

Section 6

Documentation for Producers

6.0 Contents Page

This section specifies the documentation and records that must be kept by all producers.

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6.1 Documentation Requirements

6.1.01	<p>All Producers must have the following Documents and Codes of Practice. The Codes of Practice are available from the Defra Website or 08459 556000:</p> <ul style="list-style-type: none"> i) The OF&G Organic Inspection and Certification Control Manual and Revisions; ii) Code of Good Agricultural Practice for the Protection of Water (PB0587); iii) Code of Good Agricultural Practice for the Protection of the Soil (PB617); iv) Code of Good Agricultural Practice for the Protection of Air (PB618).
6.1.02	<p>Arable crop producers must have the following Documents and Codes of Practice (available from the Defra Website or 08459 556000 or Home Grown Cereals Authority (HGCA) 020 7520 3920):</p> <ul style="list-style-type: none"> i) Code of Practice for the Safe Use of Pesticides on Farms & Holdings (PB3528); ii) Code of Practice for the Control of Salmonella (PB2202); iii) The HGCA booklet Grain Storage Guide; iv) The HGCA/Defra publication Arable Cropping and the Environment (ACE).
6.1.03	<p>Livestock producers must have the following Codes of Practice (available from the Defra Website or 08459 556000):</p> <ul style="list-style-type: none"> i) Codes of Recommendations for the Welfare of Livestock - relevant to the type of production; ii) Guidance on the Transport of Casualty Farm Animals (PB1381) – if transporting own animals; iii) Code of Practice for On-Farm Mixers Producing Complete Feed for their Own Use, if home-mixing feed.

Complaints Received

6.1.04	<p>To comply with the requirements of EN45011, OF&G must ensure that registered operators keep a record of all complaints made against the certified products or production systems used by them. Any complaints received must be investigated by the operator and the appropriate corrective action taken to correct the problem. The operating procedures must be reviewed to ensure that the problem does not reoccur. Record Sheet 52 in Section 14 can be used for this purpose.</p>
6.1.05	<p>All complaints and the actions taken are to be recorded by the operator and to be made known to the Inspector at the time of the inspection.</p>

Annual Report

6.1.06	<p>(Annex III, A.1, 2.1) Each year, before the date indicated by the certification body, the producer must notify the certification body of its schedule of production of crop products, giving a breakdown by parcel.</p>
6.1.07	<p>OF&G will issue an Annual Questionnaire, prior to the inspection, in which the producer must summarise the production records specified in this section. The Annual Questionnaire must be completed before the inspection and handed to the inspector.</p>

6.2 Record Keeping Requirements for all Producers

General Requirements

6.2.01	(Annex III, 6.1) Stock and financial records must be kept in the unit or premises, to enable the operator and certification body to trace: <ul style="list-style-type: none"> i) The supplier and where different, the seller, or the exporter of the organic products; ii) The nature and the quantities of organic agricultural products delivered to the unit and where relevant, of all materials brought and the use of such materials and where relevant, the composition of animal feedstuffs; iii) The nature, the quantities and the consignees and, where different, the buyers of any organic products which have left the unit or the first consignee's premises or storage facilities; iv) Any other information required by the certification body for the purpose of proper inspection.
6.2.02	(Annex III, A.1, GN) The records must be sufficiently comprehensive to demonstrate that these Standards have been observed and they must be retained for a period of not less than 3 years.
6.2.03	(Annex III 6.2) The data in the accounts must be documented with appropriate justification documents.
6.2.04	(Annex III 6.2) The accounts must demonstrate the balance between the input and the output.
6.2.05	<i>Pro forma Record Sheets are supplied to all producers - see 6.4 below. Their use is optional but if not used, equivalent records must be kept.</i>
6.2.06	Restricted materials or practices requiring approval or a derogation before use must be applied for in advance.

Input Records

6.2.07	(Annex III, A.1, GN) Details of the origin, nature and quantities of all materials brought-in and the use of such materials - <i>by delivery notes and/or purchase invoices.</i>
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Output Records

6.2.08	(Annex III, A.1, GN) Details of the nature, quantities and consignees of all agricultural products sold.
6.2.09	(Annex III, A.1, 3.3 GN) Quantities sold directly to the final consumer shall be accounted for on a daily basis.
6.2.10	<i>Sales may be recorded by delivery notes, sales invoices, till receipts or in the case of a farm shop where sales are by self service, recording the quantities of bulk product (boxes or sacks) transferred from the holding to the shop using a delivery note system (OF&G Record Sheet 23).</i>

6.2 Record Keeping Requirements for all Producers- continued

Stock Records & Reconciliation

6.2.11	(Annex III, A.1, GN) Appropriate, stock records for raw materials and finished products - <i>at least an annual stock take of products in store at the end of the accounting/financial year.</i>
6.2.12	(Annex III 6.2) The accounts must demonstrate the balance between the input and the output.
6.2.13	The records of crops produced during the year and the products in store at the beginning and end of the accounting/financial year must be sufficient to permit a mass balance reconciliation with the crops sold or consumed within the farm during the same period, using the formula: Opening stock + crop production + crops brought in - sales - crops consumed = closing stock.

Farm Conversion Plan

6.2.14	Producers are required to establish and maintain the following documents and farm management plans (<i>Application Form</i>): <ul style="list-style-type: none"> i) A map of the holding of sufficient scale to identify the field reference numbers and areas, indicating the fields in-conversion, organic or non-organic; ii) A large scale plan of the farm buildings, yards and stores etc. identifying their use and whether designated for organic or non-organic purposes (<i>Application Form</i>); iii) A large scale plan of the crop storage areas identifying the bins and floor storage areas whether designated for in-conversion, organic or non-organic purposes (<i>Application Form</i>); iv) A large scale plan of the buildings used for housing livestock, their dimensions, numbers of animals housed and whether designated for organic or non-organic purposes (<i>Application Form</i>); v) The Conversion Plan, including an up-to-date map of the holding, indicating the land registered as in conversion or registered as organic - see section 7.3; vi) The Farm Biodiversity and Conservation Plan - see section 7.5 (<i>Record Sheet 1</i>); vii) The Farm Waste Management Plan - see section 7.13 (<i>Record Sheet 10</i>); viii) An agreement with another registered producer to export organically produced manures where the production exceeds 170 Kg Nitrogen/ha/year (<i>Record Sheet 11</i>).
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Conversion Records

6.2.15	(Annex III, A.1, GN) Records must be kept of the previous treatments with agrochemicals and artificial fertilisers by field or area over the last two crop years preceding conversion- <i>the Application Form Field Data Sheet can be used for this purpose.</i>
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Genetically Modified Organisms

6.2.16	Verifiable and up to date evidence must be obtained from all relevant suppliers in order to confirm that the products or ingredients or other inputs that are supplied to the operator are not produced from GMOs or their derivatives.
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6.2 Record Keeping Requirements for all Producers- continued

6.2.17	An operator on a farm production unit, on-farm processing unit or small scale processing unit shall require that the suppliers of all relevant conventional raw materials supply a signed declaration, statement, letter or a printed product label which confirms that the material is not produced from GMOs (<i>Record Sheet 2</i>).
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Farm Biodiversity Plan

6.2.18	Producers must develop a Farm Biodiversity Plan to lay out the policy for managing the farm environment in line with the requirements of Section 7.5 (<i>Record Sheet 1</i>). A conservation plan drawn up for another authority may be acceptable.
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Seeds, Transplants & Propagating Material

6.2.19	<p>For all seeds, transplants and vegetative reproductive materials used or brought onto the holding, producers must keep the following records:</p> <ul style="list-style-type: none"> i) The sources, varieties and quantities of seeds, transplants and vegetative propagative material brought onto the holding (<i>Record Sheet 3</i>); ii) The varieties and quantities of seeds, transplants and vegetative propagative material raised on the holding (<i>Record Sheet 3</i>); iii) The justification, on a case by case basis, for buying non-organic seeds (<i>Record Sheet 4</i>); iv) The derogations supplied for the use of non-organic seeds (<i>Record Sheet 4</i>); v) The varieties and quantities of seeds sown and transplants planted by field or cropping area (<i>Record Sheet 6</i>); vi) Where appropriate, a declaration from the supplier that the seed or transplant is non-GM (<i>Record Sheet 2</i>).
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Crop Rotations

6.2.20	<p>(Annex III, A.1, GN) For all land and crops, records must be kept (<i>Record Sheet 5</i>) of:</p> <ul style="list-style-type: none"> i) The planned rotations - giving a statement of the proposed arable or horticultural rotation(s) (<i>eg. two years ley/winter wheat/potatoes/beans/wheat undersown</i>); ii) The cropping plan by field or area - indicating for at least the next two years for each field the proposed: <ul style="list-style-type: none"> a) Crops for each year of a complete arable or horticultural rotation; b) Use of pasture in terms of grazing, conservation, reseeds etc.
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Forage and Crop Yields

6.2.21	<p>Producers must keep the following records of crop and forage yields (<i>Record Sheet 6</i>):</p> <ul style="list-style-type: none"> i) The approximate quantities and type of forage made from each field; ii) The approximate yield and type of crops from each field or cropping area.
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6.2 Record Keeping Requirements for all Producers- continued

Pest Control Records

6.2.22	<p>For all permitted pesticide usage, producers must keep the following records:</p> <ul style="list-style-type: none"> i) Certificates of competence for the person carrying out the operation, issued by the National Proficiency Test Council (NPTC); ii) Notices of Approval for specific off-label approval; iii) Records of each spray application including: date, field, crop, stage of growth, reasons for application, product, permitted dose rates, pesticide and water application rates, start and finish times, wind speed and direction, harvest interval and operator (<i>Record Sheet 7</i>); iv) Records of calibrations and maintenance of equipment (<i>Record Sheet 12</i>); v) Purchases of permitted pesticides; vi) The name and BASIS qualification number of any advisers, consultants or trade representatives giving advice on pesticide usage. vii) The use of rodent baits and a plan of the bait points in yards, buildings and stores (<i>Record Sheet 8</i>).
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Farm Waste Management Plan

6.2.23	<p>In line with the Codes of Practice for the Protection of Soil, Air and Water, producers must develop a Farm Waste Management Plan (<i>Record Sheet 10</i>).</p>
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Manures & Soil Conditioners

6.2.24	<p>For all manure and slurry usage, producers must keep the following records:</p> <ul style="list-style-type: none"> i) The manures brought in from other holdings, whether organic or non-organic, including the source, type of manure and quantity. If bartered, a delivery note must be supplied with each consignment; ii) The derogation to import non-organic manure (<i>Record Sheet 9</i>) or the completed Self Assessment Form (<i>OF&G Technical Leaflet 111, available from the office</i>); iii) The agreement to exchange organic manures with other registered holdings where these are in excess of the 170 Kg Nitrogen/ha/year on one of the holdings (<i>Record Sheet 11</i>); iv) The declaration from the supplier of manures from non-organic sources that the manure is a product of non-GM fed animals (<i>Record Sheet 2</i>); v) The applications of all manures on a field-by-field basis, with the date, field, type of manure or slurry and approximate quantity (<i>Record Sheet 6</i>).
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Approved Fertilisers & Mineral Supplements

6.2.25	<p>For all approved fertiliser usage and mineral supplementation, producers must keep the following records:</p> <ul style="list-style-type: none"> i) Permitted fertilisers brought in (delivery notes, invoices etc); ii) The derogation to bring in a restricted material (<i>Record Sheet 9</i>); iii) The declaration from the supplier that a non-mineral fertiliser is non-GM (<i>Record Sheet 2</i>);
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6.2 Record Keeping Requirements for all Producers- continued

6.2.25	<ul style="list-style-type: none"> iv) The applications on a field by field basis, with the date, field, type of fertiliser and approximate quantity (<i>Record Sheet 6</i>); v) The name and FACTS qualification number for any adviser, consultant or trade representative giving advice about fertiliser usage; vi) The maintenance and calibration records for the spreader (<i>Record Sheet 12</i>); vii) Heavy metal analysis where required by the Certification Officer.
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Cleaning and Maintenance Records

6.2.26	<p>For greenhouses, propagating and spraying equipment, harvesting machinery and crop stores, producers must keep the following records:</p> <ul style="list-style-type: none"> i) The maintenance, calibration and cleaning programme (<i>Record Sheet 12</i>). ii) Any cleaning chemicals or pest control chemicals used (<i>Record Sheet 12</i>).
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On-farm Processing Records

6.2.27	Where the unit itself processes its own agricultural products, precise and up-to-date records must be kept as specified in Section 14 of this Manual.
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6.3 Record Keeping Requirements for Livestock Producers

6.3.01	(Annex III, A.2, 3.1 & 3.2) Livestock records must be compiled in the form of a register and kept available to the inspection authorities or bodies at all times at the address of the holding. Such records which are to provide a full description of the herd or flock management system must contain the information set out below.
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Management Plan

6.3.02	<p>(Annex III, A.2, 1.1 and 1.2) When the inspection system applying specifically to livestock production is first implemented, the full description of the unit must include:</p> <ul style="list-style-type: none"> i) A full description of the livestock buildings, pasturage, open-air exercise areas, open-air runs, etc., and where applicable, the premises for the storage, packaging and processing of livestock, livestock products, raw materials and inputs; ii) A full description of the installations for the storage of livestock manure. (<i>Livestock Application Form</i>). iii) Plan for spreading manure agreed with the certification body, together with a full description of the areas given over to crop production; iv) Where appropriate, as regards the spreading of manure, the written arrangements with other holdings complying with the provisions of these standards; v) Management plan for the organic-production livestock unit (e.g. management for feeding, reproduction, health, etc.).
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6.3 Record Keeping Requirements for Livestock Producers - continued

6.3.03	<p>The Management Plan must be developed at the beginning of the conversion and be kept up to date thereafter. It must address the following points:</p> <ul style="list-style-type: none"> i) A general description of the production unit, herds and/or flocks; ii) The conversion timetable for an appropriate area of land to graze and feed the stock and whether a reduced conversion is to be sought for non-herbivores; iii) The conversion timetable for the livestock enterprises, giving the origin of the stock, the dates when the enterprises will be converted, whether in simultaneous conversion, when non-organic stock will be removed and the programme of replacements or expansion; iv) Animal welfare, indicating the training and management skills available and general husbandry; v) Housing facilities, including dimensions, exercise areas, stocking densities, bedding, ventilation and access to water; vi) Pasture management, including the appropriate rotations to manage the grass, parasites and forage conservation programme; vii) Animal Health Plan (see 6.3.11 and 6.3.12 below); viii) Animal nutrition, identifying any vitamin and mineral deficiencies and the necessary corrective actions with the proposed feeding regimes in terms of conversion and non-organic feeds; ix) Disposal of dead stock and the proposed marketing arrangements for all livestock.
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Stock Movement Records

6.3.04	<p>(Annex III, A.2) As regards livestock entering the holding the following must be recorded (<i>Record Sheet 13</i>):</p> <ul style="list-style-type: none"> i) Species, numbers, ages and identification of births and stock purchased; ii) Origin - whether born on the holding or brought in from a supplier; iii) Conversion period, organic/non-organic status; iv) Veterinary history; v) A declaration from the supplier and/or herdmark owner to the effect that the holding is BSE-free (<i>Record Sheet 15</i>); vi) Quarantine measures undertaken; vii) Conversion time by animal or group prior to obtaining full organic status; viii) Where the stock come from a non-registered (non-organic) source, an approved Non-organic Livestock Derogation Form (<i>Record Sheet 21 or 21A for pullets</i>); ix) Where the stock come from a registered holding, the Organic Sector Livestock Transfer Document (<i>Record Sheet 16</i>).
6.3.05	<p>(Annex III, A.2, 3.2) As regards livestock leaving the holding, the records must include (<i>Record Sheet 14</i>):</p> <ul style="list-style-type: none"> i) Date, species, numbers, ages and identification of deaths and stock sold; ii) Whether died on the holding or destination if sent away; iii) Organic/non-organic status.

6.3 Record Keeping Requirements for Livestock Producers – continued

6.3.06	A record of the disposal of fallen stock, including the identification, date, the method of disposal (<i>Record Sheet 14</i>).
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Organic Sector Livestock Transfer Document

6.3.07	All registered (converting, converted for breeding or organic) stock sold to or purchased from other farms must be accompanied by an Organic Livestock Transfer Document to identify the animals and their status eg. whether they are 'organic', 'reared under simultaneous conversion' or 'converted breeding stock' (<i>Record Sheet 16</i>).
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Yields and Sales of Eggs

6.3.08	The records must include the daily and cumulative production of eggs and the eggs sold.
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Livestock Movement to Slaughter Document

6.3.09	<i>Some abattoirs may specify that organic stock sold for slaughter should be accompanied by a Livestock Movement to Slaughter Document. Copies of this document are available from the certification office.</i>
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Partnership Programme Poultry Systems

6.3.10	<i>Partnership Programme - Records must be kept of mortalities and cause of death, morbidity, hock damage and in the case of table birds, reject percentages and cause of rejection.</i>
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Animal Health Plan

6.3.11	(Annex IB 5.1.2) Producers are required to establish and maintain an Animal Health Plan to identify diseases and minimise the need for routine veterinary treatments (<i>Record Sheet 17</i>).
6.3.12	<p>The Plan must involve the personnel who manage the stock and include:</p> <ul style="list-style-type: none"> i) The disease organism or health problem; ii) The management/husbandry practices that will be used to break the organism's life cycle and reduce the reliance on veterinary treatments; iii) The management/husbandry practices or alternative therapies that will be used to minimise or reduce the problem; iv) The selected veterinary medicines that will be used should the management practices not be successful; v) The specified withdrawal periods for the treatments and the longer withdrawal periods required in the Standards; vi) The necessary vitamin and mineral supplements needed to maintain health; vii) Ongoing monitoring to ensure the effectiveness of the Plan and to update it as necessary. <p><i>It is recommended that the Plan be drawn up with the assistance of a Vet.</i></p>

6.3 Record Keeping Requirements for Livestock Producers - continued

Veterinary Treatments

6.3.13	(Annex III, A.2, 3.2) As regard disease prevention, treatment and veterinary care, the following records must be kept:
6.3.14	A register of the veterinary medicines stored on the holding must be kept (<i>Record Sheet 18</i>). <i>This must include the:</i> <ul style="list-style-type: none"> i) Date of purchase of veterinary medicine; ii) Name of veterinary medicine and quantity purchased; iii) Supplier of veterinary medicine.
6.3.15	The record of Veterinary Treatments must be kept (<i>Record Sheet 19</i>). This must include the: <ul style="list-style-type: none"> i) Identity of animals treated; ii) Reason for treatment; iii) Number treated; iv) Date treatment started; v) Date treatment finished; vi) Veterinary product used; vii) Total quantity of veterinary medicine used; viii) Length of withdrawal period in number of days - both the statutory withdrawal period and the organic withdrawal period (this will be the earliest date for sale of animal or produce); ix) Name of person who administered the veterinary medicine.

Animal Feed Regimes

6.3.16	(Annex III, A.2, 3.2 & GN) As regards feed, including feed supplements, the following records must be kept; <ul style="list-style-type: none"> i) Proportions of various ingredients - of the feed and organic/conversion/non-organic status fed to each feeding group of animals; ii) Proportion of the constituents to the total feed (on a dry matter basis); iii) Periods of access to free range; iv) Product labels, in the case of compound feedstuffs from a registered feed mill; v) Declaration from the supplier confirming that the products are from non-genetically modified sources (<i>Record Sheet 2</i> or a statement on the label to the effect that the product does not contain genetically modified ingredients).
6.3.17	The requirements of 6.3.16 i), ii) and iii) must be recorded on <i>Record Sheet 20</i> or an equivalent form of record, on a calendar year basis starting on the 1 st January and ending on the 31 st December each year.

6.4 Record Sheets for Producers

6.4.01	<i>Pro-forma Record Sheets are supplied to simplify the process of keeping the required records. The use of these Record Sheets is recommended. However, if these are not used, equivalent records must be kept, whether on computer or as paper records.</i>
6.4.02	<i>Computer records should be regularly backed up and printouts on paper be made available at the time of the inspection.</i>
6.4.03	<i>The Record Sheets included should be used as templates, with photocopies being made for day-to-day use. Additional copies can be obtained from the certification office.</i>
6.4.04	<p><i>The following Record Sheets are included:</i></p> <ul style="list-style-type: none"> <i>Record Sheet 1 The Farm Biodiversity and Conservation Plan (page 12)</i> <i>Record Sheet 2 Declaration of Non-Genetically Modified Content (page 13)</i> <i>Record Sheet 3 Seeds, Transplants & Propagating Materials (page 14)</i> <i>Record Sheet 4 Non-organic Seed Application Form Instructions (page 15)</i> <i>Record Sheet 4A Non-organic Seed Derogation Application Form (page 16)</i> <i>Record Sheet 5 Planned Crops Rotations (page 17)</i> <i>Record Sheet 6 Field Inputs, Management & Outputs (page 18)</i> <i>Record Sheet 7 Pesticide Applications (page 19)</i> <i>Record Sheet 8 Plan of Farm Buildings (page 20)</i> <i>Record Sheet 9 Restricted Practice and Material Derogation Form (page 21)</i> <i>Record Sheet 10 Farm Waste Management Plan (page 22)</i> <i>Record Sheet 11 Exchange of Organic Manures between Registered Units (page 23)</i> <i>Record Sheet 12 Maintenance, Calibration & Cleaning of Equipment (page 24)</i> <i>Record Sheet 13 Livestock Births & Brought-in Stock (page 25)</i> <i>Record Sheet 14 Livestock Deaths & Stock Sold (page 26)</i> <i>Record Sheet 15 Declaration confirming that a Holding is BSE-free (page 27)</i> <i>Record Sheet 16 Organic Sector Livestock Transfer Document (page 28)</i> <i>Record Sheet 17 Animal Health Plan (page 29)</i> <i>Record Sheet 18 Veterinary Products Purchased (page 30)</i> <i>Record Sheet 19 Livestock Veterinary Treatments (page 31)</i> <i>Record Sheet 20 Livestock Feeds (page 32)</i> <i>Record Sheet 21 Non-organic Livestock Derogation Application (page 33)</i> <i>Record Sheet 21A Non-organic Livestock (Poultry) Derogation Application (page 34)</i> <i>Record Sheet 22 Nitrogen Budget Calculation Sheet (page 35)</i> <i>Record Sheet 23 Retail Sales (page 36)</i> <i>Record Sheet 24 Agreement to Rent Registered Land (page 37)</i>