



Chicken Standards: Hatchery

1st October 2017
Version 4.0



**Red Tractor
Assurance**

Welcome



Welcome to the Red Tractor Assurance for Farms – Poultry Scheme: Hatchery Standards, part of the Red Tractor Food Assurance Scheme assuring food safety, animal welfare, hygiene and environmental protection through every part of the food chain.

These Standards have been written and revised by our Technical Advisory Committees (TACs) in consultation with customers, farmer representatives and the wider industry to ensure they are clear and provide meaningful, credible farm assurance for all. This is essential with the increasing demand for traceability of food, growing consumer awareness of animal welfare issues in livestock production and a need to minimise pesticide residues.

For more information about the Red Tractor Assurance Scheme visit www.redtractorassurance.org.uk

GUIDE

Scheme members are advised this manual must be read in conjunction with the 'How the Red Tractor Assurance Scheme Works' leaflet which details the Rules of the Scheme that all members are bound by.

The standards are organised in sections. The AIM of each standard or group of standards is clearly explained. All of the words against each standard including the column 'How you will be measured' form part of the standard.

Standard coding begins with a two letter prefix that identifies the section. Assessors will use this code together with a code to identify the enterprise to which it relates (e.g. CH for Hatchery) to identify any non-conformances on the report at the end of the assessment.

Key – those standards which have greater significance (all other standards are normal)

Recommendation – those which do not affect certification

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

Upgraded – the standard has been upgraded to a Key standard or from a Recommendation to a full standard

Appendix – this is referenced in the 'How you will be measured' column and indicates that additional information is provided in the Appendices at the back of this manual

R – this icon indicates that a record is required



Where to find help – at the end of each section we have indicated where you can get extra guidance if you need it. (Our interactive pdf version of this document available on www.redtractorassurance.org.uk will automatically take you to the right documents and sources of more help).




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DOCUMENTS AND PROCEDURES (DP)

STANDARDS	HOW YOU WILL BE MEASURED	
AIM: Plans and procedures in place to ensure safe and legal food production		
DP.a.1 Systems must be in place to maintain the farm in a manner that does not present risks to food safety, animal welfare or environmental protection	<ul style="list-style-type: none">Accumulated rubbish, redundant equipment or scrap kept in controlled areas separate from birds/ feed storage/ public access	
DP.b A documented plan for the effective management of serious incidents and potential emergency situations that threaten the welfare of birds, food safety or the environment must be in place and known to key staff	<ul style="list-style-type: none">You have considered the risks to your farm and documented the actions to be taken in the event of, for example:<ul style="list-style-type: none">feed and/or water equipment failingfireextreme weather (drought, flooding, snow)disease outbreaks which have the potential to affect other farms/ the general publicmovement bansreporting activist activity (police, relevant trade body, your Certification Body, customers)accidentpollution incidentdisease outbreaks which have the potential to affect other farms/ the general publicPlan includes relevant contact details (including out of hours phone numbers) e.g. vet, Environment Agency hotline, energy, feed and water suppliersKey staff have access to plan	<div><div>R</div><ul style="list-style-type: none">Emergency plan</div>
DP.b.1 An Avian Influenza contingency plan must be in place	<ul style="list-style-type: none">The plan is reviewed annually and updated when necessary	<div><div>R</div><ul style="list-style-type: none">AI contingency plan</div>
DP.b.2 There must be an emergency water supply capable of providing water at maximum demand for 24 hours		
DP.b.3 You must contact Red Tractor and/ or your Certification Body immediately if a serious incident or emergency situation that threatens the welfare of birds (e.g. stocking density breach) (New)		
DP.c Systems must be in place for recording, investigating and resolution of any complaints received that are relevant to the requirements of the Hatchery Standards	<ul style="list-style-type: none">Complaints made by Local Authority, general public, customers or otherSystem includes recording the:<ul style="list-style-type: none">complaintinvestigation resultaction taken to prevent the issue happening again	<div><div>R</div><ul style="list-style-type: none">Complaints record</div>
DP.d Producers must ensure that new production sites are suitable for use	<ul style="list-style-type: none">New production sites include, but are not limited to, new and existing buildings and land, including those used seasonallyThe Certification Body has been informed of the site and it has been added to your Red Tractor membershipWhen deciding if suitable for use, consideration has been given to the following where relevant:<ul style="list-style-type: none">previous userecent applications of chemicals and soil improvers (including sewage sludge, manure from other species)physical hazardsnoxious weedslocation of the nearest other poultry farm (preferably at least 1km distance away) and its health status where possiblewhether the building complies with legal requirements and has previously been assured	

STANDARDS		HOW YOU WILL BE MEASURED
Where to find help		<ul style="list-style-type: none"> ■ For information on farm fires see the Defra guidance document 'Farm Fires - Protecting Farm Animal Welfare' ■ For additional guidance on animal welfare in severe weather visit www.gov.uk/animal-welfare-in-severe-weather ■ To find out the environmental state of water bodies around and through your land use the Environment Agency's What's in your Backyard Tool www.environment-agency.gov.uk/wiyby

STAFF AND LABOUR PROVIDERS (SC)


STANDARDS		HOW YOU WILL BE MEASURED
AIM: All staff (including, but not limited, to full and part-time and family members) are trained as competent to carry out the activities they do		
SC.a Key Systems must be in place to ensure that all new staff are effectively trained and deemed competent to carry out the activities they are employed to do	<ul style="list-style-type: none"> ■ Nobody starts work without an induction, supervision or explanation of the tasks they will carry out ■ For any specific tasks referenced within the Standards (e.g. medicine treatments) additional training is given prior to being left to complete the task unsupervised, if it has not already been given 	
SC.b The performance and competence of staff must be regularly reviewed and refresher training implemented as required	<ul style="list-style-type: none"> ■ Staff are regularly observed and the output of their work reviewed ■ Refresher training is implemented immediately if issues are found 	
SC.c Records of training must be kept	<ul style="list-style-type: none"> ■ A training record is available for all, including: <ul style="list-style-type: none"> – name – start date, if applicable – training given/ events attended/ experience – date of training – who provided the training ■ Where staff are trained to undertake specific tasks this is listed in the record ■ Records kept for two years after staff member has left employment 	<div>R</div> <ul style="list-style-type: none"> ■ Staff training record
SC.c.1 Producers must adopt British Poultry Training – Poultry Passport, or Poultry Training Record, as the formal route for industry training and training recognition	<ul style="list-style-type: none"> ■ The mandatory training requirement specified on the Poultry Passport is delivered by providers or in-house tutors that have been approved by British Poultry Training 	<div>R</div> <ul style="list-style-type: none"> ■ Staff training record
SC.c.2 Drivers must receive documented, relevant training in welfare		<div>R</div> <ul style="list-style-type: none"> ■ Staff training record
SC.d Where labour providers are used to supply temporary or permanent staff an agreement must be in place to ensure competent persons are provided	<ul style="list-style-type: none"> ■ Agreement in place where labour providers are used regularly or on an ad-hoc basis ■ Agreement confirms that labour provided are competent and that a Gangmasters Licence is held 	<div>R</div> <ul style="list-style-type: none"> ■ Labour provider agreement
Where to find help		<ul style="list-style-type: none"> ■ For further information on British Poultry Training - Poultry Passport visit www.poultrypassport.org ■ For further information on Gangmasters Licensing and to check the licence status of a labour provider visit http://www.gla.gov.uk/



TRACEABILITY AND ASSURANCE STATUS (TI)

STANDARDS	HOW YOU WILL BE MEASURED	
AIM: Clear identification of birds to deliver food chain traceability		
TI.a Key Chicks must be identified and records kept to maintain traceability	<ul style="list-style-type: none">■ Scheme registration number is included on dispatch notes	<div><div>R</div><div>■ Traceability records</div></div>
AIM: Controls in place to maintain assurance status		
TI.b Key Eggs and/ or chicks must be sourced from Red Tractor Assured farms/ hatcheries certified to the relevant scheme standards	<ul style="list-style-type: none">■ RT assured hatcheries only handle RT assured eggs	


VERMIN CONTROL (VC)

STANDARDS		HOW YOU WILL BE MEASURED	
AIM: Effective control of wild birds rodents, insects and other animals to prevent contamination and food safety risk			
VC.a Key Systems must be in place to control vermin in areas where eggs and chicks are kept (Revised)		<ul style="list-style-type: none">■ Evidence that control is effective and being managed e.g. there is no evidence of contamination by vermin■ Systems include, but are not limited to, baiting and trapping■ Vermin entry points are minimised where possible■ System managed in-house by a demonstrably competent person or by external contractor■ Traps checked regularly and positioned in such a way to reduce access by non-target animals■ No build-up of vegetation close to farm structures that could harbour vermin	<div><div>R</div><ul style="list-style-type: none">■ External contractor agreement■ Trap check records</div>
VC.b Bait must be used responsibly (Revised)		<ul style="list-style-type: none">■ Prior to treatment with baits, a written site survey and environmental risk assessment is undertaken in accordance with the Appendix■ Use of non-chemical control methods considered first, followed by the least toxic alternatives (Risk Hierarchy)■ Where baits are used a bait plan is in evidence■ Plan includes map/ location of bait points (shown on farm map), bait used, bait point inspection and replenishment dates■ Safe positioning of bait; non-target animals do not have access and there is no risk of contamination■ A documented COSHH assessment is carried out where there are five or more employees■ Dead and dying rodents are removed and disposed of in line with manufacturers' instructions	<div><div>R</div><ul style="list-style-type: none">■ Site survey■ Environmental Risk Assessment■ Bait Plan kept for two years■ COSHH assessment</div>
VC.b.1 Permanent baiting must not routinely be undertaken (New)		<ul style="list-style-type: none">■ Baits only sited where evidence shows they are being continuously effective■ At the end of treatment, baits are removed and disposed of in line with manufacturers' instructions	
VC.c Pets and other animals must not have access to hatchery buildings			
Where to find help		<ul style="list-style-type: none">■ The Campaign for Responsible Rodenticide Use Code is published on http://www.thinkwildlife.org/crru-code/■ Defra have published a Code of Practice for the Prevention of Rodent Infestation on Poultry Farms■ For more information on the use of vertebrate traps see the Chartered Institute of Environmental Health Code of Practice for the Use of Vertebrate Traps http://www.cieh.org/Code_of_practice_for_the_use_of_vertebrate_traps.html	

HOUSING, SHELTER AND HANDLING FACILITIES (HF)


STANDARDS		HOW YOU WILL BE MEASURED
AIM: Safe, comfortable and hygienic housing for all birds		
HF.a Hatchery must be constructed and maintained to provide a safe environment for chicks	<ul style="list-style-type: none"> No sharp edges, projections or other hazards Electrical installations inaccessible to chicks Housing securely contains chicks 	
HF.b Hatchery must be appropriately and effectively ventilated	<ul style="list-style-type: none"> Ventilation minimises high humidity, build-up of odours and maintains a comfortable temperature 	
HF.b.1 Temperature records must be kept	<ul style="list-style-type: none"> Records kept of minimum and maximum daily temperatures at chick level 	
HF.b.2 Chick holding areas must be temperature controlled and monitored	<ul style="list-style-type: none"> When the outside temperature exceeds 30°C in the shade the inside temperature should not exceed the outside temperature by more than 3°C 	
HF.c Floors must be constructed and maintained in a manner that minimises the risk of injury	<ul style="list-style-type: none"> Floors are in good condition Floors are hygienically managed 	
HF.d Conditions within housing must be maintained in a manner that ensures chicks are able to keep clean	<ul style="list-style-type: none"> Environmental swabs for TVCs are carried out weekly and records maintained 	<div>R</div> <ul style="list-style-type: none"> Environmental bacteria test records
HF.d.1 Surfaces within hatchery must be in good condition and must be able to be cleaned and disinfected		
HF.d.2 Chicks must be loaded into clean chick boxes	<ul style="list-style-type: none"> Chick boxes are cleaned, dried and sanitised after every delivery 	
HF.d.3 Drains in production areas are accessible and cleanable		
HF.e Hatchery must be lit to allow normal behaviours, rest and effective inspection of chicks	<ul style="list-style-type: none"> Levels of natural or artificial lighting in chick grading areas is of a level that all chicks can be seen clearly Holding rooms should be lit with controlled or blue lighting 	
HF.e.1 Facilities to reduce light must be available		
AIM: Housing should be specific to bird size and requirements		
HF.f Key Chick area must be of sufficient size	<ul style="list-style-type: none"> Stocking density in chick boxes is a minimum of 21cm² to a maximum of 25cm² per chick 	
HF.g This standard is not applicable to this sector		
AIM: Systems within housing are fit for purpose		
HF.h Automatic equipment is inspected once a day	<ul style="list-style-type: none"> Records kept of: <ul style="list-style-type: none"> checks malfunctions rectifications 	<div>R</div> <ul style="list-style-type: none"> Equipment inspection records



STANDARDS		HOW YOU WILL BE MEASURED	
HF.i An alternative power supply must be available which is capable of supplying all essential electrical systems within the hatchery	<ul style="list-style-type: none">Malfunctions are rectified immediatelyGenerators are tested weekly on load		
HF.j Electrical installations must be tested once every five years by a registered electrician	<ul style="list-style-type: none">Electrician registered with NICEIC, BSI, NAPIT, AESIF, ELECSA, JIB	<div>R</div> <ul style="list-style-type: none">Electrician's invoice	
HF.k Alarms must be responded to within 15 minutes	<ul style="list-style-type: none">When an alarm is triggered the following are recorded:<ul style="list-style-type: none">timedateresponse	<div>R</div> <ul style="list-style-type: none">Alarm records	
HF.k.1 Incubation equipment is alarmed for high and low temperatures and mains failure			
AIM: Controls in place to prevent fire			
HF.I Fire prevention measures must be taken	<ul style="list-style-type: none">Safe use and storage of flammable/ combustible materialsEvery building exceeding 30m in length has two doors and complies with relevant Building Regulations, particularly with regard to fire escape exitsAccess to building is restrictedBuildings are secureSmoking is restricted to designated areas onlyMachinery undergoes routine maintenanceEscape routes and passages are kept clear at all timesNotices are displayed in all main houses of the nearest telephone point		
Where to find help		Further information on heat stress is provided in the Defra guidance document 'Heat Stress in Poultry: Solving the Problem'	

ANIMAL HEALTH AND WELFARE (AH)

STANDARDS	HOW YOU WILL BE MEASURED	
AIM: Proactive management of the health and welfare of all birds through planning and reviewing		
AH.a Key A Flock Health Plan to proactively manage and improve health and welfare of chicks must be established and implemented	<ul style="list-style-type: none">■ The plan is specific to a farm or group of farms under same companies control■ Is prepared and reviewed by a vet■ Is reviewed annually or more often in the event of substantial changes to husbandry practices or poor enterprise performance■ Contains a strategy for the prevention and control of common diseases■ Sets out health and husbandry procedures covering the whole of the production cycle/ year■ Sets out a vaccination programme, which is tailored to the needs of the farm■ Is available to all members of staff who have responsibility for birds	<div><div>R</div><div>■ Health Plan</div></div>
AH.b Records of the health and performance of all chicks must be maintained	<ul style="list-style-type: none">■ Records are present for current and previous hatchery cycles■ Records are up-to-date■ Records include as a minimum:<ul style="list-style-type: none">– any problems or extraordinary events– injury and cull records for each hatching day– veterinary advice	<div><div>R</div><div>■ Health and performance records</div></div>

STANDARDS		HOW YOU WILL BE MEASURED	
AH.c This standard is not applicable to this sector			
AH.c.1 Hatcheries must be monitored for Salmonella		<ul style="list-style-type: none">Tests are carried out in a Government authorised laboratory	<div>R</div> <ul style="list-style-type: none">Salmonella testing results
AIM: The health and welfare of all birds is being checked and managed			
AH.d Key The health and welfare of chicks must be met at all times		<ul style="list-style-type: none">Any health or welfare issues have been detected and are being managed Regular checks looking for signs of illness, injury and stress	
AH.e The health and welfare of chicks must be checked regularly		<ul style="list-style-type: none">Regular checks looking for signs of illness, injury and stress	<div>R</div> <ul style="list-style-type: none">Chick inspection records
AH.f Key Chicks must be handled in a way that avoids injury and minimises stress			
AH.f.1 Automation and conveyors must not cause injury to chicks			
AIM: The health and welfare of all birds is being managed by competent people			
AH.g Key All persons looking after the health and welfare of chicks must be demonstrably competent		<ul style="list-style-type: none">Staff have skills and knowledge in animal husbandryYou are satisfied that any contractors used are competent	
AH.h Key All hatcheries must retain the services of a named veterinary surgeon or practice			
Aim: Effective and appropriate management of sick or injured birds			
AH.i Key Sick or injured chicks must receive prompt attention in order that suffering is not prolonged			
AH.j Key Chicks that do not respond to treatment or require emergency euthanasia must be promptly and humanely euthanased by a trained and competent person		<ul style="list-style-type: none">Decision to euthanase made by a trained and competent personEuthanasia carried out in accordance with a documented method that is recommended by the Humane Slaughter Association, at no more than 15 minute intervalsIn-shell embryos are macerated in accordance with relevant legislationUnviable chicks are identified and euthanasedStaff that euthanase chicks are trained	
Where to find help		<ul style="list-style-type: none">Guidance on animal health and disease can be found at www.nadis.org.ukDefra have produced a guide to the Poultry Breeding Flocks and Hatcheries Order 2007 and National Control Programme for Salmonella in breeding flocksThe Humane Slaughter Association provide information on euthanasia on their website www.hsa.org.uk	

HATCHERY EGGS (HC)

STANDARDS		HOW YOU WILL BE MEASURED		
AIM: Hatchery eggs are fit for purpose				
HC.a Eggs from flocks infected with <i>Salmonella enteritidis</i> or <i>Salmonella typhimurium</i> must not be admitted to the hatchery		■ Hatchery has ensured that breeding flocks supplying eggs have been tested for <i>Salmonella</i>		
HC.b All incoming eggs must be from breeder flocks certified <i>Mycoplasma gallisepticum</i> free and of known <i>Mycoplasma synoviae</i> status				
HC.c One way product flow must be maintained from egg receipt to chick dispatch				
HC.d Incoming air must be filtered. A positive airflow from eggs to chicks must be maintained				
HC.e Differentiation must be maintained between 'clean' and 'dirty' areas		■ Staff are aware of these requirements and are provided with dedicated protective clothing and footwear ■ Equipment is segregated between 'clean' and 'dirty' areas		
HC.f All eggs must be fumigated or sanitised prior to setting		■ Fumigation and sanitising parameters are recorded for each batch	<div>R</div> <div>■ Fumigation/ sanitising parameter records</div>	
HC.g Incubation hatcher and setter equipment must be easy to clean, in good working order and sealed to the floor				
HC.h The hatchery must have a dedicated egg store and a designated setter room				
HC.i Eggs must be stored in a temperature and humidity controlled room				
HC.j Key Hatching eggs must be identifiable		■ The following can be identified for each egg: – farm of origin – date of lay ■ Floor eggs and dirty nest eggs are labelled and stored separately		
HC.k The hatchery must retain production records for each consignment of eggs		■ Production records include: – farm of origin – date of lay – date of collection and vehicle identity – setting date – setter number – transfer date – hatchery number – chick and cull numbers (hatchability) – transport records – placement details		

STANDARDS	HOW YOU WILL BE MEASURED
HC.l Eggs must be collected and chicks must be delivered in purpose built vehicles	<ul style="list-style-type: none"> ■ Vehicles are fitted with: <ul style="list-style-type: none"> – fans – a cooling system – a temperature recording system – an in-cab read-out – a load-locking system – a tail-lift ■ Vehicles must be easily cleanable ■ If carrying chicks the driver has means of communication in the event of emergency
HC.m A vehicle cleaning and sanitation policy is in place	<ul style="list-style-type: none"> ■ Vehicles are cleaned internally between loads ■ Vehicles are cleaned between loads, unless a split delivery is being carried out


BIOSECURITY AND DISEASE CONTROL (BI)

STANDARDS	HOW YOU WILL BE MEASURED
AIM: Effective biosecurity to prevent the spread of disease and protect food safety and bird health	
BI.a Key Control measures must be in place to minimise the spread of disease within the hatchery and between other hatcheries and farms (Revised)	<ul style="list-style-type: none"> ■ Consideration given to: <ul style="list-style-type: none"> – the risks associated with all activities undertaken on farm – the potential hazards at each stage of the production process on farm – the biosecurity controls in place for each hazard – the action taken if biosecurity controls are breached ■ No shared staff and equipment between farms without biosecurity procedures to avoid transfer of disease
BI.a.2 Recommendation <i>It is recommended there is a defined boundary around the farm that prevents the access of stock and vehicles so entry and exit to the farm is controlled, as far as possible, through one entrance/ exit point (New)</i>	<ul style="list-style-type: none"> ■ A defined boundary can be, but is not limited to: <ul style="list-style-type: none"> – stock fence (2 strands of wire) – natural boundary (e.g. hedge)
BI.b Access to the farm must be limited to essential visitors only and visitor records must be kept	<ul style="list-style-type: none"> ■ Records should include date, time of arrival, name, organisation, contact number ■ Visitors certify that they are not suffering any enteric illness and declare recent visits to poultry farms ■ Entry is refused if the health and welfare of birds could be compromised
BI.c Key There must be defined biosecure areas at each hatchery	
BI.c.1 There must be no staff or visitor car parking within the biosecure area (New)	
BI.d Key Foot dips must be provided at the entrance to each biosecure area and must be used by all who enter them	<ul style="list-style-type: none"> ■ Defra approved disinfectants are used ■ Disinfectants are used in accordance with manufacturers' instructions ■ Disinfectant solutions used in foot dips are replaced on a prescribed basis and this is recorded




STANDARDS	HOW YOU WILL BE MEASURED
Bl.e Key On entry to a biosecure area all staff and visitors must change into clean boots or use new disposable overshoes	<ul style="list-style-type: none"> Boots are capable of being dipped in foot dips
Bl.f This standard is not applicable to this sector	
Bl.g Key Hand sanitisers or hand wash facilities must be present and used before entrance and after exit of the biosecure area	
Bl.h Key Hatchery dedicated protective clothing must be supplied to and worn by all within the biosecure area	
Bl.i Key Toilets and hand washing facilities must be available and must consist of a basin with hot water, bactericidal soap and disposable towels or hand driers	<ul style="list-style-type: none"> Hands are washed prior to starting work, after dead chick handling, after meals and after visits to the toilet
Bl.j This standard is not applicable to this sector	
Bl.k Key All vehicles wheels and equipment must be cleansed and disinfected on entering and exiting the farm (Revised)	<ul style="list-style-type: none"> Effective vehicle/ disinfection facilities and drainage Defra- approved disinfectants for both General Orders and diseases of poultry are used Disinfectants are used in accordance with manufacturers' instructions
Bl.l The hatchery must have an area of clean concrete, metalled surface or rolled stone which is large enough for a collection vehicle to stand	<ul style="list-style-type: none"> Loading area is level, well drained and hygienically managed
Bl.m This standard is not applicable to this sector	
Bl.n Staff must not keep or have contact with other poultry or any avian species	
Bl.o Auxiliary buildings, toilets, offices, stores and break rooms must be kept clean and tidy	
Bl.p Smoking and the consumption of food and drink must be restricted to designated areas	<ul style="list-style-type: none"> Designated areas are not within egg/ chick areas


STANDARDS	HOW YOU WILL BE MEASURED
AIM: Responsible and competent use of medicines and veterinary treatments	
AM.a Key Medicines must be authorised for use in the UK and used appropriately	<ul style="list-style-type: none"> ■ No use of antibiotic growth promoters; anabolic agents, including growth-promoting hormonal products or similar substances, which are illegal ■ Prescription Only Medicines are used in accordance with the prescription ■ POM-V are prescribed by a vet ■ POM-VPS are prescribed by a vet, pharmacist or Suitably Qualified Person (SQP) ■ General Sales Medicine (AVM-GSL) (non-prescription) are used in accordance with manufacturers' or veterinary instructions ■ An approved medicines list has been compiled by the producer, in agreement with a vet – list specifies storage, administration, withdrawal periods and should make reference to the correct dosage, duration and circumstances for use <div> R ■ Approved medicines list </div>
AM.b Key Medicines and veterinary treatments must only be administered by demonstrably competent persons	<ul style="list-style-type: none"> ■ Person undertaking task has relevant experience or training
AM.b.1 Proportioners must be calibrated according to manufacturers' instructions (New)	<div> R ■ Manufacturers' instructions ■ Calibration records </div>
AIM: Safe, secure and responsible management of medicines	
AM.c Medicines must be kept in an appropriate locked store in accordance with the manufacturers' instructions	<ul style="list-style-type: none"> ■ Stored in a locked cupboard/ safe/ chest/ locked room ■ Medicines that require refrigeration and are stored in a domestic fridge are stored in a container
AM.d Medicines, medicine containers and used sharps must be stored safely pending disposal and be disposed of responsibly	<ul style="list-style-type: none"> ■ Unbreakable/ shatterproof storage containers used ■ Medicines, medicine containers and used sharps are disposed of in line with manufacturers' advice or via a veterinary practice or business with the relevant waste transfer licence ■ Medicines that require disposal include: <ul style="list-style-type: none"> – medicines past their use-by date – opened medicines not used within the specified timescale – medicines stored incorrectly ■ Medicine disposal records include: <ul style="list-style-type: none"> – identity of medicine – date – quantity – route of disposal <div> R ■ Medicine disposal records </div>
AM.e Records for all medicines purchased must be kept for five years	<ul style="list-style-type: none"> ■ Medicine purchase records include: <ul style="list-style-type: none"> – identity of medicine – quantity of medicine – date of purchase – name and address of supplier – batch number(s) – expiry date(s) <div> R ■ Medicine purchase records </div>

STANDARDS		HOW YOU WILL BE MEASURED	
AM.f Key Records for all medicines administered must be kept for five years		<ul style="list-style-type: none"> ■ Treatments including vaccinations, anaesthetic, antibiotics and anti-parasitic control are recorded ■ Vaccinations are recorded either as a separate section within the medicine records or in the Health Plan ■ Medicine administration records include: <ul style="list-style-type: none"> – identity of medicine – quantity of medicine administered – batch number(s) or bottle number linked back to purchase records – identification of the bird or group of birds to which administered – number of birds treated – date of administration – date treatment finished – date when bird(s) becomes fit for human consumption – name of person administering medicine – reason for treatment 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> R </div> <ul style="list-style-type: none"> ■ Medicine administration records
Where to find help 		<ul style="list-style-type: none"> ■ For guidance on the responsible use of medicines visit www.ruma.org.uk 	

FALLEN STOCK (FS)


STANDARDS		HOW YOU WILL BE MEASURED	
AIM: Fallen stock promptly removed, stored and disposed of to prevent contamination and spread of disease			
FS.a This standard is not applicable to this sector			
FS.b Carcases of fallen and euthanased chicks must be stored in a manner that protects them from vermin and other animals		■ Carcases are stored in locked containers	
FS.c Carcases must be disposed of correctly, either by collection by a licensed collector or by approved on-farm incineration		<div>■ Carcases are disposed of before they present an infestation/ health risk</div> <div>■ Carcases are not buried or burnt (other than by incineration)</div> <div>■ On-farm incinerators are covered by a species specific approval document issued by the AHVLA</div> <div><div>R</div><div>■ Collection receipts kept for two years</div><div>■ AHVLA Incinerator Approval</div></div>	
Where to find help		■ For guidance on animal by-products; storage, collection and disposal visit www.gov.uk	

RESPONSIBLE USE OF AGROCHEMICALS (AG)

STANDARDS		HOW YOU WILL BE MEASURED	
AIM: Agrochemicals are stored, applied and disposed of in a manner that prevents contamination and pollution			
Plant Protection Products (PPPs) include, but are not limited to, pesticides, insecticides, fungicides, herbicides, molluscicides e.g. slug pellets			
AG.a Key Agrochemicals are stored in a manner that minimises the risk of contamination and pollution (Revised)		<ul style="list-style-type: none">Agrochemicals include, but are not limited to, Plant Protection Products (PPPs), inorganic fertilisers, agricultural fuel oil, empty containers, disinfectants, rodenticides, other chemical productsAgrochemicals are approved for use in the UKPPPs kept in their original packaging, or if packaging is broken they are transferred to a suitable container with a fitted lid/ cap and display original label informationEmergency facilities are available for dealing with spillages e.g. bucket of sand/ absorbent granules/ an adequate sump/ bundingInorganic fertilisers are stored on hard, dry surfaces and not stored with flammable materialsFuel tanks banded in accordance with the Appendix	
AG.b Recommendation If PPPs are used it is recommended that an Integrated Pest Management (IPM) plan is completed		<ul style="list-style-type: none">IPM plan relates to areas between housing and buildings on farm, grazing, forage and conservation land	<div>R</div> <ul style="list-style-type: none">IPM plan
AG.c Key Agrochemicals must be applied in a manner that minimises the risk of contamination and pollution		<ul style="list-style-type: none">Applications relate to, but are not limited to grazing, forage, conservation land, areas surrounding buildingsPPPs are not applied in unsuitable conditions e.g. when there is a risk of drift to non-target areas or soil conditions are unsuitable	
AG.c.1 Agrochemicals must be applied by competent persons (Revised)		<ul style="list-style-type: none">Manufacturers' instructions are followed at all times during handling and filling, application and disposalPPP application is undertaken by operators holding relevant City & Guilds NPTC Pesticide Application certificates or equivalent	<div>R</div> <ul style="list-style-type: none">NPTC certificates
AG.d All PPP application equipment must be maintained and tested		<ul style="list-style-type: none">Boom sprayers hold an NSTS test certificate and are NSTS tested at least once every 5 yearsFoggers/misters/batch dippers and granular applicators hold an NSTS test certificate and are NSTS tested at least once every 6 yearsAll application equipment less than 5 years old, knapsacks and handheld applicators do not need an NSTS certificatePPP application equipment is calibrated at least annually	<div>R</div> <ul style="list-style-type: none">NSTS certificatesCalibration records kept for 2 years
AG.e Records must be kept of all PPP application			<div>R</div> <ul style="list-style-type: none">PPP application records
AG.f Key Wastes are disposed of in a manner that minimises the risk of contamination and pollution		<ul style="list-style-type: none">Wastes are disposed of by registered waste carriersWastes are not burnt (with the exception of vegetation and untreated wood)	<div>R</div> <ul style="list-style-type: none">Waste Transfer Notes/ Receipts
Where to find help	<div></div> <ul style="list-style-type: none">The Defra guidance document Protecting our Water, Soil & Air - A Code of Good Agricultural Practice for farmers, growers and land managers; the DARD Code of GAP for the prevention of pollution of water, air & soil; the Code of GAP for the Protection of Water, Soil and Air for Wales 2011Guidance to the Environmental Permitting Regulations can be found at www.gov.ukThe Code of Practice for Using Plant Protection ProductsFor a list of approved pesticides visit www.pesticides.gov.ukFor a template IPM plan and more information on biobeds visit www.voluntaryinitiative.org.ukHSE Guidance on storing pesticides for farmers and other professional usersInformation on sprayer certificates of competency can be found at www.cityandguilds.comDetails of NSTS approved test centres can be found at www.nsts.org.uk		



NUTRIENT MANAGEMENT (NM)

STANDARDS		HOW YOU WILL BE MEASURED
AIM: Organic manures/ fertilisers/ soil improvement products are stored and applied in a manner that prevents contamination and pollution		
NM.a Key A Manure Management Plan must be kept and followed when applying manures and/ or slurries to land	<ul style="list-style-type: none"> Plan includes, but is not limited to: <ul style="list-style-type: none"> Where and when manure can/cannot be applied (shown on farm map) Calculations of the Total Area Required to apply the manure/slurry produced Further details can be found in the Appendix 	<div>R</div> <ul style="list-style-type: none"> Manure management plan
NM.b Key Organic manure must be stored in a manner that minimises the risk of contamination and pollution	<ul style="list-style-type: none"> Organic manure includes poultry manure, slurry, solid manures, sewage sludge, other liquid manures (abattoir waste, anaerobic digestate) 	
NM.c Key Fertilisers/ soil improvement products must be suitable for their intended use	<ul style="list-style-type: none"> Fertilisers/soil improvement products include but are not limited to manure, composts, anaerobic digestate, treated sewage sludge Untreated sewage sludge, untreated abattoir or catering derived animal byproducts are not applied Any materials, including waste materials that are applied to land have agricultural benefit Exemptions/permits to use waste materials are held 	<div>R</div> <ul style="list-style-type: none"> Exemptions/ permits/ Waste Transfer Notes/ delivery records/ invoices
NM.c.1 Key Fertilisers must be applied in a manner that minimises the risk of contamination or pollution	<ul style="list-style-type: none"> Organic fertiliser is applied in accordance with the Appendix Safe Applications to Land Before application, factors including NVZ restrictions, soil type, soil conditions, crop requirements, slope, weather conditions, surface water, water courses, water supplies and abstraction points, even on neighbouring land are considered Fertilisers are not applied where fields are waterlogged, flooded, snow covered or frozen 	
NM.c.2 Fertiliser application equipment must be maintained	<ul style="list-style-type: none"> Equipment checked at least annually to ensure accurate application 	
Where to find help 	<ul style="list-style-type: none"> For information on the importance of fertiliser security visit www.secureyourfertiliser.gov.uk For guidance on fertiliser use see Defra Fertiliser Manual RB209 To find out the environmental state of water bodies around and through your land use the Environment Agency's What's in your Backyard Tool which can be found on the Environment Agency website 	

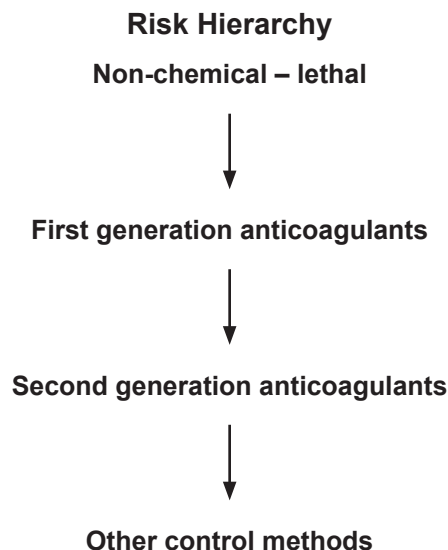
VERMIN CONTROL

Site Survey

A site survey is a record of every inspection and/or survey undertaken; inspecting the farm for signs of rodent activity or environmental management requirements. The site survey must outline the following:

- Date of inspection
- Locations inspected
- Findings (including type, level and extent of infestation and all potential opportunities e.g. feed spills/gaps/habitats)
- Actions required (including what needs to be completed and by whom)
- Date completed (initials to verify)

Where the site survey identifies a rodent infestation, the concept of a 'risk hierarchy' must be used when considering the rodent control strategy. This means considering the use of non-chemical control methods first, followed by the least toxic alternatives.



Environmental Risk Assessment

Where actions are identified as part of the site survey which involve the use of rodenticides, an environmental risk assessment must be carried out. The risk assessment must cover the following:

- What the treatment is designed to achieve, what methods of rodent control will be used and how success will be measured
- Which non-target species may be present in or near the treatment site
- What steps have been/will be taken to prevent, or adequately control, exposure of wildlife/domestic pets and the environment
- How dead rodents and rodenticides will be disposed of
- Once the infestation has been removed/controlled, what measures can be implemented to prevent re-infestation

VERMIN CONTROL

Bait Plan

A plan must be in place to control vermin and records must be kept of baits used and checks made. The plan should be completed by the person with responsibility for vermin management and must be kept up-to-date. The plan must be kept for 2 years following changes.

The bait plan must cover the following:

- Map of bait point locations
- Bait used
- Bait point inspection and replenishment dates

COSHH Assessment

The Control of Substances Hazardous to Health Regulations 2002 (the COSHH assessment) requires assessments are carried out to identify any risks to operators and others who may be affected by treatments involving hazardous substances. The Health and Safety Executive provide an e-tool for completing the COSHH assessment, which can be found here: <http://coshh-tool.hse.gov.uk/>.

More information on responsible rodenticide use can be found at <http://www.ahdb.org.uk/projects/documents/LRAHDBRodentStrategyGuide2016.pdf>

STORAGE OF POTENTIAL POLLUTANTS

Potential pollutants must be stored in a manner that minimises the risk of them causing contamination or pollution. There are a range of potential pollutants, but some specific examples relevant to livestock farmers and how they should be managed are included below. For more information and the full legal requirements visit <https://www.gov.uk/guidance/storing-silage-slurry-and-agricultural-fuel-oil>.

Applicable to all agrochemical storage

- Storage facilities must be at least 10 metres from watercourses and at least 50 metres from a well/ spring/ borehole
- Agrochemical store must be fit for purpose and maintained

Silage, Slurry and Agricultural Fuel Oil (SSAFO) Storage

There are exemptions from the Water Resources (Control of Pollution) (Silage, Slurry and Agricultural Fuel Oil) (England) Regulations 2010 (or equivalent) for installations built before prescribed dates. Those dates are as follows:

	Slurry/Silage	Agricultural Fuel Oil
England	1991	1991 or where less than 1500 litres stored on farm
Wales	1991	1991 or where less than 1500 litres stored on farm*
Scotland	2003	2003 or where less than 1250 litres stored on farm
Northern Ireland	2003	2003 or where tank capacity does not exceed 1250 litres

*From 15 March 2020 all Agricultural Fuel Oil storage must meet the requirements of the Oil Storage (Wales) Regulations 2016

Agricultural Fuel Oil (excluding domestic only tanks, mobile and underground tanks)

- There must be an impermeable bund. The bund is 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
- There must be an 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)

Note: It is best practice for all fuel tanks to be bunded even if they benefit from exemptions to the legislation

MANURE MANAGEMENT PLAN

A Manure Management Plan must be kept and followed when applying manures and/or slurries to land. Where land falls in an NVZ, a completed and more detailed plan should already be in place and will meet the scheme requirements.

The scheme recommends the use of the Tried and Tested website (www.nutrientmanagement.org) for resources, templates and in the development of your Manure Management Plan.

As a minimum, all holdings must have a Manure Management Plan that:

- includes a farm map identifying **where** and **when** manure can/ cannot be applied. The map must show the areas stated in table A – and it is recommended that colour coding is used
- includes calculations of the Total Area Required to apply the manure/ slurry produced without exceeding a total nitrogen application rate of 250kg/ha/year (or less as required by legislation). Use the following calculation and the hectares needed by stock unit in Table B:
 - Number of stock units (by stock type) x months housed x Ha needed by stock unit = Total Area Required
 - E.g. 75 cows (650kg) x 6months x 0.039 = 17.55 ha required

If the map and calculations prove you have a Total Spreadable Area greater than the Total Area Required, the plan is complete. If the Total Spreadable Area is less than the Total Area Required, a more detailed plan or an alternative action is necessary.

Table A

Area	Area includes, but is not limited to:
Non-spreading areas	Fields where manure would not normally be spread; non-farmed woodlands or fields too far away from farm buildings
Water	Any ditches, watercourses and ponds, springs, wells and boreholes used for drinking water or farm dairies
Do not spread areas	Areas where manure should not be spread. At least 10m either side of ditches and watercourses, 50m around springs, wells and boreholes, steep slopes with a high risk of run-off, Environmentally Sensitive Areas, Sites of Specific Scientific Interest
High risk areas	Fields next to a watercourse, spring or borehole with soil at field capacity with moderate slope or slowly permeable soil; where soil depth over fissured rock is less than 30cm; with effective pipe or field drains
Very high risk areas	Fields likely to flood in some/ most winters; next to a watercourse, spring or borehole where surface is severely compacted or waterlogged or have a steep slope and the soil is at field capacity or have a moderate slope and slowly permeable soil
Low risk areas	All other areas not already marked

MANURE MANAGEMENT PLAN

Table B

Stock Unit	Hectares needed by Stock Unit		Stock Unit	Hectares needed by stock unit	
Cow (650kg)	0.039		Bull	0.019	
Cow (550kg)	0.032		Youngstock 1-2yr (400kg)	0.016	
Cow (450kg)	0.025		Youngstock 6-12months	0.008	
Heifer 2yr+ (500kg)	0.019		Calf	0.005	
Adult Sheep	0.003		Lamb (6-12 months)	0.002	
Lamb (up to 6 months)	0.001				
	Hectares needed by pig			Hectares needed by pig	
	at 250kg/ha	at 170 kg/ha		at 250kg/ha	at 170 kg/ha
Maiden gilts	0.052	0.076	Growers 8-12 weeks	0.025	0.037
Breeding sows & boars	0.080	0.118	Finishers over 12 weeks	0.042	0.062
Weaners 4-8 weeks	0.013	0.019			

SAFE APPLICATIONS TO LAND

This appendix provides guidance on making applications to land. All applications to land must be carried out in accordance with legislation. Environmental Permits or exemptions must be held where applicable. If your farm is in an NVZ you must also follow NVZ rules. The Environment Agency website has information on spreading waste on land which may be helpful.

Note: Producers should always check with buyers to ensure that any applications of sludge, compost, digestate and other materials originating outside the farm are acceptable to customers.

Sewage Sludge (biosolids)

It is recommended that sewage sludge is assured under the Biosolids Assurance Scheme.

Untreated sewage sludge has not been permitted on any agricultural land since 2006.

Treated sewage sludges can only be used under strictly controlled conditions. Prior to application the soil must be tested by the sludge supplier. Applications of sewage sludge to land must be in accordance with suppliers' instructions (i.e. the way the sludge has been treated may affect where and when the sludge can be applied).

Two types of treated sewage sludge are permitted by the scheme:

1. Conventionally treated sludge - has been subjected to defined treatment processes and standards that ensure at least 99% of pathogens have been destroyed. The most common form of treatment is anaerobic digestion.
2. Enhanced treated sludge - will be free from Salmonella and will have been treated so as to ensure that 99.9999% of pathogens present in the original sludge have been destroyed.

Farmyard Manure (FYM) and Slurry – Fresh, Stored or Treated

Using the following steps as a guide will help to ensure that manures are used efficiently:

- Know the nutrient contents of applied manures
- Apply manures evenly and at known rates
- Where appropriate, rapidly incorporate manures or use an application technique that will minimise ammonia losses
- Apply manures in spring, where possible, to reduce nitrate leaching losses
- Take the nutrient content of applied manures into account when calculating inorganic fertiliser applications

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

Note: The scheme recommends that poultry manure is not applied to grazing land or grassland to be harvested due to the risks associated with botulism.

Compost, Digestates and other Recycled Materials

It is recommended that digestates and composts sourced from external contractors for application to land have been produced to the relevant PAS specification (PAS 110 for digestate, PAS 100 for compost) and are applied following the associated Quality Protocol. The specifications and Quality Protocols provide safeguards on the feedstock materials, the processing stages and end product quality.

Where anaerobic digestate is produced from an energy crop feedstock (e.g. maize) and there is no pasteurisation step there is a risk that plant pathogens, for example *Fusarium* spp., may be present. It is recommended that energy crop digestate is ploughed in before drilling a subsequent cereal crop.

SAFE APPLICATIONS TO LAND

Safe Applications to Land Matrix

	Manure and Slurry		Compost and Anaerobic Digestate		Treated Sewage Sludge	
	Application	Grazing/ harvest interval	Including animal by-products (ABP)	Not including animal by-products (ABP)	Conventional treated sewage sludge	Enhanced treated sewage sludge
Combinable crops (inc. homefed)	May be applied before and after drilling/planting	n/a	May be applied before and after drilling/planting	May be applied before and after drilling/planting	For all combinable crops may be applied before and after drilling/ planting	For all combinable crops may be applied before and after drilling/ planting
Grassland and forage – grazed	Recommended that applications are made in the spring and that rapid incorporation techniques are used	At minimum a 4 week no- graze interval applies. It is recommended that there is an 8 week no graze interval for adult livestock and a 6 month no graze interval for youngstock	A no-graze interval of 2 months for pigs and 3 weeks for other livestock applies	A no-graze interval of 3 weeks applies	A no-graze interval of 3 weeks applies and sludge must be deep injected or ploughed in	A no-graze interval of 3 weeks applies
Grassland and forage - harvested		A no-harvest interval of 4 weeks applies	A no-harvest interval of 2 months for pigs and 3 weeks for other livestock applies	A no-harvest interval of 3 weeks applies	A no-harvest interval of 3 weeks applies	A no-harvest interval of 3 weeks applies

Cropping Categories*

Combinable crops	Wheat, Barley, Oats, Rye, Triticale, Peas, Beans, Linseed/ flax, Oilseed rape, Sugarbeet, Sunflower, Borage
Grassland and forage – grazed	Grass, Forage swedes and turnips, Fodder mangolds, Fodder beet, Fodder kale, Forage rye and triticale, Turf
Grassland and forage – harvested	Grass silage, Silage maize, Haylage, Hay, Herbage seeds

*not an exhaustive list



HOW THE RED TRACTOR ASSURANCE SCHEME WORKS

HOW THE RED TRACTOR ASSURANCE SCHEME WORKS

The Red Tractor Assurance Scheme ("Scheme") includes a series of integrated standards for different farming enterprises and different steps in the food supply chain ("Standards"). As a business operating in the farming or food supply industry you can apply to join our Scheme for a single farming enterprise or food supply chain activity or whatever combination of enterprises or activities fits your business needs.

To become and remain a member you must conform to the Standards and the membership rules at all times.

To join the Scheme you should contact any one of the Certification Bodies who are licensed by us to manage membership. You will find all the enterprises and activities that our Scheme covers and the Certification Bodies listed on the back page. You can apply to join at any time throughout the year and your membership must be renewed annually. Your chosen Certification Body will manage your initial application, assessment and certification against the Standards and your annual renewal. The same Certification Body will also be your routine point of contact.

Before applying you are advised to carefully read the membership rules and the Standards which detail what you have to do and how you will be assessed. If you operate more than one farming enterprise or food supply chain activity, you can select which of these you want to be assessed and certified. If applying for more than one, your Certification Body may apply a discount and will co-ordinate the assessment together in a single visit where possible. Alternatively, you can choose more than one Certification Body for the different enterprises or activities and the assessments will be carried out separately.

You may change your chosen Certification Body at any time and still maintain your 'Assured' status as long as you have no outstanding non-conformances or obligations. If you are not satisfied with the way your application, assessment or certification decision has been conducted you may lodge an appeal in writing with your Certification Body within 14 days. All complaints will be properly investigated and dealt with fairly in accordance with the Certification Body's appeals procedure.

RTA may change the Standards from time to time but we will always tell you what the changes are and when you have to implement them.

For dairy farms your milk first purchaser will choose a Certification Body and arrange your application or transfers as appropriate.

With the exception of:

- a) Dairy, where your business has to be assessed and certified for beef too
- b) Beef and lamb, where both have to be assessed and certified if cattle and sheep are farmed

Withdrawal: If within 3 months of the suspension date you do not demonstrate that you have corrected the non-conformances then the Certification Body will withdraw the certification and you will no longer be a member of the Scheme. You can only regain certification by following the procedure for a new applicant and as long as no other sanctions or non-conformances remain.

1. Application

Send application and fee to your chosen Certification Body detailing all the relevant holdings/premises. Receipt will be acknowledged in 14 days and the assessment will be arranged.

2. Initial Assessment

The assessor will talk to you about your business as you walk together around the facilities, look at the livestock/crop as applicable and check your paperwork. They will need to talk to your staff too about what they do. Any areas which do not meet the standards (non-conformances) will be highlighted to you throughout the visit. They are not allowed to advise on, or suggest, how you need to correct things. You will be left or sent a report which will contain details of any non-conformances, an indication of the evidence you will be expected to provide (e.g. invoices, photos, photocopies, letter from vet) and the timescales for action.

3. Non-conformances

You must supply your Certification Body with evidence that you have corrected everything as explained in the non-conformance report. In some cases a re-visit may be required and this may incur a charge. Your application will lapse if you do not correct everything satisfactorily and in good time.

4. Issue Certificate of Conformity

Once satisfactory evidence has been provided you will be entered as 'Assured' on the Scheme Member Checker database and you can then sell your product(s) as 'Assured'. You may receive an actual certificate in electronic format or printed but the status on the Scheme Member Checker database is definitive.

5. Renewal

You will be invited to renew your membership annually, 12 months after the initial assessment and every 12 months thereafter. You will receive a renewal notice and a maximum of two reminder letters.

6. Routine Assessments and Spot Checks

An assessor will make regular visits similar to your initial assessment to check you are continuing to conform to the Standards at all times. These assessments will be once per membership year with the exception of the RTA dairy and beef and lamb farm schemes which will be once every 18 months. You may also be subject to random spot check visits. If you do not conform to any Standards you must provide evidence, normally within 28 days, that you have rectified them as outlined at Steps 2 & 3 above. If you have a serious non-conformance against what we consider to be a 'Key' standard (marked K in the manual) your certificate can be suspended until you have shown you have put this right. (Assessment arrangements for meat processing, transport and markets are outlined in the online standards manual.)

Suspension: Your membership and certification can also be suspended if you have not put non-conformances right within the time stipulated. Suspension is only lifted once you have proved that you have corrected the non-conformances. In some cases a re-visit may be required. You must not sell products as 'Assured' whilst your certification is suspended.

RED TRACTOR ASSURANCE MEMBERSHIP RULES

We are Assured Food Standards, trading as Red Tractor Assurance ('AFS' or 'RTA'), a not for profit company, owned and funded by the British farming and food industry.

- These rules and the accompanying explanation of how the Scheme works (together, 'these Rules') govern the terms and conditions for membership of the Red Tractor Assurance Scheme ('the Scheme') owned by RTA. All applicants for membership of the Scheme are referred to in these Rules as the 'Applicant Business', all members of the Scheme are referred to as 'Members' and 'you' means such Applicant Business or Member as the context permits.
- These Rules must be complied with at all times.
- Failure to comply with these Rules will mean that your certification can be suspended and withdrawn and your membership of the Scheme can be terminated.
- You can only gain certification and obtain 'Assured' status for the purposes of the Scheme if you conform to the Standards and you must continue to meet the Standards at all times.
- The Scheme will update the Standards periodically. You will be given notice of the changes and when they come into effect and you must ensure full compliance with any changes to retain 'Assured' status.
- These Rules are additional to any statutory requirements. Nothing in these Rules 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.

Claiming Products / Services are 'Assured'

- You must not describe products you sell and/or services you provide as 'Assured' for the purposes of the Scheme until you have been through the application and assessment process and a certificate of conformity has been issued and thereafter:
 - if and to the extent that such products or services relate to businesses, locations or activities which are not included in the scope of your certification
 - if your certification has been suspended or withdrawn for any reason and remains suspended or withdrawn
 - if you do not renew your membership on time in accordance with these Rules or your membership is terminated for any reason; or
 - if you have voluntarily left the Scheme.

Application

- Any business farming any one of the enterprises or carrying out activities covered by the Scheme can apply to be a member. Similar schemes operate in the devolved regions of the UK covering some enterprises or activities and where this applies (see: add URL) you should join the local scheme.
- You can apply to join the Scheme for a single farming enterprise or food supply chain activity or whatever combination of enterprises and/or activities fits your business needs. The exception to this is beef and lamb where both have to be assessed and certified if cattle and sheep are farmed and dairy where beef assurance is required for the cattle (see Rule 19).
- You can only apply through a Certification Body licensed by RTA to certify the Scheme.
- To be registered as a Member you must be a sole trader, partnership, limited or unlimited company or limited liability partnership or other form of business approved by RTA or the Certification Body) and each Member must have at all times a named nominated person who has functional responsibility for the management decisions and operating systems being assessed in the Scheme.
- The named nominated person of the Applicant Business must sign the Certification Body's application and subsequent renewal forms. In submitting an applicant renewal fee and / or such forms, the Applicant Business is agreeing with RTA and the relevant Certification Body ('your Certification Body') to be bound by these Rules at all times.
- Any false or misleading statement made on the application or renewal forms, during assessments, or in any other communication may lead to suspension or withdrawal of your certification and even exclusion from future membership of the Scheme. You must provide, on request by RTA or the Certification Body, any information relevant to conformance with RTA standards or these rules.
- Any act or omission to act (whether by you, your officers, employees or agents or a third party and whether taken or omitted to be taken on the premises, site or holding of the Applicant Business or elsewhere) which impacts on your conformance to the Standards, these Rules or any relevant legislation, will be deemed to be your responsibility for the purpose of assessing your compliance with the Standards and these Rules. Any rights and remedies available to and sanctions imposed by RTA or your Certification Body in respect of your non-conformance to the Standards or these Rules may, at the discretion of RTA, the Scheme or the Certification Body, be deemed to apply also to any other business which operates or proposes to operate from the same premises, site or holding as you and which is or wishes to become a member of the Scheme.

Sites/Holdings/Vehicles

- You must disclose all holdings, sites, stores, vehicles (as relevant) and additional locations/vehicles on the application form (having regard to paragraphs 16, 17 and 18 below).
- Where an application form lists more than one holding, site, store, or vehicle, they must all be under the same management control as the Applicant Business. A separate Scheme registration application must be made in respect of each holding, site, store or vehicle which is not under the same management control. For this purpose, assets and/or businesses shall be deemed to be under the "same management control" if and for so long as the same individual or individuals together hold the power to deal with the respective assets and/or businesses in accordance with his or their wishes by virtue of the holding of shares, or voting power, or powers conferred by any constitutional or corporate documents.
- Unless RTA or your Certification Body otherwise permit in their absolute discretion, a separate registration will be required in accordance with the following principles:

Enterprise / Activity	Separate Registration per:
Farms	<ul style="list-style-type: none"> Farming enterprise Holding / site within the enterprise : subject to the provisions of paragraph 18 below.
Livestock Transport	Commercial Livestock Vehicle / Trailer
Livestock Market	Site with separate Animal Gatherings Order Approval Number
Collection Centre	Site with separate Animal Gatherings Order Approval Number
Meat Processing	Site with separate FSA Approval Number

- Additional farm holdings may be allowed within a Business's Scheme registration provided the holdings fall within the relevant description(s) set out below (and subject always to their being under the same management control as set out in paragraph 16).

Dairy	Poultry	Pigs	Beef/Lamb	Crops	Fresh Produce
Each milking premises requires a separate registration	A self-contained live poultry facility functioning with defined poultry stock management, operational control and bio-security standards	Main holding + max 3 small nursery or finishing units	Main site + additional sites where livestock are kept.	Main holding + any additional sites where fertilisers and pesticides are kept or harvested products stored or processed.	
		Additional sites must be close to the main unit and agreed by the Certification Body.			

- Dairy farm assurance is normally organised by the first purchaser of your milk. Separate Member Rules apply to Dairy Purchasers. Individual Dairy Farms may be accepted into membership at the discretion of RTA in which case these Member Rules apply. Cattle on dairy farms must also be beef assured (i.e. certification to the RTA beef Standards or the beef assurance scheme in any relevant devolved region of the UK – see paragraph 8). If you do not want your beef assurance to be assessed by the Certification Body which assesses your certification to the RTA dairy Standards, you must be able to demonstrate that your beef assurance is in place at the time of your dairy assessment and commit to it being maintained.

Initial Assessment and Certification

- A complete full assessment must be carried out and you must conform to all the Standards (not including 'recommendations') before certification can be progressed.
- To allow a complete full assessment you must
 - give the assessor access to relevant parts of the holding, key members of staff and relevant records/documents
 - allow access to livestock as required, including in some cases allowing assessors to carry out welfare outcome scoring.
- Without prejudice to paragraph 52c, assessors may refuse to carry out or finish an assessment
 - in the presence of a third party who they believe may, intentionally or otherwise, influence its outcome in an inappropriate manner
 - if they feel threatened or that they have been subjected to abusive behaviour at any time during the visit
 - if the site is empty or non-operational.
- If any Standards are not met then a non-conformance will be raised. Certification will be dependent upon you carrying out the required improvements to the satisfaction of the Certification Body and within a time period they will specify.



24. Once issued, certificates and, where applicable, stickers are not transferable to other holdings or businesses and remain the property of your Certification Body. Whilst certificates and stickers may be useful in confirming the assured chain of custody, the definitive indication of certification 'Assured' status will always be the Scheme Member Checker database.

Membership Renewal

25. Your membership must be renewed annually. Failure to renew within one month after the renewal date will result in your membership being terminated and no further certification being provided. If you subsequently apply to re-join you will be treated as a new applicant and will not be certified until you have had a satisfactory initial assessment. In this instance your membership and certification will not be backdated.

Material Changes

26. You must keep your Certification Body informed of any material changes to your operation that might affect your certification. Examples of material changes include but are not limited to:
- additional holdings or sites (e.g. crop storage facilities, livestock grazing) not mentioned in the original application
 - a change in management control of the Member (to be construed in accordance with paragraph 16)
 - additional commercial livestock vehicles
 - if at any time the site is empty of livestock
 - if the site becomes restocked
 - changes to the activity being carried out on the site (e.g. a farm or haulier also operating as a collection centre, or a meat processor beginning to process new species such as pork or poultry).
27. If any individual owner of the Applicant Business (or of any other business under common management control as the Applicant Business) is unable to pay his debts as they fall due, is declared bankrupt or has a receiver appointed over any of his assets, or if the Applicant Business is unable to pay its debts as they fall due or becomes insolvent, goes into administration, appoints an administrative receiver or enters a compromise with its creditors or if any resolution is passed or action is taken relating to any of the above matters, you must inform your Certification Body immediately giving details of any person appointed or proposed to be appointed as administrator, administrative receiver, trustee in bankruptcy or liquidator (as the case may be).
28. When certified against the Red Tractor Fresh Produce standard only, you may ask your Certification Body for a voluntary suspension of one, some, or all of the crop types covered by the certificate.
29. Also, when certified against the Red Tractor Fresh Produce standard only, you may ask for your contract to be terminated at any time unless your membership is suspended or there are non-conformances outstanding.

Changing Certification Body

30. You can change your Certification Body at any time, in accordance with paragraphs 31 to 34.
31. You do not need to inform your previous Certification Body that you have transferred.
32. You must declare on your application to your new Certification Body if you have previously applied, or have been in the past, or are currently, a certified member of the Scheme. If so you must identify the Certification Body to whom you applied, previous Scheme membership number and details of any of the sites you operate which have previously been inspected under the Scheme (CPH number and PRIMO/Herd mark where applicable).
33. Your new Certification Body will request and be given access to your historical data and records from your previous Certification Body before confirming continued certification.
34. The Certification Body has the right to reject the application to transfer if you have outstanding non-conformances still to be rectified or any other certification or membership conditions which have been imposed which prevent the application from being accepted. In this case you must clear non-conformances to the satisfaction of the previous Certification Body before you can transfer, or, if conditions have been imposed (e.g. more frequent inspections), you must agree that these can be followed through by the new Certification Body.

Routine Assessments and Spot Checks

35. You must allow assessors to carry out routine assessments, revisits and spot checks as required.
36. RTA, your Certification Body or any third party duly authorised to act on their behalf has the right to carry out an assessment or spot check at short notice or without prior notice.
37. The assessor may be accompanied by an observer to witness the quality of the assessment.

38. If any Standards are not met then a non-conformance will be raised. Continued certification will be dependent upon you carrying out the required improvements to the satisfaction of the Certification Body and within a time period they will specify.

Suspension and Withdrawing Certification and Special Conditions of Certification

39. Your Certification Body has the right to suspend your certification in any of the following circumstances:
- if you unreasonably delay or refuse routine assessments, revisits or spot checks
 - if circumstances on the holding or site prevent the assessor from completing the assessment in full
 - if major non-conformances are identified against 'Key' Standards
 - if an excessive number of non-conformances are found during an assessment
 - in the event of the same non-conformance being found on successive assessment visits
 - if you fail to rectify the non-conformances within the specified timescales; or
 - on receipt of reliable evidence from a third party, demonstrating that you are not maintaining the Standards to a material extent
40. If your certification is suspended and you do not take the necessary action to rectify notified non-conformances within the specified timescales your certification may be withdrawn with immediate effect by written notice served by RTA or your Certification Body.
41. RTA and your Certification Body shall be entitled to specify 'Special Conditions of Certification' for your membership and/or continued certification of the Scheme. This may include, without limitation:
- additional assessments by the Certification Body over and above the normal routine frequency at your cost; and
 - evidence from a third party expert (nominated by RTA or the Certification Body and appointed at your cost) that Standards are being met.
42. In the event of very serious non-conformance to the Standards or these Rules, RTA and your Certification Body shall each be entitled (a) to withdraw certification in respect of the relevant holding, site or vehicle and/or the Applicant Business in default (and if considered appropriate its owners and/or any persons connected with such persons) and (b) to refuse to accept a new application from such persons or in respect of any such sites/assets for such period as RTA or your Certification Body may consider appropriate and even if the non-conformance in question has been rectified.
43. Each of RTA and your Certification Body has the right to inform your customers and suppliers of any change in your certification status.

Fees

44. You must pay an annual membership fee to your Certification Body at the point of application and annually thereafter.
45. You must pay any additional charges your Certification Body may impose for:
- visits to additional holdings/sites not close to the main holding or site
 - visits to additional holdings/sites/vehicles notified to the Certification Body after the initial assessment
 - the assessor to return to either complete the assessment report where initially it could not be completed in full or to check the non-conformances have been rectified
 - any additional assessments if required under any special conditions of certification agreed between you and your Certification Body from time to time, as contemplated in paragraph 41 above ('Special Conditions of Certification').
46. For dairy farms some of these fees may be met by the milk purchaser and you should contact them to discuss this.
47. You are responsible for any external third party fees to meet the requirements of the Standards (e.g. Quarterly Veterinary Reports on farms certified to the RTA pig Standards) and any 'Special Conditions of Certification' as per paragraph 41.
48. You are responsible for any costs you incur in meeting the Standards or rectifying your non-conformances.
49. If you fail to pay any fees required to be paid by you under these Rules, RTA or your Certification Body shall be entitled to reject your application/renewal application and/or to suspend or withdraw your relevant certification.

Termination of Membership and Withdrawing Certification

50. RTA and the Certification Bodies may refuse future applications or impose particular conditions for re-entry into the Scheme where an application relates to businesses/premises which have had their certification withdrawn in accordance with these Rules.
51. RTA and the Certification Bodies will not accept a renewal or registration application (including from a new applicant) if the application relates to a site or holding or vehicle in respect of which sanctions are in force under



these Rules unless it can be demonstrated to the satisfaction of RTA and the Certification Body that the 'new' applicant is not connected to the Applicant Business which is subject to sanctions other by virtue of the fact that it is operating from the same premises or holding (and there are no other reasons for refusing such an application).

52. Each of the Certification Bodies and RTA may, in its absolute discretion, refuse/terminate membership and/or withdraw certification if:
- it considers that it is necessary to do so to prevent the Scheme from being brought into disrepute. Or,
 - if actions of the member have in its reasonable opinion brought the scheme into disrepute. Or
 - If employers or officers of the Certification Body or of RTA feel threatened or have been subject to abusive behaviour by a member and notwithstanding the provisions of Rule 22 b
 - (without prejudice to Rules 52 a, b and c above) a material breach of these Rules where such breach is not capable of being remedied or, in the event that such breach is capable of being remedied, a failure to remedy a material breach of these Rules within 30 days after receiving written notice to remedy it from RTA.
 - the voluntary or compulsory bankruptcy or liquidation of the Member or the appointment of a receiver, liquidator, administrative receiver, administrator or other such officer over any of the assets of the Member, or the entering into by the Member of any composition or arrangements with its creditors.
 - a change of control of the Member (control being defined as in the Income and Corporation Taxes Act 1988), which in RTA's reasonable opinion will or is likely to have a detrimental effect on the integrity or reputation of or goodwill in the Scheme Member logos set out in the RTA website at www.redtractor.org.uk (the 'Scheme Member Logos'), the Standards and/or RTA.
 - gross negligence or fraud on the part of the Member.

Prosecutions, Regulatory Sanctions and Third Party Evidence

53. You must notify your Certification Body of any prosecutions brought or likely to be brought against you, or in relation to any business, site, holding or vehicle owned or occupied by you or referred to in a Scheme registration or renewal application, which relates to any issues covered in the Standards, including without limitation food safety, product traceability, animal health, animal welfare, animal identification and movements, veterinary medicine records, trade description, animal transport, environmental legislation or relevant consumer protection legislation.
54. For the purpose of paragraph 53, "prosecutions" shall include, in respect of farms, any penalties relating to Cross-Compliance requirements that directly relate to issues covered in the Standards.
55. 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 RTA or your Certification Body will be investigated on a case-by-case basis and appropriate action taken.

Confidentiality

56. Your details will be treated in confidence, but in applying to join the Scheme you agree that RTA may confirm, to any third parties who have a legitimate interest in knowing the same, your certification status (being full, suspended, withdrawn or a non-member), the date of your last assessment visit, and your certification expiry date and renewal date. You also agree that this information can be made available through the on-line RTA Scheme Member Checker.
57. A list of certified members and/or suspended members of the Scheme may be published by RTA from time to time.
58. RTA and your Certification Body may release information from its database about your certification to a person/business/body with a legitimate interest in knowing that information, if provision of the data is reasonably considered by RTA or your Certification Body (as the case may be) to be in your best interests.
59. The Scheme may produce and publish statistical reports drawing upon aggregated Scheme data in such a way that individual performance data cannot be traced back to you.
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.
61. The Scheme reserves the right to receive copies of assessment reports from the Certification Body.
62. In exceptional circumstances, where a Scheme assessor comes across evidence of an immediate and significant risk of unacceptable animal welfare, food contamination or environmental pollution RTA or your Certification Body may immediately notify any competent authorities notwithstanding any other provision of their Rules.

Trade Marks, Certification Marks and Logos

63. Using the RTA Scheme member logo: For so long as you are a certified member of the Scheme you are entitled to indicate that you hold a certificate and, for that purpose only, you may use the Scheme member logos, trademarks, and certification marks set out in the Red Tractor website at www.redtractor.org.uk/RTScheme-logo-rules on stationery and publicity materials provided that you follow all directions on the use of the logos which may from given time to time be given by RTA or set out in that. You agree to observe all such directions.
64. Farm Shops: Members who sell their own meat, fruit or vegetable products through their farm shop are, for so long as they are a certified Member of the Scheme allowed to use the appropriate Scheme Member logo(s) in the shop, provided that they follow all directions on the use of the Scheme Member logos which may from time to time be given by RTA or set out in the website www.redtractor.org.uk/RTScheme-logo-rules
65. Using the Red Tractor logo on food: You cannot use any version of the Red Tractor logo on food packs or at the point of sale of food products unless you have a packer licence issued by RTA. To apply for a licence go to www.licensing.redtractor.org.uk
66. The above right to use Scheme Member logos is limited to using the entire designation and the right to use the Red Tractor logo is limited to using the Red Tractor logo in an identical form or forms to that or those used by RTA. The rights are personal to you as a certified member and may not be assigned, transferred or sub-licensed to any other person.
67. As a certified member of the Scheme you shall not use (or authorise or license others to use) the Scheme Member logos and/or the Red Tractor logo in any way other than as expressly permitted in these Rules (or in a packers licence) and you shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the Scheme Member logos and/or the Red Tractor logo nor file or cause to be filed any trade mark or company name registration application 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 RTA, register the Scheme Logos and/or the Red Tractor Logo anywhere in the world nor otherwise cause any question to be raised concerning RTA's ownership of the Scheme logos or the Red Tractor logo.
68. RTA may terminate your right to use any Scheme logo and/or the Red Tractor logo in accordance with these Rules (a) by giving you one month's [written] notice or (b) immediately on [written] notice if (i) you have failed to observe the directions of RTA with regards to the use of the such logos or (ii) your membership of the Scheme has been suspended, withdrawn or terminated for any reason.

Disclaimer

69. Nothing in these Rules shall limit or exclude the liability of RTA or any Certification Body or any of their respective officers, employees, agents or subcontractors for (a) death or personal injury caused by the negligence of any such person; or (b) fraud or fraudulent misrepresentation.
70. Subject to paragraph 68:
- neither RTA nor any Certification Body, nor any of their respective officers, employees, agents or subcontractors, shall under any circumstances be liable, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, loss caused by business interruption, or any indirect or consequential loss arising under or in connection with the Scheme, its administration and/or your membership of (or application for membership of) or the suspension or termination of your membership of the Scheme; and
 - RTA's liability and that of its officers, employees or agents in respect of all other losses, damages, charges, costs or expenses of whatever nature, arising under or in connection with the Scheme, its administration and/or your membership of or the suspension or termination of your membership of the Scheme, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall in no circumstances exceed the total fees paid or payable by you to your Certification Body under these Rules in the 12 months prior to the event giving rise to such losses, damages, charges, costs or expenses.
71. RTA is not a party to the contract you must enter with your Certification Body to govern the assessment of your conformance (or non-conformance) to the Standards. Subject to paragraph 68, RTA shall not under any circumstances be liable, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any acts or omissions of your Certification Body in connection with that contract.
72. RTA shall be entitled at any time to alter the Standards and RTA and each Certification Body shall be entitled at any time to alter their operating procedures where, in their absolute discretion, they consider it necessary to do so.
73. These Rules and the Standards represent the entire understanding between you and RTA in relation to your membership of the Scheme and you acknowledge that you have not relied upon any statement (written or oral) which is not contained in such documents in applying to be certified to the Standards.







**Red Tractor
Assurance**

Standing together for British agriculture

Our standards start with the consumer.

**We monitor what they value the most
about their food and understand what
they expect from farmers.**

**These values are translated in to practical
on-farm standards so Red Tractor farmers
can demonstrate they are producing what
consumers want.**

Certification Bodies



**Red Tractor
Assurance**

Your routine point of contact with the Scheme is through your Certification Body.

Certification Bodies are licensed by Red Tractor to manage membership applications and to carry out assessment and certification against the Standards. The table below shows which Certification Bodies apply to each enterprise.

Certification Body	Beef and Lamb	Dairy	Combinable Crops and Sugar Beet	Fresh Produce	Pigs	Poultry	
						Chickens	Turkey
NSF	✓	✓	✓	✓	✓	✓	
SAI Global	✓	✓	✓	✓	✓	✓	✓
Acoura	✓	✓	✓	✓	✓		
NIFCC (Northern Ireland)		✓				✓	
QWFC (Wales)		✓					



NSF Certification

Hanborough Business Park, Long Hanborough, Oxford OX29 8SJ

Tel: 01993 885739 Email: agriculture@nsf.org Web: www.nsf-foodeurope.com



SAI Global Assurance Services Ltd

PO Box 6236, Milton Keynes MK1 9ES

Tel: 01908 249973 Email: agrifood@saiglobal.com Web: www.saiglobal.com/assurance



Acoura

Acoura Certification Ltd, 6 Redheughs Rigg, South Gyle, Edinburgh, Scotland EH12 9DQ

Tel: 0131 335 6643 Email: redtractor@acoura.com Web: www.acoura.com



NIFCC [Northern Ireland]

1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, Northern Ireland BT28 2LU

Tel: 028 9263 3017 Email: info@nifcc.co.uk Web: www.nifcc.co.uk



QWFC [Wales]

PO Box 8, Gorseland, North Road, Aberystwyth SY23 2WB

Tel: 01970 636688 Email: info@wlbp.co.uk Web: www.wlbp.co.uk

T: 0203 617 3670

E: memberhelp@redtractor.org.uk

www.redtractorassurance.org.uk



**Red Tractor
Assurance *for Farms***

Poultry Scheme