessment of stock is integral to the initial assessment and Certification Bodies cannot assess an empty site. If at any time the unit is empty you must inform the Certification Body in writing and you must also inform them once it is restocked.

21. If the assessor cannot complete the assessment in full, certification cannot be progressed. You may have to pay an additional fee for the assessor to return to complete the assessment report.

22. If the assessor finds that you do not conform to one or more of the requirements of the standard he or she will point them out as the assessment progresses. The assessor may note the corrective action that you propose to take but under UKAS protocols, the assessor is not allowed to advise on, or suggest, the corrective action that needs to be taken. At the end of the assessment you will be left or sent a 'Notice to Remedy' which will contain:

- the details of any non-conformances,
- an indication of the evidence you will be expected to provide (invoices, records, photos, etc) to demonstrate that you have put them right
- the timescales for action

Initial Certification

23. The assessor will submit a report to the Certification Body who will review the report and decide whether you meet the Scheme certification requirements.

24. If successful the Certification Body will write to you and provide a Certificate of Conformity, either on paper or virtual format, and you can then sell your product(s) as 'Assured'. In some sectors you will receive 'stickers' to help validate your assured status when you sell crops or stock from the farm.

25. If any non-conformances were recorded, a certificate will not be issued until you have put them right and you must supply the Certification Body with evidence of rectification before a certificate can be issued. The evidence required will be at the discretion of the Certification Body following guidelines issued by the Scheme and may be:

- Documentary evidence e.g. written confirmation, photos, photocopies
- A letter from a third party e.g. veterinarian
- A re-assessment visit

26. Certification will be dependent upon you carrying out the required improvements, to the satisfaction of the Certification Body and within a specified time period commencing from the day of assessment. Any costs associated with rectifying your non-conformances, including any additional farm assessments will be borne by you.

27. Once the Certification Body has received satisfactory evidence it will enter your status on the Scheme Member Checker database as 'assured' and you can then sell your product(s) as 'Assured'. As indicated, you might receive an actual certificate in electronic format or printed but the status on the Scheme Member Checker database is definitive.

28. If you do not rectify non-conformances satisfactorily within 3 months of the initial assessment your application will lapse.

Membership Renewal

29. You will be invited on an annual basis to renew your membership; this will be 12 months after the initial assessment and every 12 months thereafter. You will receive a renewal notice and a maximum of two reminder letters prior to the annual renewal date.

30. Membership renewal and certification for the next 12 months will be conditional on receipt of the appropriate fee on or before the renewal date. Failure to renew within one month of the renewal date will result in the membership being terminated. If you subsequently apply to rejoin the subscription will not be backdated. You will be treated as a new applicant and will not be able to sell farm product as 'Assured' until you have had a satisfactory initial assessment.

31. You must keep the Certification Body informed of any material changes to your operation that might affect your certification. Examples would be the addition of crop storage facilities or additional holdings for livestock production above those mentioned in the application.

Routine Assessments

32. Once certified the Certification Body will make regular assessments and to maintain your certificate you must continue to conform to the Standards at all times. These assessments will follow a similar format to that detailed in the Initial Assessment section, paragraphs [16-22] and the table below indicates the usual frequency:

Fresh Produce & Crops	Annual
Intensive livestock (Pigs and Poultry)	Annual
Other Livestock (Dairy, Beef & Lamb)	18 months maximum
<i>On a mixed enterprise holding you can arrange with your Certification Body to have an integrated assessment for different sectors. The Certification Body should be able to manage this so that the above assessment frequencies apply.</i>	

33. Once certified you may also be subject to random spot checks at short notice.

34. It is not acceptable for you to unreasonably delay routine assessments or spot checks. Any undue delay in allowing access will result in suspension or withdrawal of certification.

35. If the assessor cannot complete the assessment in full the certification cannot be maintained, which may result in the suspension of certification.

36. All non-conformances against the Standards must be put right. Some Standards are marked 'Key Standards' and if the assessor finds that you have a major non-conformance* against one of the 'Key Standards' it will result in suspension of your certification until it is put right. Non-conformances against 'Other Standards' should not result in suspension provided you correct them within an agreed timescale. This will normally be within 28 days of the assessment unless you are told otherwise. The Certification Body will also reserve the right to suspend your certification in the case of a large number of such non-conformances or in the event of the same non-conformance being found on successive assessment visits. The following table summarises this.

Assessment outcome	Conforms	Major N/C*	Minor N/C
KEY STANDARDS	Certified	Certificate <u>suspended</u> until rectified	Certificate <u>not</u> suspended but must be rectified**
Assessment outcome	Conforms	Non-Conformance	
OTHER STANDARDS	Certified	Certificate <u>not</u> suspended but must be rectified**	
RECOMMENDATIONS	Some numbered points amongst the Standards are marked as 'recommendations'. These are not Standards and if you do not comply with them it will <i>not</i> affect your certification. But 'recommendations' are often included to introduce points that will become a Standard in the near future.		

* Major non-conformance means that there is little or no evidence that the requirement of a Standard is met. Minor non-conformance is recorded when there is evidence that the producer has taken steps to comply but with some gaps.

** Excessive numbers of these or repeats of the same non-conformance may result in suspension.

37. If you do not rectify non-conformances satisfactorily, your membership and certification will be suspended until the Certification Body has obtained satisfactory evidence that they have been corrected. This may involve a re-assessment for which a fee will be payable. Once your certification is suspended you must rectify the non-conformances within 3 months of the date of suspension otherwise the case will be reviewed by the Certification Body who will normally withdraw the certification and your membership will lapse. You can only regain certification by following the procedure for a new applicant and if no other sanctions remain (see below 'Termination of Membership, Withdrawing of Certification').

38. Crops: There is a delivery point rejection procedure, whereby the consumer/end user of assured grain can, where applicable, ask the relevant Certification Body to follow up on complaints or rejections at point of delivery where the cause gives reason to believe that the procedures and protocols may not have been followed. The delivery point rejection procedures are instituted where there is an indication that the Standards may not have been adhered to, for example: - insufficient baiting points for rodents, contamination or poor store monitoring leading to infestations, out of condition grain and/or a food safety risk. For further information refer to the relevant appendix of the Red Tractor Combinable Crops and Sugar Beet Standards.

Pig Producers

39. As part of the surveillance system you are required to ensure that a quarterly report, in the format prescribed by the Scheme, is submitted to the Certification Body by a private veterinary surgeon registered with the Scheme. You are responsible for any veterinary fees for these reports.

40. Your registered vet must have access to a copy of your previous quarterly report(s) and any non-conformance report from the last independent assessment. Quarters are defined as Jan/Feb/Mar; Apr/May/June; July/Aug/Sept; Oct/Nov/Dec.

41. The Red Tractor Pig Scheme has integrated the British Pig Executive's Zoonoses National Control Plan (ZNCP) Salmonella Scheme into its Standards. ZNCP results will be reported by BPEX to participating abattoirs, to the relevant veterinarian and to the Certification Body but will not be distributed for any other purpose otherwise than in relation to the ZNCP Scheme.

Certification Status

42. You must not make any claim that certification applies to business locations or activities that are not included in the scope of the certification.

43. Certificates, and where applicable stickers, are not transferable and remain the property of the Certification Body.

44. Although you may be issued with a certificate (and stickers – if applicable), the online 'Scheme Member Checkers' are the definitive means of confirming assurance status and membership details at any given point in time.

Transferring Between Certification Bodies

45. You are entitled to change Certification Bodies and maintain your assured status, provided that you have no outstanding non-conformances with your existing Certification Body. You may contact any of the Certification Bodies licensed by the Scheme at any time. You do not need to inform your previous Certification Body that you have transferred.

46. When changing Certification Bodies your new Certification Body may request access to your historical data from your previous Certification Body and it is a condition of the Scheme that this is made available.

47. If you change Certification Bodies you must declare:

- a. If you have signed a previous contract with a Certification Body for certification against Red Tractor Standards (or a recognised equivalent Scheme) covering the same production sector. If so you must identify the Certification Body and previous Scheme membership number.
- b. If any of the sites you operate have previously been inspected under the Scheme and, if so, the CPH number of the holding and PRIMO/Herd mark where applicable.

Termination of Membership, Withdrawing of Certification

48. As indicated in 37 above, if you are suspended and do not take the necessary action to rectify the non-conformances within 3 months your certification will normally be withdrawn. The Scheme, including the Certification Body, reserves the right to bar future applications or specify particular conditions for re-entry into the Scheme to businesses/premises which have their certification withdrawn in line with this process.

49. The Scheme, including Certification Body, reserves the right to refuse/terminate membership and withdraw certification when it considers that it is necessary to do so to prevent the Scheme from being brought into disrepute.

50. You must not sell product as farm assured if you are suspended or your certification has been withdrawn or you have voluntarily left the Scheme. Abattoirs, buyers and marketing groups will be informed via the Scheme Member Checker.

51. In the Fresh Produce sector you may ask the Certification Body for a voluntary suspension of one, some, or all of the crop types covered by the certificate. You may also ask for an annulment of the contract at any time unless your membership is suspended or there are non-conformances outstanding.

Appeals

52. If you have a complaint about the application process, or are dissatisfied with how an assessment has been conducted and/or the outcome of a certification decision, you may lodge an appeal with the Certification Body. Such complaints should be made in writing within 14 days. All complaints will be properly investigated and dealt with fairly in accordance with the Certification Body appeals procedure.

Prosecutions and Regulatory Sanctions

53. You must notify your Certification Body of any prosecutions brought or likely to be brought against you with respect to any issues covered in the Standards, including food safety, animal health, animal welfare, animal identification and movements, veterinary medicine records, trade description, animal transport or environmental legislation. This would also include any penalties relating to Cross-Compliance requirements that directly relate to issues covered in the Standards. You will be asked to sign a declaration relating to prosecutions and penalties in the initial application form, registration renewal forms, and other Scheme documents. Any information received by the Scheme will be investigated on a case-by-case basis and appropriate action taken.

Confidentiality and the Scheme Member Checkers

54. Your details will be treated in confidence, but the Scheme will respond to queries from third parties who have a legitimate interest who wish to confirm the certification status of any farm. A list of Approved Participants and/or Suspended Participants may be published from time to time.

55. Third parties may on occasion wish to check your assurance status in the Scheme. Where third parties are able to quote the name, address, CPH number (holding number) or Scheme membership number, we will confirm certification status as full, suspended, withdrawn or non-member. The date of the last assessment visit, certification expiry date and renewal date may also be given.

56. The Scheme Member Checkers are available through Scheme websites and provide certification information on members of the Scheme. This online checking service allows markets, processors and other buyers to instantly access information under the Scheme. The Scheme database is the definitive means of confirming assurance status and membership details at any given point in time.

57. As part of the Scheme, your membership details will be available for assurance verification on the on-line Scheme Member Checker and updated regularly by the Certification Body. Acceptance of this verification procedure is a condition of Scheme membership.

58. The Scheme reserves the right to release information from its database about the certification of the participant to a person with a legitimate interest in knowing that information, if provision of those data might be in the participant's interest.

59. The Scheme may produce and publish statistical reports drawing upon aggregated Scheme data in

such a way that individual data cannot be traced back to individual applicants or members.

60. Membership data may be retained on the databases and will be treated as specified above for a reasonable time after you have ceased to be a member of the Scheme.

Trademarks and Logos

61. Using the assurance scheme logo: As a certified member of the Scheme you are entitled to indicate that you hold a certificate and, for that purpose only, you can use the scheme (supply chain member) logos on stationery and publicity materials. You must follow the directions on use of the logos given from time to time by the Scheme at www.redtractor.org.uk. You agree to observe all such directions.

62. Using the Red Tractor logo on food: You cannot use the Red Tractor Logo on food packs, or at the point of sale of food products unless you have a packer licence issued by Red Tractor Assurance. To apply for a licence go to www.redtractorlicenceapplication.org.uk.

63. The above consent, in so far as it applies to Scheme Logos, is limited to using the entire designation and, in so far as it applies to using the Red Tractor Logo, is limited to using the Red Tractor Logo in an identical form to that used by Red Tractor Assurance. The consent is personal to you as a certified member and may not be transferred or licenced to any other person.

64. As a certified member of the Scheme you shall not use (or authorise or license others to use) the Scheme Logos and/or the Red Tractor Logo in any way outside the scope of the above consent and you shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the Scheme Logos and/or the Red Tractor Logo nor file or cause to be filed any trade mark or company name registration applications containing or confusingly similar to the Scheme Logos and/or the Red Tractor Logo. You will not oppose or cause any oppositions to be filed to any trade mark applications filed by the Scheme register the Scheme Logos and/or the Red Tractor Logo anywhere in the world nor otherwise cause any question to be raised concerning the Company's ownership of the Scheme Logos and the Red Tractor Logo.

65. The Scheme reserves the right to withdraw from any Scheme member the permission granted, after giving one months' notice or upon immediate notice if the Scheme member fails to observe the directions of the Company with regard to the use of the Trade Mark or the Logo or if the Scheme Member's membership is suspended or terminated for whatever reason.

Disclaimer

66. Under no circumstances shall the Company, its employees or agents be liable for any losses, damage, charges, costs or expenses of whatever nature (including consequential loss) which you may suffer or incur by reason of, or arising directly or indirectly from the administration by AFS, its employees or agents or the performance of their respective obligations in connection with the Scheme save to the extent that such loss, damage, charges, costs and/or expenses arise as a result of finally and judicially determined gross negligence or wilful default of such persons.

67. The Scheme reserves the right to alter the Standards and operating procedures where, at its absolute discretion, it considers it necessary to do so.

68. The Scheme Rules represent the entire understanding between you and AFS and you acknowledge that you have not relied upon any other statement (written or oral) in applying to be certified to the Standards.

INTRODUCTION TO STANDARDS

The standards are organised in sections and every section has an introduction explaining the objectives of the section as a whole. Standard numbers begin with a two letter pre-fix that identifies the section (e.g. TI Traceability and Integrity). At the end of each standard is an internal reference number (in brackets) which producers may find is used by assessors to identify any non-conformances on the report at the end of the assessment.

All of the words against each standard, whether in bold shaded and in most cases in the box below, form part of the standard. In a few cases there is additional text in italics. This provides useful information relevant to the standard but it will not form part of the assessment.

Some standards have greater significance as explained in paragraph 36 of the Rules and Procedures. **Key standards** are identified with a letter **K**. All other standards are normal and there are a small number of **recommendations** which are identified with a letter **R**.

A number of standards are supported by Appendices at the back of this manual. Appendices are numbered with the number of the standard that they relate to. An appendix can have one of three different functions:



Integral to Standards

Some are 'Integral to the Standards' - they provide important detail relating to conformance with the standard.



Farm Record

Others provide Farm Records. They may include examples of how records might be kept and/or a template record sheet when this is required.



General Information

The third type provides General Information including useful additional guidance and information.

Symbols are used to identify the three types of Appendix. The symbol will appear within the standards to indicate that there is a relevant Appendix and again within every Appendix.

Updated Standards

This updated revised 2nd version of the standards follows a review of the RTA for Farms Pig Standards and includes a number of revisions which are effective from 1st April 2013. The following terms are used in the left hand column next to a standard or in the header of an Appendix to highlight where something has changed:

New – a completely new standard which the member must now adhere to.

Revised – a standard that has changed and requires the member to take some different or additional action to before.

Updated – the wording has been updated to include up to date references to legislation and publications; clarify ambiguity; remove duplication or provide additional guidance. No action is required by the member.

TRACEABILITY AND INTEGRITY (TI)

All food must be fully traceable so it is possible to establish where it is from and where it went and provide consumers with the confidence they require.

TI.1	K	There must be traceability up and down the production process and a system in place to pass this traceability link to the next point in the supply chain. (KR.TI.1)
		All eggs or stock must be sourced from farms/hatcheries certified to the relevant scheme standards. However, until the 31st August 2013, there will be a derogation in place to allow eggs to be accompanied by a veterinary certificate. Details of the scheme registration number must be included on all dispatch notes.

STAFF AND CONTRACTORS (SC)

Properly trained and competent staff, whether directly employed or contractors, are essential to achieving good standards of production. You are reminded that you must ensure that all labour providers have obtained a licence under the Gangmasters (Licensing) Act 2004 to operate through a compliance auditing/inspection process.

SC.1	K	There must be sufficient people available who are competent, that is have the necessary experience and / or training for the work they do. (KR.SC.1)
		<p>Key competencies will be the ability to maintain the standards of stockmanship, husbandry and animal health and welfare required by the scheme.</p> <p>Prior to being given responsibility for the welfare of livestock, stockmen must be able to demonstrate the ability to recognise:</p> <ul style="list-style-type: none"> • normal behaviour and good health in stock. • signs of common illnesses and/or disease. • times and circumstances in which stock may be particularly prone to welfare problems specific to their own units. • the need to handle stock compassionately and in a humane manner, anticipate potential problems and take the necessary preventive action. <p>Producers are fully responsible for ensuring all activities conducted by mobile service providers, contractors or advisors on their behalf do not contravene scheme standards.</p> <p>All pesticide spray operators must have the required certificate of competence as required by legislation, i.e. certificates issued by the National Proficiency Test Council - PA1, PA2 etc. . Grandfather rights are presently applicable to producers born on or before 31 Dec 1964. (NB - these rights may be removed by forthcoming legislation).</p> <p>Assessors will look at records of training and experience and may ask questions of individual workers to understand their knowledge of relevant codes or procedures.</p> <p><i>Note - These requirements are not applicable if not spraying.</i></p>
SC.1.1		Managers must ensure that staff have access to, and receive guidance on, all the relevant regulations, guides and codes listed in the relevant appendix on required documentation, including the Scheme standards. Managers must ensure that staff responsible for birds, have completed training on all points in the standards on stockmanship. Managers must ensure that a suitable programme of training exists for all such staff including induction and refresher courses. Training must be given by a recognised training provider to NVQ/SVQ level or formal in-house training programme. (KR.SC.1.1)

SC.1.2	<p>Stockmen must be able to demonstrate competence in the following before being given responsibility for the care of birds: Knowledge of:</p> <ul style="list-style-type: none"> • Normal and abnormal behaviour of birds, and fear reactions. • Signs of good health and signs of poor health and disease. • Correct handling of birds in a positive and compassionate manner. • Humane culling method. • Litter management, signs of poor litter and remedial action. • The signs of thermal stress in birds and the procedures to be followed in the event of a problem. • Operation of equipment, routine maintenance, recognition of common signs of malfunction and action to be carried out in event of failure. • General hygiene, basic Health & Safety requirements including COSHH. • Where necessary, training in the administration of medicinal products. <p>(KR.SC.1.2)</p>
SC.1.3	R It is recommended that producers adopt the Poultrymeat Training Initiative - Poultry Passport as the formal route for industry training and training recognition. (KR.SC.1.3)
	<i>This will become mandatory at the next standard review.</i>

SC.2	Records must be kept of the experience, qualifications and training for all persons working on the holdings (both full-time and part-time). (KR.SC.2)
	<p>Certificates of training or Continuing Professional Development (CPD) for permanent workers can be discarded 2 years after leaving employment. Records for casual workers need only be available for the duration of the employment.</p> <p>Staff training records must demonstrate that stockman have been trained in the areas required by the standard before being given responsibility for the care of birds. All training must be regularly reviewed and updated. Staff competency must be assessed regularly and these assessments kept on record.</p>

ANIMAL HEALTH AND WELFARE (AH)

All animals must be maintained in good health and their welfare requirements must be met to ensure they are free from hunger and thirst; from discomfort; from pain, injury or disease; from fear and distress and to express normal behaviour. Competent staff are key to ensuring that animals are managed to good standards of husbandry and welfare as provided for in current EU, UK and regional legislation and Codes of Practice.

AH.1	K The welfare requirements of stock must be met at all times. (KR.AH.1)
	<p>Stock must be treated and handled in such a way as to avoid injury, minimise stress and express normal behaviour.</p> <p><i>Evidence that animals are exhibiting signs of injury, discomfort or distress caused by inadequate facilities or stockmanship will be recorded as a non-conformance.</i></p>
AH.1.1	R It is recommended that producers explore different forms of environmental enrichment for birds. (KR.AH.1.1)
AH.1.2	K Where ducks are kept indoors, provision on environmental enrichment to keep them active must be considered e.g. by providing fresh straw. (KR.AH.1.2)

AH.2	K	All livestock units must retain the services of a veterinary surgeon/practice. (KR.AH.2)
		The stock must be under the routine care of a named veterinary surgeon/practice . Evidence to show that the veterinary surgeon provides regular advice on the health, hygiene and welfare of the birds must be available.
AH.3	K	A pro-active approach must be taken to livestock health management demonstrated by a written health plan which must be established, implemented and reviewed regularly according to circumstances. (KR.AH.3)
		The health plan must be farm-specific and contain a strategy for the prevention and control of common diseases and set out health and husbandry procedures covering the whole of the production cycle/year. The plan must be established, implemented and reviewed at least annually or more frequently in the event of any substantial changes to husbandry practices or in the light of poor enterprise performance. The plan must be documented and made available as appropriate to all staff who have responsibility for the stock. It is recommended that the preparation of the plan and subsequent reviews are conducted by a veterinary surgeon. Proof that the plan has been updated regularly will be demonstrated by the document being signed and dated by the veterinary surgeon (as recommended) and/or the producer.
AH.3.1		Breeder flocks must be monitored for Salmonella. Composite faeces or boot samples from each house must be taken at 20-24 weeks and thereafter every 12 weeks. (KR.AH.3.1)
AH.3.2		The farm must have an Avian Influenza (AI) contingency plan. (KR.AH.3.2)
		<i>See relevant appendix.</i> The contingency plan must be reviewed at least annually and updated if necessary.
AH.3.3		Vaccination programmes must be tailored to the needs of the farm and must be developed in consultation with the veterinary surgeon. (KR.AH.3.3)
AH.3.4		Parent stock must be vaccinated with an approved <i>Salmonella enteritidis</i> and <i>S.typhimurium</i> vaccine. (KR.AH.3.4)
AH.4		All stock must be regularly inspected to monitor their health and performance. (KR.AH.4)
		Stock must be inspected at a frequency appropriate to their production system and status in accordance with the Defra Welfare Codes. The inspection should check for signs of illness, injury or stress, to ensure all animals are maintained in good health. Flock inspection must be carried out at least twice daily. In order to ensure a thorough inspection the flock-keeper must walk amongst the birds within a distance which allows them to effectively assess their physical condition and encourage them to move. Records of inspection must be made and retained, including observations. These records will include general observations and details of any problem identified along with remedial action taken. If the stockman fails to rectify the problem relevant expert advice must be sought and acted upon (i.e. health advice from the veterinary surgeon, electricity faults by a professional electrician, equipment failure by service engineers).
AH.4.1		On arrival at the rearing farm the behaviour of ducklings must be closely monitored. (KR.AH.4.1)


AH.5	Records of the health and performance of all stock must be maintained. (KR.AH.5)
	Maintaining performance and health records is an essential element of the health planning process as they allow the most significant problems to be identified for priority attention. They also allow the effectiveness of any control measures to be determined and informed decisions to be made on whether further or different measures are adopted into future health plans.
AH.5.1	All records must be presented in an ordered and up-to-date fashion, including those relating to the previous crop. (KR.AH.5.1)
AH.5.2	Flock performance records must be monitored for signs of problems. Tolerance limits must be set and once exceeded the veterinary surgeon must be informed and advice sought. (KR.AH.5.2)
AH.5.3	A record must be maintained for each crop detailing routine checks, monitoring, inspection, delivery, problems and extraordinary events. The following where relevant must be recorded in this way: <ol style="list-style-type: none"> 1. Flock inspections (observations and actions taken); 2. Mortality and cull records; 3. Daily automatic system checks; 4. Weekly alarm and generator checks; 5. Fire extinguisher checks; 6. Medicine and vaccine administration records; 7. Temperature records; 8. Veterinary advice; 9. Salmonella tests; 10. Non-mains water tests; 11. Feed deliveries (dates, quantities, types); 12. Lighting regimes records. 13. Floor type and litter normally used (KR.AH.5.3)
AH.5.4	Specific information on each flock must be supplied in the Production Record. This must begin from the day that the flock arrives at the farm. It must include the following information: <ol style="list-style-type: none"> 1. Number of day-old ducklings delivered; 2. Date delivered; 3. Origin of flock (hatchery, breeder flock); breed of ducks; 4. Daily mortality rate and cumulative daily mortality rate; 5. Culls on a daily basis identifying leg culls; 6. Water consumption on a daily basis; 7. House temperatures on a daily maximum and minimum basis; 8. Date, quantity and type of feed delivered; 9. Date of sale, number sold and average weight; 10. Incidence of disease and post-mortem records; 11. Administration of medicines and vaccines (dates administered, withdrawal periods, amount administered, mode of administration, administrator.) (KR.AH.5.4)
AH.5.5	Signs of pododermatitis must be monitored. (KR.AH.5.5)
AH.5.6	The monitoring and recording of mortality, culls, or for pododermatitis and P.M.I rejects are essential and levels should not normally exceed: Mortality 7% P.M.I's 2.5% Pododermatitis 50% (KR.AH.5.6)

AH.6	K	Stock suffering ill health or injury must receive appropriate attention without delay. (KR.AH.6)
		<p>For thorough overall inspection of the flock or group of birds, special attention must be paid to body condition, movements and other behaviour patterns, respiration, condition of the plumage, eyes, skin, beak, legs and feet. Attention must also be paid to presence of external parasites, the condition of droppings, to feed and water consumption and to growth. Where appropriate, the birds must be encouraged to walk. Attention must be paid to any departure from the normal.</p> <p>The aim must be to pass close enough to the birds to see them clearly and for them to be disturbed and so move away. This must enable the identification of any individual that may be sick, injured or weak. Any such birds must be immediately treated or humanely killed. Birds with considerable difficulty in walking, malformations, severe wounds or lesions must be culled immediately unless they can be treated and are likely to recover without unnecessary suffering. Dead birds must be removed without delay.</p>
AH.7		If an animal fails to respond to treatment, or if it is not appropriate to treat the animal, it must be humanely culled. (KR.AH.8)
		<p>Birds must be humanely culled by a trained stockman by dislocation of the neck, a percussion killer recommended by Humane Slaughter Association or by a licenced method.</p> <p>The acceptable method of humane killing for ducklings is neck dislocation.</p>

ANIMAL MEDICINES AND BIOSECURITY (AM)

The use of medicines (including vaccines) and treatments may be required to maintain animals in good health and it is essential they are administered only when necessary and in an appropriate manner by competent staff. All medicines and treatments must be stored and disposed of safely to ensure no risk to animals, humans or the environment and all relevant medicine records must be kept to ensure traceability and demonstrate that the meat and milk is safe to consume. The implementation of biosecurity measures will prevent the spread of disease.

AM.1	K	Medicines, veterinary treatments and operations must be used or carried out competently, only when necessary (for treatment or preventive purposes only), and in accordance with industry codes (e.g. RUMA guidelines), manufacturers' recommendations and current legislation. (KR.AM.1)
		<p>No mutilations are permitted (includes castration etc). Other mutilations, harvesting of feathers from live birds or force feeding are not permitted. Bill trimming must not be undertaken on table birds and is only permitted in breeder flocks when necessary and under written advice from a poultry veterinarian for welfare reasons. Producers must demonstrate that some form of corrective action has been undertaken and recorded. The procedure must be carried out by trained operatives. When not carried out by a veterinary surgeon bill trimming must be carried out in accordance with the Veterinary Surgery (Exemptions) Order.</p>

AM.2	K	The prescribed withdrawal periods must be strictly observed for all medicinal products and treated stock clearly identified. (KR.AM.2)
		<p>This is to ensure there is a minimal risk of residues in the product before it enters the food chain. When treatments are used in combination or the manufacturer's recommendations are varied, advice must be sought on the appropriate withdrawal periods.</p> <p>Birds must not be consigned for human consumption before the date of safe slaughter.</p>
AM.3	K	All medicines must be authorised medicines, or those being used under the specific direction of the veterinary surgeon. (KR.AM.3)
 <p>Integral to Standards</p>		<p>In accordance with UK legislation, the use of antibiotic growth promoters; anabolic agents, including growth-promoting hormonal products; or similar substances are prohibited.</p> <p>Any product that falls within the definition of a veterinary medicinal product, either by presentation or by function, is required by law to be authorised before it may be marketed in the UK. The sale, possession and administration of unauthorised veterinary medicines or medicines not supplied in accordance with the Veterinary Medicines Regulations are legal offences and not permitted by the scheme. Further details of medicinal product categorisation and labelling may be found in the relevant appendix.</p> <p><i>Prescribed medicines must be appropriately labelled by the veterinary surgeon / supplier to confirm that they have been legally sourced. Where medicines are not labelled, sufficiently detailed veterinary / supplier invoices can be an alternative means to demonstrate this. It is a requirement of the VMRs that if the veterinary medicinal product is not supplied in a container other than that specified in the marketing authorisation, the person supplying the veterinary medicinal product must ensure that the container is suitably labelled and must supply sufficient written information (which may include a copy of the summary of product characteristics or the package leaflet) to enable the product to be used safely, and failure to do so is an offence.</i></p> <p>Medication must only be initiated by the formal approval of the veterinary surgeon via a prescription, verbal direction or an approved treatment programme or protocol (in case of in-feed medication this will be in the form of Medicated Feedingstuff Prescription).</p> <p>Each Company must compile an approved drugs (medicines and vaccines) list in agreement with the veterinary surgeon. This list must specify storage, administration and withdrawal period instructions for each drug and make reference to the correct dosage, duration and circumstances of use for each farm.</p>
AM.4		All medicines must be kept in a secure locked store and in accordance with the manufacturer's instructions. (KR.AM.4)
		<p>The medicine storage facility may be a locked cupboard, safe or chest, or within a locked room with restricted access. If stored in a domestic fridge, a separate lockable container must be provided. Any special storage conditions specified by the manufacturer, such as refrigeration or darkness, must be met. Unless recommendations state otherwise, medicines should be kept in a cool area (below 25°C) but not allowed to freeze.</p> <p><i>NB - Inappropriate storage that is not in accordance with the label instructions may affect the safety, quality or efficacy of a medicine rendering it unsuitable for use. See standards AM.5.</i></p> <p>Only staff trained to administer medicinal products shall have access to them</p>

AM.5	Medicines that have been stored inappropriately or are beyond their 'use by' dates must not be used and must be disposed of in accordance with supplier advice and/or in line with local requirements. (KR.AM.5)
	Such medicines must be disposed of safely, eg back to source. Disposal of medicines 'down the sink or drain' or in domestic rubbish is not acceptable. The 'use by' date will be the earlier of either the expiry date printed on the label or after the time period specified by the manufacturer in which the medicine must be used after first opening has elapsed.
AM.6	Sharps and empty medicine bottles/containers must be disposed of responsibly and safely. (KR.AM.6)
	Used needles and sharp instruments must be put in an unbreakable sharps box. Empty medicine bottles/containers must be suitably stored pending disposal. Both the sharps box and other containers must be disposed of in accordance with instructions from the supplier.

AM.7	K	Detailed medicine records for all treatments and medicines purchased and administered, including those administered by the veterinary surgeon, must be kept updated and retained for at least five years. (KR.AM.7)
		<p>All treatments including vaccinations, worming, anaesthetic, antibiotics and anti-parasite control must be recorded for all birds or group of birds. Batch numbers of medicines used must be retained on farm.</p> <p>Medicine purchase records must include the following information:</p> <ul style="list-style-type: none"> • identity of medicine or therapy • quantity of medicine or therapy • date of purchase • name and address of supplier • batch numbers • expiry dates <p>For medicine purchase records, the supplier invoice or copy would be acceptable providing it is kept available and includes all the details specified above. Where the supplier of the medicine is different from the veterinary surgeon, it is the supplier's name and address details that must be recorded.</p> <p><i>It is good practice to record the length of withdrawal periods in case outer cartons / containers carrying this information are lost, though this is not a requirement of the standard.</i></p> <p>Medicine administration records must include the following information:</p> <ul style="list-style-type: none"> • identity of medicine or therapy • batch numbers • quantity of medicine or therapy administered • identification of the bird or group of birds to which administered • the number of birds treated • date of administration • date treatment finished (if multiple treatment) • dates when product(s) becomes fit for human consumption (meat) • name of person administering the medicine or therapy • reason for treatment. <p>If the veterinary surgeon administers the product, he is responsible for recording the relevant information into the records or for providing a written record to allow the producer to enter the details for themselves. Producers must ensure this obligation is fulfilled by their vet. (Note the NOAH medicine records book does not include a column for 'reason for treatment' but this information is required by this standard.)</p> <p>Medicine disposal records (for medicines disposed of other than by treating livestock) must include the following:</p> <ul style="list-style-type: none"> • the date • quantity • route of disposal <p>Electronic records are acceptable but must be made available to the assessor.</p> <p><i>Further guidance can be found in Veterinary Medicines Guidance Note 16 - Record Keeping Requirements for Veterinary Medicinal Products - available on the VMD website http://www.vmd.gov.uk/General/VMR/vmgn.htm</i></p> <p>Producers must also record mode of administration.</p> <p><i>In integrated / corporate businesses, these records may be held at another central site and will be assessed separately.</i></p>

AM.8		All persons involved in the administration of animal medication must be competent based on experience and/or training to perform the tasks they are required to undertake. (KR.AM.8)
		Injection sites should be selected following administration instructions and maintaining least stress to animals and operator.
AM.9	K	Appropriate biosecurity measures must be planned and implemented to minimise the spread of disease within the farm and between other farms. (KR.AM.11)
		The measures will include management of incoming stock, housing and equipment, farm visitors and vehicles. Consideration should be given to both measures adopted routinely and measures that would be implemented in the event of a disease outbreak.
AM.9.1		Only essential visitors may be granted access to the farm. A record of all visitors must be maintained. This must include date, time of arrival, name and organisation. Visitors must certify that they are not suffering with any enteric illness and must declare recent visits to poultry sites and farms. Management must refuse entry if the health and welfare of the birds could be compromised. (KR.AM.11.1)
AM.9.2	K	On entry to the farm all staff and visitors must change into clean boots capable of being dipped in disinfectant foot dips or use new disposable overshoes. Foot dips that are provided at the farm entrance must be used on entry to and exit from the farm. Defra approved disinfectants must be used and in accordance with manufacturers' recommendations. Solutions must be replaced on a prescribed basis and recorded. Foot dips must be provided at the entrance to poultry houses, equipment and litter stores. Dedicated footwear must be provided at personnel access points to each farm. There must be a designated biosecure area in the service/feed area in each poultry house where the dipped boots/footwear used on the farm are changed before entering the bird area. (KR.AM.11.2)
AM.9.3	K	Hand-washing facilities and toilets must be available on-site and must consist of a basin with hot water, bactericidal soap and disposable towels or hand driers. All personnel (including catchers) and visitors must have the provision to wash or sanitise hands prior to entering each poultry house or biosecure area, prior to starting work routines and after leaving poultry houses. Hands must also be washed after dead bird/duckling handling, before and after meals and after visits to the toilet. (KR.AM.11.3)
		<i>The assessor will check records of use and procedures to determine whether the sanitisers are being used properly and are located at the entry point to the bird area. If access to toilets and hand washing facilities is only available in the dwelling house, this is acceptable provided there is unrestricted access to these facilities at all times (including night and early morning access).</i>
AM.9.4	K	Farm-dedicated protective clothing must be supplied for all personnel. All clothing must be washed or discarded between flocks. (KR.AM.11.4)
AM.9.5	K	The farm must operate a period free of all livestock between flock cycles. (KR.AM.11.5)
AM.9.6		Farm vehicles must be maintained in a clean condition. Provision must be made for vehicles entering or leaving the farm to be cleansed and disinfected (including wheels). (KR.AM.11.6)

AM.9.7	All personnel must not keep or have contact with other poultry or any other avian species. It is recommended that those personnel that do should register their interest with the company. (KR.AM.11.7)
AM.9.8	Auxiliary buildings, toilets, offices, stores and break rooms must be kept clean and tidy. (KR.AM.11.8)
AM.9.9	Smoking, and the consumption of food and drink must not be permitted in any building containing birds but restricted to designated areas. (KR.AM.11.9)
AM.9.10	There must be a biosecure/designated area on each farm where disinfecting facilities including footdips are provided and used by all visitors including catching teams and for use on vehicles/equipment coming on to farm to ensure that anything or anyone entering the biosecure area are clean. (KR.AM.11.10)
	Clean means no visible faecal material on the vehicle/equipment/clothing or boots etc.
AM.9.11 R	There must be a clearly defined cleaning and disinfection point that provides the following for vehicles, equipment and/or personnel leaving the farm:- <ul style="list-style-type: none"> • effective pressure wash facilities (& drains) • boot cleaning facilities • disinfection facilities (KR.AM.11.11)
	'Effective pressure wash' means able to dislodge dirt and other debris from vehicles and equipment. Boot cleaning equipment should include a brush /cleaner system that dislodges dirt/faecal material from boot cleats plus disinfectant dip. The cleaning and disinfection area does not need to be at the farm entrance.

HOUSING, SHELTER AND HANDLING FACILITIES (HF)

Provision of sufficient facilities which allow comfortable and clean housing and allow for the safe handling of animals is important to ensure healthy animals and prevent the spread of disease.

Evidence that livestock have been injured as a result of inadequate facilities will be marked as a non-conformance under Standard AH.1

HF.1	All housing must be constructed to provide a safe, hygienic and comfortable environment for stock and must be maintained to avoid injury and distress. (KR.HF.1)
	Housing must be regularly checked for sharp edges, projections or other hazards which are accessible to stock and, where necessary, remedial action must be taken. Electrical installations must be inaccessible to stock. <i>Paints, preservatives and other chemical compounds that may be toxic or may leave taints must not be used on surfaces accessible to stock.</i>
HF.1.1	All surfaces within housing must be in good condition, durable, able to be cleaned and disinfected to the extent necessary to prevent the spread of disease. (KR.HF.1.1)

HF.1.2	All electrical installations must be properly earthed and tested every 5 years by a competent person. The electrician should be registered with an approved Government body such as NICEIC, BSI, NAPIT, AESIF, ELECSA or JIB and will therefore have achieved NVQ Level 3 or must have demonstrated competence and obtained a suitable qualification (the City and Guilds 2391 is a suitable qualification) in the inspection, testing and commissioning of installations. (KR.HF.1.3)
HF.1.3	The sound level must be minimised. Ventilation fans, feeding machinery or other equipment should be constructed, placed, operated and maintained in such a way that they cause the least possible amount of noise. (KR.HF.1.4)
HF.2	All housing must be effectively ventilated appropriate to the type of stock and production system. (KR.HF.2)
	Ventilation is required to minimise high humidity, the build-up of odours and to maintain temperature.
HF.2.1	All houses must operate an environmental system which provides an ambient house temperature suited to the birds' psychological needs. Each site must have a written policy for the recognition of , and procedures to be followed in the event, of heat or cold stress. (KR.HF.2.1)
HF.2.2	Temperature must be carefully monitored and controlled. Minimum and maximum temperatures inside the house at bird level must be recorded daily. (KR.HF.2.2)
HF.2.3	Within duck buildings carbon monoxide must be kept at levels which comply with COSHH regulations. Ammonia levels must not exceed 25ppm. The inside temperature, when the outside temperature measured in the shade exceeds 30° C, should not exceed the outside temperature by more than 5°C. (KR.HF.2.3)
HF.2.4	A documented minimum ventilation plan must be in place. (KR.HF.2.4)
HF.2.5	An alarm system capable of alerting stockmen to ventilation equipment failure at any time must be operational. The alarm system must respond to high and low temperatures and to failures in each phase of the mains electricity. All electrical phases must be monitored. Alarm systems must be checked daily and a record kept of checks. Malfunctions must be recorded and fixed immediately. Ventilation system alarms must work without mains power supply. (KR.HF.2.5)
HF.2.6	Automatic equipment must be inspected at least once each day. Where a defect is found, either the defect must be rectified immediately or measures must be taken to safeguard the birds from unnecessary suffering or distress. Records of checks, malfunctions and actions taken to rectify must be recorded. (KR.HF.2.6)
HF.2.7	Generators must be tested weekly on load. (KR.HF.2.7)
HF.2.8	Farms must have access to weather forecasts to allow for planning for extremes in temperature. (KR.HF.2.8)

HF.3	All housing must be kept in a clean condition to enable stock to be kept clean and to minimise the spread of disease. (KR.HF.3)
	<p>Each Company and/or site must develop and implement a written cleaning and disinfection policy. This policy must be strictly adhered to and must contain as a minimum the following:</p> <ul style="list-style-type: none"> • Cleaning and disinfection procedures. • Handling of waste materials such as litter, hatchery waste, packaging, pharmaceutical equipment and packaging, reject eggs, feed spillages. • Details of disinfectants (Defra approved only) and detergents used, including safe usage, storage and dilutions. <p>Whenever bird accommodation is emptied it must be thoroughly cleaned and disinfected in accordance with the policy. Cleaning procedures of house furniture, water tanks and bulk feed bins must be included in the policy. Evidence to show that cleaning procedures are effective must be gathered and recorded. This must be via routine assessment of environmental bacteria using either a proprietary test kit designed for the purpose or via culture through an accredited microbiological laboratory, on samples taken from a representative number of houses on each site. Equipment must also be thoroughly cleaned and disinfected after operation and before storage.</p>
HF.4	All floors must be constructed and maintained so as to prevent injury and distress, and a well-drained lying area must be available for all housed livestock. (KR.HF.4)
HF.4.1	Slatted or metal areas that form part of the house floor area must be of a suitable design and material so as not to cause discomfort, distress or injury to the birds. The floor must include an area of sufficient size to enable all birds to rest simultaneously. The bedding material must be suitable for the task and used at the appropriate depth for that material. The type of flooring must allow effective cleansing and disinfection. (KR.HF.4.1)
HF.4.2	<p>Ducks must have access to adequate litter at all times. Ducks are bedded normally daily, post brood, with fresh straw, but other substrates are permissible provided they are effective. No matter how much air is moved through the house it would be usual to see the top of the litter heavily soiled and matted in specific areas, particularly around the drinker area just prior to the addition of fresh litter each day.</p> <p>The floor of the houses must be completely covered in litter, except in the case of areas around water facilities. The litter must:</p> <ol style="list-style-type: none"> 1. Be of suitable material and particle size. 2. Be managed to maintain it in a dry condition. 3. Be of sufficient depth for dilution of faeces. 4. Be topped up daily with fresh litter. <p>Ducks must have access to the litter area at all times. Where a suitable slatted floor area is provided under water facilities, this must occupy no more than 25% of the total floor area. (KR.HF.4.3)</p>
HF.4.3	Litter must not be allowed to become wet, infested with mites or otherwise harmfully contaminated. Litter which is wet or otherwise contaminated must not be introduced into duck housing. Wet litter resulting from accidental flooding must be replaced. (KR.HF.4.4)

HF.5	All housing must be appropriately lit to allow normal behaviour of animals, rest and for adequate inspection of stock. (KR.HF.5)
	The level of natural or artificial lighting in stock buildings must be such that all housed stock can be seen clearly.
HF.5.1	<p>Ducks must be housed at light levels which allow them to see one another and to be seen clearly, to investigate their surroundings and which stimulate activity. As far as possible, natural light must be provided; in this case light apertures must be arranged in such a way that light is distributed evenly within the accommodation.</p> <p>After the first few days of conditioning, the lighting regime must be such as to prevent health and behavioural problems. Therefore, it must follow a 24 hour rhythm and include a sufficient uninterrupted dark period at less than 2 lux or natural darkness of normal length, a minimum of six hours per day.</p> <p>Producers must consider a twilight period in the dimming of lights in order to avoid disturbance or injury and to allow dusks to prepare for darkness.</p> <p>Lighting levels must allow all birds to be clearly seen during inspection. A minimum of 8 hours of natural or artificial light must be provided in a 24 hour period.</p> <p>Day time lighting levels must allow birds to be properly inspected. There will be a range of light levels in houses. In the darkest points there should be sufficient light to allow the birds to perform normal behavioural patterns and to enable them to find food and water facilities. (KR.HF.5.1)</p>
HF.5.2	Lighting patterns must be recorded. (KR.HF.5.3)
HF.6	Housing must be of sufficient size to allow appropriate group sizes and stocking densities which must be determined with regard to type of stock, age, size and social groupings. (KR.HF.6)
	<p><i>The assessor will check the stocking density on a selected sample of houses on a random basis. If any instances are found of the stocking density exceeding the level specified in the standard a calculation will be carried out for all the houses on the site. Sampling will be done on the following basis :-</i></p> <p><i>1-2 houses - check 1 house</i></p> <p><i>3-5 houses - check 2 houses</i></p> <p><i>6-8 houses - check 3 houses</i></p> <p><i>9-12 houses - check 4 houses.</i></p> <p>Poultry must not be kept in cages.</p>
HF.6.1	<p>K All birds must have sufficient space to walk, turn, sit, preen, flap/ stretch their wings and dustbathe. Irrespective of the type of system, the space allowance for ducks must be such that they can perform normal behaviour:</p> <ol style="list-style-type: none"> 1. Stand with a normal posture with free movement of the head and neck. 2. Turn round without difficulty. 3. Defecate showing normal movements. 4. Flap and stretch the wings. 5. Show normal preening movements. 6. Perform normal social interactions. 7. Carry out normal feeding and drinking movements. 8. Show normal bathing movements applicable to their water source. 9. Have sufficient space to be able to sit without interference from other birds. <p>(KR.HF.6.1)</p>

HF.6.2	<p>Houses must be plated with the following information:</p> <ul style="list-style-type: none"> • Total floor space available to the birds. • Number of feeders and drinkers • Feed bin capacity (KR.HF.6.2)
HF.6.3 K	<p>Stocking density must not exceed 15kg. However, a variety of factors need to be taken into account when setting and monitoring stocking densities in duck houses at levels which promote good welfare. The observance of any particular stocking density is important but cannot, by itself, ensure the welfare of the birds. There is a close relationship between stockmanship, environmental control and stocking density. Birds will be maintained in good condition only if the balance is right and the onus is on the producer to demonstrate that welfare is not compromised, whatever the stocking density. Stocking density must be reduced and specialist advice taken if problems occur, in particular excessive heat or humidity due to inadequate ventilation and poor litter quality. If disease or environmental problems arise in a particular building or system, reducing the stocking density in subsequent flocks may lessen the likelihood of recurrence. (KR.HF.6.3)</p>



HF.7	Where relevant, housing areas must provide for the specific needs of young animals. (KR.HF.11)
	<p>On arrival at the farm ducks must be placed in a pre-heated shed as soon as possible and their behaviour closely monitored. Young ducks must be given appropriate experience of management practices (eg particularly feeding and watering systems) and environmental conditions (eg natural light, sufficient water to fulfil biological requirements, litter) to enable them to adapt to the husbandry systems which they will encounter later in life.</p> <p>Where necessary a trained competent stockman must carry out humane culling by the acceptable method of neck dislocation.</p> <p>Day old ducklings must be handled with care and placed in an appropriate environment. care must be taken to avoid heat stress.</p> <p>Brooder surrounds and feeding and water equipment within the surround must be designed and constructed such that ducklings can move freely towards or away from the heat source.</p> <p>Particular care must be taken in the placement and maintenance of gas heaters to ensure against risk of fire and emission of carbon dioxide.</p> <p>Care must be taken to ensure that feeders do not become hot, especially when metal feeders are used.</p> <p>The height of the heater must be adjustable to ensure that the temperature at the level of the litter is maintained at the optimum level.</p> <p>Adequate lighting during the brooding period must be provided to allow the ducklings to be attracted to the heat source and provide extra illumination of feeders and drinkers.</p> <p>Throughout the brooding period the behaviour of the ducklings must be closely monitored and the brooders adjusted accordingly.</p> <p>Feeders and drinkers must be kept clean and free from litter.</p> <p>Supplementary drinkers and feeders must be provided for the ducklings for the first 3-4 days and must be phased out by the end of 7 days.</p> <p>Drinker facilities must be of such design to prevent young ducklings from getting very wet or drowning before they have had sufficient time to develop waterproofing on their feathers.</p> <p>Young ducks must be given appropriate experience of management practices (e.g. particularly feeding and watering systems) and environmental conditions (e.g. natural light, sufficient water to fulfil biological requirements, litter) to enable them to adapt to the husbandry systems which they will encounter later in life.</p>

FEED AND WATER (FW)

All animals must be fed to ensure their good health and well-being. Safe feedstuffs are vital both for the animals' health and to ensure there is no risk of contamination of the meat and milk they produce. All feedstuffs must comply with relevant, current EU, UK and regional legislation, be stored in good conditions and relevant records must be kept to ensure all feed is traceable.

FW.1	K All stock must receive a daily diet sufficient to maintain full health and vigour. (KR.FW.1)
	The diet must be adequate and appropriate to the production status and body condition of the animal.

FW.2		All stock must be provided with sufficient access to feed appropriate to the feeding system. (KR.FW.2)
		As a guide the minimum trough space per 100 ducks must be: <ul style="list-style-type: none"> • Day old to 8 weeks 50cm feeding space • 8 weeks and over 60cm feeding space Feed must be evenly distributed throughout the house allowing easy and free access whilst encouraging activity and movement.
FW.3	K	Stock must have adequate access to a supply of fresh, clean drinking water. (KR.FW.3)
		There must be adequate water troughs and drinkers provided for the number of stock. These must be suitably located and at an appropriate height to allow unrestricted access whilst minimising the risk of fouling.
FW.3.1		Within the water supply system ducks must be provided with water facilities sufficient in number and designed to allow water to cover their head and be taken up by the beak so that the duck can shake water over the body without difficulty. (KR.FW.3.1)
FW.3.2		Each house must have a water meter connected and consumption rate recorded daily. (KR.FW.3.2)
FW.3.3		Header tanks must be covered and hygienically managed. This management process must include the regular cleaning and disinfection of tanks and drinking lines (at the end of each crop) using an effective drinking water sanitiser. (KR.FW.3.3)
FW.3.4		Non-mains water must be tested every 12 months and recorded to ensure potable quality. (KR.FW.3.4)
FW.3.5		Consideration must be given to placement of water facilities in order to prevent consequent problems with litter. Drinkers may be placed over a suitable well drained floor area or litter must be added at frequent intervals to ensure that the birds are maintained on a dry, bedded area. Within the water supply system ducks must be provided with water facilities sufficient in number and designed to allow water to cover the head and be taken up by the beak so that the duck can shake water over the body without difficulty. (KR.FW.3.5)
FW.3.6		An adequate water supply must be available right up to depopulation (KR.FW.3.6)
FW.3.7		There must be a minimum water drinker space of 60cm per 100 birds. 1. Trough Drinker System Where trough type drinkers are used then the height of the water drinker must be no more than 25cm. 2. Bell Drinkers Where bell type drinkers are used they must be of a wide channel type when used beyond three weeks of age. 3. Enclosed Drinker System Within an enclosed water system there must be a provision of nipple drinkers as per manufacturer's instructions. Additional bathing water must be provided for 50% of the required water resource allocation; troughs, bell drinkers, baths or showers are permissible. (KR.FW.3.7)
FW.3.8	R	It is recommended that water systems be alarmed. (KR.FW.3.8)


<p>FW.4</p>	<p>K</p>	<p>Feeds must only include feed materials, additives and medicines permitted by the scheme and by UK and EU law. The use of antibiotic and hormonal growth promoters is not permitted. (KR.FW.4)</p>
		<p><i>Delivery records and the contents of the feedstore will be examined to assess compliance with this standard.</i></p> <p>Companies must demonstrate that feedstuffs do not contain meat and bone meal, poultry by-products meal, tallow or antibiotic growth promoters.</p>
<p>FW.5</p>	<p>All compounds / blended feeds must be sourced from compounders or merchants certified by the AIC Universal Feed Assurance Schemes (UFAS) or schemes deemed equivalent by RTA. (KR.FW.5)</p>	
 <p>Integral to Standards</p>	<p>Evidence of the current certification status of the feed supplier will be present on the feed label and/or accompanying documentation such as the delivery note or invoice.</p> <p><i>Details of certified compounders and merchants may also be found on the AIC website - www.agindustries.org.uk. Details of equivalent schemes are given in the relevant appendix.</i></p> <p>Samples of each delivery of feed must be retained for 3 months.</p>	
<p>FW.6</p>	<p>All other purchased feed materials must be sourced from suppliers certified by the AIC Universal Feed Assurance Schemes (UFAS), the Feed Materials Assurance Scheme (FEMAS) or an approved equivalent, other appropriately assured farms or, in specific circumstances, with a suitable warranty. (KR.FW.6)</p>	
 <p>Integral to Standards</p>	<p><i>Details of certified merchants may be found on the AIC website - www.agindustries.org.uk. Details of equivalent schemes are given in the appendix.</i></p> <p>Samples of each delivery of feed are to be retained for 3 months. The farm must have declaration from the feed supplier confirming that the feed has been heat-treated or acid-treated.</p>	

FW.7	Delivery documents or other records of all feedstuffs purchased must be kept. (KR.FW.7)
	<p>Delivery documentation or other records must be available for all purchased feeds that are intended for direct or indirect (as a component of a home mix ration) feeding to stock. The minimum information that is required is:</p> <ul style="list-style-type: none"> • supplier name • feed type including ingredient composition / statutory declaration • the date of delivery • quantity • the load/batch number. <p>The documents may be individual delivery notes or a statement from the feed supplier with appropriate referencing. These documents must be retained for a minimum period of 2 years or, in the case of feeds containing medication, 5 years.</p> <p><i>It is acceptable for the feed supplier to provide a summary document for all feed purchases; however, the farmer must ensure that these documents are available for inspection at the time of the assessment either in paper or electronic format.</i></p> <p>If stock are treated with a medicated feedingstuff, the producer must hold and retain a Medicated Feedingstuff Prescription (MFSP).</p> <p>For integrated / corporate operations, the prescriptions for medicated feed may be held centrally by the parent body.</p>
FW.8	When home-mixing feed, producers must maintain appropriate records and samples. (KR.FW.8)
	<p>Home-mixing is deemed to occur when two or more feed materials are mixed together on farm. The exceptions to this are when the mix comprises forages only (eg grass silage and maize silage) OR when a single feed material is mixed with water.</p> <p>Home-mixing records must be retained to show the ingredients, the quantities used and the dates of mixing. For home-mixed compounds, meals or blends based on dry feed ingredients, records must be maintained for every batch mixed. For total mixed rations (TMR) produced on a daily basis and incorporating forages or moist feeds, records need only be updated when the diet mix is changed. These records must be retained for a minimum of two years.</p> <p>Home-mixers are required to retain a sample of all dry feed ingredients used (excluding supplements of less than 3% inclusion) and of the finished feed mix (if comprises dry ingredients only) every time there is a significant change in formulation. Samples must be taken and retained for a minimum of four weeks after last use.</p> <p>To allow for meaningful analysis and follow-up if required, all feed samples taken must be:</p> <ul style="list-style-type: none"> • Representative - take small samples from several points; • Of adequate quantity - approx 0.5kg / 1lb; • Kept free from contamination - use clean bags; • Identifiable - label samples with feed details and date; • Stored to avoid deterioration - keep in cool, dry area. <p><i>More information on home-mixing may be found within the Industry Code of Practice for On-farm Feeding.</i></p>

FW.9	If home-mixing using statutorily defined 'pre-mixtures', 'additives' or medicated feeds, local authority approval and associated obligations must be met. (KR.FW.9)
	<p>Where the mixing involves feed ingredients that are statutorily defined as 'pre-mixtures' or 'additives', there is a need for local authority approval, a HACCP system and a Quality Control Plan. Where medicated feeds are incorporated, additional approval from the Animal Medicine Inspectorate (AMI) is required. (NB Many commonly used supplements such as mineral/vitamin supplements are actually statutorily defined as 'mineral' or 'complementary' feeds as indicated on the label/ticket and therefore no additional approval over and above standard registration as a feed producer/user is required - see DP.3)</p> <p><i>More information on home-mixing may be found within the Industry Code of Practice for On-farm Feeding.</i></p>
FW.10	Where specialist mobile feed milling and mixing contractors are used, they must be certified to the NAAC Assured Land-Based Contractor (Mobile Feed Mixing and Processing) scheme, or a scheme deemed equivalent by Red Tractor Assurance. (KR.FW.10)
	<i>Details of the NAAC scheme and its members may be found at www.naac.co.uk</i>
FW.11	Machinery and equipment used for handling and mixing of feed; mechanised feeding equipment; and lorries/trailers/feed boxes used for transporting feed must be suitable for purpose, be in good working order and be maintained in a clean and serviceable condition. (KR.FW.11)
	<p>Controls must be in place to avoid any risk of external / inappropriate cross-contamination of feeds. It is particularly important to clean between batches if the feeds contain additives or medication, to avoid carryover.</p> <p>The system must be checked daily for correct performance</p>
FW.12	K All feed must be readily identifiable and stored in clean conditions to prevent any form of contamination. (KR.FW.12)
	<p>Easy identification of feeds is necessary so as to avoid confusion or cross-contamination with other products. Buildings, bins and lofts must be constructed to protect as far as practicable against entrance and harbouring of domestic animals, wildlife and vermin. Additionally there must be evidence to show efforts are being made to protect feedstuffs from soiling and contamination. Medicated feed must be kept in separate clearly labelled and identified bulk storage or bags.</p> <p><i>The Industry Code of Practice for On-Farm Feeding provides guidance on good practice in relation to feed storage.</i></p> <p>Feed bins must be numbered or otherwise identifiable. Each shed should have access to two feed bins.</p> <p>There must be a written, implemented procedure relating to the management of feed rations to reduce cross-contamination.</p>

VERMIN CONTROL (VC)

Control of vermin (including birds, rodents and insects) and other animals (including cats and dogs) is vital to prevent contamination of animal feed or harvested crops. This is important in the production of safe food, managing biosecurity and preventing the spread of disease.

VC.1	K	An effective control system must be in operation in the areas detailed to control infestation by vermin and other animals. (KR.VC.1)
		<p>Control can be undertaken either in house or by outside contractors. Attention should always be paid to the safe placing of bait.</p> <p>Pets and other animals including livestock must be kept away from poultry houses and service buildings. Under no circumstances must any animals be allowed access to poultry houses and service buildings. Vermin control must be carried out by a licensed contractor or a properly trained operative with knowledge of pesticides and their placement. Poultry must not have access to pesticides. Pesticides must not be accessible to wild birds and bait boxes must be tamper proof. An accurate location plan of all bait points must be drawn up and numbered, along with a written pesticide programme detailing types of pesticide administered, replenishment dates and visual inspections of bait points. Vermin control must make provision for the control of rodents, insects and parasites.</p> <p><i>Further guidance is provided in the relevant appendix.</i></p>
		 <p>General Information</p>

CASUALTY AND FALLEN STOCK (CF)

Promptly managing any fallen stock on farm by handling, storing and disposing of them in accordance with current legislation and best practice will prevent pollution of the environment (including watercourses, soil, air and wildlife habitats), contamination and spread of disease.

CF.1	Fallen stock must be removed promptly from housing/pens/fields. (KR.CF.1)
	Fallen stock must not be left where other stock have immediate access to it.
CF.2 <i>Updated</i>	Carcases must be stored in accordance with current legislation and protected from vermin, birds or other animals whilst awaiting disposal (whether by incineration or collection). (KR.CF.2)
	<p>Current legislation is The Animal By-Products (Enforcement) (England) Regulations 2011 or equivalent regional legislation.</p> <p>Dead birds must be held in locked vermin-proof containers.</p>



CF.3 <i>Updated</i>	Carcases must be removed from the site without undue delay in line with current legislation. (KR.CF.3)
	<p>Current legislation is The Animal By-Products (Enforcement) (England) Regulations 2011 or equivalent regional legislation. The National Fallen Stock Scheme or alternative licensed collector can be used. Evidence of which collector is used and collections must be maintained.</p> <p><i>'Without undue delay' means as soon as is reasonably practicable, taking account of the circumstances. For instance, it may be that the farmer has arranged for his fallen stock to be collected, but the collector has a regular collection round which visits only every 3 days. Alternatively, he may have arranged for a regular collection of his by-products, perhaps on a weekly basis. It is considered that a court may conclude that these delays are reasonable, having taken account of the availability of the collection service, the need to collect a sufficient quantity of material to justify collection, and the conditions under which it is temporarily stored. External conditions, such as the weather and other pressures on the farmer's time, may also be relevant. For example, the length of time for which fallen stock can be stored without presenting a health risk will be shorter in hot weather (when the carcasses will decompose more quickly) than in cold weather. Similarly, material that is refrigerated can be kept for longer than material which is kept at ambient temperature.</i></p>


ENVIRONMENTAL PROTECTION & CONTAMINATION CONTROL (EC)


A responsible attitude to the countryside and the environment is essential. Carefully managing the storage, application/ use and disposal of fuel oils, fertilisers, pesticides (including insecticides, herbicides and fungicides), manures and other potential pollutants and wastes in accordance with current legislation and good practice will reduce the risk of causing pollution of the environment (including soils, groundwater, watercourses, air and wildlife habitats), contamination and spread of disease.

EC.1	The farm must present a clean and tidy appearance. (KR.EC.1)
	<p>A satisfactory level of cleanliness and basic conditions must be maintained particularly where it impacts on food safety, animal welfare and environmental protection. Accumulated rubbish and redundant equipment must be kept in controlled areas separate from livestock and crop storage and packing areas.</p> <p>Exterior areas around buildings and entrance ways must be kept clear of debris and non-essential equipment. Vegetation must be kept short and well managed.</p>
EC.1.1	The main access area to all sites must be laid out in clean concrete, metalled surface or rolled stone including an area large enough for a collection vehicle or feed lorry to stand. (KR.EC.1.1)
EC.1.2	Permanent standing water must not be allowed to accumulate in the defined biosecure area (in particular in the areas between poultry houses). (KR.EC.1.2)
	<i>'Permanent standing water' means persistent stagnant water.</i>

EC.2	K	All pesticides must be kept in a secure store to prevent contamination and pollution. (KR.EC.2)
		<p>Contamination of crops, feedstuffs, fertilisers, animals, soils, groundwater and watercourses must be avoided.</p> <p>Pesticides must be stored in accordance with manufacturers' recommendations and good practice. In particular:</p> <ul style="list-style-type: none"> • Stores must be of sound construction and kept locked. • The store must have emergency facilities to deal with accidental spillages (e.g bucket of sand or absorbent granules) or have an adequate sump. • Pesticides must be currently approved and stored in their original package. In the case of breakage only, the new container must be suitable with a fitted lid or cap and display all relevant information from the original label. <p>(NB If no pesticides are stored, this standard is not applicable.)</p> <p><i>General guidance on the safe storage of pesticides may be found in the Code of Practice for Using Plant Protection Products. Other recommended good practice measures are that stores have appropriate warning signs, are adequately ventilated but frost-proof with easy access and suitable lighting and personal protective equipment. The store should also be fire resistant and away from other flammable materials or sources of ignition. Keys and access to the pesticide store should be limited to staff with adequate training in the handling of pesticides.</i></p> <p><i>Further guidance on the suitability of store location (including control measures for spillages and fire water containment), and store management is available from the regional Environment Agency office.</i></p>
EC.3	K	All fertilisers (solid or liquid) must be kept stored in a way that will prevent contamination and pollution. (KR.EC.3)
		<p>Contamination of crops, feedstuffs, pesticides, animals, soils, groundwater and watercourses must be avoided.</p> <p><i>Fertilisers must be suitably stored (at least 10m from watercourses and at least 50m from a well, spring or borehole) to minimise the risk of environmental pollution.</i></p> <p>(NB If no fertilisers are stored, this standard is not applicable.)</p>
EC.4		In the interests of security, fertiliser must be stored in such a way as to reduce the risk of theft, and appropriate actions taken should a theft be discovered. (KR.EC.4)
		<p>Where possible fertiliser should be stored in a secure building or compound where there is no public access and which is located away from and is not visible from the public highway. Where a secure building or compound is not available, the producer must be able to explain what system he uses to ensure that stored fertiliser has not been tampered with or moved without his knowledge. A protocol must be in place and known to all staff that details what action must be taken if a discrepancy or theft of fertiliser is discovered.</p>

EC.5	K	Potential pollutants such as silage, slurry, agricultural fuel oil and waste such as empty containers must be stored appropriately to prevent pollution and spread of disease. (KR.EC.5)
 <p>Integral to Standards</p>		<p>The Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) Regulations 2010 and equivalent in devolved regions requires that for silage, slurry and fuel oil these potential pollutants be appropriately stored to reduce the risk of polluting groundwater and watercourses. Storage areas for moist feeds and storage areas for wastes must be environmentally safe. The Environmental Permitting Regulations have similar requirements for other waste pesticides.</p> <p><i>(See relevant appendix for summary of the legal requirements). Further Guidance is contained in Defra's 'Protecting our Water Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers', Defra's Groundwater Protection Code or equivalent regional publications.</i></p> <p>Where required by legislation, fuel tanks must be bunded in case of leakage.</p> <p>Poultry litter may also be a potential pollutant and must be removed from the farm promptly.</p>
EC.6	K	All paints, preservatives, disinfectants, baits, lubricants and other chemical products must be kept in a suitable store to prevent contamination and pollution. (KR.EC.6)
		<p>Contamination of crops, feedstuffs, pesticides, animals, soils, groundwater and watercourses must be avoided. (NB If no paints, preservatives or other chemicals are stored, this standard is not applicable.)</p>
EC.7	K	Pesticides and other crop protection products must be applied to land in ways which prevent pollution. (KR.EC.7)
		<p>When pesticide or an agro-chemical is applied to grazing or forage conservation land and / or land producing crops for consumption on the farm, it must be done in accordance with current legislation and Defra's 'Protecting our Water, Soil & Air – A Code of Good Agricultural Practice for farmers, growers and land managers' or equivalent regional publications. The producer must avoid the over-application of pesticides and agro-chemicals. Manufacturers' instructions must be followed at all times.</p> <p><i>Pesticides must never be applied to crops in unsuitable conditions, i.e. high winds or in other situations where there is likely to be drift onto hedgerows, woodlands and wetlands, into private homes or gardens, or into public places such as parks or school playgrounds or other non-target areas.</i></p>
EC.8		Pesticide and crop protection product use records must be kept. (KR.EC.8)
 <p>Farm Record</p>		<p>All pesticide applications whether carried out by the producer or a qualified contractor must be recorded and kept for a minimum period of 3 years, as stated in the Code of Practice for Using Plant Protection Products. Details of the required records are provided in the relevant appendix. These records must be made available to the assessor.</p>

EC.9	R	It is recommended that pesticide spraying equipment is checked regularly to ensure accurate and efficient application of pesticides. (KR.EC.9)
		For sprayers, other than hand-held applicators and knapsacks, it is recommended that they are adequately maintained annually and calibrated when changing from one product to another, and records of maintenance and calibration kept for at least 2 years.
EC.10	K	Fertilisers and soil conditioners (including manures and composts) must be suitable and applied to land in ways which prevent pollution, contamination and spread of disease . (KR.EC.10)
		<p>Fertiliser applications (including those to grazing or forage conservation land) must follow current legislation and Defra's 'Protecting our Water, Soil & Air – A Code of Good Agricultural Practice for farmers, growers and land managers' or equivalent regional publications.</p> <p>Application of manures, sludges, anaerobic digestates, composts and other materials provides a valuable source of nutrients or soil conditioning but they might also cause pollution of the local environment, or contamination of crops or livestock.</p> <p>Producers should consider soil type, crop requirements, slope, field conditions, weather conditions, grazing or planting intervals and the position of surface waters, water supplies and water abstraction points even on neighbouring land. Regulations apply and, in designated areas, NVZ regulations impose additional restrictions. (See also standard EC.12)</p> <p>Any material that originates outside the holding that is applied to land must have an agricultural benefit and must be properly permitted by the Environment Agency, SEPA or NIEA.</p> <p>The application of waste animal by-products (for example waste abattoir material but not lairage manure) that have not been treated in any way is not permitted on any agricultural land including grassland and forage crops.</p> <p><i>For further information check with the Environment Agency, SEPA or NIEA. Further advice on the requirements of this standard may be found in the relevant appendix.</i></p> <p>For producers who do not apply nutrients to land this standard is not applicable.</p>
EC.11	R	It is recommended that fertiliser spreaders are checked regularly to ensure accurate and efficient application of nutrients. (KR.EC.11)
EC.12		All farms using organic waste and manures must have and implement a written Manure Management Plan to prevent pollution, contamination and spread of disease. (KR.EC.12)
		<p>Farm manures in this context are those which can be applied to land and include slurry, solid manure, poultry litter, silage effluent, dirty water and other organic wastes. The NVZ legislation will have an important impact on manure management. Guidance on producing a Manure Management Plan is provided in Defra's "Protecting our Water Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers" or equivalent regional documentation.</p> <p>For producers who do not use farm manure, biowaste or compost this standard is not applicable.</p> <p>Old litter must be removed from the farm promptly and disposed of appropriately. Records of disposal must be retained. Litter must be covered during transport on public highways.</p> <p>If litter is being recycled it must be kept in a separate biosecure area.</p>

EC.13	K	All wastes, including surplus pesticides, oils, plastics, other chemicals and empty containers must be disposed of in accordance with legislation and adherence to relevant codes of practice to prevent risks of contamination and pollution. (KR.EC.13)
		<p>These requirements are covered by the Environmental Permitting Regulations 2010. This must be demonstrated by producing a farm waste management plan or waste transfer notes/receipts from a registered waste carrier. The plan or waste transfer notes/receipts must cover all sources of waste, for example, the disposal of agro-chemical waste and empty containers, silage wrap and other plastics, tyres and rubber, and waste fuel oil.</p> <p><i>It is recommended that the plan should contain details of any waste exemptions and environmental permits that are held.</i></p> <p>Details regarding the disposal of wastes that may be burned must be included in the plan in order to show how the risk of atmospheric pollution is minimised. (Most wastes may not be burned). A suitable form of plan is given at the relevant appendix.</p> <p><i>The only wastes that may be burnt are vegetation and untreated wood.</i></p> <p>Immediately poultry houses are depopulated, doors should be closed and the house walked to ensure all carcasses or part carcasses are removed.</p>

DEPOPULATION (DE)

Depopulation must be handled in a way that maintains the health and welfare requirements of birds. Competent staff are key to ensuring good management of depopulation.

DE.1	All catching contract companies must be registered with the Scheme. (KR.DE.1)
DE.2	The catching team must be correctly trained to minimise bird stress at depopulation. (KR.DE.2)
	This training must include induction and annual refresher courses. A record of training must be maintained.
DE.3	Ducks are generally caught in normal light levels as they do not have an instinct to roost in the dark. Catching generally takes place in the house doorway and ducks are driven to a catch pen before being lifted (several at a time) by their neck and placed in a module or basket. (KR.DE.3)
DE.4	Vehicle and transport crates must be clean, disinfected and not pose a risk of injury to the birds. (KR.DE.4)
DE.5	The manager or stockmen responsible for the birds must be present at depopulation. (KR.DE.5)
DE.6	A loading area must be available for the loading of birds for transport and must be clean, tidy and hygienically managed. (KR.DE.6)

DE.7	Ducks must be caught by the neck but they must not be carried significant distances held by the neck once caught nor must they be carried with more than two birds in each hand. Once caught their weight must be supported either by taking the weight of the bird by a hand placed under its body, or by holding the bird with a hand on either side of its body with the wings in the closed position. Birds must not be carried hanging head downwards or by the legs alone. (KR.DE.7)
DE.8	Injured or sick birds must not be transported but humanely culled immediately and records kept. (KR.DE.8)
DE.9	Biosecurity measures must be followed. (KR.DE.9)
	Suitable, clean protective clothing must be worn at the commencement of catching at each farm. Foot dips must be used and, in addition, Defra-approved disinfectants must be used in accordance with manufacturers' recommendations. Footwear must be cleaned and sanitised between farms.
DE.9.1	R It is recommended that catchers ensure that in the course of a day's work they undertake any first depletions before any depopulation. (KR.DE.9.1)
	<i>Catching first depletion sites first in the day is best practice in terms of potentially reducing the risk of transferring Campylobacter infection.</i>
DE.9.2	Catchers must be required to wear new/clean outer clothing at each farm and to change on entering /leaving farms. (KR.DE.9.2)
DE.9.3	Catchers footwear must be clean and disinfected prior to entry and on leaving every farm. The footwear must be clean and 'dippable' and must be dipped in the foot dips provided and disinfected prior to leaving and on entry to every house/bird area. (KR.DE.9.3)
	<i>Footwear means robust dippable boots such as rigger boots, wellingtons, vulcanised sealed work boots etc. Trainers are not acceptable footwear.</i>
DE.9.4	R There must be a system/procedures in place for a designated person to inspect and check forklifts and other catching equipment (including catchers' transport) for cleanliness and disinfection with a Defra approved disinfectant prior to entry of the biosecure area. (KR.DE.9.4)
	It is not acceptable for any catching and collection vehicles to arrive at a farm in a dirty/unclean condition. The designated person may be the foreman of the catching team if appropriate but the name and details must be recorded. <i>The assessor will check that a system or procedures are in place.</i>
DE.9.5	R Forklifts and other catching equipment (including catchers' transport) must be washed off, cleaned and disinfected before leaving the farm unless it is taken to be cleaned and disinfected at an off-site location such as a factory. (KR.DE.9.5)
	<i>Forklifts should be inspected to show physical cleanliness and a Defra approved disinfectant should be used for disinfection. If cleaning and disinfection does not take place on the farm then loose debris must be removed from forklifts before they leave the farm.</i>
DE.9.6	Clean tidy, facilities must be made available on farm for catchers to use during breaks. (KR.DE.9.6)

DE.10	K	Maximum crate stocking densities must meet legislative requirements. (KR.DE.10)
		<p>Stocking densities must be as follows:</p> <ul style="list-style-type: none"> • Poultry weighing less than 1.6kg - 180 to 200 cm²/ kg • Poultry weighing 1.6kg and over but less than 3kg - 160 cm²/ kg • Poultry weighing 3kg and over but less than 5kg - 115 cm²/ kg • Poultry weighing 5kg and over 105 cm²/ kg <p>These figures may vary depending not only on the weight and size of the birds but also on their physical condition, the meteorological conditions and the likely journey time.</p>
DE.11		Feed must not be withdrawn for more than 9 hours prior to catching. (KR.DE.11)
		Water must be available up to catch
DE.12		Birds must be transported in modular systems which must be placed as close as possible to the group being caught. (KR.DE.12)
DE.13	R	There must be a 'Standard Operating Procedure' for catching which includes reference to biosecurity (with particular reference to Campylobacter) health & safety, hygiene and bird welfare requirements. (KR.DE.13)
		<p><i>The catching plan should :</i></p> <ul style="list-style-type: none"> • <i>take into consideration bird weight</i> • <i>allow sufficient breaks between loads</i> <p><i>The Standard Operating Procedure should include boot cleaning, wearing protective clothing, provision of hand sanitisers and the need for a scheduled catching plan which</i></p> <ul style="list-style-type: none"> • <i>takes into consideration bird weight</i> • <i>allows sufficient breaks between loads</i> <p><i>See relevant Appendix</i></p>
DE.14	R	It is recommended that there is a scheduled catching plan. (KR.DE.14)
		<p>The plan should:</p> <ul style="list-style-type: none"> • take into consideration bird weight • allow sufficient breaks between loads

POULTRY TRANSPORT (PT)

To ensure that birds are transported safely and compassionately this must be done in accordance with current legislation. Drivers are responsible for the welfare of birds they transport. Precautions must be taken to minimise contamination and prevent the spread of disease.

PT.1	All birds must be transported by transporters registered with the Scheme. (KR.PT.1)
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PT.2	The haulier must adhere to all current legislation that applies to the transport of birds. (KR.PT.2)
	Particular reference must be paid to the Welfare of Animals (Transport) (England) Order 2006.
PT.3	The driver must be competent and trained in the handling and welfare of poultry. (KR.PT.3)
PT.4	Each vehicle must carry a written statement of maximum stocking density. (KR.PT.4)
	This must detail the maximum number of birds by weight band to be transported. This statement must not be exceeded.
PT.5	The time between start of loading and unloading at the processing plant must not exceed 12 hours. (KR.PT.5)
PT.6	The transporter and modules must be safe and not cause injury to the birds. (KR.PT.6)
PT.7	Noises during loading and unloading must be kept to a minimum. (KR.PT.7)
PT.8	Mortality must be recorded. Incidents of mortality during transport must be investigated and recorded. (KR.PT.8)
PT.9	Journeys must be planned in advance to minimise waiting times. (KR.PT.9)
	All drivers must have a means of mobile communication with the farm and/or processing plant. The processing plant is responsible for implementing a pre-planned arrivals system.
PT.10	When birds have to be retained on a stationary vehicle action must be taken to prevent heat or cold stress from occurring. (KR.PT.10)
	Protection must be available for use in the winter months.
PT.11	Measures must be in place to protect the birds from heat stress in periods of high temperature and humidity. (KR.PT.11)
	The adoption of power-ventilated vehicles or a reduction in crate / module stocking densities must be considered.
PT.12	All vehicles must have a written Emergency Action Plan. (KR.PT.12)
	The plan must cover the procedures to be followed in the case of fire, accident or traffic congestion, as well as contact numbers for breakdown services and the processing plant.

PT.13	The haulier must retain records in accordance with Welfare of Animals (Transport) (England) Order 2006. (KR.PT.13)	
	As a minimum the records must contain the following: <ul style="list-style-type: none"> • Date of movement. • Farm of origin including scheme registration number. • Destination. • Mortalities • Start of loading and end of loading times • Vehicle identification (Registration number) • Start of journey and end of journey times • A register of complaints and action taken. 	
PT.14	R	It is recommended that suitable and well maintained vehicles are fitted with curtains and a roof unless the modules have a solid top/roof. (KR.PT.14)

SLAUGHTER / LAIRAGE (SL)

Appropriate action to be taken to avoid temperature stress in the birds.

Welfare requirements must be met during lairage and slaughter. Staff competency is key to ensuring that animals are managed to good standards of welfare as provided for in current EU, UK and regional legislation and Codes of Practice.


SL.1	Each processing plant must have a trained Poultry Welfare Officer (PWO) who must oversee the unloading, lairaging and slaughter of birds. (KR.SL.1)	
SL.2	Regular checks including a check on arrival must be made on birds in the lairage to ensure their comfort and safety. (KR.SL.3)	
SL.3	The birds must be placed in the lairage as soon as possible. (KR.SL.4)	
SL.4	Lairage time must be as short as possible and must not exceed 6 hours. (KR.SL.6)	
SL.5	Lairage staff must be trained in the welfare of the birds, including induction and refresher courses. (KR.SL.7)	
SL.6	K	Birds must be treated humanely before slaughter. (KR.SL.8)
		Injured birds should be humanely culled immediately upon detection. They should not be attached to the line
SL.7	K	Processing plants must provide cleaning and sanitation provisions for crates and transporters. (KR.SL.9)
		All crates must be disinfected after cleaning with a Defra-approved disinfectant.
SL.8	Managers must ensure that staff have access to, and receive guidance on, all the relevant regulations, guides and codes listed in the relevant Appendix, including these standards. (KR.SL.10)	



SL.9	K	Shackling must be carried out by staff who are both competent and trained. (KR.SL.11)
SL.10		Birds must be hung onto the shackle line by both legs. (KR.SL.12)
SL.11		Appropriate measures must be taken to prevent wing flapping and head raising before stun, e.g. the use of a breast bar. (KR.SL.13)
SL.12		Appropriate measures must be taken to match the line speed to staff ability to hang birds on line without causing unnecessary distress to the birds. (KR.SL.14)
SL.13	R	It is recommended that the shackling area uses subdued or blue lighting. (KR.SL.15)
SL.14		Care must be taken to ensure birds cannot escape from the holding / hanging area or fall from the shackle line. (KR.SL.16)
		Any escaped birds should be recaptured immediately and taken to the hanging on area or, if injured, immediately humanely destroyed.
SL.15		Contingency plans must be made to deal with occasions when unavoidable delays may occur and it is not possible to process birds. (KR.SL.17)
		Specifically , if the slaughter line is stopped, birds between the point of shackling and the killer must be removed and placed in crates, any birds which have already been stunned must be humanely killed, The length of time birds remain on the shackle line must comply with legislative requirements.
SL.16		A system must be in place to monitor hockburn incidence, pododermatitis, bruising, and Dead on Arrivals. (KR.SL.18)
SL.17	K	Birds must be stunned and slaughtered or killed humanely in compliance with all relevant codes of practice and legislation. (KR.SL.19)
SL.18		Processing plants must provide documented performance parameters for the stunning equipment, line and slaughter equipment. (KR.SL.20)
SL.19		Procedures must be available for process controls, back-up procedures, maintenance, and monitoring procedures. Records must be kept and be available for inspection. (KR.SL.21)
SL.20	K	The efficiency of the stunning and slaughter/killing process, must be regularly checked by a vet, licensed slaughterman or competent employee. (KR.SL.22)
SL.21	K	Effective stunning must be carried out by an approved method. (KR.SL.23)
		Approved methods are : <ul style="list-style-type: none"> • Stunning bath • Dry stunner • Hand-operated stunner <p>Appropriate to the size of bird, adequately calibrated, maintained and supervised during its operation.</p>


SL.22	K	Stunning and slaughter and killing equipment must be checked prior to each kill and problems preventing effective stun rectified prior to the start of slaughter. (KR.SL.24)
SL.23	K	Birds must be stunned within 2 minutes of shackling. (KR.SL.25)
SL.24	K	Manual or back-up neck cutting must be provided so that stunned birds that miss the automatic neck cutting equipment are humanely slaughtered by a licensed slaughterman. (KR.SL.26)
SL.25	K	No more than 30 seconds must elapse between stunning and neck cutting. (KR.SL.27)
SL.26	K	Ducks must not be immersed in a scalding tank or plucked until at least 90 seconds have elapsed since the major blood vessels in their necks have been severed. (KR.SL.28)
SL.27	K	As a minimum, both major blood vessels in one side of the neck must be severed by the neck cut. (KR.SL.29)

DOCUMENTS AND PROCEDURES (DP)

Access to certain documents and Codes of Practice's ensures the most relevant information and best practice guidance is available to producers. Certain plans, records and procedures are required to assist the legal and safe production of food. (Other records will also be required by specific scheme standards.)

DP.1	Producers must have available a copy of the documents and codes of practice as indicated. (KR.DP.1)
 <p>Integral to Standards</p>	<p>Printed copies or access to these documents in electronic format (via internet or CD) is acceptable.</p> <p><i>The relevant appendix provides details of both required and useful publications and where they may be obtained from. For electronic versions accessed via the internet it is suggested they are downloaded and saved for easy access and to help demonstrate compliance to an assessor.</i></p> <ul style="list-style-type: none"> • A copy of the assurance scheme standards • Protecting our Water Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers • Defra - Heat Stress in Poultry: Solving the Problem PB 10543 • Defra - Farm Fires Protecting Farm Animal Welfare PB 9326 • Defra Code of Recommendations for the Welfare of Livestock; Ducks • Defra Code of Practice for the Prevention of Rodents in Poultry Flocks PB2630 • RUMA Guidelines - Responsible Use of Antimicrobials in Poultry Production • Welfare of Animals During Transport - Poultry PB 11260 • EU Poultrymeat Marketing Standards - Commission Regulation 2891/93 (where relevant) • Code of Practice for the Disposal of Chicks in Hatcheries 2nd edition (where relevant) • The Poultrymeat (England) Regulations 2011 <p><i>In devolved regions, a copy of any equivalent publications would be acceptable.</i></p>

DP.2	An emergency plan must be available and accessible to all staff. (KR.DP.2)
 <p>Farm Record</p>	<p>The plan must include emergency contact telephone numbers and actions taken in the event of an accident or emergency that threaten the welfare of farm workers or livestock, or present a serious pollution risk. The relevant appendix provides an example plan.</p> <p>The emergency action plan must be sited in a prominent position near a telephone point.</p>
DP.2.1	<p>Fire prevention measures must also be taken as follows:</p> <ul style="list-style-type: none"> • Safe use and storage of flammable/combustible materials; • Every building exceeding 30m in length must have two doors and must comply with relevant Building Regulations particularly with regard to fire escape exits • Restrict access and secure buildings • Restrict smoking to designated areas only • Routine machinery maintenance • Escape routes and passages to be kept free of stored materials and equipment at all times • Notices to be displayed in all main houses of the nearest telephone point (KR.DP.2.1)
DP.2.2	<p>An alternative power supply capable of supplying all essential electrical systems within the poultry house(s) must be available. Where a malfunction is found this must be rectified immediately. (KR.DP.2.2)</p>
DP.2.3	<p>Provision must be made to ensure an emergency supply of drinking water and feed to the birds in case normal supply fails. Evidence of this provision will be required on each farm and all stockpersons must be aware of the procedure. The emergency water supply must be capable of providing water for 24 hours at full demand. (KR.DP.2.3)</p>
DP.3 <i>Updated</i>	Producers must be registered with regulatory authorities under relevant legislation as indicated. (KR.DP.3)
	<p>Farms must make and record a decision as to whether they consider their business is required to gain a Permit under IPPC Directive (enforced in England under the Environmental Permitting Regulations 2010).</p> <p>Farms must register with AHVLA to have their free range flocks inspected for compliance with the regulations on the use of Special Marketing Terms.</p> <p><i>Contact the Environment Agency advice about permitting requirements and application.</i></p> <p><i>All livestock producers and producers of crops sold for animal feed are also advised that they should be registered with the Trading Standards department of their Local Authority (or DARD in Northern Ireland) as required by The Feed (Hygiene and Enforcement) Regulations 2005.</i></p>
DP.4	There must be a documented record of any written complaints received that are relevant to the requirements of the scheme standards. (KR.DP.4)
 <p>Farm Record</p>	<p>The record will include details of action taken to resolve the problem and stop it happening again. Even where there have been no complaints to date a means of recording complaints in the future is required, (e.g. a complaints record form or file)</p> <p><i>An example complaints record form is provided in the relevant appendix.</i></p>

DP.5	R	It is recommended that producers assess the suitability of new production sites before bringing them into use. (KR.DP.5)
 General Information		The relevant appendix suggests areas to consider.

Appendices

page 47	AH.3.2 - AI Contingencies
page 48	AM.3 - Veterinary Medicines - Legal Classification
page 49	FW.5 and FW.6 Accepted Feed Assurance Schemes
page 50	VC.1 Vermin Control Policy
page 51	EC.5 Storage of Potential Pollutants
page 52	EC.8 Spraying Records - Crop Protection Products
page 53	EC.10 Safe Applications to Land
page 56	EC.13 Farm Waste Management Plan
page 57	DE.13 standard Operating procedure for a Hygiene and Biosecurity Protocol
page 59	DP.1 Required Documents and Other Useful Publications
page 61	DP.2 Emergency Contacts and Contingencies Plan
page 64	DP.4 Complaints Record pro-forma
page 65	DP.5 Assessment of Suitability of New Sites



Appendix AH.3.2

AI Contingencies

From 1st April 2008 all premises (farm, hatchery, etc) have been asked whether they have a contingency plan on Avian Influenza (Notifiable Disease). The Technical Advisory Committee has provided the following guide to the points to be included in such a contingency plan:

1. Awareness of how Avian Influenza (AI) can enter the farm and measures to prevent this (e.g. using good biosecurity).
2. Recognition by all stockmen on the farm of the signs that could result in a suspicion of a notifiable disease. (N.B. Avian Influenza and Newcastle Disease are both notifiable and the signs can often be similar).
3. Immediate notification of the nominated veterinarian if these signs are recognised.
4. Mechanisms to stop all movements on and off farm including poultry, people, equipment and vehicles, if AI is suspected, until a veterinary investigation has been completed and the farm is either given the all-clear or an official investigation enforces movement controls. Sick birds must not be sent for slaughter.
5. A list of key contacts and a communication strategy should a notifiable disease be suspected. This list should include at least the nominated veterinarian; company contact details where the produce (chicks, eggs or birds for processing) is destined and the local animal health office. The location of the site (grid reference) and site plan must be available within the plan.
6. Awareness of the human health concerns with Avian Influenza and of measures to be taken to protect workers on the farm.
7. Provision for hardstanding, electricity and water should a disease control cull be necessary.



Veterinary Medicines – Legal Classification

Veterinary Medicines are controlled by regulations. Four different categories are defined and the different controls on supply and use for each category are summarised in the Table. The classification changed recently and the right hand column is a cross check with the previous classes.

Name		Supply Information	Previous Classification
POM-V	Prescription Only Medicine – Veterinarian	Must be prescribed by a veterinary surgeon and can be supplied by any veterinary surgeon or pharmacist	POMs, MFS and a few P products
POM-VPS	Prescription Only Medicine - Veterinarian, Pharmacist, Suitably Qualified Person (SQP)	Must be prescribed by a veterinary surgeon, pharmacist or SQP, and can be supplied by any of those persons	Livestock PMLs, MFSX, and a few P products
NFA-VPS	Non-Food Animal medicine - Veterinarian, Pharmacist, Suitably Qualified Person	Can be supplied by a veterinary surgeon, pharmacist or SQP.	Companion animal PMLs, and a few P products
AVM-GSL	Authorised Veterinary Medicine - General Sales List	Can be supplied by anyone	GSL products including, for the moment, livestock GSLs

Every veterinary medicine must be authorised before it can be marketed in the UK. An authorised medicine is one which is labelled for the UK market and bears the UK marketing authorisation number. This can be identified by the letters **Vm** or **PL** followed by a five digit code, an oblique and a four digit code, for example **Vm 04321/4001**. Only veterinary medicines, which display an authorisation number in this format or products displaying a code with a prefix EU (which are authorised throughout Europe) may be used in the UK. Manufacturers of authorised products must produce a data sheet or a summary of the product characteristics (SPC) which identifies the legal distribution category and sets out recommended conditions of use.

Veterinary medicines must be properly labelled. Even if a POM has a product authorisation it is **NOT** an authorised product unless it is properly labelled and it must not be used.

In special circumstances veterinary surgeons may import medicines authorised in other countries if they are in possession of a Special Treatment Authorisation (STA) for the product concerned.

Homeopathic remedies

Any product or substance that is claimed to have an effect on health or is to be used to treat disease is defined as a medicinal product and must comply with the Veterinary Medicines Regulations. Full details as to how the Regulations apply to Homeopathic remedies can be found on the VMD website at: www.vmd.gov.uk/pdf/vmr10/amendedregs_clean.pdf

Any products administered to food producing animals must be labelled with withdrawal periods unless it has been demonstrated that the level of active principle is equal to or less than one part per million.

Homeopathic remedies must not be confused with herbal or other remedies. If herbal or other remedies make any medicinal claim they must undergo product authorisation as with all other medicines.

Accepted Feed Assurance Schemes

Feed suppliers certified in the following schemes for feed materials are approved for supply to assured farms:

UFAS (AIC)	Universal Feed Assurance Scheme	Assured Compound feeds, complementary feeds, licks, premixtures and feed ingredients/ materials
FEMAS (AIC)	Feed Materials Assurance Scheme	Production of and trade in feed ingredients/ feed materials
TASCC (AIC)	Trade Assurance Scheme for Combinable Crops	Whole Combinable crops. Note: this scheme covers crops storage and transport. Farm assurance is covered by the schemes listed below.
GTAS	GAFTA Trade Assurance Scheme	Trade in feed ingredients/ feed materials
IGAS	Irish Grain Assurance Scheme	Whole Combinable crops. Note: this scheme covers crops storage and transport. Farm assurance is covered by the schemes listed below.
COCERAL GTP	European trade body for Agro supply and animal feeds	Trade in feed ingredients/ feed materials
GMP+ (PDV)	Dutch Product Board for Animal Feed	Assured Compound feeds, complementary feeds, licks, premixtures and feed ingredients/ materials
FAMI-QS	European Feed Additives And Pre-mixtures Quality System	Feed additives and premixtures
BFBi scheme	Brewery & Food & Beverage Industries Suppliers Association	Certifies grains from smaller breweries
RTAOS	Red Tractor Assurance for Farms Cold Crush Oilseeds Scheme	Certifies meal from cold crush oil seeds

Farm Assurance		
NOTE THAT FARM ASSURANCE OF FEEDSTUFFS MUST COVER THE RELEVANT CROP, THAT IS:		
Combinable Crops		
RTA Crops and Sugar Beet (formerly ACCS)	Red Tractor Assurance for Farms Combinable Crops and Sugar Beet Scheme	Combinable Crops
SQC	Scottish Quality Crops	Combinable Crops
GQA	Genesis Quality Assurance (Crops module)	Combinable Crops
NIFQACS	Northern Ireland Quality Assured Crops Scheme	Combinable Crops
SAFA	Soil Association Farm Assurance (Crops module)	Combinable Crops
Produce		
RT Fresh Produce (formerly APS)	Red Tractor Assurance for Farms Fresh Produce Scheme	Produce – vegetables, fruits and root crops

AIC is the UK Agricultural Industries Confederation – membership of AIC schemes can be checked at: <http://www.agindustries.org.uk/content/template/28/28/Trade%20Assurance/Trade%20Assurance/Trade%20Assurance%20Homepage.msp>

Appendix VC.1

Vermin Control Policy

This policy relates to controlling pests and rodents within and around feed storage areas, housing and curtilage. Pest control measures must cover rodents, insects and parasites.



Control

- ALL animals including pets and other farm livestock must be kept away from poultry housing. NO animals must be allowed into poultry houses or service buildings.
- Any spilt food under feed bins should be swept up and removed
- Ensure any bagged feed is stacked tidily on pallets off the floor and away from the walls
- Vermin control must be carried out by a licensed contractor or properly trained member of staff.
- Temporary baits - Check baits every week and continue baiting for one week after baits have stopped being taken
- Permanent baits - Check baits every 2 weeks. If signs of feeding are found replenish the bait and re-survey the premises. Place baits in drain pipes placed at the base of straw
- Baits must be placed safely; they should not be accessible to non-target species and not contaminate feed. Poultry must not have access to baits.

Survey

- Ensure all areas of the site especially the housing, curtilage immediately around the housing and feed storage areas are checked for pests on a regular basis.
- There must be a written pesticide programme and an accurate location plan of all bait points.

Clean

- Remove and dispose of all dead rodents found and all unused clearance bait boxes.
- Prevent access to the bait by children and other animals.
- Remove all rubbish and overgrown vegetation from outside the buildings. Keep weeds and grass short.
- Maintain good housekeeping in all housing.

Proof

- Block all holes wherever possible. Wire mesh on windows should be no larger than 6 mm to keep out mice. Seal junctions between walls, floors and ceilings with metal sheeting
- Seal water cisterns and header tanks. Seal and remove obsolete plumbing.



Storage of Potential Pollutants

Summary of Legal Requirements

The Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) Regulation 2010 in England and Wales and the Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (SSAFO) (Scotland) Regulation 2003 set out the requirements for storage of a number of potential pollutants in agriculture. The following provides an outline of some of the key details of this legislation. Further information may be found on the Netregs website (www.netregs.gov.uk) or by contacting the Environment Agency or appropriate regional body.

General

- Installations must be at least 10 metres from watercourses and at least 50 metres from well / bore hole
- Pre 1991 structures exempt in England, Wales & Scotland (2003 – Northern Ireland)
- Substantially reconstructed or enlarged facilities lose exemption
- Environment Agency can issue improvement orders on any structure deemed to present a significant risk

Silage

- Silage Clamps
 - must have sufficient effluent collection capacity
 - the base, drains & tank must be impermeable
 - walls are optional, but if present and permeable, must have collection drains beyond
- Towers - not covered
- Field Heaps - no excavation is permitted and prior approval should be sought from the Environment Agency or equivalent regional body.
- Big Bales - must not leak and be stored at least 10m from watercourses
- The regulations are equally applicable to clamps for maize and whole crop silages

Slurry

- Tanks must have -
 - A base, reception pit and channels which must be impermeable
 - Adequate capacity, particularly in NVZ areas

Agricultural Fuel Oil

- Requirements are applicable only to tanks installed in England and Wales since 1991 and if total tank capacities are greater than 1500 litres or in Northern Ireland since 2003 and with capacity greater than 1250 litres. [NB In Scotland, storage of any fuel falls under The Water Environment (Oil Storage) (Scotland) Regulations 2006 which will from April 2010 require bunding of all tanks over 200 litres capacity].
- Tanks
 - Must have an impermeable bund of sufficient capacity, either at least 110% capacity of the individual tank, or if there is more than one tank within the bund, 25% of the total or 110% of the largest tank.
 - Must have the outlet within bund (NB – with double skinned tanks, in principle the outer skin can act as the bund for the inner tank however this benefit is lost if the outlet is at the bottom of the tank as any leakage through or around the outlet will not be captured.)
- Underground & mobile tanks are outside the scope of the legislation
- Domestic only supplies are exempt from this legislation

(It is best practice for all tanks to be bunded even if they benefit from exemptions to the legislation.)

Spraying Records - Crop Protection Products

It is a legal requirement to keep records of all applications of pesticides. The following provides a useful template.

Crop or area treated	Date Applied	Start Time	Finish Time	Operator	Reason for Treatment	Product(s) applied	Other information	Dose Rate (Litres or kg per hectare)	Water Volume (litre/ha)	Total area treated	Total of product used	Weather e.g. wind speed / direction



Safe Applications to Land

Guidance on application of manures, sludge or composts

Applications of organic manures, sludges or compost can provide a valuable source of nutrients or soil conditioning. But they might also cause pollution of the local environment, or contamination of crops and livestock. Some applications are restricted by law and there is additional advice on good practice. These are summarised here.

MANURES

Use of manures on grazing land (pasture)

Using manures on grazing land can lead to significant problems. Avoid doing this where possible.

Spreading manures onto pasture can play a role in transferring disease to healthy stock. The main risk is from spreading fresh, unstored slurry. Risks are reduced by storage, using low application rates and leaving pasture for as long as possible before grazing.

Aerobic composting of solid manures by turning of manure heaps or forced aeration, will significantly reduce the risk of disease transmission. Store slurries and solid manures for at least one month before spreading. Pasture should not be grazed for one month, or preferably eight weeks afterwards, or until all visible signs of the slurry solids have disappeared, to minimise the risk of transferring disease. Young stock are more susceptible to infection and the interval between application and grazing should be six months.

Key Management Actions

- Know the nutrient content of applied manures
- Apply manures evenly and at known rates
- Rapidly incorporate manures (where appropriate) or use an application technique that will minimise ammonia losses
- Apply manures in Spring (where possible) to reduce nitrate leaching losses
- Take the nutrient supply from manures into account when calculating inorganic fertiliser additions.

By following these steps manures will be used efficiently, without compromising crop yields and quality, and you will greatly reduce the risk of environmental pollution.

Poultry Manure

It is recommended that producers should avoid, where possible, spreading poultry manure onto grazing land. If poultry manure is spread on grazing land producers should be aware of the disease risks associated with cattle contracting botulism and take precautions by enforcing an appropriate grazing interval.

For more information see the ADAS Managing Livestock Manures Series – Booklet 2, Making better use of livestock manures on grassland.

Available free of charge from ADAS 01623 844 331

Safe Applications to Land

Sewage Sludge

The application of untreated sewage sludge is **not** allowed. Treated sludges can only be used under strictly controlled conditions. Use of sludges must be registered and the soil must be tested by the sludge producer. Application must follow the 'Safe Sludge Matrix' and the way the sludge has been treated may affect where and when the sludge can be applied. The local Sewerage Operator will be able to provide more information.

Sludge	Untreated Sludge	Conventionally Treated Sludge	Enhanced Treated Sludge
Fruit	X	X	✓ 10 month harvest interval
Salads	X	X 30 month harvest interval	✓ 10 month harvest interval
Vegetables	X	X 12 month harvest interval	✓ 10 month harvest interval
Horticulture	X	X	✓ 10 month harvest interval
Combinable & Animal Feed Crops	X	✓	✓
Grass & Forage - grazed	X	X But deep injected or ploughed down only. 3 week no-grazing / no-harvesting interval	✓ 3 week no-grazing / no-harvesting interval
Grass & Forage - harvested	X	✓ No grazing in season of application	✓ 3 week no-grazing / no-harvesting interval

Untreated Sludge: Has not been permitted on any agricultural land since the start of 2006.

Conventionally Treated Sludge: There is a range of different treatment processes used to reduce the fermentability and possible health hazards associated with sewage sludge. These rely on biological, chemical or heat treatment. The most common form of treatment is anaerobic digestion. Conventionally treated sludge has been subjected to defined treatment processes and standards that ensure at least 99% of pathogens have been destroyed.

Enhanced Treated Sludge: Enhanced treatment, originally referred to as "Advanced Treatment", is a term used to describe treatment processes which are capable of virtually eliminating any pathogens which may be present in the original sludge. Enhanced treated sludge will be free from Salmonella and will have been treated so as to ensure that 99.9999% pathogens have been destroyed (a 6-log reduction).



Safe Applications to Land

Composts, Digestates & Other Recycled Materials

Recycled organic and inorganic products can provide valuable inputs to land as soil conditioners and fertilisers. Composting and Anaerobic Digestion are beneficial uses of biodegradable materials. But the application of materials originating outside of the holding is covered by regulations and applications must have permits from the Environment Agency, SEPA or NIEA.

For compost and anaerobic digestion the specifications PAS100 (Compost) and PAS110 (Digestate) coupled with the Quality Protocols provide additional safeguards on the materials used, the composting or processing stages, the end product quality and how the product is applied to land. If you are taking waste derived composts or digestates from external contractors for application to land it is strongly recommended that the products are produced to the relevant PAS and are used following the Quality Protocols.

Livestock

If the 'feedstocks' of the Compost or Digestate include any 'catering waste' (or other Category 3 Animal By-Products) and the product is applied to grazing land or forage crops to be harvested for feeding to livestock, then minimum grazing or harvest intervals specified in the legislation must be observed:

Livestock Grazing / forage harvest intervals

Pigs	2 months
Other livestock	3 weeks

Assessment

Producers must keep records of applications and the relevant permits.

Note: Even where applications of sludge, compost, digestate and other materials originating from outside the farm are permitted by law and comply with codes of practice and / or this assurance standard, producers should also check with buyers to ensure that the practice is acceptable to relevant customers.



Farm Waste Management Plan

This plan identifies how 'chemical' wastes such as surplus crop protection products, plastic containers and similar wastes are managed on the farm. These can cause serious pollution problems and must be disposed of carefully and certainly in accordance with The Environmental Permitting Regulations 2010 and relevant Codes of Practice. A simple and positive step for any farm is to complete a farm waste management plan. This identifies the types of waste encountered on the farm and how they should be disposed of.

Type of Waste Material	Chemical Name/Components (if applicable)	Method of Disposal / recycling

It is recommended that the plan should indicate any waste exemptions registered / environmental permits held.

Standard Operating Procedure for a Hygiene and Biosecurity Protocol

Extract from the FSA Final Report Research Project B15004: Measures and best practice to minimise infection of remaining birds with Campylobacter when broiler flocks are thinned.

1	CATCHER HYGIENE
1.1	Training
1.1.1	<p>All personnel should receive training on biosecurity issues so that they understand;</p> <ul style="list-style-type: none"> ■ How to avoid spreading harmful germs between farms. ■ How to avoid taking harmful germs home on their hands and clothing. ■ Why biosecurity measures are important and the implications of not carrying them out correctly. ■ The requirements of the biosecurity protocol and the practical implementation of the requirements.
1.2	Personal hygiene
1.2.1	<p>Work boots should only be used for catching. They must be cleaned and dipped in an approved disinfectant on arrival at the entrance to the biosecure/designated area and when leaving. Prior to disinfection, they should be thoroughly cleaned to remove any remaining traces of muck and impacted litter sticking to the tread of the boots and disinfected. Suitable brushes should be provided by the farm manager adjacent to the foot dip containers and at the site entrance.</p>
1.2.2	<p>Hands should be washed and sanitised on arrival at the site and when leaving – even where gloves are being worn. Hands should also be washed and sanitised before meal breaks and after using the toilet.</p> <p>Where gloves are worn they MUST be disposed of before leaving the farm.</p>
1.2.3	<p>Catcher's personal clothing must be visibly clean and free from organic matter and dust.</p> <p>Fresh overalls should used when starting work on site (whether re-useable or disposable) and should be disposed of (or removed for laundering) when leaving the site. Where overalls are taken off site for re-laundering, they should be placed in plastic bags when being transported.</p> <p>Clean overalls MUST be used for each site.</p>
1.2.4	<p>The leading-hand (or other staff member as identified by management), is responsible for ensuring that team members adhere to the protocol requirements regarding overalls, footwear and gloves.</p>
1.3	Procedures for arriving at and leaving farm
1.3.1	<p>The interior of catchers' vehicles should be designed for ease of cleaning and (ideally) should be capable of being power-washed.</p>
1.3.2	<p>Catchers' vehicles must be cleaned and disinfected on farm entry and exit.</p> <p>This should be done at the entrance to the biosecure/designated area point using the facilities, equipment and materials provided by the farm. Pressure washers (not knapsack sprayers) must be used for the cleaning and disinfection process. Particular care must be taken when cleaning wheel arches and tyres.</p>



Appendix DE.13 (continued)

Standard Operating Procedure for a Hygiene and Biosecurity Protocol

1.3.3	The inside of any catching vehicle should be kept clean and tidy at all times. All rubbish should be placed bagged-up and disposed of on site. After this procedure, there should be no traces of litter and/or faeces remaining. Particular attention should be given to the foot-wells, pedals and mats. Disinfectant wipes should be used to clean controls, steering wheel and door handle.
1.3.4	If any work gear has to be stored in a vehicle, it must be kept in a sealed container, and disinfected immediately after use.
2	FORKLIFTS
2.1	Forklifts should be disinfected at the entrance to the biosecure/designated area using the equipment, facilities and materials provide at the entrance to the site. Before exiting the farm, all litter and dirt must be washed off with the pressure washer provided. Once all the litter and dirt has been removed, a thorough application of approved disinfectant should take place.
3	CATCHING CURTAINS
3.1	If catching curtains are going to be moved to another farm, they must be power-washed and disinfected before exit from the farm using the facilities, equipment and materials provided. If the curtains are to stay on farm, they must be cleaned and disinfected to a similar standard after the catch and stored under hygienic conditions.
4	LIVE BIRD LORRIES / DRIVERS
4.1	Wash and disinfect livestock vehicles at the slaughter plant. This thorough treatment is to include the lorry bed, head and tail board, chassis, wheels, wheel arches and cab step. It is the responsibility of the vehicle driver to ensure that the cleansing has been done to the required standard.
4.2	Ensure that modules are clean before you leave the slaughter plant. The inspection should include top, sides and bases of the modules. Any modules carrying impacted litter should be re-washed. It is the responsibility of the vehicle driver to ensure that the cleansing has been done to the required standard.
4.3	Wash and disinfect wheels and wheel arches on arrival at the entrance to the biosecure/designated area using the facilities, equipment and materials provided. Knapsack sprayers should not be used as an alternative to a power washer.
4.4	Wellington or rigger boots must be washed and disinfected at the entrance to the biosecure/designated area. New disposable boot covers (where used) should be used for each farm and disposed of when leaving the site.
4.5	Disposable coverall is to be worn whilst on site. It should be placed in a disposal bin at point of exit.
4.6	It is the responsibility of the Transport Manager to make sure that drivers' are provided with the appropriate protective clothing (boots, boot covers, disposable coveralls etc.)
4.7	Drivers are responsible for leaving their cab in a clean and tidy condition. Particular attention should be paid to the condition of foot-wells, pedals and mats. Disinfectant wipes should be used to clean controls, steering wheel and door handles.

Appendix DP.1

Required Documents and other useful publications

The majority of publications listed below can be found in the publications section on the Red Tractor Assurance website: www.redtractorassurance.org.uk/poultrypublications

Note that to conform to the standard it is the Manager's responsibility to ensure that staff have access to and receive guidance on these standards and all the relevant regulations, guides and codes listed in this Appendix.

Documents that must be available (DP.1)

This list is correct at the time of publication. However, it is the responsibility of the producer/occupier to comply with all relevant guidance, codes of practice and legislation.		Farm	Hatchery	Transport	Processing Plant
Defra PB10543	Poultry – Solving the Problem of Heat Stress	Y			
Defra PB9326	Farm Fires: Advice on Farm Animal Welfare	Y			
Defra archive	Code of Recommendations for the Welfare of Livestock; Ducks http://archive.defra.gov.uk/foodfarm/farmanimal/welfare/onfarm/other	Y			
Defra PB2630	Code of Practice for the Prevention of Rodent Infestations in Poultry Flocks	Y			
RUMA1	Responsible use of Antimicrobials in Poultry Production*	Y			
Defra ISBN 978 0 11 243284 5	Protecting our Water, Soil and Air (2009) A Code of Good Agricultural Practice for farmers, growers and land managers	Y			
2891/93	EU Poultrymeat Marketing Standards Commission (EEC) No 2891/93	Y			
HSA2	Code of Practice for the Disposal of Chicks in Hatcheries, 2nd Edition ISBN 1 871561 17 5 www.hsa.org.uk		Y		
PB 11260	Welfare of Animals during Transport Poultry		Y	Y	
2007/402	Welfare of Animals (Slaughter or Killing) (Amendment) (England) Regulations 2007				Y
	The Welfare of Poultry at Slaughter or Killing June 2011. FAWC				Y
	Avoidance of Heat Stress in Birds held in the Lairage -The Welfare of Poultry at Slaughter or Killing				Y
2011/452	The Poultrymeat (England) Regulations 2011	Y			

Appendix DP.1 (continued)

Required Documents and other useful publications

Other Useful documents		Farm	Hatchery	Transport	Processing Plant
2010/3033	The Welfare of Farmed Animals (England) Regulations 2007. As amended: SI 2010 No. 3033. The Welfare of Farmed Animals (England) (Amendment) Regulations 2010	Y			
2011/1881	Animal By-Products (Enforcement) (England) Regulations 2011	Y			

Devolved administrations in the UK may produce equivalents to the Defra guides and these may be used by producers in the region. Producers outside of the UK must refer to and retain copies of the UK publications; equivalents are not acceptable. Where the documents are lengthy and cover all species members are only required to hold copies of the poultry specific sections.

Available from:

The Stationery Office Ltd, Tel No: 0870 600 5522 (www.clicktso.com).

1 The Responsible Use of Medicines in Agriculture Alliance (RUMA), Documents can be downloaded from www.ruma.org.uk

2 The Humane Slaughter Association (HSA) The Old School, Brewhouse Hill, Wheathampstead, Herts AL4 8AN.
Tel: 01582 831919

3 Defra Animal Welfare Division Tel: 0207 904 6576 Email: aw-transport@Defra.gsi.gov.uk



Appendix DP.2

Emergency Contacts & Contingencies Plan

EMERGENCY CONTACT TELEPHONE LIST

Emergency Services Dial 999.

Remember:

- Do not put yourself at risk
- Raise the alarm immediately
- Summon help from the appropriate services straightaway
- Provide clear contact details and directions from the information below

Telephone Numbers	
Doctor:	
Nearest Hospital A&E Department	
Health & Safety Executive*:	Info Line 0845 300 9923
Environment Agency*: General Enquiries	Incident Hotline 0800 807 060 Floodline Service 0845 988 118
Environment Agency (England & Wales)	08708 506 506
SEPA (Scotland)	01786 457 700
Northern Ireland Environment Agency	0845 302 0008
SEPA in Scotland*	Pollution Hotline 0800 807 060 Floodline Service 0845 988 1188 General Enquiries 01786 457 700
Electricity Company Emergency No:	
Gas Supply Company Emergency No:	
Water Supply Company Emergency No:	
Customer contacts:	Name Phone number
Contact 1	
Contact 2	
Veterinary Surgeon:	

* These are the correct contact details at the time of print



Appendix DP.2 (continued)

Emergency Contacts & Contingencies Plan

Your Contact Information:	
Farm Address: Postcode:	Farm Contact Name Farm Tel No: Mobile Contact No.
Farm map reference	Farm CPH No:
Location of nearest telephone:	Directions to farm:
Location of nearest alternative water supply Location of washing facilities Location of fire extinguishers	Location of isolation points: Gas Electricity
Location of gas cylinders, fuel tanks and any highly flammable substances (for example fertilisers)	Location of any corrosive, poisonous or other noxious substances (pesticides, paints, preservatives, acids)



Appendix DP.2 (continued)

Emergency Contacts & Contingencies Plan

Emergency Plan

Farm emergencies are not something we can easily plan for but they do happen.

This Plan should identify in advance how you will deal with emergencies to protect against threats to the safety of farm workers, animals and risks of pollution. From the plan all staff members should know what to do if an incident happens.

Type of Emergency	Action
Examples:	
Flood	
Fire	
Extreme weather	
Failure of water supply	
Failure of electricity supply	
Failure of gas supply	
Equipment failure	

Your Plan:	



Appendix DP.4

Complaints record pro-forma

A complaints record is required to demonstrate that all complaints relevant to the topics covered by the assurance standard are taken seriously and to provide a record of any action taken as a result.

If a letter of complaint is received then a copy of the letter is a sufficient record. Where no written complaints have been received by the farm the table below is sufficient to demonstrate that a means of recording any complaints received in future is available.

Date	Received From	Nature of Complaint	Action Taken

Appendix DP.5

Assessment of Suitability of New Sites

When a new site, either land for outdoor stock or a building, is introduced to a production system it is recommended that producers assess its suitability before bringing it into use. The assessment should consider whether any measures should be taken to minimise any food safety (residues) or animal health and welfare problems before the 'site' is used.

Points to consider:

- How has the land or building been used before?
- Has it been used previously by another assured producer and inspected under their assurance registration
- How close are the nearest other pigs / poultry and what is their health status
- Is the area or the buildings free from any physical hazards (for example old machinery, vehicle batteries, sharp edges, etc)?
- Do the buildings comply with current / anticipated legal requirements (Note: New requirements from 2013)
- Has the land had any recent applications of:
 - Herbicides or pesticides?
 - Slurry or manure (especially from other species)?
 - Poultry litter?
 - Sewage sludge?
 - Abattoir waste?
 - Compost?
- Is the land free of noxious weeds?
- Are there any known or likely health & disease risks from previous stock (for example parasites)?