



Crops and Sugar Beet Inspector Guidance

Version 2.01 - Effective 1st April 2012

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SEED, NURSERY STOCK AND ROOTSTOCK (SN)

Responsible use of chemicals on seed, nursery stock and rootstock is essential

SN.1	K	Producers must only use approved chemicals for the treatment of seed or rootstock	CR.SN.1
		If non approved chemicals have been used record as a major non conformance. If there are no records of applications that have been made record as a major non conformance. If a contractor has carried out the treatment the chemical used and the rate applied may be included on the invoice. This is acceptable as a record.	

SITE AND SOIL MANAGEMENT (SM)

Properly managed soil through crop rotations is necessary to help maintain soil condition and reduce reliance on agrochemicals. Conservation of soil organic matter will help ensure soil stability, reduce soil erosion and maintain good soil structure.

SM.1		Producers must have a soil/growing media Management Policy and aim to maintain soil structure and control erosion.	CR.SM.1
		The value of diverse crop rotations where relevant must be recognised. Crop rotations must be employed whenever possible to maintain soil condition and reduce reliance on agrochemicals to maximise plant health.	
		Record absence of policy. Record if no attempt made to maintain structure or control erosion or if crop rotations are not employed (unless adequate justification is provided).	
SM.1.1	R	It is recommended that producers know the classification of soils on their farms; understand their characteristics and production potential and that producers have a written policy on the conservation of soil organic matter. It is also recommended that production practices are adjusted to maintain soil structure and control erosion. This can be demonstrated by a written Soil Management Plan which includes reference to conservation.	CR.SM.1.1
		<i>The organic matter content of soil is important for soil stability and helps to reduce soil erosion and maintain good soil structure. Details of best practice to maintain and improve soil quality can be found in the Defra Code of Good Agricultural Practice. Producers should complete a soil protection review as required through cross-compliance. Growers should be able to demonstrate awareness of erosion risk and measures to counter this. A Soil Management Plan is available to download from www.defra.gov.uk/farm/index.htm</i>	
		Record lack of knowledge of soil classification and/or lack of policy on conservation of soil organic matter.	

ENVIRONMENTAL IMPACT/CONSERVATION AND SUSTAINABILITY (EI)

Management of wildlife, protection of carbon stocks and conservation of the environment is important to ensure that agricultural production minimises the impact it has on the environment, avoids damaging habitats and encourages natural flora and fauna wherever possible.

EI.1	Producers must be aware of any practices that have an environmental impact	CR.EI.1
	<p>Producers must be aware of any practices that have an environmental impact and identify important features of biodiversity and conservation value on and around the farm. Producers must adopt practices to minimise detrimental impact upon such features.</p> <p><i>Producers that have any land on or bordering SSSI must adhere to the management requirements as set out in the Wildlife and Countryside Act 1981 (as amended) and outlined in GAEC 6. If there are any Scheduled Monuments on land producers must adhere to the requirements under the Ancient Monuments and Archaeological Areas Act 1979 (as amended) and outlined in GAEC 7.</i></p> <p><i>Producers must adhere to cross-compliance hedgerow and watercourse protection and 1997 Hedgerow Regulations outlined in GAEC 14 & 15. If land is designated as a Special Protection Area producers must adhere to regulations and requirements under the Wild Birds Directive 2009/147/EC and Habitats Directive 92/43/EEC and outlined in SMR 1 and SMR 5.</i></p>	
	<p>Record lack of knowledge about environmental impact of growing practices</p> <p>Record if practices are not adopted to minimise detrimental environmental impact or conserve biodiversity. Record if the features are not identified</p>	
<p>EI.1.1 <i>Revised</i></p>	<p>Producers who are planning to use land classified as uncultivated or semi-natural area at 01.01.2008 for arable production must ensure Environmental Impact Assessment (EIA) Regulations have been met. In addition, if any of that land is used to produce energy crops producers must retain information related to possible carbon losses.</p>	<p>CR.EI.1.1</p>
	<p><i>Conversion from non arable to arable (land that is under temporary or rotation crops, including temporary fallow and grass under 5 years) can significantly increase carbon emissions. Producers should therefore retain information of the conversion including area, previous land type and cultivation method for 5 years.</i></p>	
	<p>Record if EIA Regulations have not been met. Record absence of assessment or records of carbon losses</p>	

<p>EI.1.2 <i>Revised</i></p>	<p>Crops and sugar beet that may be used to produce biofuels and bioliquids must not be produced on land that had one of the following statuses on or after January 2008:</p> <ul style="list-style-type: none"> • a high biodiversity value or • land with high carbon stock or • land that was peatland unless evidence is provided that the cultivation and harvesting does not involve drainage of previously undrained soil 	<p>CR.EI.1.2</p>
	<p><i>These restrictions mean producers are not permitted to convert to arable production areas from:</i></p> <ul style="list-style-type: none"> • any wooded or forested land (i.e. land spanning more than 1 hectare with trees higher than 5 metres and a canopy cover of over 10%) (this excludes Short Rotation Coppice as it will not reach 5 metres in height but will cover short rotation forestry) • any undrained peatland • any wetland area • areas prohibited for cultivation by law for nature protection purposes or protection of specific ecosystems or species • areas of permanent grassland (grassland that has been established for more than five years). <p><i>See relevant appendix for more information on this requirement and on compliance.</i></p>	
	<p>Check and record whether any crops have been produced on any land that had one of the specified statuses and has been converted to crop production in the previous 12 months. For new applicants check cropped area records against specified status as at January 2008. Confirm land in crop production.</p> <p>Record non conformance if any crops produced on land which had one of the specified statuses were sold to a biofuels or bioliquids market as sustainable.</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.	CR.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>Buildings must be kept clear of weeds.</p>	
	<p>Assess the appearance of the farm as a whole. Waste, scrap etc must be in controlled areas away from: Entrances, Dairy, Livestock, Feed/crop stores, packing areas, public accessed areas etc. In difficult circumstances inspectors may consider asking the farmer how he would rank his farm in terms of cleanliness before commenting themselves. Evidence that crops or produce have been contaminated or livestock have injured themselves as a result of access to disused machinery or scrap or that farm appearance may result in food safety or pollution incidents would be regarded as a non conformance. A non-conformance should also be recorded if the farm presents a grossly untidy appearance even if it does not have a direct impact on animal welfare, food safety or the environment.</p>	

EC.2 <i>Revised</i>	K All pesticides must be kept in a secure store to prevent contamination and pollution.	CR.EC.2
	Contamination of crops, feedstuffs, fertilisers, animals, soils, groundwater and watercourses must be avoided.	
	<p>Pesticides includes plant protection insecticides, herbicides and fungicides but does not include disinfectants, rodenticides or fly control products which are potential pollutants covered under standard EC.6.</p> <p>If you can see obvious contamination by pesticides this must be recorded as a major non conformance Record if store is not locked and secure - minor non- conformance.</p> <p>Record if store does not meet any of the specifications listed noting that 'frost proofing' can be achieved for example by insulation or by the use of a small heater when appropriate.</p>	
	<p>Pesticides must be stored in accordance with national, regional, local regulations; the Code of Practice for Using Plant Protection Products; manufacturers recommendations and HSE requirements.</p> <p>The store must be sound, well ventilated, frost proof, have ease of access and have sufficient light to enable the spray operator to read the product label. An outside cage open to the elements is not acceptable unless the product is supplied in a container purposely designed for secure outdoor storage.</p> <p>The store must also meet the minimum standards set out below.</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.2.1	General warning signs must be placed on access doors.	CR.EC.2.1
	Record if no warning sign	
EC.2.2	The store must have emergency facilities to deal with accidental spillages (e.g bucket of sand or absorbent granules) and be able to retain spillages or have an adequate sump to prevent contamination of watercourses.	CR.EC.2.3
	Record if emergency spillages not containable or no facilities to contain accidental spillages	
EC.2.3	R It is recommended that the store, including any doors but not the roof, must be made of materials which will resist fire for 30 minutes or longer. In addition, it is recommended that the store is away from areas that present a risk of fire and at least four metres from other flammable materials or sources of ignition.	CR.EC 2.4
	Record non conformance if store is not fire resistant or if flammable materials are stored within 4 metres.	
EC.2.4	All pesticides must be 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 the information on the original label.	CR.EC.2.5
	Record if pesticides not in original packaging or new packaging does not display original label	

EC.2.5 <i>Revised</i>	Storage of powders must ensure that they cannot be contaminated by liquid spillage.	CR.EC.2.6
	Record non conformance if powders can be contaminated by liquid spillage.	
EC.2.6	All plant protection products in the store must have current UK approval.	CR.EC.2.7
	Record if any pesticides do not have current UK approval	
EC.2.7	Keys and access to the pesticide store must be limited to staff with adequate training in the handling of pesticides.	CR.EC.2.8
	Record if keys held by non trained staff	
EC.2.8 <i>New</i>	A list of stored pesticides must be kept (updated every 3 months) and a copy held in the farm office or other suitable location away from the store allowing easy access in case required by the emergency services.	CR.EC.2.9
	Record a non conformance in the absence of a list of stored pesticides or if it is not updated every 3 months.	
EC.3 <i>Updated</i>	K All fertilisers (solid or liquid) must be kept stored in a way that will prevent contamination and pollution.	CR.EC.3
	Contamination of crops, feedstuffs, pesticides, animals, soils, groundwater and watercourses must be avoided. <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>	
	If you can see obvious contamination or pollution by fertilisers this must be recorded as a major non conformance. If fertilisers have spilled/leaked from storage or are stored in a location that could pose a risk to watercourses but there is no evidence of contamination or pollution this is a minor non-conformance.	
EC.3.1	Fertilisers must not be stored with pesticides or any other flammable materials.	CR.EC.3.2
	It is important to note that the objective of this standard is to ensure that there is no contamination of fertilizers, pesticides and other materials and it does NOT mean that fertiliser and these other materials have to be stored in different buildings. They can be stored in the same building but this has to be in such a way that there is no contamination. This can be achieved in a variety of ways such as a physical barrier or in some cases by separation in terms of having a physical barrier between to the two or a space between them. Record a non conformance if there is evidence of contamination.	

EC.3.2	Fertilisers must not be stored with any combinable crops or sugar beet.	CR.EC.3.1
	It is important to note that the objective of this standard is to ensure there is no contamination of stored crops by fertilisers and it does NOT mean that fertiliser and crops have to be stored in different buildings. They can be stored in the same building but this has to be in such a way that there is no contamination of the crops. This can be achieved in a variety of ways such as a physical barrier, or in some cases by separation in terms of having a physical barrier or a space between them. Record a non conformance if there is evidence of contamination.	
EC.3.3	Fertiliser stock records must be maintained which detail up-to-date quantities received and used and these must be updated at least every three months.	CR.EC.3.3
	Record if fertiliser stock records not maintained and updated at least every 3 months.	
EC.3.4	R It is recommended that general hazard warning signs are displayed where over 25 tonnes of fertiliser containing more than 27% nitrogen are stored. Members should be aware of and comply with the Dangerous Substances (Notification and Marking of Sites) Regulations 1990.	CR.EC.3.4
	Check that hazard warning signs are displayed if storing over 25 tonnes of fertiliser containing more than 27% nitrogen	
EC.3.5 <i>Revised</i>	Liquid fertiliser must be stored in accordance with Defra's 'Protecting our Water, Soil and Air - A Code of Good Agricultural Practice for farmers, growers and land managers' (in suitable tanks/bowsers preferably within a secondary containment system and away from watercourses) and a contingency plan must be in place in the event of spills, leaks, overfills and other accidents.	CR.EC.3.5
	Check suitability of storage container. Record non conformance if there is no contingency plan or if liquid tanks do not have lockable or removable tap handles. The absence of a secondary containment system is not a non conformance.	
	Liquid fertiliser tanks (if not bunded to Environment Agency standards) should have lockable or removable tap handles. Sight glasses, if fitted, should be secured to avoid accidental or malicious spillage.	
EC.3.6	Granular fertiliser must be stored on a hard, dry surface preferably under cover, where spillage can be contained rather than carried by run off water into watercourses.	CR.EC.3.6
	Check that fertilisers are stored in a dry area away from watercourses. Record if stored in a location that could pose a risk to watercourses	

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.	CR.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> <p><i>See relevant appendix for details of how to store fertilisers safely, a self-assessment checklist and an example protocol of actions in the event of discovering a fertiliser loss.</i></p>	
	Record a non-conformance if fertiliser is not securely stored and/or a protocol is not in place.	
EC.5 <i>Updated</i>	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.	CR.EC.5
	<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>	
	Assessors are not expected to cover the fine detail of the legislation but to take a light touch approach by focusing their assessment on the areas outlined in the standard. The appendix provides further detail if it is suspected the farmer is not meeting the legal requirements. If the assessor sees obvious pollution, as a result of inadequate storage of silage, slurry, agricultural fuel oil, waste and moist feeds this must be recorded as a major non conformance. Inadequate storage but no evidence of pollution is a minor non conformance	
	Where required by legislation, fuel tanks must be bunded in case of leakage.	
	Check date of construction/installation of fuel tanks and record a minor non conformance if tanks are not bunded when legislative requirements require bunding.	

EC.6 <i>Updated</i>	K	All paints, preservatives, disinfectants, baits, lubricants and other chemical products must be kept in a suitable store to prevent contamination and pollution.	CR.EC.6
		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.)	
		If you can see obvious contamination by any of these products this must be recorded as a major non-conformance. If these products are not kept in a suitable store, record as a minor non-conformance.	
EC.7 <i>Revised</i>	K	Pesticides and other crop protection products must be applied to land in ways which prevent pollution.	CR.EC.7
		Evidence of obvious pollution as a direct result of the way in which these products are applied to land will be a major non-conformance.	
		 <p>All pesticides must be applied according to the statutory conditions of use. All pesticide applications must comply with current Regulations or SOLAs (Specific Off Label Approval) including statutory conditions regarding the specific crop, maximum permitted total dose, maximum number of treatments, application intervals and latest time of application as indicated on the product label. Records must be maintained to confirm compliance and a hard copy or direct electronic access to the SOLA must be available. (See relevant appendix for more details).</p>	
		If applications do not comply with statutory requirements as listed record as a major non conformance. Absence of records to confirm compliance and/or hard copy of any SOLA will be a minor non conformance.	
EC.7.1	K	Only plant protection products approved for use in the UK on the crops being protected can be used.	CR.EC.7.1
		Use of any products not approved for use on the crop to be recorded as a major non conformance.	
EC.7.2		When mixing plant protection products, any handling and filling instructions stated on the label must be followed.	CR.EC.7.3
		Record if label instructions are not followed.	
EC.7.3		Any areas of high pollution risk must be identified on the farm e.g. near watercourses or ponds, where application of pesticides should not be carried out. Farm maps must be used to show these areas.	CR.EC.7.4
		Record if farm map does not identify any high pollution risk areas present on farm.	
EC.7.4		Precautions must be taken to avoid or protect non- target areas from direct overspray or spray drift and local bee keepers must be given a minimum of 48 hours notice of the intention to apply a pesticide that is potentially hazardous to bees.	CR.EC.7.5
		Record absence of precautions taken to protect non-target areas or absence of bee keepers' telephone numbers.	

EC.7.5	Certain pesticides carry a 'buffer zone' requirement when applied near water. When applying these pesticides, via a horizontal boom sprayer or air assisted sprayers, a LERAP (Local Environmental Risk Assessment for Pesticides) must be undertaken and whether or not the buffer zone laid down to protect water is reduced or not, the results must be recorded.	CR.EC.7.6
	If applicable, record absence of compliance with no spray (buffer) zones or absence of appropriate records.	
EC.7.6	Pesticides must not be carried in the cab of the sprayer, and a safe method of transport, as detailed in the Code of Practice for Using Plant Protection Products must be used.	CR.EC.7.7
	Record if transport containers are not secure, locked or do not display appropriate signage.	
EC.7.7	R It is recommended that integrated crop management (ICM) should be adopted and discussed with relevant staff, advisors and contractors.	CR.EC.7.8
	Record absence of ICM adoption /discussion with staff etc.	
EC.7.8	Regular crop inspections must be undertaken and recorded.	CR.EC.8.1
	Record as non-conformance if records are incomplete or unavailable. Diary notes are acceptable as records.	

EC.8 <i>Revised</i>	Pesticide and crop protection product use records must be kept.	CR.EC.8
	<p>All pesticide applications whether carried out by the member 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. These records must be made available to the inspector and should include: name of equipment operator, crop, variety and growth stage, crop location/field name, area to treat, rate of application, product name and active ingredient, volume of water, reason for application, special precautions required (i.e. LERAP), date of application (where this may occur over a period of more than one day, the start date and finish date must be recorded), start and finish times, weather conditions, if appropriate (including wind speed and direction at application) and harvest interval. Invoices of the products used must be kept as part of the record keeping.</p> <p><i>(See relevant appendix.)</i></p> <p><i>Copies of the Defra Code of Practice for Using Plant Protection Products can be downloaded from www.pesticides.gov.uk or are available on CD Rom.</i></p> <p><i>Information on LERAP is available from http://www.pesticides.gov.uk/safe_use.asp?id=207</i></p>	
	<p>Record as non-conformance if records are incomplete or unavailable. AI is on label with product name so retained labels are acceptable.</p> <p>If harvest intervals are specified these must be checked and if they have not been complied with a non conformance raised.</p>	



Farm Record

EC.8.1 <i>Updated</i>	Relevant pests, diseases and weeds must be monitored and recorded directly or through participation in a relevant prediction programme. Thresholds where applicable must be used to avoid the routine application of pesticides.	CR.EC.8.2
	Record as non-conformance if records are incomplete or unavailable	
EC.8.2	Crop protection products must be appropriate for the control required as recommended on the product label or SOLA. Having regard to residue levels and environmental impact, members must follow all pesticide label recommendations in particular regarding: <ul style="list-style-type: none"> • Maximum permitted dose rates; • Restrictions on repeated applications to a single crop; • Harvest interval and latest application stage If reduced spray volume applications are used, the guidelines in the Defra Code of Practice for Using Plant Protection Products must be adhered to.	CR.EC.8.4
	Record as non-conformance if records are incomplete or unavailable	
EC.9	Pesticide spraying equipment must be checked regularly to ensure accurate and efficient application of pesticides.	CR.EC.9
	Pesticide equipment other than hand-held applicators and knapsacks must be tested under an independent sprayer certification scheme (such as NSTS) and hold a valid pass test certificate. Alternatively, the sprayers must be annually serviced, tested (the test to be documented and to cover at least all of the NSTS Test criteria appropriate to that sprayer) and achieve a test pass for all criteria, by an engineer certificated by the appropriate sprayer manufacturer.	
	Record if equipment has not been tested as specified. Record if engineer's test does not cover all NSTS criteria. Record if there is no documentation confirming certification by manufacturer. Record if there is no valid pass certificate. Record if no testing centre/tester available in area.	
EC.9.1	An Annual Routine Operator Check must have been undertaken for all hand-held applicators and knapsack sprayers and the results recorded.	CR.EC.9.1
	Record if Operator Check has not been carried out or record absence records.	
EC.9.2 <i>Revised</i>	Where members use the services of a third party such as a spray contractor, it is the member's responsibility to obtain a copy of the relevant NSTS certificate or engineers test certificate for the active sprayer used. The NSTS certificate or engineer's test certificate must be valid at the time of the application of the plant protection product.	CR.EC.9.2
	Record if no copy of contractors valid certificate (at the time of spraying) is available.	

EC.10 <i>Revised</i>	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 .	CR.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>It is important that assessors are familiar with all the detail set out in the revised Appendix EC.10. Establish in discussion with the farmer what fertiliser and soil conditioners (including manures and compost) the farmer is applying to his land and ensure that they meet the requirements set out in the revised appendix. Ask to see evidence of appropriate permits for materials originating off the holding.</p> <p>Evidence of obvious pollution as a direct result of the way in which these products are applied to land will be a major non-conformance. Evidence that they are being applied inappropriately or without the correct permit but obvious pollution is not apparent, will be a minor non-conformance.</p>	
EC.10.1	Any use of treated Human Sewage Sludge on land destined for agricultural use must be in accordance with the Defra Code of Practice for the Agricultural Use of Sewage Sludge.	CR.EC.10.1
	Record if any use of treated sludge is not in accordance with the COP.	
EC.10.2	K Untreated Human Sewage Sludge must not be applied to farm land.	CR.EC.10.2
	Record if untreated human sewage sludge has been used.	

EC.10.3 R	It is recommended that a cropping/nutrient management plan is developed based on risk and soil analysis, together with the timing, frequency and quantity of applications of nutrients to ensure that nutrient loss is minimised; fertiliser applications are optimised and soil potential is maximised.	CR.EC.10.3
	Record absence of plan	
EC.10.4	Fertiliser rates must be based on a calculation of the nutrient requirements of the crop and on regular analysis of nutrient levels in soil, plant or nutrient solution. Nutrient applications should be guided by the levels contained within the Defra/SAC fertiliser recommendations.	CR.EC.10.4
	Record absence of analysis results and/or previous cropping history.	
EC.10.5 <i>Revised</i>	The supply and timing of nutrient application must be matched to meet crop demand as nutrient leaching has significant environmental consequences. Precautions must be taken when applying nutrients to protect non-target areas from fertiliser/nutrients and run-off or leaching of said fertiliser/nutrient.	CR.EC.10.5
	Record a non conformance if there is a lack of awareness of crop demand & supply/timing of nutrient application. Check what precautions are taken to protect non-target areas and record non-conformance if no precautions are taken.	
	<i>Effective P and K balances can be achieved either by rotational maintenance replacing that removed by the crop, or by crop-specific applications based, where applicable, on Defra fertiliser recommendations (RB209). Chopping and incorporation of crop residues helps to minimise loss and maintain fertility.</i>	
EC.10.6	Records of all applications of soil/substrate and foliar fertilisers must be retained and include, where appropriate, location, date of application, type and quantity of fertiliser applied, the method of application and the operator name.	CR.EC.10.6
	Record if records are incomplete or unavailable.	
EC.10.7 <i>Revised</i>	Purchased inorganic fertilisers used within the last 12 months must be accompanied by documentary evidence detailing the chemical content (such as invoices or delivery notes).	CR.EC.10.7
	Record as non-conformance if documentary evidence of chemical content e.g. N, P, K, is not available.	

EC.10.8 R	It is recommended that members ensure that they adopt good practice to minimise nutrient losses, and comply with any relevant legislation.	CR.EC.10.8
	<p><i>Nitrate</i></p> <p>Members operating in Nitrate Vulnerable Zones, are required to comply with measures contained in the action programme, and to keep records to demonstrate compliance. A key principle is to apply no more nitrogen fertiliser than is required to produce the economic optimum yield, and to make appropriate allowance for nitrate from other sources, such as that released from organic manures, composts and soil organic matter, when deciding on fertiliser rates. Outside NVZs, the Defra Code 'Protecting our Water Soil and Air - A Code of Good Agricultural Practice for farmers, growers and land managers' should be followed.</p> <p><i>Phosphate</i></p> <p>Very small quantities of phosphate are sufficient to cause over-enrichment of some waterways. Phosphate bound to soil particles moves to watercourses as a result of soil erosion. It is therefore important to follow good practice in regularly checking the phosphate index of the soil and setting fertiliser rates accordingly so that the soil reserves are not excessive. In addition, good practice measures to prevent the loss of soil to watercourses during rainfall will make an important contribution to protecting water quality.</p>	
EC.10.9	Precautions must be taken when applying nutrients to protect non-target areas from fertiliser/nutrients.	CR.EC.10.9
	Ask what precautions are taken and record if no action taken	
EC.11	Fertiliser spreaders must be checked regularly to ensure accurate and efficient application of nutrients.	CR.EC.11
	Fertiliser spreaders must be suitable for the land/crop on which their use is intended, with at least annual servicing and calibration to ensure accurate and efficient nutrient application. The maintenance, calibration and any test certificates must be recorded.	
	Record as a non-conformance the absence of records/evidence and/or signs of lack of maintenance.	

<p>EC.12</p>	<p>All farms using organic waste and manures must have and implement a written Manure Management Plan to prevent pollution, contamination and spread of disease.</p>	<p>CR.EC.12</p>
	<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>Ask to see the Manure Management Plan and ensure it is relevant to the farm both in terms of livestock numbers and areas available for disposal. Record a non-conformance if plan (including map) is absent, incomplete or not relevant to the farm (eg significant difference to livestock numbers)</p> <p>If the producer is only using organic wastes such as sewage sludge the plans produced by a biowaste company are acceptable as an appropriate plan to confirm compliance with the standard.</p>	
 <p>Integral to Standards</p>	<p>For producers who do not use farm manure, biowaste or compost this standard is not applicable.</p> <p><i>The relevant appendix provides an example of an acceptable Manure Management Plan.</i></p>	
<p>EC.13 <i>Updated</i></p>	<p>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.</p>	<p>CR.EC.13</p>
 <p>Farm Record</p>	<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>Assessors are not expected to cover the fine detail of the legislation but to take a light touch approach and to focus on areas of potential risk and contamination. Evidence of improper disposal of wastes that present a serious pollution risk is recorded as a major non conformance. Absent or inadequate farm waste management plan or receipts for waste disposal is recorded as a minor non conformance</p>	

EC.13.1	Empty containers must be cleaned using an integrated pressure rinsing devise or rinsed three times with water, and the rinsate returned to the spray tank.	CR.EC.13.1
	Record non conformance if containers are not cleaned and rinsed as specified.	
EC.13.2 <i>Revised</i>	<p>Growers must ensure that :</p> <ul style="list-style-type: none"> • Non returnable empty pesticide containers are not re-used, and are stored, and disposed of, in accordance with the options available under the Environmental Permitting Regulations 2010. • Returnable empty containers are kept secure until disposal or recovery is possible. Disposal or recovery must take place within 12 months. • Only registered waste carriers are used to collect the triple rinsed containers for recycling or disposal. <p>If growers transport the containers they must be taken to a site which has appropriate waste exemptions or an environmental permit.</p>	CR.EC.13.2
	Record non conformance if empty containers are not stored and disposed of as specified. Record waste registration number.	
EC.13.3	The safe disposal of redundant pesticides must be planned and recorded and obsolete pesticides can only be disposed of through a certified or approved chemical waste contractor or the supplying company.	CR.EC.13.3
	Record non conformance in absence of implemented plan and/or the absence of records.	
	<i>See Code of Practice for Using Plant Protection Products.</i>	
EC.13.4 <i>Revised</i>	<p>Under normal circumstances surplus spray mix should not occur. However if surplus does occur, it must be sprayed onto designated areas e.g. sprayed or unsprayed crop left specifically for the purpose. Tank washings and rinsates can be treated in a biobed or biofilter and treated under a waste exemption registered with the Environment Agency.</p> <p>Alternatively, surplus pesticide spray mix and tank washings can be securely stored pending collection by a registered waste contractor. Tank washings and rinsates must be handled as per the guidance given in The Code of Practice for Using Plant Protection Products (available from Defra Publications (Product code PB11090). The disposal of surplus spray mix tank washings and rinsates directly to the ground must be done in accordance with an environmental permit (formerly know as a ground water authorisation) issued by the Environment Agency.</p> <p>Further guidance and advice on biobeds can be found on the Environment Agency website www.environment-agency.gov.uk/agriculturalwaste.</p> <p>Further guidance on environmental permits can be found at www.environment-agency.gov.uk/epr</p>	CR.EC.13.4
	Record a non conformance in the absence of an acceptable disposal mechanism/procedure.	

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 <i>Revised</i>	K	There must be sufficient people available who are competent, that is have the necessary experience and / or training for the work they do.	CR.SC.1
		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. Where outside advisors are not used to provide advice on pesticide usage and application, staff must be able to demonstrate their competence and knowledge having undertaken some formal training on pesticide usage and application.	
		Record a major non-conformance if there is no evidence of any relevant experience/training for the work that is undertaken. Record minor non-conformance if there is evidence that the work is being undertaken without the correct training/certificate as specified in the sector specific standards below.	
SC.1.1 <i>Updated</i>		Formal training must be given to all people handling, storing and using agrochemicals which covers legislative requirements and industry Codes of Practice relevant to the operations being carried out (Grandfather rights do not allow the holders to supervise/train non qualified staff using crop protection products) and all people operating potentially dangerous or complex equipment. This includes sub-contracted staff. The statutory Codes of Practice from DEFRA and the Health and Safety Executive (HSE) must also be adhered to.	CR.SC.1.1
		Record the absence of an appropriate staff training programme	
SC.1.2		The Control of Pesticides Regulations (COPR) 1986 require that all sprayer operators must have appropriate training and hold, where relevant, the appropriate certificate(s) of competence, i.e. certificates issued by the National Proficiency Test Council. Thus operators not holding "Grandfather rights" (i.e. born after 31st December 1964) must undertake suitable training. Any pesticide applications made as a commercial service (contracting) must only be undertaken by certificate holders. Untrained operators who require a certificate of competence must be supervised whilst they apply pesticides by a certificate holder and must be within sight and sound of the supervisor (those holding Grandfather rights may not act as trainers). Members must be able to demonstrate their competence and knowledge having undertaken adequate training on pesticide usage and application.	CR.SC.1.2
		Record absence of appropriate certificates of competence. Check certificates and PA numbers obtained. Record if training has not been undertaken.	

SC.1.3	NROSO - Sprayer operators must be registered on the National Register of Sprayer Operators (NROSO). Where spraying operations are contracted see SC 1.6 and SC.2.	CR.SC.1.3
	<i>An application form can be obtained from NROSO Telephone 024 7669 6553 Fax 024 76696128 Email: information@nroso.org.uk or downloaded from www.nroso.org.uk</i>	
	Record if any sprayer operators are not registered with NROSO.	
SC.1.4	Where an adviser, consultant or trade representative advises on fertiliser usage etc on a member's farm, it is the member's responsibility to obtain the relevant FACTS Professional Register number. The member should also ensure the adviser, consultant or trade representative has read the Scheme standards and agrees to advise on fertiliser use in compliance with the standards.	CR.SC.1.4
	Record if FACTS Professional Register numbers are not available for advisers etc as specified. Record non conformance if the advisers etc have not read standards and agreed to advise as specified.	
SC.1.5	Where an adviser, consultant or trade representative advises on pesticide usage on a member's farm, it is the member's responsibility to obtain the relevant BASIS Professional Register number and to ensure the adviser, consultant or trade representative has read the Scheme standards and agrees to advise on pesticide use in compliance with the standards.	CR.SC.1.5
	Record absence of BASIS certificate or name & number. Record if adviser is not on the Professional Register	
SC.1.6	Where members use the services of a third party such as :- <ul style="list-style-type: none"> • a spray contractor or granular/dust application contractor, it is the member's responsibility to obtain the relevant certificate of competence number, and name of the operator, or to obtain from the contractor confirmation that the relevant employee holds such certificates, and ensure they are aware of the Scheme standards. Contractors should be made aware of Groundwater Regulations 1998 regarding the disposal of spray washings etc, and must comply with any disposal authorisations for the farm. • a third party seed-dressing contractor, it is the member's responsibility to obtain the relevant certificate of competence number, and name of the operator, or to obtain from the contractor confirmation that the relevant employee holds such certificates, or to obtain from the contractor the Assured Land Based Contractors Verified Seed Scheme membership number and ensure they are aware of the Scheme standards. 	CR.SC.1.6
	Record if the specified documentation is not available or if records show non compliance with standards	

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).	CR.SC.2
 <p>General Information</p>	<p>Certificates of training or Continuing Professional Development (CPD) for permanent workers can be discarded after 2 years after leaving employment. Records for casual workers need only be available for the duration of the employment.</p> <p>Certificates of competence and/or records of training for each employee must be kept in the interests of operator safety.</p> <p><i>The assessor will wish to inspect all certificates of competence as issued by the National Proficiency Tests Council (NPTC) and/or training certificates. A full list of certificates of competence and the relevant test module is available under the relevant appendix.</i></p>	
	Record non conformance if training record(s) not available	
SC.2.1	<p>Sprayer operators must be registered on the National Register of Sprayer Operators and where spraying operations are contracted, it is the responsibility of the member to ascertain and record, the sprayer operator's name and valid NRoSO membership number.</p>	CR.SC.2.1
	Record non conformance if any contract sprayer operators are not registered with NRoSO or if the details as specified are not available.	
SC.2.2	<p>All sprayer operators must hold, where relevant, the appropriate certificates of competence (i.e. certificates issued by the National Proficiency Test Council). Operators holding "Grandfather Rights" i.e. born before 31st December 1964) must undertake suitable training. This applies equally to operators of granular pesticide applicators and seed dressing equipment etc.</p>	CR.SC.2.2
	Record absence of appropriate certificates of competence for contractors. Check certificates and PA numbers obtained.	

CROP STORAGE AND HARVESTING (CS)

Properly maintained and clean stores, equipment and transport which store, handle and transport crops are vital to reduce the risk of contamination and ensure food safety.

CS.1	Producers must determine the condition of crops immediately they go into store and make an assessment of risk in terms of storage.	CR.CS.1
	<p>Grain stored for more than a few days may need conditioning. It may also need to be dried and/or cooled. It is essential to avoid over-drying and causing heat damage to the grain. If grain requires drying, it must be carried out as soon as possible to avoid damage to the grain through heating, mould or smell and at a temperature consistent with preserving the grain quality required for the specific end use. Grain that is not dried may deteriorate and is at risk in terms of the development of mycotoxins. For further information see HGCA Grain Storage Guide 2nd edition and HGCA Safe Storage Time Calculator (www.hgca.com).</p> <p>Grain stored for more than a few days requires a specific storage strategy and this will be part of the ongoing risk assessment.</p>	
	<p>Record non conformance if producer did not determine condition of crops going into store. Record non conformance if risk assessment has not been carried out.</p> <p>Diary records are adequate to demonstrate compliance.</p>	
CS.1.1	The temperature and moisture content of grain must be monitored. Any rise in temperature must be investigated. Appropriate action must be taken to remedy water ingress, bird and rodent activity, and hot spots. If insects/mites are detected, refer to HGCA Grain Storage Guide 2nd edition or seek further advice. In all cases records must be kept of the dates of all checks and follow-up action, where applicable.	CR.CS.1.1
	<p><i>Initially the temperature and moisture content of stored grain must be monitored. The HGCA Safe Storage Time Calculator can be used as an aid for monitoring. Where storage records can demonstrate that temperature has been stabilised over a period of time, it may be permissible for the interval between store temperature checks to be extended. If there is no evidence of bird and rodent activity, again the interval between checks may be extended. In all cases ongoing dated record sheets must be kept of the dates of all checks and follow-up action where appropriate.</i></p>	
	<p>Record absence of records. Record lack of remedial action. Record if records show monitoring is not carried out on a regular basis.</p>	

CS.1.2	Regular ongoing risk assessments (at least annual) must be carried out and in relation to the storage facilities (temporary and long-term holdings) including reference to the fabric of the store (walls and roof etc) and any stored crops.	CR.CS.1.2
	<p><i>See relevant appendix which provides an example of issues to be covered in a storage risk assessment. Members should record the dates of checks and detail any corrective action undertaken as a result.</i></p> <p><i>Where applicable members are urged to consider the following:</i></p> <p><i>Clay pigeons (which are generally made from Bitumen), can be a source of contamination in grain and particularly in loads of rapeseed leading to high levels of BaP in crude oil and in the rapeseed (BaP is the measurement for PAHs and current legislation is max 2ppb BaP in oils).</i></p> <p><i>The following guidelines should be followed:</i></p> <ul style="list-style-type: none"> • <i>Clay pigeons must not be stored in a grain store or left on trailers which are used to carry grain.</i> • <i>Any broken/used clay pigeons must be disposed of properly and not stored in or near grain stores.</i> • <i>Clay pigeons should not be shot over a crop after 31 March or yellow bud stage whichever is the later. Shotguns and air guns should not be used in and around stores, lead shot contamination can cause problems for end users and may lead to rejection of loads.</i> <p><i>Contamination of stored crops with stones, metal and fragments of concrete should be minimised.</i></p>	
	Record if a risk assessment has not been undertaken.	
CS.1.3	Moisture meters and temperature probes must be calibrated annually and the results recorded.	CR.CS.1.3
	<i>For production only members, a temperature probe is not compulsory</i>	
	Record lack of calibration records	
CS.1.4 K	If any post-harvest pesticides or diatomaceous earth products are used on grain, the product used, dose rate, date and reason for application must be recorded.	CR.CS.1.4
	<p><i>The usage of post-harvest pesticides is not a scheme requirement. Members are advised to check with buyers before using any post-harvest pesticides. Many cereal processors do not permit the use of diatomaceous earth products.</i></p> <p><i>No chemically active post-harvest pesticides are approved for application to oilseeds. SCOPA has approved the use of the following diatomaceous earth products for the post-harvest treatment of oilseeds: DEMETER, SILICO SEC.</i></p>	
	Record as major non conformance if any non-approved products have been used or if records as specified are not available.	

CS.1.5		If any pre-harvest grain store pesticides are used, the site, the product used, dose rate and date of application must be recorded.	CR.CS.1.5
		<i>The use of pre-harvest grain store pesticide is not compulsory under the scheme.</i> <i>Members should consult their customers to determine if any additional commercial restrictions on the use of pre-harvest grain store pesticides exist</i>	
		Record absence of any records or if records show non-compliance with the standards required	
CS.2	K	Buildings used for temporary holding of crops must be suitable for use.	CR.CS.2
		Temporary storage must be weatherproof and all roof leaks, broken sheeting, guttering etc must be repaired and buildings cleaned prior to storage of grain. The suitability, or otherwise, of any holding area must be considered in relation to the potential hazard to the crop. This will depend on the length of time that the grain will remain "in situ" and on a range of site-specific factors. Where only temporary holding facilities are available for storage of grain on farms, or where grain is moved directly from the combine such members will be classed as "Production Only" and membership numbers will be prefixed with the letter "P". Temporary holding is for a period of up to 30 September, or 4 weeks after harvesting, whichever is the later. Members should be aware that intakes might refuse grain with a "P" sticker delivered outside this period. Where temporary holding and long-term storage exist on the same farm, grain from the temporary holding must be cleared as above. The assessor will record where temporary holdings and long-term stores are situated and assessments may be carried out the following September / October to ensure clearance in the timescales permitted.	
		Record major non conformance if any buildings are not weatherproof. Record major non conformance if crops are stored outside the prescribed period. Ask probing questions about the total amount of production and storage capacity. Record where temporary and long term stores are situated. Record as minor the absence of evidence indicating when the store was cleaned.	
CS.2.1	K	All light bulbs, tubes, lamps, windows or any other glass material must be protected or constructed to avoid broken glass contaminating the grain.	CR.CS.2.1
		Record as major non conformance evidence of glass contaminating stored crops. Glass that is not protected and could pose a risk of contamination should be recorded as a minor non-conformance.	

CS.2.2		Any buildings or facilities used for temporary holding of grain must have suitable floors of solid construction to prevent contamination of grain with earth, stones, debris etc. Walls must be constructed of suitable material to prevent contamination of the stored grain.	CR.CS.2.2
		Record if rain can blow onto the crop or floors are not suitable, walls are not suitable, if there are roof problems and if buildings are not cleaned prior to use. Record if the buildings have floors, walls or roofs that do not meet the standards.	
CS.3	K	Buildings used for long-term storage of crops must be suitable for use.	CR.CS.3
		Buildings used for long-term storage of grain must be weatherproof and all roof leaks, broken sheeting, guttering etc must be repaired prior to storage of grain. Members must inspect the store immediately prior to use, and regularly thereafter. <i>Long-term stores should ideally be dedicated to grain storage although multi-purpose/mixed usage stores are acceptable to the scheme.</i>	
		Record as major non conformance if buildings are not weatherproof or if there are leaks, broken sheeting etc. Record as minor non conformance if stores have not been inspected prior to use.	
CS.3.1 <i>Revised</i>	K	Buildings used for long-term storage of grain must have solid floors and suitable walls and doors.	CR.CS.3.1
		<i>Floors must be of solid construction. Bituminous floors and bituminous fillers between concrete floor slabs must not be used for the storage of oilseeds or for the construction of new stores and/or repair of existing stores. It is recommended that members avoid storing grain on newly laid concrete floors to avoid absorption of excess moisture. Walls must also be of solid construction to prevent contamination from water, rodents etc. Doors should fit and close properly to prevent ingress of water, rodents and birds. They can be constructed from close meshed netting or similar material assuming they are fit for purpose.</i>	
		Record as major non conformance absence of solid floors. Record as minor non conformance if bituminous floors or fillers have been used in new stores. Record as minor if doors do not fit or close properly.	
CS.3.2	K	All light bulbs, tubes, lamps, windows or any other glass material must be protected or constructed to avoid broken glass contaminating the grain.	CR.CS.3.2
		Record as major non conformance evidence of glass contaminating stored crops. Glass that is not protected and could pose a risk of contamination should be recorded as a minor non conformance.	

CS.4	In the case of flat grain stores, hard outside loading areas must be maintained in a clean and well-drained condition.	CR.CS.4
	<p>Loading areas must be maintained in line with the DEFRA Code of Practice for the Control of Salmonella during storage handling and transport of raw materials.</p> <p><i>For further information see:</i> http://www.defra.gov.uk/animalh/diseases/zoonoses/zoonoses_reports/salmonella_cop.pdf</p>	
	Record if outside loading areas are not suitable/clean or well drained.	
CS.5 <i>Revised</i>	Traceability records must be kept to identify varieties and fields of origin of crops stored in bulks/bins.	CR.CS.5
	<p>Record a non conformance in the absence of records.</p> <p>Note: For sugar beet each load is accompanied by a Growers Identification card, which contains bar-coded information about the grower and the location of the beet..</p>	
CS.6	Drying equipment must be regularly maintained in line with manufacturers' instructions by demonstrably competent staff.	CR.CS.6
	<p>It is essential to ensure that burners are operating efficiently and the dates when maintenance is undertaken must be recorded. Fuel used in oil-fired driers must meet commercial ISDN/ISO fuel standards. Waste oil must not be used under any circumstances.</p> <p><i>Wherever possible direct oil fired driers should be avoided when drying oilseed rape. Assessors will check whether operators have been trained and whether a copy of the drier manual is available to the operator. It is a legal requirement that all refined oils have a Benzo alpha Pyrene (BaP) level of less than 2ppb. BaP is a measure of polycyclic aromatic hydrocarbons (PAHs)</i></p>	
	Record absence of records or if records show non-compliance with the standards required. Record if staff are not competent/been trained. Record if drier manual is not available to the operator.	

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.	CR.VC.1
		Control can be undertaken either in house or by outside contractors. Attention should always be paid to the safe placing of bait.	
		In the areas detailed for each sector, evidence of an obvious infestation will be a major non conformance. An inadequate vermin control system but no obvious contamination as a result would be a minor non conformance	

VC.1.1	Effective vermin (including rodent) control measures must apply to all storage sites and these control measures must comply with statutory label instructions and be recorded. The records must include a site plan showing the location of bait points and be kept for 2 years.	CR.VC.1.1
	Record if vermin control measures are not in place, not effective and/or not recorded Record absence of bait points. Record if control measures do not comply with statutory label conditions. Record absence of records.	
VC.1.2	The vermin control system must prevent bird, rodent and domestic animal entry to all long-term grain storage. Entry points around gutters, eaves, doors, loading pipes etc should be secured. Doors should be kept shut wherever possible and stores kept as dark as possible. Where stores are multi-purpose/mixed usage it may not be possible for safety reasons to darken stores and this is acceptable. Contamination of stored grain with vermin bait must be avoided. Baits must be placed in such a manner that non-target species do not have access to them. Baiting stations must be kept well away from the stored grain.	CR.VC.1.2
	<i>See HSE Agriculture Information Sheet No 31 available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165</i>	
	Record if action is not taken to prevent bird, rodent and domestic animal entry. Check entry points and record any evidence of rodent or bird activity. Record if doors are not kept shut. Record if grain can be contaminated with vermin bait. Record absence of any records. Record if non target species can gain access to bait.	
VC.1.3	Insect traps (Pitfall traps and equivalent) in stored grain must be used as a means of monitoring insect/mite activity. If insects/mites are detected, refer to HGCA Grain Storage Guide 2nd edition or seek further advice. In all cases records must be kept of the dates of all checks and follow up action, where applicable.	CR.VC.1.3
	Record if insect traps are not used. Record if records show monitoring is not carried out on a regular basis.	

STORE AND EQUIPMENT HYGIENE (EH)

EH.1	K	All grain store walls, floors and horizontal surfaces of any storage, holding or reception facilities must be cleaned and, where appropriate, washed and insecticide treated prior to use.	CR.EH.1
		<p>Residues of previous crops must be cleaned from all areas including ventilated floors and beneath conveyers. Cleaning records must be available for inspection by the assessor.</p> <p>Pre-harvest insect trapping must be carried out in grain storage areas to ensure that cleaning operations have been successful and records must be available for inspection.</p> <p><i>Care must be taken if combinable crops are stored in a building previously used for the storage of other crops as the use of some post-harvest products on crops could leave long-term residues in the fabric of the building. These residues can transfer to the newly stored combinable crops giving illegal residues and possibly damaging germination potential.</i></p> <p><i>If evidence of insects is found, remedial action must be taken.</i></p> <p><i>Bait bags containing nuts must not be used. Insect baiting in temporary stores is not compulsory. Where professional contractors have been used for grain store cleaning, insect baiting pre-cleaning is not required. Baiting post cleaning is required whoever cleans the storage area. Inspectors will assume cleaning/spraying takes place in the preceding June/July and baiting should be carried out between then and harvest.</i></p> <p><i>If grain is still in store when the assessment takes place the assessor will check monitoring and cleaning records to determine conformance.</i></p>	
		<p>For empty stores, record as major non conformance if stores have not been cleaned prior to use and/or there are no records and/or there is evidence of residues of previous crops. Record minor non conformance if records of cleaning are incomplete .</p> <p>If crops are still in store check previous monitoring and cleaning records to determine if pre-harvest baiting was carried out for the previous harvest.</p>	
EH.1.1	K	Where livestock buildings are intended for use as grain storage or temporary holding facilities, at least 5 weeks prior to storage they must be thoroughly cleaned, power washed and sanitised with a combined detergent/disinfectant identified by the manufacturer as suitable for use on food contact surfaces and which is used in accordance with the manufacturers' instructions. Cleaning records must be available for inspection by the assessor.	CR.EH.1.1
<i>Revised</i>		<p><i>The Defra Code of Practice for the Control of Salmonella requires that raw materials should not be stored in an area previously used to house animals unless it has first been thoroughly cleaned to remove all organic material, disinfected and dried.</i></p>	
		Record major non conformance if buildings have not been cleaned as specified or there are no records. Record minor non conformance if records are incomplete	

EH.2 <i>Revised</i>	K	All equipment used for the harvesting, transportation, handling, conveying and loading of grain must be thoroughly cleaned and the dates recorded.	CR.EH.2
		<p>Where trailers and/or loading buckets have been used for the transportation of farmyard manure or similar material, they must be power-washed and sanitised with a combined detergent/disinfectant identified by the manufacturer as suitable for use on food contact surfaces and which is used in accordance with the manufacturers' instructions.</p> <p>This requirement applies equally to any such equipment supplied by contractors or other third parties.</p> <p><i>Combines, grain trailers, loading buckets, augers, cleaners, conveyers, grain driers and any other handling equipment must be regularly cleaned. It is essential that the cleanliness of the combine is checked prior to use as this could be a source of infestation/contamination.</i></p>	
		Record major non conformance if equipment (including that supplied by contractors or other third parties) has not been cleaned or no records are available. Record minor non conformance if records are incomplete or if records show non-compliance with the standards required. Record the lack of power washing facilities or lack of use of disinfectant/detergent as specified.	

RESIDUES AND CONTAMINANTS (RC)

Production of food which is safe to eat is vital and as such microbiological contamination and chemical residues must be minimised and, where applicable, monitored.

RC.1		Producers must determine whether any of the crops grown require specific action to minimise pesticide residues as required by the specific market.	CR.RC.1
 General Information		See the relevant appendix for an overview of the regulations controlling pesticide residues in the UK.	
		Record non conformance if no consideration has been given to minimisation of residues of crops.	

RC.2	Producers must regularly carry out a risk assessment to decide the extent of any measures to be taken to reduce the risk of contamination of crops	CR.RC.2
	<p>Mycotoxins have been identified as a potential risk to growing cereals crops. For storage issues see the specific standards on storage.</p> <p><i>Producers must have access to the HGCA Topic Sheet 104/Summer 2009 "Fusarium Mycotoxin risk in wheat - changes for Harvest 2009" and undertake and record the risk assessment. In addition producers must regularly carry out a risk assessment to decide the extent of the measures to be taken to reduce the risk of contamination of stored grain by mycotoxins. Measures must also be taken to reduce exposure to other contaminants.</i></p> <p><i>A copy of the mycotoxin topic sheet can be downloaded from the HGCA website: http://www.hgca.com/document.aspx?fn=load&media_id=5320&publicationId=6154</i></p> <p><i>In addition, HGCA has produced a Mycotoxin Risk Assessment Tool 2009 which has been reproduced as the relevant Appendix and can be downloaded from: http://www.hgca.com/document.aspx?fn=load&media_id=3855&publicationId=2764</i></p> <p><i>Commission Regulation (EC) No 466/2001 setting maximum levels for certain contaminants in foodstuffs provides for maximum limits for certain mycotoxins in certain foodstuffs. Commission Regulation EC No 123/2005 sets limits for ochratoxin A and EC No 856/2005 sets limits for fusarium toxin.</i></p> <p><i>For further information and guidance regarding fusarium mycotoxins see the latest FSA Code of Practice for the reduction of mycotoxins in cereals: http://www.food.gov.uk/multimedia/pdfs/mycotoxincop2007.pdf</i></p> <p><i>If producers recognise that ergot is present in the crop they should consult their customers to determine if any additional commercial restrictions exist.</i></p>	
	Record non conformance if there is either lack of knowledge or access to the current up to date risk assessment for mycotoxins; and/or if up to date mycotoxin risk assessments have not been carried out as required.	
RC.2.1	Adequate provision including secure segregation must be made to ensure that there is no contamination of stored grain from treated seed or seed treatment chemicals.	CR.RC.2.1
	Record absence of provisions to ensure there is no contamination.	

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.	CR.TI.1
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TI.1.1		Before delivering combinable crops members must ensure that there is a completed and signed Post Harvest Pesticide Declaration (grain passport), which includes the trailer identification number and scheme sticker.	CR.TI.1.1
		Record if grain passports and stickers are not used.	
TI.1.2		Representative samples from each storage bin and or silo must be taken and retained at time of filling. It is recommended that representative samples of each bulk in flat store and/or drying floor be taken and retained at time of filling.	CR.TI.1.2
		Record absence of samples	
		<i>The assessor may wish to examine retained samples. Samples should be retained until the crop is sold. This standard complies with the Health and Safety Executive "Confined Spaces Regulations 1997". For further information see HGCA Grain Sampling Guidelines www.hgca.com</i>	
TI.1.3	K	A member must not market assured and non-assured combinable crops produced on the same holding. Any non-assured grain held on the holding must be physically separated from the assured grain and separate records must be kept showing deliveries in and out of any non-assured grain.	CR.TI.1.3
		Record if non assured crops are marketed. Record if separate storage is not available and records are not kept of non assured crops	
TI.1.4		All certificates/lot numbers and product name of any seed treatment of purchased seed must be available for inspection (includes treatments applied by seed processor off-farm).	CR.TI.1.4
<i>Revised</i>		Record non conformance if required documentation/records are not available for inspection.	
TI.1.5	R	It is recommended that growers retain records of the destination/point of first tipping of loads leaving the farm.	CR.TI.1.5
<i>New</i>		<i>Records can include haulage tickets. This information is required under the Renewable Energy Directive in order to confirm traceability.</i>	

GENETICALLY MODIFIED ORGANISMS (GM)

If grown, strict rules on the production of Genetically Modified Organisms must be followed at all times (to meet legal requirements and reduce the risk of cross contamination)

GM.1	K	Production of any Genetically Modified Organisms must comply with legal requirements.	CR.GM.1
		As of April 2004 the Traceability and Labelling Regulations demand that full traceability at all stages of the supply chain is in place for GMOs. (Regulation 1830/03/EC)	
		Evidence that legal requirements have not been met must be recorded as a major non conformance. If the records are mainly complete with a few incomplete records record minor non conformance.	
		Records must be kept of the variety and GM status for all crops in each field.	
		Record lack of specified records	
GM.1.1	R	It is recommended that suppliers inform all potential customers of any developments including trials relating to the use or production of products derived from genetic modification and the use of GMO cultivars must be agreed with individual customers prior to planting.	CR.GM.1.1
		Record if customers have not been notified	
GM.1.2		Genetically modified (GM) crops and other GM materials must be not be stored with other crops/fresh produce unless they are separated by a rigid physical barrier. Animal feed may contain genetically modified material and therefore must be stored separately from crops/fresh produce.	CR.GM.1.2
		Record if storage is not as specified	
GM.1.3		If GM and non-GM Crops are mixed in storage, the whole bulk must be regarded as genetically modified and labelled as such.	CR.GM.1.3
		Record any lack of GM labelling	
GM.1.4		The Code of Practice on the Provision of Information Relating to Genetically Modified Crops must be adhered to.	CR.GM.1.4
		<i>SCIMAC Code of Practice available from: The Secretary SCIMAC Tel : 01487 831425 Email: Daniel.pearsall@scimac.org.uk Website www.scimac.org.uk</i>	
		Record lack of adherence to the COP	

OWN TRANSPORT FOR OFF-FARM DELIVERY (OT)

OT.1		All trailers must be uniquely numbered or lettered for identification purposes.	CR.OT.1
		The identification number should appear on both sides, and should be visible from a distance of approximately 10m. Additionally, bulk trailer compartments must be individually marked in such a way that they can be identified in loading instructions and when loading and unloading.	
		Record if trailers are not uniquely numbered or lettered and/or bulk compartments are not individually marked.	
OT.1.1		An inventory must be held of all vehicles or trailers owned, hired or leased. The record must include the identification number, the date that the trailer was purchased or hired and, if relevant, the date of disposal.	CR.OT.1.1
		Record absence of inventory and/or records.	
OT.2	K	Vehicles or trailers and sheets must be clean, inside and out, before use.	CR.OT.2
		Records must be kept of dates of cleaning and action taken.	
		Record as major non conformance if vehicles etc have not been cleaned or there is an absence of records. Record minor non conformance if records are incomplete	
OT.2.1	K	Vehicles or trailers and sheets must be disinfected/sanitised if the vehicles have previously carried material on the Haulage Contaminant Sensitive List-see relevant Appendix. Records must be kept of the cleaning operation.	CR.OT.2.1
		 <p><i>Trailers must be clean, dry and fit for purpose before coming into contact with any product destined for the food or feed chain, this also includes equipment that may come into contact with these products, such as vehicle sheets. Any vehicle or trailer being used for deliveries to processors that may have been previously carrying material on the Haulage Exclusion List must not be used for the transportation of grain entering the food/feed chain.</i></p>	
		Record as major non conformance if vehicles or trailers have not been disinfected/santised or of records have not been kept of the cleaning operation. Record minor non conformance if records are incomplete.	
OT.3	K	Measures must be taken to avoid contamination of loads.	CR.OT.3
		If an accident or other type of incident occurs, which may have contaminated the load, an assessment must be carried out to identify any contamination or other hazards and a decision made in conjunction with the recipient as to whether to continue with the delivery.	
		Record as major non conformance if loads have been contaminated and if assessments were not carried out to identify contamination/hazards. Record if recipients were not consulted.	

OT.3.1	R	It is recommended that all bulk-tipping vehicles and trailers used to transport assured food or feed are fitted with a sheeting system that can be operated from ground level. Vehicles or trailers should be sheeted at all times unless it is impracticable to do so - the obvious exceptions being field work, loading, unloading and sampling.	CR.OT.3.1
		Record if the sheeting system cannot be operated from ground level. Record if vehicles or trailers are not sheeted at all times.	
OT.3.2	R	It is recommended that drivers do not walk on top of the sheeted load; however, if this is absolutely necessary, they must ensure that the load is not contaminated.	CR.OT.3.2
		Record if drivers walk on top of the unsheeted load.	
OT.4	K	Vehicles must not be loaded until they have been inspected and passed as being fit for loading.	CR.OT.4
		Care should be taken not to overload vehicles <i>For easy reference, to comply with this section members may need all or some of the following documentation:</i> <ul style="list-style-type: none"> • <i>Vehicle Register;</i> • <i>Second-Hand Vehicle Previous Use Records;</i> • <i>Cleaning and/or Disinfecting Records;</i> • <i>Post-Harvest Pesticide Declaration ;</i> • <i>Record of Three Previous Loads; and</i> • <i>A relevant Insurance Certificate .</i> 	
		Record as major non conformance if vehicles have not been inspected prior to loading or they are overloaded. Record as minor non conformance if records are not kept.	
OT.4.1		Producers must be able to provide evidence of the three previous loads together with a record of the last cleaning and disinfection of the vehicle.	CR.OT.4.1
		Record if drivers are not asked for details of previous loads carried	
OT.4.2	R	It is recommended that when loading materials into vehicles with compartments, producers check the vehicle to ensure that there are no leaks between compartments. It is recommended that the vehicle is loaded so that goods cannot leak over the top of compartments. If instructions are given to load compartments in a particular order, these instructions must be followed.	CR.OT.4.2
		Record if checks are not carried out.	

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 <i>Revised</i>	Producers must have available a copy of the documents and codes of practice as indicated.	CR.DP.1
	<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>	
	<p>Ask to see all the relevant documents or get confirmation that they are accessible electronically. Ensure that they are the latest versions. (Note the old versions of the DEFRA Air, Soil and Water Codes have been replaced by "Protecting our Water, Soil & Water" which farmers should have now). Record titles of documents that are not available and raise non-conformance.</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 Code of Practice for Using Plant Protection Products PB 11909 • HGCA Storage Guide - 3rd edition • Defra Code of Practice for the Control of Salmonella - Storage of Raw Materials Used for Animal Feedstuffs PB 2202 • Defra Fertiliser Recommendations for Agricultural & Horticultural Crops (RB209) - 8th Edition 2010 • SFPS Cross Compliance for Soil Management 2006 PB 11162 • HGCA Guidelines to Minimise the Risk of Fusarium Mycotoxins in Cereals - 2nd edition (G34, 2010) <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.	CR.DP.2
 <p>Farm Record</p>	<p>Ask to see copy of the plan and check that this meets the requirements specified. The absence of any plan or an incomplete plan should be recorded as a non-conformance.</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 plan must cover pesticide incidents, spillages and leaks involving staff, the operator, the local community and the environment. The plan must be displayed in appropriate locations (including in the immediate vicinity of the pesticide store). It must include location of fire extinguisher and how to report accidents or dangerous incidents. There must be adequate washing facilities for washing off accidental splash or spillage on operators.</p> <p>Record if adequate washing facilities are not available. Record if a copy of the plan is not found in the immediate vicinity of the pesticide store. Record if staff do not clearly understand procedures</p>	
DP.3	Producers must be registered with regulatory authorities under relevant legislation as indicated.	CR.DP.3
	<p>See sector specific requirements</p> <p>No specific registrations or notifications necessary for assurance purposes.</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>	

<p>DP.4</p>	<p>There must be a documented record of any written complaints received that are relevant to the requirements of the scheme standards.</p>	<p>CR.DP.4</p>
 <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>	
	<p>Establish if any relevant complaints have been received. Ask to see a copy of the complaints record and record as a non-conformance if no form of recording complaints is available or the record is incomplete (either no record of action taken for specific complaint or not all complaints recorded).</p>	
 <p>Integral to Standards</p>	<p>An example of a complaint might be from a feed mill regarding insect contamination of a consignment of grain.</p> <p><i>The relevant appendix provides details of the delivery point rejection procedures. (see Scheme Rules & Procedures - 38).</i></p>	
<p>DP.5</p>	<p>R It is recommended that producers assess the suitability of new production sites before bringing them into use.</p>	<p>CR.DP.5</p>
 <p>General Information</p>	<p>The relevant appendix suggests areas to consider.</p>	
	<p>Ask what factors the producer would consider before using a new production site (e.g. grazing or other land or housing). Appendix DP.5 provides an indication of the areas you would expect producers to have considered. If no consideration has been given to any factors then this should be recorded.</p>	