SCOTTISH QUALITY CROPS

SQC Manual

Scottish Quality Crops Limited (SQC)

www.sqcrops.co.uk

FARM ASSURANCE SCHEME STANDARDS

(including Crops for Liquid Biofuel)

(Revised September 2017)

These standards must be read with reference to the SQC HACCP Plan

CONTENTS

FARM ASSURANCE SCHEME STANDARDS
(Revised September 2017)

Part I – about the Scheme

INTRODUCTION TO THE SCHEME

1.1 This Manual sets out the conditions of participation in and the standards of Scottish Quality Crops Ltd. (SQC). It also provides information on the structure of the company and how it operates.

1.2 It is intended as a guide for prospective new applicants and as a source of reference for existing growers.

1.3 The Manual contains standards for all combinable crops.

1.4 The SQC standards are designed to increase consumer and trade confidence in both home and export markets by:
- responding pro-actively to consumer concerns about combinable crop production.
- improving food safety and meeting the requirements of the Food Safety Act 1990.
- addressing the environmental responsibilities of combinable crop production.

1.5 SQC ensures that growers' farms operate production systems encompassing high standards of crop management, and particularly that fertiliser, plant protection products, growing, storage and overall farm standards have all been subject to an independent assessment procedure.

1.6 Participation is voluntary and is open to all combinable crop producers in northern Britain who demonstrate, by independent annual assessment that they operate to SQC standards.

1.7 If you have any questions on the content of the Manual, or about the Scheme in general, please contact: SQC, 6 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ. Telephone No: 0131 335 6604 Fax: 0131 335 6601 E-mail: sqc@acoura.co.uk Website: www.sqcrops.co.uk

1.8 Acoura Certification Ltd is the Independent Certification Body appointed by SQC to provide the inspection and certification services for the scheme. Acoura operate the SQC Technical Advisory Committee (TAC), which is responsible for advising Acoura on all technical matters relating to the Certification Scheme. All scheme participants must comply with all the requirements detailed in the Acoura Certification Regulations. The current Acoura Certification Regulations are available on the website, www.acoura.com or alternatively they can be obtained from the Acoura office.

1.9 Scottish Quality Crops Ltd. (SQC) is a company limited by guarantee and the members of the company are:

National Farmers Union of Scotland; Agricultural Industries Confederation (AIC); Scottish Flour Millers Association; Scottish Agricultural Organisation Society; Maltsters Association of Great Britain; The Scotch Whisky Association; The Malt Distillers Association of Scotland and SRUC.

1.10 SQC is controlled by a Board of Directors responsible for the direction, overall management and administration of the company. The Board of Directors details are available on the SQC website www.sqcrops.co.uk

1.11 The Technical Advisory Committee (TAC) is responsible for developing and monitoring technical aspects of the company's operation. The TAC supervises the farm assessment procedures, farmer recruitment and maintaining and updating farm standards.

1.12 The Scottish Consumer Council has an open invitation for a representative to attend SQC meetings.

1.13 A list of current members of the Board and TAC is available on the SQC website, www.sqcrops.co.uk or alternatively it can be obtained from the SQC office on request.

1.14 SQC is a dynamic Scheme, the standards of which will alter in response to consumer, trade and legislative concerns and requirements. The Manual standards are reviewed annually and growers will be kept fully informed of any changes in the standards and conditions that may affect them.

HOW TO JOIN THE SQC SCHEME

New Growers

- Application to participate in the scheme must be made on an SQC application form and be accompanied by the appropriate payment. Scheme fees, based on combinable crop area, are shown on current application forms and, if necessary, SQC will be pleased to provide advice.
- If applicants have more than one farm and, especially if the farms are some distance apart, there may be a need for an additional fee. However, every effort will be made to minimise the costs in such cases.
- On receipt of an application form with the scheme fee, a new grower pack will be issued and arrangements shall be made for an assessment of the applicant's farm. The purpose of the visit is to provide a report on the applicant's capability to produce combinable crops in a way that conforms to SQC standards. The decision to approve participation will be on the basis of the assessment report.

Existing Growers

- Subscriptions for participation must be renewed annually. SQC will notify existing growers of their renewal fee prior to the renewal date in January.
- Growers who pay by direct debit must notify their Bank and the Acoura office before the 31st January if they do not wish to participate in the Scheme for the following year.
- Subscriptions will be calculated using the combinable crop hectarage for the previous year.
- Growers' farms will be subject to annual re-assessment. Any re-assessment dates will be fixed by appointment, and may not necessarily be at the same time of year as the initial assessment.

General

- The SQC Scheme year runs from 1st October to the 30th September.
- New and existing growers are required to join SQC for all combinable crops grown.
- At the time of the farm assessment, a check will be made that farm records and circumstances support the declaration of combinable crop area and the calculation of the scheme fee. If a discrepancy is found in the crop area, the grower may be subject to a fine of five times the total amount of outstanding fee.
- It is the responsibility of the grower to notify SQC of any change of business circumstances prior, during or after their annual assessment. For example: any changes in hectarage must be declared; any additional stores must be audited prior to use; any change in spray operator must be declared.
- Farm business(es) with an additional storage unit(s) which is 15 miles or more from the main unit will be subject to an additional charge to cover the additional unit(s) annual inspection.
- Supportive evidence of compliance of standards will be required by the assessor.

2.0 ARRANGEMENTS FOR FARM ASSESSMENT AND APPROVAL

2.1 Certification body

All assessments are carried out by an independent body, Acoura Certification Ltd. Acoura Certification Ltd is ISO/IEC 17065 accredited for SQC Farm Assurance. The accreditation to ISC/IEC 17065 is carried out by the United Kingdom Accreditation Service (UKAS). Acoura Certification Ltd is the only certification body appointed by SQC to carry out assessments to SQC's Standards.

2.2 The Assessment

- The initial assessment will be by appointment with the applicant and will be carried out during normal working operations with the applicant in attendance.
- All farms are assessed on an annual basis. Assessments may be at different times of the season.
- Prosecutions – At the time of the farm assessment, growers will be asked to declare any past/current/pending prosecutions relating to the farm business which breach the SQC scheme standards.
- Assessments must be carried out between October and June of the scheme year.

2.3 What the Assessor will check on your farm

The assessment will cover the entire production, including all relevant aspects of the scheme standards for crop production, storage and haulage.

The starting stage of the assessment will depend on the work under way when the Assessor arrives, and the sequence from then on depends on what is most practical and convenient. The Assessor will maintain in strict confidence any information gathered during the course of the assessment. If a non-compliance is found, the Assessor will explain this at the time. The SQC Farm Record Book which is available on the SQC website (www.sqcrops.co.uk) will give guidance on what records are required on the day of inspection; use of this book is optional.

Use of Fertilisers and Manures The Assessor will check storage and records including timings, rates and application details.

Use of Crop protection products The Assessor will check the crop protection product store, records, crop protection product selection, rates and application details.

Production and Harvesting The Assessor will check that every field has a suitable record of the crop management, including variety, sowing date and the amounts of fertiliser, trace elements, growth regulators and crop protection products applied.

The assessor will check land eligibility for compliance with the Renewable Energy Directive (RED) and will require information on the area in the current business which was in an arable rotation (including temporary grass*) at the 1st January 2008 (this will be verified by reference to acceptable documentation as proof of land use e.g. Field Data Sheets as part of Single Farm Payment applications made in 2008, and/or maps or datasets setting out areas of high biodiversity value, farm records etc). If this total area has increased since 1st January 2008 then it must be established that this area is not from high biodiversity, high carbon stock land.

* Temporary grass: grass in a crop rotation of not more than five years

Storage and Haulage The Assessor will check that crop storage facilities and handling equipment are suitable and that appropriate hygiene measures are carried out. Routine monitoring must be carried out, recorded and where applicable, appropriate follow-up action must be taken for pre-harvest hygiene, glass protection, vermin/animal control and grain temperatures. The Assessor will also check that vehicles used for transportation on and off farm have had appropriate hygiene measures carried out, where applicable. All grain bulks must be labelled and records must be available for all loads despatched from farm.

Staff Assessment During the visit the knowledge and skills of the individual(s) involved in spreading fertiliser, applying crop protection products and operating the combine harvester will be assessed at their initial assessment and may be again in subsequent years if there is a change of personnel. The assessment is the opportunity to demonstrate competence in crop husbandry. The farmer, farm staff, or both, may be candidates for assessment.

For the visit, the grower may need to make available, the sprayer, fertiliser distributor and combine harvester for use in the staff assessment part of the report.

Assessment of Machinery Skills

Fertiliser Spreader. The Assessor must be satisfied that staff can demonstrate how to set up, calibrate and clean the fertiliser spreader and are competent to apply the selected fertiliser rate evenly and with minimal environmental impact outside the crop. They may ask about headland kits and about the working practices adopted to avoid fertiliser being spread into watercourses or areas of conservation value.

Farm Sprayer. The Assessor will check sprayer operator(s) hold a Certificate of Competence and have attended the SQC Sprayer Operator Course or are a member of NRoSO. Sprayer Operator(s) should be able to demonstrate the following:

- How to calculate and measure out the amount of crop protection product to be placed in the tank for a stated application dose.
- How to set the sprayer for a stated rate of water per hectare and check that the nozzles deliver a spray of the required quality and uniform quantity.

Combine Harvester. The Assessor will check that combine drivers can identify the symptoms of a badly adjusted combine and describe or demonstrate how to alter the settings to deal with them.

Assessment of Management Skills

The Assessor will choose items from the following list, taking into account who is normally responsible for the decision or action:

- Demonstrate how to adjust nitrogen rates for previous cropping and other conditions, using fertiliser recommended advisory notes, Nutrient Management Guide RB209
- Those storing produce in long term stores must be able to identify ergot and storage pests from a photograph or sample.
- be able to recognise from photographs or samples: crop growth stages, common pests, weeds and diseases and also common nutrient deficiency symptoms.

Growers must be able to describe the correct stage for desiccation or swathing of relevant crops.

2.4 At the end of the Assessment

The Assessor will complete a visit record and if applicable they will record any non-compliances found and will detail the type of evidence required to achieve the SQC standard. The grower will then be asked to sign an undertaking of intention to carry out the action required, provide evidence that the necessary action has been taken or be subject to a re-assessment to confirm that the improvements have been completed satisfactorily. The prompt provision of a signed declaration or evidence will help to speed the processing of the grower's application.

2.5 Certification Decision

All non-conformances against the Standards must be rectified.
The applicant will be notified of the assessment outcome. The possible decisions are as follows:

Unconditional approval: no non-compliances highlighted during the assessment. A reassessment visit may be carried out at any time. Compliance with the Renewable Energy Directive will be listed as compliant, part compliant and not compliant for biofuels.

Conditional approval: growers are deferred pending the completion of corrective action to address any non-compliance(s) not addressed within given timescale of 30 days. Growers will be required to supply evidence to the Acoura office that non-compliance(s) have been rectified. Alternatively, a reassessment visit may be required, which will need all non-compliances at previous assessment to be signed off

Where members (including new applicants) fail to provide suitable corrective action within 30 days they will be advised in writing that they will be withdrawn from the scheme and the Certificate of Conformity is invalid. If they wish to re-join the scheme, they will need to complete the application process again.

Where a revisit is required a fee may be charged to the applicant/grower.

Where a new applicant fails to provide suitable corrective action within three months of the assessment date, they will be advised in writing that they will be withdrawn from the scheme. If the applicant wishes to re-join the scheme they will need to complete the application process again.

- Whatever the decision on an application, SQC may recommend appropriate training courses, or appropriate advisory support services, to assist the applicant to achieve or maintain the SQC standards.

- If they disagree with the assessment report, an applicant or grower may, within 4 weeks of receipt of the corrective action letter, and request that the decision be reviewed by the Technical Advisory Committee of SQC.

- SQC reserves the right to request a random or additional assessment visit to a grower's farm and may take appropriate action on the basis of the report. A random or additional assessment may be at short notice but, as far as possible, will avoid peak sowing and harvesting times. Revisit selection is based on a risk assessment. The additional assessment will include those growers partially compliant with the Renewable Energy Directive.

- The TAC reserves the right to suspend any grower who is found to have made false claims:
  - at the time of their annual assessment.
  - or in respect of corrective action found at their next annual assessment.

Any grower entering into a fraudulent activity with the SQC Passports may be suspended from the Scheme and only re-admitted on the discretion of the Board.

3.0 SOURCING AND TRACEABILITY OF COMBINABLE CROPS

3.1 Growers will be supplied with SQC Passports. The passport is unique to each grower, showing the name, address and membership number of the grower. Purchasers will use these SQC Passports as evidence that produce is of assured status.

3.2 It is a condition that the SQC Passport is signed by the SQC grower or another authorised signatory to protect the credibility and integrity of the Scheme. are reminded that only the grower or other authorised person should sign the SQC Passport.

3.3 Both the grower and haulier (if applicable) must sign the “Inspection of Vehicle” statement on the SQC Passport. Where a haulier is used, the grower must be satisfied that the 3 previous loads carried are detailed with cleaning process recorded.

3.4 Procedure in the event of accidental spillage of a contaminant onto ground with sown/growing crop or onto stored crop to be assured: If such a contamination does take place, either by the grower or a third party, all details should be recorded and the grower must inform the SQC office in writing. These details will be reviewed by the TAC and once the review decision has been made this will be forwarded to the grower in writing.

3.5 In order for the passports to reflect compliance with the EU Renewable Energy Directive land use criteria a declaration on the passport must also be signed. Growers must keep a record of the date, tonnage and purchaser of loads being delivered for biofuel.

3.6 Grain merchants and grain groups will assist with identifying SQC combinable crops in the markets.

3.7 Grain groups and co-operatives whose entire participation is accredited to SQC standards are permitted to use SQC stickers or the SQC logo. Such stores must be accredited by a recognised AIC merchant scheme for combinable crops.

Part II - the SQC Standards with Guidance Notes (GN)

The purpose of the Scheme is to ensure that consumers and the trade have confidence that crops are grown on farms with a high standard of management, especially of farm operations which might affect the wholesomeness or safety of the food produced or the health of the environment and countryside.

The Scheme assists farmers to meet their obligations under the Food Safety Act 1990.

Growers must be compliant with all standards to achieve assured status for combinable crops.

These standards are based on Hazard Analysis and Critical Control Point (HACCP) principles. HACCP identifies hazards that can occur at any stage in food productions to evaluate the level of risk, to put in place control measures to reduce or remove the risk, and then to monitor that these controls are properly implemented. Corrective action should also be determined if limits are exceeded. The SQC Generic HACCP Plan is available on the SQC website, www.sqcrops.co.uk, or alternatively can be supplied from the Acoura office.

PLANNING

It is important that the risk assessment form, **HACCP Process No. 1** – Planning, is carefully considered. Effective planning can reduce or eliminate risk.

1.0 STANDARDS FOR THE USE OF FERTILISERS AND MANURES (HACCP Process 4)

1.1 It is recommended that SQC Growers carry out regular soil testing for pH, P & K. **New Sept 2017**

GN1.1 Recommendations are not a standard; however, growers are reminded that a recommendation may become a standard in future.

1.2 Growers must hold and/or have access to the relevant sections of the PEPFAA Code of Good Practice DO's and DON'Ts GUIDE, SEERAD 2005 (Scotland), Code of Good Agricultural Practices for Protecting our Water, Soil and Air Defra 2009 (England), and abide by NVZ fertiliser and manure regulations, where applicable. http://www.scotland.gov.uk/Resource/Doc/37428/0009561.pdf
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268691/pb13558-cogap-131223.pdf

1.3 Records must be kept and made available for inspection of the date and type of fertiliser applied and the amount used on each field.

1.4 Single applications of nitrogen in spring must be limited to those that can be readily utilised by the crop within a reasonable time.

GN 1.4 For cereals these should not normally exceed: 60 kg/ha (48 units/acre) in February (Further restrictions may apply - consult NVZ Guidelines where applicable)

125 kg/ha (100 units/acre) in March
135 kg/ha (107 units/acre) in April

Most FACTS registered advisers recommend split applications.

For oilseed rape, any single application should not normally exceed 100 kg/ha (80 units/acre). Pulses are unlikely to require nitrogen. Where two applications are made in one month for cereals or oilseed rape, the Assessor will need to be satisfied that the interval between applications and the rates comply with the spirit as well as the letter of the standard. If single application rates are exceeded, the Assessor will require justification for the action.

1.5 The rate of nitrogen, phosphate and potash should be matched to the crop requirement, taking into account soil status, previous cropping, any organic manures applied and natural losses. Applications must comply with NVZ regulations where applicable.

GN 1.5 The requirements for nitrogen, phosphate and potash are published in Fertiliser Technical Notes (see bibliography). Growers are reminded to make adjustments for previous cropping and for applications of slurry and manure.

1.6 Autumn inorganic nitrogen in NVZs: nitrogen fertiliser should not be applied to cereals/pulses between 1st September and the 15th February (20th February for Moray, Aberdeenshire, Banff and Buchan). For oilseed rape, applications cannot exceed 30kg/ha (25 units/acre). If applications are made, they must be limited to that which can be readily utilised and are appropriate for the crop. Compliance with NVZ Regulations is required.
Autumn inorganic nitrogen outside NVZs: nitrogen fertiliser should not be applied to cereals/pulses between 1st October and 15th February. If applications are made, they should be limited to that which can be readily utilised and are appropriate for the crop. They should not normally exceed 25kg/ha (20units/acre). Where applications are in excess of 25kg/ha, they may be permitted when the fertiliser is applied in conjunction with sowing or where there is a specific crop requirement. For oilseed rape, applications should not exceed 30kg/ha (25 units/acre). Where higher rates are used, the assessor will ask for justification which can be from a FACT's registered advisor.

1.7 Growers must not apply fertiliser, including FYM and slurries to combinable crops when the ground is frozen solid or snow-covered (PEPFAA Dos and DON'Ts Guide, Sections 4 and 6. Codes of Good Agricultural Practice for Protecting our Water, Soil & Air, Section 2. NVZ regulations, where applicable). They must not apply fertiliser to land that is waterlogged.

GN 1.7 The aim of this Standard is to avoid nutrient run-off: this is also covered by various Regulations including General Binding Rules 18 (Scotland).

1.8 Growers using biosolids must keep detailed batch records of origin, delivery and application. For applications of bio-solids, growers are required to adhere to the relevant Codes of Practice, The Sludge (Use in Agriculture) Regulations 1989 (Scotland) and the Sewage Sludge on Farmland: Code of Practice (2017) England The use of untreated bio-solids is not permitted on combinable crops. Applications must comply with NVZ regulations where applicable. HACCP Process 4

GN 1.8 Application of untreated bio-solids is not permitted. If using treated bio-solids growers are advised to consult with their merchant before use as some end users are reluctant to accept these treatments.

1.9 Compost produced using feed stock from outside the farm unit must be PAS100 certified. Growers using compost must keep detailed batch records of origin, delivery and application. Home produced compost that is not PAS100 must not include feedstock from outside the farm. Applications must comply with NVZ regulations where applicable. HACCP Process 4

The physical contaminants that can be found in compost are defined as fragments of glass, metal, plastic or non-stone or man-made fragments > 2mm. The quality of physical contaminants (by weight) must not exceed half that permitted by PAS100:2011 (UNIT % mass/mass of "air-dry" sample UPPER LIMIT 0.25, of which 0.12 is plastic, as per table 3 in PAS 110:2011) **updated Sept 2017**

GN 1.9 Compost is a material produced by a controlled process of biodegradable materials under aerobic conditions (with oxygen). If using compost growers are advised to consult with their merchant before use as some end users are reluctant to accept these treatments. Appendix Safe Application to Land Matrix. **Updated Sept 2017**

1.10 Digestate must be PAS110 certified and Growers must keep detailed batch records of origin, delivery and application. Applications must comply with NVZ regulations where applicable HACCP Process 4

The physical contaminants that can be found in digestate are defined as fragments of glass, metal, plastic or non-stone or man-made fragments > 2 mm. The quality of physical contaminants (by weight) must not exceed 8% of the maximum permitted level by PAS110:2014 **updated Sept 2017**

GN 1.10 Digestate is a material produced by a controlled process of biodegradable materials under anaerobic conditions (without oxygen). If using digestates growers are advised to consult with their merchant before use as some end users are reluctant to accept these treatments. Appendix Safe Application to Land Matrix. **Updated Sept 2017**

1.11 Other products can be used where an appropriate SEPA/Environment Agency permit is in place. Growers using other products must keep detailed batch records of origin, delivery and application. Applications must comply with NVZ regulations where applicable. HACCP Process 4

GN 1.11 Products covered by a PAS scheme may not be applied under this standard. The application of spent mushroom growing medium is covered under this standard. It is advised where growers are using animal derived/ other products, they check with the end user/trade customers before using these produces. **Updated Sept 2017**

1.12 Fertiliser spreaders must be adequately maintained and calibrated. Annual calibration checks and maintenance must be recorded for each product. **Updated Sept 2017**

GN 1.12 Growers are advised to check that the spread pattern is uniform and be aware that spread pattern can vary with different products. This can be achieved by tray testing. If fertiliser spreaders are used for the application of slug pellets they will require to be tested as per slug pellet applicator and calibrated for each product. **Updated Sept 2017**

1.13 Granular or prilled fertiliser must be stored on a hard surface, where spillage can be swept up and not carried by run-off water into drains or burns.
Where liquid fertiliser is stored in permanent storage the outlet must be secure against tampering. A system for containment must be in place, preferably through a bund or an alternative system for preventing the spillage gaining access to drains or waterbodies.

GN 1.13 To avoid run-off, fertilisers including organic manures must not be stored within 10m of any water environment (GBR18 Scotland / Code of Good Agricultural Practice, para 272, 273, England). It is recommended by NaCTSO that ammonium nitrate based fertilisers should be stored in a secure area away from public access. A 5 point plan is available as guidance. (see bibliography). Hauliers used for the transportation of fertilisers should be FIAS registered. **Updated Sept 2017**

1.14 Any source of water used for domestic supplies, whether public or private, requires a protection zone from which fertiliser use is excluded.

GN 1.14 The Codes of Practice, recommend a minimum distance of 50 metres between the limit of fertiliser spread and any source of water used for domestic supplies: this is also covered by Regulation (GBR18 Scotland). Where 50 metres appears excessive for inorganic fertiliser, evidence is needed to support a lesser protection distance.

1.15 Field Boundaries - Growers must take care to limit the amount of fertiliser, including slurry and FYM applied to field boundaries or other areas of semi-natural vegetation adjoining arable fields. Growers who have spinning disc or oscillating spout machine, for which the manufacturer offers a headland kit, must use it.

Open Water - Growers must not apply fertiliser in such a way that it could directly contaminate any open water, whether stagnant or flowing.

1.16 If an adviser, consultant or trade representative advises on fertiliser use on a grower's farm, it is the grower's responsibility to ensure that the adviser is FACTS qualified.

2.0 STANDARDS FOR CROP PROTECTION PRACTICE
(HACCP Process 5, 8 & 11)

GN 2.0 In this Manual, the word pest applies to any insect, pathogen, weed species or other organism which might reduce the yield or quality of a crop. Crop protection product refers to any chemical or organism which is used to control a pest. This includes seed dressings, granules, soil drenches, powders, dusts, granules, biological control agents or fumigants intended for use with stored products. It also includes plant growth regulators, but not trace elements or adjuvants (wetters and mixers), even when applied from sprayers. It is recommended that all growers should complete the Integrated Pest Management Plan. Scotland - https://consult.scotland.gov.uk/cap-reform-and-crop-policy/9a1bb2d9/ England - http://ecommerce.nfuonline.com/ipm-plan/. **Updated Sept 2017**

2.1 Growers must hold and/or have access to the relevant Code of Practice for using plant protection products.

GN 2.1 Codes of Practice for using plant protection products are published by Scottish Government for Scotland and Defra for England.
Scotland - http://www.scotland.gov.uk/Resource/Doc/161422/0043816.pdf

England - http://www.pesticides.gov.uk/Resources/CRD/Migrated-Resources/Documents/C/Code_of_Practice_for_using_Plant_Protection_Products_-_Complete20Code.pdf

2.2 Stored crop protection products must be clearly labelled, in sound condition and kept in a dedicated secure locked and bunded store displaying an appropriate warning sign. Emergency facilities must be in place for dealing with spillages e.g. sand or absorbent granules.

An up-to-date crop protection products stock record must be available, a copy of which must be kept in the farm office.

GN 2.2 Pesticides must be kept in a dedicated secure store to prevent contamination of crops, feedstuffs and animals. Powders must be stored higher to ensure they are not able to be contaminated by stored liquids. It is recommended that to avoid the risk of contamination, stores should be ventilated to the outside.

2.3 Growers must check that their store does not contain old crop protection products for which the approval to store has been withdrawn.

GN 2.3 A list of approved crop protection products can be found in the UK Pesticide Guide or on the Chemicals Regulation Directorate website. www.pesticides.gov.uk Crop protection product MAPP numbers can also be checked on this website.

2.4 Each crop protection product used must be currently approved by CRD for the use to which it is to be applied. Growers must keep full records for at least three years of all crop protection applications to growing and stored crops. If a contractor is used, the contractor must supply the grower with full records within 7 days of applications. Where Off-Label Approvals are used, records must include a copy of the relevant notice of the Approval. **Updated Sept 2017**

Records must include date of application, times of spraying, crop growth stage, wind speed/strength and direction during spraying, nature of the pest to be controlled, label name of product used, dose, water application rate and spray quality. For application to stored crops, record the date, product, dose, method of application and the pest to be controlled. If LERAPS are required, records must be available. Harvest dates must be recorded to ensure harvest intervals have been observed as stated on the product label. Growers must avoid applying crop protection sprays on to growing crops in windy conditions, or in such a way as to cause drift into conservation features such as hedgerows, woodlands and wetlands, into private homes or gardens, or into public places such as parks or school playgrounds. Growers must observe 'buffer zone' requirements where stated on product labels. HACCP Process 5

2.5 Growers must follow all statutory label requirements and for example never exceed the label maximum recommended dose at any one application. Growers must comply with label restrictions on repeated applications ensuring they do not exceed the maximum permitted dose for the crop and comply with harvest interval and other restrictions on use. HACCP Process 5, 8 & 11

2.6 Insecticide for oilseed rape and pulses should only be applied in the early morning, late evening, or on dull days. Avoiding bright weather and mid-day applications is designed to minimise the effect on bees.

GN 2.6 The local contact of the Scottish Beekeepers Association or British Beekeepers Association should be informed before application. Addresses of contacts for Beekeepers can be obtained from the Beekeepers Association. www.scottishbeekeepers.org.uk www.britishbee.org.uk www.beeconnected.org.uk

2.7 In Scotland, the Code of Practice for using plant protection in Scotland must be followed when disposing of spray washings, crop protection product containers and unwanted crop protection products. Under The Waste (Scotland) Regulations 2014, farms must present metal, plastic, fertiliser tote bags, glass, paper and card separately for recycling. Waste materials must be disposed of via registered waste carriers and waste transfer notes/receipts must be retained.

In England, the Code of Practice for using plant protection in England and Wales must be followed when disposing of spray washings, crop protection product containers and unwanted crop protection products. Containers must be disposed of at a licensed waste-recovery site.

2.8 If an adviser, consultant or trade representative advises on crop protection products on a grower's farm, it is the grower's responsibility to ensure that the adviser is a member of the Register of Practitioners Providing Professional Pesticide and Plant Nutritional Advice. (BASIS Professional Register).

2.9 At the time of spraying, all Spray Operators must hold an NPTC Certificate of Competence applicable to the sprayer or applicator. HACCP Process 5

All spray operators, including those applying trace elements and/or slug pellets, must undergo continual professional development (CPD), either during the previous Scheme Standard year (1st Oct to 30th Sept) or before the assessment in the current scheme year, by either participating in the annual SQC Sprayer Operators Course or otherwise earning a minimum of 10 CPD points as a member of the National Register of Spray Operators Scheme (NRoSO). Those who have taken and passed their NPTC Certificate of Competence (PA1, PA2A, PA4S as a minimum) during the current Scheme Standard year will not have to undergo CPD until the following year. Growers must have proof of the Spray Operator's CPD at the time of assessment.

GN 2.9 Spray operators must hold a copy of the relevant Certificate of Competence number PA1; PA2; PA3; PA4S or G PA6A; PA11. Those who do not hold a Certificate of Competence must not apply crop protection products.

The people who may operate the sprayer are therefore those who have a Certificate of Competence AND have an up-to-date CPD record for the assessment year.

SQC Sprayer Operator Courses run from November to June each year. If obtaining CPD through the SQC Sprayer Operators Course, then growers must ensure annual attendance to comply with this standard. Members of NRoSO must demonstrate that they have earned a minimum of 10 CPD points either during the previous Scheme Standard year (1st Oct to 30th Sept) or before the assessment in the current scheme year **Updated Sept 2017**

2.10 Growers who use a contractor or partner in a machinery ring, or have a machinery sharing arrangement, are responsible for ensuring that spray operators hold the necessary Certificate of Competence and that they observe both the provisions of the Law and of this Scheme in respect of all aspects of the use of crop protection products. Growers must hold a copy the relevant certificate of competence number for the contract sprayer operator. HACCP Process 5

Contract spray operators are also required to undergo continual professional development (CPD) during the previous Scheme Standard year (1st Oct to 30th Sept), by either participating in the annual SQC Sprayer Operators Course or otherwise earning a minimum of 10 CPD points as a member of the National Register of Spray Operators Scheme (NRoSO). At the time of assessment, Growers must hold a copy of proof of the Spray Operator's CPD at the time of spraying.

2.11 All pesticide application equipment, including slug pellet and granular applicators must be tested under the National Sprayer Testing Scheme (NSTS) so that a valid MOT is in place at the time of all spray applications. All pesticide application equipment trailed, mounted self-propelled with a boom over 3m, air blast sprayers and aerial sprayers must be tested within the last 5 years by 2020. After 2020, all pesticide application equipment with a boom over 3m, air blast sprayers and aerial sprayers are tested under the National Sprayer Testing Scheme (NSTS) every 3 years. Boom sprayers of 3m or less need to be re-tested every six years, along with slug pellet, granular and other applicators.

Sprayer and Applicator Maintenance: In addition to the legal requirements in the previous paragraph where spraying and spreading is carried out, including application of trace elements and slug pellets, sprayers and spreaders must be tested annually under the National Sprayer Testing Scheme (NSTS) or the SQC sprayer self-assessment form must be completed on an annual basis to show regular maintenance. Written records must be kept of the date of each check of the sprayer and of any maintenance or replacement of parts. The assessor may inspect the sprayer. HACCP Process 5

2.12 Sprayer Calibration: Where spraying is carried out, including application of trace elements, calibration records must be completed. Sprayers must be calibrated at the beginning of each season (spring and autumn) and regularly during the season and after changing nozzles or replacing any part of the spray delivery system.

Applicators used to apply granular PPPs and any equipment used to apply slug pellets must be calibrated whenever there is a change of product.

Knapsacks, hand-held and pedestrian controlled machines must be calibrated at the beginning of each season (spring and autumn) and regularly during the season and after changing nozzles or replacing any part of the spray delivery system, and calibration records kept. **Updated Sept 2017**

A calibration record must be provided and kept for a minimum of two years.

2.12 GN For guidance on the calibration record required, a template is available from www.sqcrops.co.uk. Sprayer calibration must be checked at the beginning of each season and after changing nozzles or replacing any part of the spray delivery system (pumps, valves and hoses).

- There are no leakages or perished hoses.
- The delivery from each nozzle is within ± 10% of that specified on the manufacturers data sheet.

Alternative acceptable evidence to the completion of the template described above can include a record of a run where a known volume of water is added to the sprayer and sprayed out over a defined area. The resultant rate of application is then checked that it corresponds to the desired rate

2.13 Contractors must either hold a current NSTS certificate or produce a signed declaration form stating they have completed a self-assessment maintenance form. Regular (at least twice a year) calibration checks must be carried out and records kept.

2.14 When using pesticides including metaldehyde they must be used in a manner that reduces the risk to water, birds and small mammals. Farm maps show areas of high pollution risk

2.14 GN transporting products through water and crossing watercourses is avoided where possible. No applications have been made during heavy rain or when drains are flowing. Consideration has been given to the proximity of water courses, as demonstrated on the farm map. All statutory label restrictions pertaining to dose, timing and application number have been followed.

3.0 STANDARDS FOR THE PRODUCTION AND HARVESTING OF COMBINABLE CROPS (HACCP Process 1 & 6)

All combinable crops produced on the unit should conform to the Scheme's standards. The intention is that all combinable crops produced on a grower's farm should qualify for the Scheme, but occasions may arise e.g. possible contamination when this is not possible. In that event, arrangements for the segregation of such produce (excepting for Standards 3.1, 3.2.1 and 3.2.2) must be agreed with the Assessor and the SQC Administrators must be informed. The grower must make satisfactory arrangements for segregation and separate marketing; on no account may the grower use SQC Passports for such un-assured bulks.

3.1 For the production of biofuel crops compliant with the Renewable Energy Directive, growers must comply with the Articles 17 (3) to 17 (6), the land based sustainability criteria, of Directive 2009/28/EC of the European parliament and of the Council[1], the Renewable Energy Directive, (Renewable Energy Directive 2009/28/EC) by providing information on the area in their current business which was in an arable rotation (including temporary grass) at the 1st January 2008. If growers are unable to provide information for parts of the land currently cropped, these crops will not be compliant to the Renewable Energy Directive and the grower will be only partially compliant.

GN 3.1 Crops (raw materials) must not be obtained from land with a high biodiversity value land and / or high carbon stock land on or after 1st January 2008. This land is defined as:

High biodiversity value land: High biodiversity land is defined as:

- Primary forest and other wooded land, namely forest and other wooded land of native species, where there is no clearly visible indication of human activity and the ecological processes are not significantly disturbed.
- Areas designated for protection. These are areas designated:
  (i) by law or by the relevant competent authority for nature protection purposes
  (ii) for the protection of rare, threatened or endangered eco-systems or species recognised by international agreements or included in lists drawn up by intergovernmental organisations or the International Union for the Conservation of Nature, subject to their recognition in accordance with the second subparagraph of article 18(4). (Unless evidence is provided that the production of that raw material did not interfere with those nature protection purposes).

Highly biodiverse grassland that is:

- Permanent grass which has been established for more than five years

High carbon stock land: namely land that had one of the following statuses in January 2008 and no longer has that status:

- Wetlands: namely land that is covered with or saturated by water permanently for a significant part of the year.
- Continuously forested areas: namely land spanning more than one hectare with trees higher than 5m and a canopy cover of more than 30% or trees able to reach those thresholds in situ. Continuously forested areas do not include land that is predominantly under agricultural or urban land use.
- Other woodlands: Land spanning more than one hectare with trees higher than 5m and canopy cover of between 10% and 30%, or trees able to reach those thresholds in situ.
- Peatland: Biofuels and bioliquids must not be made from raw material obtained from land that was peatland in January 2008. This includes peatland that was partly drained before January 2008 and that has been subsequently deeper drained. (Unless evidence is provided that the cultivation and harvesting of that raw material does not involve drainage of previously undrained soil).

Crops from non compliant land can still be sold as assured grain for non biofuel use provided all other SQC Standards are met.

[1] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:140:0016:0062:en:PDF

3.2.1 Growers must provide information on the area which is in an arable rotation (including temporary grass) for the current year. It must be established that this area is not from **high biodiversity land, high carbon stock land or peatland drained since January 2008.** Evidence must be provided to the assessor showing the land status at Jan 2008; if this is not available, the land will be assumed as non-compliant to the RED.

GN 3.2.1 Any area from high biodiversity land, high carbon stock land or peatland drained since January 2008 will not be compliant with the land based sustainability criteria, Articles 17(3) to 17(5) of the Renewable Energy Directive 2009/28/EC.

3.2.2 Mass Balance. There is a requirement for those **growers who are only partially compliant** to keep a record for each type of crop, where there is a mix of compliant and non-compliant crop in a single bulk. The period covered must not be more than three months, any remaining balance in the bulk being carried over to the next three-month period. The quantity of compliant material withdrawn must at no time exceed that which was loaded in. The following records must be available to the assessor at the assessment:

- A record of the actual or estimated weights of compliant and non-compliant crop going into store
- Records of loads taken out of store must be kept, with reference to weighbridge tickets
- The amount of each type of crop for biofuel taken out of store must not at any time exceed the total amount of compliant crop of that type which was loaded into the store and the balance must be shown at the end of each three month period
- If a grower has grain stores in more than one location, each site must have an individual record
- Records must be kept for at least five years

GN 3.2.2 In this context Mass Balance means that if for example a 200 tonne bulk contains a mixture of 150 tonnes of produce from land which complies with the sustainability criteria of the Renewable Energy Directive 2009/28/EC and 50 tonnes from land which does not meet these criteria, only 150 tonnes of the bulk can be sold for biofuel production and the other 50 tonnes must be sold for some other use. A store mass balance sheet record is available from www.sqcrops.co.uk.

3.3 Growers are required to identify and manage fields at risk from ergot. They must record those fields where ergot was present in the previous season. Management systems must be modified to limit ergot by a combination of deep ploughing and the removal of grass weeds. HACCP Process 1 & 6 Critical Control Point (CCP2)

GN 3.3 Field margins at risk should be checked for the presence of ergot. If ergot is detected the grower should consider the removal, for example, by the use of a gravity separator.

3.4 Risk must be assessed for mycotoxins in wheat. Complete the current AHDB risk assessment for managing mycotoxin risk in wheat. HACCP Process 1 Critical Control Point (CCP1)

GN 3.4 For wheat the completed risk assessment must be kept and the result has to be transferred to section 5 of the SQC Passport. A Mycotoxin risk assessment must be carried out for the current growing season, for each field of wheat or agronomically similar block of fields. For other cereals, risk need only be assessed in those crops following maize. If crops, follow maize and rainfall is high at flowering advise harvest purchaser.
http://www.metoffice.gov.uk/ https://cereals.ahdb.org.uk/mycotoxins.aspx

3.5 Combinable crop fields, including those grown organically must have individual records showing variety, dates of sowing, crop treatments and record of harvest dates.

GN 3.5 Where several fields are managed together as a single unit, then one field record is sufficient.

4.0 STANDARDS FOR THE STORAGE AND HAULAGE OF COMBINABLE CROPS (HACCP Process 1, 7, 8, 9, 10, 11 & 12)

GN 4.0 All combinable crops must be stored in accordance with SQC standards. All stores must be identified and audited.

4.1 STORES

4.1.1 INTAKE/TEMPORARY STORE - Buildings used for intake/temporary storage of combinable crops (awaiting uplift or further processing) must have a sound rainproof roof and a clean floor of solid construction. External storage is not permitted; this does not apply to intake grain about to be dried, on a concrete pad. All temporary stores must be empty of combinable crops by the 31st October. HACCP Process 8

GN 4.1.1 If grain requires drying it may be held in a temporary holding site pending drying on farm. The floor must be constructed from sound impervious concrete and must be cleaned before use. Crops may be held in this way for a maximum of 2 days. Should crops be held in this way for a period in excess of 2 days, and a maximum of 5 days, the crop must be monitored and assessed using the AHDB Safe Storage Time Calculator, and records must be kept. Should harvesting be abnormally late where crops are unharvested on 1 October, a grower may, no later than 14 October, apply to the Certification Body for the granting of an extension of the 31 October deadline for the temporary store usage. Extensions will be granted at the sole discretion of the Certification Body.

4.1.2 LONG-TERM STORAGE - Buildings used for longer term storage of grain must be waterproof, walls and floors must be of a solid construction and doors must fit properly. HACCP Process 11

4.1.3 Oilseed rape must not be stored on a bituminous (tarmac) floor. HACCP Process 11

GN 4.1.3 Bituminous materials should be avoided in oilseed storage areas as they can impart toxic aromatic chemicals (PAHs) tainting the seed. Prevent oilseed rape coming into contact with tarmac/bituminous painted surfaces.

4.2 AVOIDING CONTAMINATION BY GLASS - All buildings used for temporary or long-term storage must have all glass fitments protected to prevent broken glass contaminating combinable crops. Polycarbonate or plastic covers replacing glass are acceptable. In certain cases, glass covers may be permitted where they are protected with appropriate non-glass material. HACCP Process 8, 11 & 12

Routine checks of grain stores must include light fittings and glass, including vehicle glass and mirrors. A system for protecting and the inspection of glass must be in place and records available for inspection.

GN 4.2 The glass management system will vary from store to store depending on the number and structure of glass fitments and vehicles in the store. Glass fitments include windows, skylights, lightbulbs/tubes/lamps, vehicle glass including mirrors. The management system must detail all glass fitments and records of regular inspections including reviews prior to harvest as well as during the grain storage period. It is recommended that plastic covers and other uses of plastic that could, if damaged, contaminate the grain are included in the routine checks that form part of the management system. Where broken glass or plastic is found it must be swept up and any contaminated grain segregated and disposed of safely.

4.3 PEST CONTROL PROCEDURES

4.3.1 Rodent control measures must be in place and operating effective. This must include the use of bait stations and records must be kept. HACCP Process 8 & 11 Critical Control Point (CCP3)

There must be evidence that a Hierarchical Risk Assessment has been carried out to demonstrate that the least severe but effective method of control has been selected. Should an application of an anticoagulant be required, an Environmental Assessment must be conducted and recorded (http://www.thinkwildlife.org/downloads_resources/ Environmental Assessment when Using Anticoagulant Rodenticides in the UK)

Records must include a bait location plan and number of bait stations and activity observed, date of inspection, bait type used in line with label requirements and signature of person in charge of the operation. In all stores, each bulk must be checked at weekly/monthly intervals for signs of rodent activity. Search for and remove any dying and or any dead rodents and dispose of them safely, in line with the product label and records must be kept. (CRUU UK Code of Best Practice and Guidance for Rodent Control and Safe Use of Insecticides) **Updated Sept 2017**

Should a third-party contractor be employed to carry out rodent control on an SQC grower's farm, the contractor must have a certificate of professional competence. Growers must hold a copy of the Certificate of Competence for the contractor. **Updated Sept 2017**

GN 4.3.1. Bait stations do not need to carry rodenticides. In long term storage facilities, cavities within the stores that might harbour rodents must be filled. Long term store entrances and their approaches must be kept clear to deny rodents covered access routes to the stores, and spilt grain swept up. Rodenticides must be kept in a secure store preferably away from other pesticides which may taint the bait.

In conjunction with the Environmental Assessments, a COSHH assessment must be carried out as required under the Control of Substances Hazard to Health Regulations (COSHH) 2002.

After you have finished any treatment, you must make every effort to ensure all traces of the bait have been removed from the site and disposed of according to the label instructions.

With the introduction of the UK Rodenticide Stewardship Scheme 2016, a certificate of professional competence or nomination by a certificated individual will be required to purchase rodenticides authorised for professional use. Membership of SQC demonstrates compliance with the UK Rodenticide Stewardship Scheme 2016 regime requirements and allow growers to purchase and to use professional rodenticide products.

4.3.2 All buildings used for long-term storage must be protected from ingress by birds and domestic animals. Bulks must be checked at weekly intervals for the presence of birds and records kept. Where possible domestic animals should be excluded from temporary stores. HACCP Process 11

GN 4.3.2 There must be evidence that bird ingress and domestic animals are prevented or discouraged. Close doors when not in use. Netting other possible access points or reducing the level of lighting are examples of measures designed to discourage bird ingress.

4.4 Pre-Harvest Hygiene

All combinable crop stores (including temporary stores), reception pits, driers, cleaners and conveyors must be free from insect pests. If intake/temporary storage has previously been used for livestock, the floor and walls must be cleaned, washed with a pressure hose and disinfected with a food grade disinfectant before combinable crops are stored there. If an insecticide is used the date of application, reason for treatment and the application rate and dilution must be recorded. Pre-harvest hygiene measures must be recorded and available for inspection.

All stores must be treated as follows:

- Clean out the store, paying particular attention to crevices, elevator pits, conveyor tunnels and ventilation ducts.
- Remove all sweepings and cleanings.
- Livestock houses to be disinfected using a food grade disinfectant.
- Use insect bait bags/traps to check for infestation and remove before storage.
- If there is evidence of insect infestation, apply an approved spray or fumigant to control pests.
- Repeat the spray or fumigant if the store is still contaminated. HACCP Process 8

GN 4.4. Where spray or fumigants have not been used, it is essential that grower's prove with insect bait bags/ traps that the store is clear of insects. If insects are found, infestations will require chemical control and records kept. Insect bait bags/traps are to be removed from store before grain is stored. The Assessor will check records for evidence of the use of bait bags/traps. Disinfectants have no significant effect on grain storage pests.

Multi purpose stores may require further cleaning to remove any machinery hydraulic fluid/oil contamination. After cleaning the store, a final check should be made for any rodent activity and appropriate action taken and recorded.

4.5 Grain Driers and In Store Crop Handling Equipment

Regular (at least annual) maintenance must be carried out on grain driers and records made available for inspection on the assessment date. During drying avoid contaminating grain with fuel or the products of combustion.
HACCP Process 8, 9 & 10

Combinable crops handling equipment must be checked before harvest for fuel and oil leaks. Loaders, trailers, combines and tarpaulins used to cover grain during transit must be cleaned prior to harvest. Records must be kept. HACCP Process 1, 7, 8 & 11

Any contaminated grain must be segregated and a record kept.

GN 4.5 Drier Manufacturer instructions should be available. For oil fired driers periodic replacement of burner nozzles should be undertaken. Poorly set or worn nozzles can cause taint to grain and/or damage germination.

To prevent development of mycotoxins, it is recommended that the grain is dried and cooled to under 18% moisture content within days of harvest and to under 14.5 % for long-term storage, in line with the AHDB Guidelines to Minimise risk of Fusarium Mycotoxins in cereals and the AHDB Grain storage guide, 3rd edition 2011.

4.6 Moisture Meter

If a moisture meter is used on farm, it must be checked against standard samples and the process recorded.
HACCP Process 8

4.7 Temperatures

After drying, aim to reduce combinable crop temperatures to 12°C by the end of December, or when practicable. When cooling ensure cool air intake is not contaminated with exhaust gases of combustion e.g. vehicles not left running near air intake. Each bulk must be checked at weekly intervals until a stable temperature is reached (12°C) or less. After that, temperatures should be recorded on a regular basis (at least once a month). Any rise in excess of 1ºC between inspections must be investigated. If hot spots are developing, appropriate action must be taken: use low volume aeration, turn the grain or re-dry depending on severity. HACCP Process 8, 9 & 10

GN 4.7 Where crop is destined for removal within 28 days of harvesting, it is recommended that appropriate action is taken to alleviate any heating/fungal development. Achieving target storage temperature will depend on ambient temperatures being low. The AHDB Grain Plan provides useful information (available from AHDB as a CD ROM). Also useful is AHDB Grain storage guide, 3rd Edition (2011).

Where growers keep grain in long-term storage for home-feeding, the recording of temperatures is recommended. Only if temperature records are in place can any surplus be sold as assured.

4.8 Grain Bulks

In long term stores each bulk or bin must be identifiable. Separate records shall be kept of the variety, the field(s) of origin, the dates and results of regular inspections and details of any crop protection products applied or other remedial treatments.

GN 4.8 The Assessor will wish to see these records which must be kept for at least 5 years. Where two or more SQC growers store combinable crops in a single bulk, the bulk will only be assured once each grower has been assessed and meets the SQC Standard.

4.9 Transport Standards

4.9.1 On-farm – It is the grower's responsibility to ensure grain trailers and other loading equipment, including those belonging to contractors, are clean and dry before use. Equipment that is not dedicated to hauling and loading combinable crops must be power-washed, and treated with a food grade disinfectant after organic material has been carried. Records must be kept. HACCP Process 7

GN 4.9.1 Trailers that carry commodities other than combinable crops are defined as non-dedicated.

4.9.2 Off-farm - Lorries and trailers must be clean and dry. Before loading, the grower must be satisfied that the vehicle is in a fit condition to carry combinable crops entering into the food chain. Grain trailers not dedicated to hauling combinable crops must be power-washed and disinfected, with a food grade disinfectant before use. All lorries/ trailers carrying grain must be covered during transit.. Growers hauling their own grain should consult with their merchants' requirements. Records must be kept. HACCP Process 12

GN 4.9.2 Off-farm refers to travel out with the farmed area. Growers must ensure that Section 2 of the SQC Passport is completed. Producers must only sign the related declaration on sustainability on the Passport for crops produced on eligible land. Growers and farm staff must pay due care and attention to the safety of personnel when checking lorries and trailers.

4.9.3 Growers must keep records of all loads despatched. Records must show if crop has been confirmed for biofuel at time of dispatch, and this must be recorded. These records must be kept for at least 5 years.

GN 4.9.3 A crop movement record is available from www.sqcrops.co.uk. If despatched for biofuels this must be recorded.

5.0 Complaints

5.1 Growers are required to keep a Complaint's Register for the marketing of their combinable crops. Any official complaints from purchasers must be recorded together with the necessary corrective action taken to avoid the complaint being repeated. Record actions taken for rejected loads. The complaints register must be reviewed annually.

GN 5.1 Storage and loading out records should be kept to provide full traceability. An official complaint excludes small discrepancies in moisture content, specific weight and screenings. The monitoring of complaints will be reviewed annually. If no complaints have been recorded, this must be identified and recorded in the Complaint's Register.

6.0 Farm Appearance

6.1 Appearance is important to the public perceptions of farming and the Scottish Quality Crops image. The farm exterior and interior areas must be maintained to a good level of hygiene and tidiness, e.g. redundant machinery, weeds

7.0 Emergency Action Plan

7.1 A documented plan for the effective management of a serious incident and potential emergency situations that threaten food safety or the environment must be in place and known to key staff and visible.

GN 7.1 You have considered what to do in the event of a product recall and the risk to your farm and documented the action to be taken in the event of for example: fire, theft of fertiliser, extreme weather, reporting suspicious activity (to police, relevant trade body, customers). The plan should include relevant contact details including out of hours numbers, SEPA/EA Hotline energy suppliers.

Appendix for Requirements for Safe Application to Land (Standard 1.9)

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

Cropping Categories*

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

*not an exhaustive list

BIBLIOGRAPHY

Growers must hold copies of the following:

- SQC Scheme Manual
- SQC HACCP Plan
- Prevention of Environmental Pollution From Agricultural Activity DO's & DON'T's Guide http://www.scotland.gov.uk/Resource/Doc/37428/0009561.pdf
- Code of Practice for using plant protection products in Scotland (2006, Scotland only) http://www.scotland.gov.uk/Resource/Doc/161422/0043816.pdf
- Defra Code of Practice for using plant protection products (2006, England only) http://www.hse.gov.uk/pesticides/resources/C/Code_of_Practice_for_using_Plant_Protection_Products_-_Complete20Code.pdf
- Code of Good Agricultural Practice for Protecting our Water, Soil and Air 2009 (England only) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268691/pb13558-cogap-131223.pdf

Growers may find the following useful:

- SRUC Cereal Recommended List http://www.sruc.ac.uk/site/scripts/google_results.php?q=cereal+recommended+list
- SRUC Technical Note TN651: Nitrogen recommendations for cereals, oilseed rape and potatoes http://www.sruc.ac.uk/info/120605/soil_and_nutrients/1473/useful_links
- Fertiliser recommendations for agricultural & horticultural crops (RB209, Defra) http://www.ahdb.org.uk/documents/rb209-fertiliser-manual-110412.pdf
- National Counter Terrorism Security Office (NaCTSO) – Security of Fertiliser Storage on farms, 5 Point Plan https://www.gov.uk/government/publications/secure-your-fertiliser/secure-your-fertiliser
- Guidelines for Farmers in Nitrate Vulnerable Zones (Revised 2008) http://www.scotland.gov.uk/Resource/Doc/254684/0075393.pdf (Scotland) http://www.gov.scot/Topics/farmingrural/Agriculture/Environment/NVZintro/NVZGuidanceforFarmers
- Guidance on complying with the rules for Nitrate Vulnerable Zones in England for 2013 to 2016 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/261371/pb14050-nvz-guidance.pdf
- UK Pesticide Guide (published annually by CAB International and the British Crop Protection Council) www.bcpc.org
- The Sludge (Use in Agriculture) Regulations 1989 (Scotland) http://www.legislation.gov.uk/uksi/1989/1263/contents/made#tcon
- Sewage Sludge on Farmland: Code of Practice (2017) https://www.gov.uk/government/publications/sewage-sludge-on-farmland-code-of-practice/sewage-sludge-on-farmland-code-of-practice
- SEPA Diffuse Pollution Priority Catchments: Improving Scotland's Waters https://www.sepa.org.uk/environment/water/river-basin-management-planning/actions-to-deliver-rbmp/priority-catchments/
- SEPA Diffuse Pollution General binding Rule http://www.sepa.org.uk/media/34761/car_a_practical_guide.pdf
- SEPA Diffuse Pollution General binding Rule (DP GBR) 20: Land cultivation http://www.sepa.org.uk
- SEPA Diffuse Pollution General binding Rule (DP GBR) 23: Pesticide application http://www.sepa.org.uk
- The Malsters Association of Great Britain http://www.ukmalt.com/barley-growers
- AIC TASCC Haulage Code of Practice https://www.aictradeassurance.org.uk/latest-documents/tascc-haulage-code-of-practice/

AHDB Publications available online from www.ahdb.org.uk/publications/

- AHDB Recommended Lists for cereals and oilseeds (updated annually)
- AHDB Grain Storage Guide for cereals and oilseeds, 3rd Edition (G52, 2011)
- AHDB risk assessment for fusarium mycotoxins in wheat (IS40 2015)
- Guidelines to minimise risk of fusarium mycotoxins in cereals (G69 2016)
- AHDB nozzle selection chart (P05, 2010)
- AHDB Wheat Disease Management Guide (G63 2016)
- AHDB Barley Disease Management Guide (G64 2016)
- Managing ergot in cereal crops (IS33 2016)
- Your complete guide to Field Scale Spraying

BCPC Publications available online from www.BCPC.org/bookshop -

SQC Web Address: **www.sqcrops.co.uk**

Other Useful Web Addresses:

Bee Connected - www.beeconnected.org.uk
Connecting beekeepers with farmers and informing of crop protection activities nearby.

British Beekeepers Association – www.bbka.org.uk
Find the representative in your area

The Maltsters' Association Of Great Britain MAGB – www.ukmalt.com
Check the accepted agrochemicals list for malting barley

British Pest Control Association – www.bpca.org.uk
Guidance on pest control

Chemicals Regulation Directorate – – http://www.hse.gov.uk/pesticides/
Check your product is approved; guidance on LERAPS

CRUU UK Code of Best Practice and Guidance for Rodent Control and Safe Use of Insecticides - www.thinkwildlife.org/crru-code/

Integrated Pest Management Plan– www.voluntaryinitiative.org.uk
Complete your plan online at http//bitly/pestmanagementplan

DEFRA – www.defra.gov.uk
Access defra online

Farm Advisory Service
https://www.fas.scot/

Met Office – www.metoffice.gov.uk
Check the weather forecast in your area

NaCTSO Fertiliser Storage – www.secureyourfertiliser.gov.uk
Download your 5-point plan and other guidance

NPTC – www.nptc.org.uk
Detailing certificates of competence

NRoSO – http://www.nroso.org.uk/member
Check your points status on this address

NSTS - www.nsts.org.uk
Find your nearest testing centre

Ringlink Services Ltd – www.ringlinkservices.co.uk
Details Spray Operator Courses being run for SQC CPD compliance

Scottish Beekeeping Association – www.scottishbeekeepers.org.uk
Find the representative in your area

SEPA – www.sepa.org.uk
Find your local office

The Scottish Government – http://www.gov.scot/
Access the Scottish government online

Acoura – www.acoura.com
Certifying body for SQC

AIC - www.agindustries.org.uk/sectors/grain-and-oilseed
Check the online TASCC Haulage Exclusion/Sensitive List

Scottish Quality Crops Checklist

1	Have you access to codes of practice paper version or do you know the website?	
2	Can you provide info on current and previous years cropping?	
3	Field records to include - • Fertiliser application including FYM, slurry • Spray records including LERAPS and slug pellet application • Sowing dates including seed treatment and Harvest dates	
4	Compost, biosolids, digestate - • Origin, delivery note and application record, pas100/110 certificate	
5	Fertiliser spreader date of last service/calibration	
6	Chemical store locked, bunded, sign, no out of date chemical, spill kit	
7	Waste disposal, recycling waste transfer ticket.	
8	Spray operator's certificate of competence PA1 PA2A (PA4s for slugs) PA6 knapsack • NRoSO number with either evidence of a minimum of 10 CPD points earned,or certificate of attendance at SOC course, during the previous crop scheme year.	
9	Sprayer MOT date and number or completed self-assessment form, copy of last sprayer calibration	
10	BASIS advisor on BASIS Professional Register	
11	Record any fields with ergot (CCP)	
12	Completed mycotoxin risk assessment (CCP) for wheat crops	
13	Rodent records poison used, dates checked, plan of bait stations (CCP)	
14	Grain store record dates of cleaning including method, disinfectant or insecticide used • Record dates for glass checked including spotlights, skylights and any machinery entering store	
15	Record dates for checks on crop handling equipment? including combine, forklift, drier	
16	Moisture meter record date calibrated/checked	
17	Long term store, record temperature of grain and temperature probe calibration	
18	Grain trailer record date of cleaning and disinfectant if used	
19	Grain movements, record dates of grain leaving farm	
20	Record any complaints	
21	Farm appearance	
22	Emergency action plan	

Produced by Colorprinz Lithographic Printers, Penicuik Telephone 01968 677096