

OF&G Quality Manual	RD221 Producer Conversion Plan and Inspection Form 1 – General Information
Linked Documents:	Control Manual

To be completed by all producers.

Name of Producer		Registration No.	
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General Conversion.		Producer's answers	Inspector's comments
1.1	7.3.02ii Have the Field Data Sheets been completed for all the fields run as part of this business?		
1.2	6.2.14i Has a map of the farm been supplied which indicates both the fields to be converted and those not to be converted now?		
1.3	When did your management of the conversion land begin?		
1.4	7.3.10 Is a 4-month reduced conversion period required? If not for all fields clarify which.		Complete OB7.
1.5	8.2.04 Is a 12-month reduced conversion period required for non-herbivores? If so clarify which fields.		Complete OB7.
1.6	7.3.11 Is a 12-month reduced conversion period required? If so clarify which fields and enclose a copy of the agri-environment scheme agreement. (NB This agreement must specify that the use all artificial pesticides and fertilisers are prohibited.)		Complete OB7.
1.7	What records can confirm organic management of the land for the reduction in conversion period required?		
1.8	What physical evidence in the fields can be seen to confirm organic management for the derogated period?		
1.9	7.3.14 What long acting pesticides such as Atrazine have been used, confirming date of last application? (This may require an extension to the conversion period.)		

1.10	Are non-organic animals normally brought-in on tack? If so specify the species and number involved.			
1.11	7.2.01 For land only, do you manage a non-organic unit? if so explain how it is separated from the conversion unit?			
1.12	7.2.06 If only part of the unit is converting where are your conventional materials stored?			
1.13	7.2.08 If yes to above how are these labelled and secured?			
1.14	7.2.07 If livestock are kept on the unit are veterinary medicines stored?			
1.15	7.2.08 If yes to the above, where is the store and confirm if labelled and secured?			
1.16	Are rodent baits used? If so are they brought in by a contractor or stored securely on farm?			

General Records Required.

Producer's answers

Inspector's comments

General Records Required.		Producer's answers	Inspector's comments	
1.17	Please confirm the revision date of your OF&G Manual?			
1.18	6.1.01 Are the Defra Codes of Practice for the protection of water, soil and air available?			
1.19	6.1.02 Arable Producers - Are the Defra/HGCA Codes of Practice available?			
1.20	6.1.03 Livestock producers - Are the relevant Defra/FAWC Codes of Practice available?			
1.21	6.2.21-25 Are up to date field records kept to record all inputs, outputs and management techniques? This includes recording forage harvested?			
1.22	6.2.26 Are records kept of the cleaning, calibration and maintenance of all machinery and crop stores etc?			

1.23	6.2.26 Where contractors are used are records kept to show that the machinery arriving on farm is clean?			
1.24	6.2.22vii Where rodent baits are used is a record kept of their usage and of the baiting points?			
1.25	6.2.16 Is verifiable and up to date evidence obtained from suppliers to confirm all inputs are non-GM ie seeds, silage additives, manures?			
1.26	6.1.04 Do you keep a record of complaints received?			
1.27	6.2.07 How do you keep the records of all inputs (eg delivery notes, invoices etc)?			
1.28	6.2.08 How do you keep the records of all outputs (eg delivery notes, sales invoices etc)?			
1.29	6.2.09 How do you keep records of what you sell to the final consumer (eg till receipts, invoices etc)?			
1.30	6.2.11 How do you keep records of annual stock takes?			

Avoidance of Genetically Modified Organisms.

Producer's answers

Inspector's comments

1.31	7.4.05 Have any GM crops been grown on your unit or within 3km of your unit in the last 5 years? If yes clarifying the identity of crop, variety and fields by OS reference and in which year.			
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Land Management .

Producer's answers

Inspector's comments

1.32	7.6.03 How frequently do you carry out soil analyses?			
1.33	7.6.04 Are any fields contaminated by mining or industry? If so identify the fields affected.			
1.34	7.6.05 If yes to the above has a soil analysis for heavy metals been carried out? If yes please attach copy of analysis to this Application Form.			

1.35	7.5.32 If new hedges or trees are planted what weed control methods are used?			
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Seeds and Plant Propagation.

		Producer's answers	Inspector's comments	
1.36	7.7.01 What organic seeds, tubers, trees, bushes or transplants are to be produced on the holding?			
1.37	6.2.19ii Are records kept of the varieties and quantities of seeds and transplants grown on the holding?			
1.38	7.7.03 Give details of any non-organic seeds/plants used since the conversion began?			
1.39	6.2.19 Are records kept of seed sources and varieties?			

Grassland Management.

		Producer's answers	Inspector's comments	
1.40	7.8.01 Do the pastures and leys have enough clover to make them self sufficient in Nitrogen?			
1.41	Are any permanent grass fields at risk of spray drift? If so identify by OS number.			
1.42	7.10.02 How are weeds controlled in grassland?			
1.43	7.8.09 How is forage conserved, stored and identified?			
1.44	What quantities of silage and hay are made annually? Give approximate tonnage or number of bales with average weight in Kg.			
1.45	7.8.10 What silage additives are used?			
1.46	7.8.11 How is silage effluent contained?			

Manures and Plant Wastes.**Producer's answers****Inspector's comments**

1.47	7.13.03 Has a Farm Waste Management plan been produced?			
1.48	If you are a livestock producer please attach a copy of your completed OF&G Record Sheet 10.			
1.49	7.13.04 How is slurry seepage collected and stored to prevent pollution?			
1.50	7.13.06 Does any treated effluent discharge have Environment Agency Approval?			
1.51	7.5.15 and 7.13.12 Are slurry and manure applications applied within 2m of hedges, 10 m of watercourses or 50m of boreholes?			
1.52	7.13.12 Do applications exceed 250 kg N on any one ha per crop/year?			
1.53	7.13.18 Will the total application of manures exceed 170kg N/ha/yr for the holding? (use Record Sheet 22 to calculate the Nitrogen budget)			
1.54	7.13.12 Are slurries and manures applied to high-risk fields or when conditions can result in run off?			
1.55	7.13.15 At what time of the year are applications of slurry and manure made?			
1.56	7.13.15 Justify any applications of slurry or manure in winter.			
1.57	7.13.16 How is dirty water applied to prevent runoff and excessive applications on any one field?			
1.58	7.13.20 Is manure to be exported to other registered holdings?			
1.59	7.13.24 Are manures are to be brought in from other holdings? If so give type, quantities and source.			

1.60	6.2.24 Are records kept of derogations or self-assessments to import non-organic manures?			
1.61	6.2.24 Are copies of agreements to exchange organic manures kept?			

Mineral Fertilisers and Supplementary Nutrients.

Producer's answers

Inspector's comments

1.62	7.15.01 List quantity and source of any fertilising materials to be brought in other than manures.			
1.63	7.15.10 Will soil analyses be carried out to justify the fertiliser use?			
1.64	7.15.05 How will the materials be stored?			
1.65	6.2.25 Will records be kept of derogations for restricted materials?			
1.66	6.2.25 Will the FACTS registration details of any advisor used be kept?			

On-Farm Processing.

Producer's answers

Inspector's comments

1.67	Describe any processing undertaken on the holding, such as egg or vegetable packing into retail packs, meat cutting, milk bottling, selling loose products to the public, etc.			
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