



SCOTTISH
QUALITY CROPS



SQC Manual

**Farm Assurance Scheme Standards
(including Crops for Liquid Biofuel)
by Scottish Quality Crops Limited (SQC)**

November 2020

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

www.sqcrops.co.uk

Welcome to the Farm Assurance Scheme Standards by Scottish Quality Crops.

(November 2020)

Scottish Quality Crops work closely with the farmer to firmly place Scotland's crops at the premium end of the UK and European markets. Through farm assurance, Scottish crop growers - in association with their trade partners - are responding positively to increasing consumer awareness about modern food production.

We have decided to now issue our standards as a digital pdf as this allows you to easily and speedily search the document.

Please contact us if you require a print copy or other version.

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Part I – About the scheme

Introduction to the scheme

If you have any questions on the content of the manual, or about the scheme in general, please contact:

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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.

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

The manual contains standards for all crops.

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 crop production.
- improving food safety and meeting the requirements of the Food Safety Act (1990).
- addressing the environmental responsibilities of crop production.

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

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

HACCP: Hazard Analysis and Critical Control Point.

How to join the SQC scheme



New growers

- Application to participate in the scheme must be made on a Lloyd's Register (LR) application form and be accompanied by the appropriate payment. Scheme fees, based on crop area, are shown on current application forms and, if necessary, SQC will be pleased to provide advice.
- New scheme applicants must disclose on registration whether they are a current or previous participant of another voluntary scheme, and also whether they have had a different legal form or name in the past 12 months
- 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 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 crops in a way that conforms to SQC standards. The decision to approve participation will be based on the assessment report by the Lloyd's Register Certification Team.



Existing growers

- Subscriptions for participation must be renewed annually. SQC will notify existing growers of their renewal fee prior to the renewal date in November.
- Growers who pay by direct debit must notify their bank and the Lloyd's Register office before the renewal date if they do not wish to participate in the scheme for the following year.
- Refunds will not be awarded.
- Subscriptions will be calculated using the crop hectareage 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

- New and existing growers are required to join SQC for all crops grown.
- At the time of the farm assessment, a check will be made that farm records and circumstances support the declaration of 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 to, during, or after, their annual assessment. For example: any changes in hectareage must be declared; any additional stores must be audited prior to use; any change in spray operator must be declared.
- Farm business(es) with additional storage unit(s) 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.
- Every grower (or entity) is required to have an individual membership. The membership is to be held by the person(s), business or enterprise named trading the final product.

Part I – About the scheme

Arrangements for farm assessment and approval

Certification body

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

The Assessment

- The assessment will be arranged by the assessor. Failure to arrange an audit within two weeks of initial contact from the assessor will result in withdrawal from the scheme.
- 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 annually.

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 underway 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 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.sqccrops.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 all other inputs.

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.

Part I – About the scheme

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 initial assessment and may, again be assessed 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 must 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 operators hold a Certificate of Competence and have attended the SQC Sprayer Operator Course in the current scheme year or are a member of NRoSO. Sprayer operators must 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.

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 and 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.

Certification decision - level of non-compliance definition

All non-compliances against the standards must be rectified.

Where no non-compliance(s) are identified a review of the audit report takes place. Following this review the approval status will be confirmed with the member. Where approval is granted 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.

Where non-compliances are raised they will be graded as follows:

Critical: Serious non-compliance(s) meaning for the purpose of this Scheme a non-compliance to the Standards which is critical, or a breach of the Scheme Rules that jeopardises the integrity or reputation of the Scheme.

This will result in immediate suspension and may, at the discretion of the SQC Board result in withdrawal from the scheme.

- a) Major non-compliance:** growers are suspended pending the completion of corrective action to address non-compliances which are mandatory requirements where the non-compliance is potentially reversible or where there is little or no evidence that the requirements of a standard are being met, repeated and systematic issues and where any non-compliance(s) not addressed within given timescale of 30 days. Growers will be required to supply evidence to the Lloyd's Register 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 reviewed.
- b) Minor non-compliance:** approval granted where the evidence indicates that steps have been taken to achieve compliance but there are some gaps (such as isolated or temporary lapses which do not lead to fundamental failure). All corrective evidence must be submitted within 30 days of assessment.

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.

- 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.

Part I – About the scheme

- 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 who have previously found to be partially compliant with the Renewable Energy Directive.
- Any grower engaging in fraudulent activity with the SQC Passports may be suspended from the scheme and only re-admitted on the discretion of the Board.

Membership Status

- **Approved** refers to a current certificate following the successful completion of an audit
- **Suspended** refers to a temporary invalidation of the certificate pending correction of non-compliances identified by the certification body
- **Withdrawn** refers to a certificate that is no longer valid and has been cancelled by the certification body, or voluntary cancelled by the member
- **Expired** refers to a certificate that is no longer valid (i.e. expired).

Sourcing and traceability of crops

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.

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. Applicants are reminded that only the grower or other authorised person must sign the SQC Passport.

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 three previous loads carried are detailed with cleaning process recorded.

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 must be recorded and the grower must inform the SQC office in writing.

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.

The Union database REDII (Renewable Energy Directive)

This is a database held by the European Commission enabling RED compliant growers the ability to supply combinable crop into Biofuels. SQC plan to retain recognition as an accredited body.

The revised Renewable Energy Directive (2018/2001) known as the REDII specifies that relevant economic operators shall enter data onto the Union database as soon as this comes into operation. In summary this will be the information entered onto the SQC passport for those crops/feedstocks entering the biofuel supply chain.

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

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 crops.

Part II– the SQC Standards

1.0 Standard for the use of Fertilisers, Manures & Water (HACCP Process 4)

1.1 Growers must have access to the relevant PEPFAA Code of Good Practice Do's & Don'ts Guide.	See The PEPFAA plan for further guidance and the 'Find Help' section below.	
1.2 Soil must be regularly tested for pH, P & K.	SQC accept that 'regular' testing is at least once every five years.	
1.3 Records must be kept and made available for Fertiliser Applications.	Records must include: <ul style="list-style-type: none"> • Date of application • Type of fertiliser • Amount used on each field. 	
1.4 All application rates of nitrogen, phosphate and potash must be matched to the crop requirement.	Growers must also consider the following: <ul style="list-style-type: none"> • Soil status • Previous cropping • Application of organic manures • Natural losses. 	
1.5 Growers must comply with NVZ requirements, where applicable.	The following NVZ guidelines are set: <ul style="list-style-type: none"> • Nitrogen fertiliser must not be applied to cereals/pulses during closed periods • Applications must be limited to those which can be readily utilised and are appropriate for the crop • They must not normally exceed 25kg/ha (20 units/acre) • Where applications are more than 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 must 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. <p>See NVZ for further guidance and the 'Find Help' section below.</p>	
1.6 Growers must only apply fertiliser (including FYM & slurries) to crops in suitable conditions.	Unsuitable conditions are: <ul style="list-style-type: none"> • Ground which is frozen solid • Ground which is snow covered • Ground which is waterlogged. 	

1.0 Standard for the use of Fertilisers, Manures & Water (HACCP Process 4)

<p>1.7 Growers using biosolids must keep detailed records. Untreated biosolids must not be spread onto SQC ground.</p>	<p>Records must include:</p> <ul style="list-style-type: none"> • Batch records of origin • Delivery records • Application records • SQC Growers must ensure that the end merchant will accept crops that have received such treatments. <p>Applications must be in line with NVZ regulations. Growers must also adhere to the relevant codes of practice.</p> <p>For further guidance see The Sludge Regulations 1989 and the 'Find Help' section below.</p>	<p>HACCP 4</p>
<p>1.8 The use of compost on SQC ground is permitted, however if the original feedstocks are sourced outside of the SQC farm unit, the compost must be certified to PAS100. Detailed records must be kept.</p>	<p>Records must include:</p> <ul style="list-style-type: none"> • Batch records of origin • Delivery records • Application records • SQC Growers must ensure that the end merchant will accept crops that have received such treatments. <p>Growers must note that home produced compost that is not PAS100 must not include feedstock from outside the farm.</p> <p>Applications must be in line with NVZ regulations.</p>	<p>HACCP 4</p>
<p>1.9 Digestate must be PAS110 or SQC digestate Scheme certified. Detailed records must be kept.</p>	<p>The SQC Farm Approved Digestate Standards aims to define acceptable inputs to the AD plant, best practice and conditions to allow the application of SQC Approved Digestate onto land destined for cereal production. A separate application will be required for membership of the SQC Approved Digestate Scheme.</p> <p>Records must include:</p> <ul style="list-style-type: none"> • Batch records of origin • Delivery records • Application records • SQC Growers must ensure that the end merchant will accept crops that have received such treatments. <p>Applications must be in line with NVZ requirements.</p> <p>For further guidance see SQC Digestate Standard and the 'Find Help' section below.</p>	<p>HACCP 4</p>
<p>1.10 Other crop enhancement products are permitted for use on SQC assured acreage, however an appropriate SEPA/EA permit must be in place. Detailed records must be kept.</p>	<p>Records must include:</p> <ul style="list-style-type: none"> • Batch records of origin • Delivery records • Application records. 	<p>HACCP 4</p>
<p>1.11 Fertiliser spreaders must be maintained and calibrated. Records must be kept.</p>	<p>Records must include:</p> <ul style="list-style-type: none"> • Maintenance and routine checks on the spreader • Annual calibration. <p>If slug pellets are used through the spreader, the spreader must be tested and calibrated for each product.</p>	

<p>1.12 Storage of granular/prilled fertiliser must be suitable.</p>	<p>Storage must be:</p> <ul style="list-style-type: none"> • On a hard surface where spillages can be easily swept up • Not near drains or burns where run off could occur. 	
<p>1.13 Storage of liquid fertiliser must be suitable.</p>	<p>Storage must be:</p> <ul style="list-style-type: none"> • Be secured against tampering • The grower must have in place a system for contamination, preferably through a bunded system. 	
<p>1.14 Domestic water supplies must be protected from fertiliser through protection zones.</p>	<p>A minimum exclusion area of 50 meters must be adhered to from the edge of the fertiliser spread to the start of the domestic water supply.</p> <p>Where 50 meters appears excessive for inorganic fertiliser, evidence is needed to support a lesser protection zone.</p>	
<p>1.15 Field boundaries must be protected from fertiliser, FYM and slurry.</p>	<p>Growers must limit the amount of crop enhancement products that may be thrown into field boundaries, hedges and open water adjoining arable fields. Headland kits must be used where available.</p>	
<p>1.16 FACTs Advisors.</p>	<p>If an advisor, consultant or trade rep advises on fertiliser on the grower's farm, it is the grower's responsibility to ensure the advisor is a member of the current FACTs professional register.</p>	
<p>1.17 Where water is used to irrigate crops, a plan must be in place to support the water usage and an appropriate abstraction licence.</p>	<p>A detailed water management plan must be made available. This must include:</p> <ul style="list-style-type: none"> • Irrigation water usage records • Maintenance plans to reduce usage • Water audit • Details of abstraction licence. • Where irrigation is used water quality testing records kept. <p>For further guidance see Water Abstraction Licence - Gov.UK and the 'Find Help' section below.</p>	

1.0 Standard for the use of Fertilisers, Manures & Water (HACCP Process 4)

Find help:

PEPFAA Code of Good Practice	https://www.gov.scot/publications/prevention-environmental-pollution-agricultural-activity-guidance/
HSE Guide on Storing Pesticides	https://www.hse.gov.uk/pubns/ais16.pdf
The Sludge (Use in Agriculture) Regulations 1989 (Scotland)	http://www.legislation.gov.uk/ukSI/1989/1263/made
SQC Digestate Scheme	https://www.sqccrops.co.uk/documents/sqc-approved-digestate-standards/
The Sewage Sludge on Farmland: Code of Practice (2017) England	https://www.gov.uk/government/publications/sewage-sludge-on-farmland-code-of-practice/sewage-sludge-on-farmland-code-of-practice
Scotland Water Abstraction License	https://www.gov.uk/water-abstraction-licence-scotland
SQC Farm Record Books	https://www.sqccrops.co.uk/documents/farm-record-book/
Nitrate Vulnerable Zones	https://www.gov.scot/publications/nitrate-vulnerable-zones-guidance-for-farmers/

Part II– the SQC Standards

2.0 Standards for Crop Protection Products (HACCP 5, 8 & 11)

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 (wettors and mixers), even when applied from sprayers.

2.1 Growers must have access to the relevant Code of Practice for using Plant Protection Products.	For further guidance see Code of Practice for Using Plant Protection Products and the 'Find Help' section below.
2.2 Growers must complete, and annually review an Integrated Pest Management Plan.	The IPM plan must: <ul style="list-style-type: none"> • Be available for all staff, advisers and contractors • Demonstrate the use of PPPs is justified • Demonstrate improved protection of the environment. For further guidance see the Integrated Pest Management Plan and the 'Find Help' section below.
2.3 Crop protection products must be stored in a dedicated store.	The store must: <ul style="list-style-type: none"> • Be secured and the key kept in another location • Be bunded • Display appropriate signage on the outside of the store • Emergency spillage facilities must be available within the store. For further guidance see Guidance on storing pesticides for farmers and other professional users and the 'Find Help' section below.
2.4 Crop protection product containers must be fit for purpose.	Containers must: <ul style="list-style-type: none"> • Be fit for purpose • Clearly labelled • In sound condition.
2.5 An up to date crop protection product stock inventory must be kept.	Two copies of the stock inventory must be kept. One must be in the chemical store and one must be kept within the farm office, or somewhere that could be easily located in the event of a fire within the store.
2.6 All crop protection products must be currently approved by CRD for use on the target crop.	Growers must ensure that all products used are on label and CRD approved. If a product being used is an EAMU, a copy of the relevant notice of approval must be kept and documented. For further guidance see Pesticides Register of UK Authorised Products and the 'Find Help' section below.
2.7 Expired or withdrawn Crop Protection Products must be disposed of by an approved waste disposal contractor.	Growers must ensure that all withdrawn PPPs are not kept on farm past their withdrawal date or expiry date.

2.0 Standards for Crop Protection Products (HACCP 5, 8 & 11)

<p>2.8 Growers must keep accurate and up to date spraying records which must be retained for at least three years.</p>	<p>Spraying records must be kept for growing and stored crops. The record must include:</p> <ul style="list-style-type: none"> • Date of application • Time of spraying • Crop growth stage • Wind speed and direction • Pest being controlled • Label name of product • Dose used • Water application rate • Spray quality • Sprayer operator • LERAPS • Buffer zones. <p>Care must be taken to avoid applying products during unfavourable conditions that would encourage drift onto conservation or sensitive areas, ie. hedgerows, private homes and public places.</p>	<p>HACCP 5</p>
<p>2.9 Contract sprayers must provide the SQC grower with the spray records within seven days of application.</p>	<p>Spraying records must be kept for growing and stored crops. The record must include:</p> <ul style="list-style-type: none"> • Date of application • Time of spraying • Crop growth stage • Wind speed and direction • Pest being controlled • Label name of product • Dose used • Water application rate • Spray quality • Sprayer operator • LERAPS • Buffer zones. <p>Care must be taken to avoid applying products during unfavourable conditions that would encourage drift on to conservation or sensitive areas, ie. hedgerows, private homes and public places.</p>	<p>HACCP 5</p>
<p>2.10 Growers must follow all statutory label requirements for maximum permitted dose.</p>	<p>For example:</p> <ul style="list-style-type: none"> • Never exceed the maximum dose at any one application • Compliance with maximum total doses in repeated applications • Compliance with all other statutory label requirements. 	<p>HACCP 58 & 11</p>

<p>2.11 Application of insecticides to oilseed rape must be during appropriate times of the day.</p>	<p>Applications must be during:</p> <ul style="list-style-type: none"> • Early morning • Late evening • Dull days. <p>Growers must avoid bright weather and mid-day applications to protect and minimise any potential harmful effect on bees.</p>	
<p>2.12 Waste materials must be disposed of via a registered waste carrier. Waste disposal notes/receipts must be retained.</p>	<p>Waste materials include:</p> <ul style="list-style-type: none"> • Metal • Plastics (including PPP containers) • Fertiliser tote bags • Glass • Paper. <p>Excess spray washing must be disposed of either by spraying an under dosed area of the field or via a registered waste carrier. The Code of Practice for Using Plant Protection in Scotland must be followed.</p>	
<p>2.13 Growers must use a registered BASIS advisor.</p>	<p>If an advisor, consultant or trade rep advises on the grower's farm, it is the grower's responsibility to ensure the adviser is a member of the current BASIS professional register.</p>	
<p>2.14 At the time of spraying, all sprayer operators must hold an NPTC Certificate of Competence.</p>	<p>This CoC must be relevant to the sprayer/applicator and are as follows:</p> <p>PA1: Principles of Safe Handling and Application of Pesticides PA2: Safe Application of Pesticides Using Self Propelled, Mounted, Trailed Horizontal Boom Sprayers PA3: Safe Application of Pesticides Using Variable Geometry Boom or Broadcast Sprayers PA4: Safe Application of Pelleted or Granular Pesticides Using Mounted or Trailed Applicators PA5: Safe Application of Pesticides Using Boat Mounted Equipment PA6: Safe Application of Pesticides using Pedestrian Hand-Held Equipment PA7: Safe Application of Pesticides from the Air PA8: Safe Mixing and Transferring of Pesticides PA9: Safe Application of Pesticide Mists, Fogs and Smokes PA10: Safe Dipping of Plant Material in Pesticides PA11: Safe Treatment of Seeds with Pesticides.</p>	<p>HACCP 5</p>

2.0 Standards for Crop Protection Products (HACCP 5, 8 & 11)

<p>2.15 All sprayer operators must undergo Continual Professional Development (CPD) during the current year.</p>	<p>Operators have two options regarding maintaining their CPD:</p> <ul style="list-style-type: none"> Attend a SQC Sprayer Operator course annually Become a NRoSO member and maintain an annual record of 10 CPD points. <p>Please note that attendance on any other sprayer operator course will NOT cover the operator without NRoSO membership.</p> <p>Growers who have passed their NPTC exam during the current Scheme year will be granted a year's grace for CPD.</p> <p>Growers attending a SQC Sprayer Operator Course which takes place AFTER the scheme assessment will be 'non approved' until the course is complete. Once attendance has been confirmed through Ringlink, the grower will be approved. This will not affect selling ability for the previous harvest crop.</p>	<p>HACCP 5</p>				
<p>2.16 Standards 2.14 & 2.15 also apply to sprayer contractors and it is the SQC grower's responsibility to have this information available at the time of the audit.</p>	<p>Sprayer contractors must hold the relevant NTPC and CPD in line with SQC Standards 2.14 and 2.15.</p>	<p>HACCP 5</p>				
<p>2.17 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 spray applications.</p>	<p>The NSTS requirements:</p> <p>SQC growers must note that after 2020, all trailed, mounted and self-propelled sprayers with a boom of over 3m, air blast sprayers and aerial sprayers, will need to be re tested under NSTS every three years.</p> <table border="1" data-bbox="510 1297 1222 1556"> <tr> <td data-bbox="510 1297 854 1444"> <p>Trailed, mounted and self-propelled with a boom of over 3m, air blast sprayers and aerial sprayers.</p> </td> <td data-bbox="854 1297 1222 1444"> <p>Tested to have a valid MOT in place at the time of spraying and within the last five years by 2020.</p> </td> </tr> <tr> <td data-bbox="510 1444 854 1556"> <p>Boom sprayers of < 3m, slug pellet and granular applicators</p> </td> <td data-bbox="854 1444 1222 1556"> <p>Tested to have a valid MOT in place at the time of spraying and re tested every six years.</p> </td> </tr> </table>	<p>Trailed, mounted and self-propelled with a boom of over 3m, air blast sprayers and aerial sprayers.</p>	<p>Tested to have a valid MOT in place at the time of spraying and within the last five years by 2020.</p>	<p>Boom sprayers of < 3m, slug pellet and granular applicators</p>	<p>Tested to have a valid MOT in place at the time of spraying and re tested every six years.</p>	<p>HACCP 5</p>
<p>Trailed, mounted and self-propelled with a boom of over 3m, air blast sprayers and aerial sprayers.</p>	<p>Tested to have a valid MOT in place at the time of spraying and within the last five years by 2020.</p>					
<p>Boom sprayers of < 3m, slug pellet and granular applicators</p>	<p>Tested to have a valid MOT in place at the time of spraying and re tested every six years.</p>					
<p>2.18 Where the grower is not undertaking annual NSTS MOT testing, the SQC Sprayer Self-Assessment form must be completed.</p>	<p>The SQC Self-Assessment form must be completed and a detailed record of maintenance checks and any replacement parts must also be recorded.</p> <p>SQC sprayer self assessment forms must only be completed for NSTS tested exempt sprayers.</p>	<p>HACCP 5</p>				

2.0 Standards for Crop Protection Products (HACCP 5, 8 & 11)

<p>2.19 Sprayer calibrations must be carried out and a record completed.</p>	<p>Sprayer calibrations must be carried out:</p> <ul style="list-style-type: none"> At the beginning of each season (Autumn and Spring) After changing nozzles After replacing any part of the delivery system Regularly during the season <p>Applicator used for granular PPP's and slug pellet applicators must be calibrated at every change of product.</p> <p>This includes knapsacks, handheld and pedestrian sprayers.</p>	
<p>2.20 Standards 2.16, 2.17 & 2.18 also apply to Sprayer Contractors.</p>	<p>Sprayer contractors must hold a valid NSTS MOT, SQC self-assessment form and a written spray calibration form, which the SQC grower must have a copy of at the time of the audit.</p>	
<p>2.21 Pesticides must be used in a manner that reduces the risk to water, birds and small mammals. Maps must record these areas.</p>	<p>Growers must have a record with a farm map, clearly highlighting areas of high pollution risk.</p> <p>Applications must not be made during:</p> <ul style="list-style-type: none"> Heavy rain When field drains are flowing When excessively windy Periods/conditions identified on labels as unsuitable. 	

2.0 Standards for Crop Protection Products (HACCP 5, 8 & 11)

Find help:

PPP Code of Practice	https://www.hse.gov.uk/pesticides/using-pesticides/codes-of-practice/code-of-practice-for-using-plant-protection-products.htm
Integrated Pest Management Plan Template (Scotland)	https://consult.scotland.gov.uk/cap-reform-and-crop-policy/9a1bb2d9/
Integrated Pest Management Plan (England)	http://ecommerce.nfuonline.com/ipm-plan/
Approved Plant Protection Products	https://secure.pesticides.gov.uk/pestreg/
Beekeepers Associations (Scotland)	www.scottishbeekeepers.org.uk
Beekeepers Associations (England)	www.britishbee.org.uk
SQC Farm Record Book	https://www.sqccrops.co.uk/documents/farm-record-book/
Bee Connected	https://beeconnected.org.uk/

Part II– the SQC Standards

3.0 Standard for the Production, Harvesting of Crops and Biodiversity Land (HACCP 1 & 6)

All crops produced on the unit must conform to the scheme's standards. The intention is that all crops produced on a grower's farm must 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. and 3.3) 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.

<p>3.1</p> <p>Growers must provide information on the area in their business which was in an arable rotation (including temporary grass) at 1 January 2008.</p>	<p>Growers must provide this information to produce biofuel crops compliant with the revised Renewable Energy Directive, growers must comply with the Articles 29 (3) to (7), the land-based sustainability criteria, of Directive EU 2018/2001.</p> <p>Crops (raw materials) must not be obtained from land with a high biodiversity value, namely land that had one of the following statuses on or after 1 January 2008.</p> <ul style="list-style-type: none"> • A high biodiversity level or • Land with a high carbon stock or • Land that was peatland unless evidence is provided that the cultivation and harvesting of those crops does not involve drainage of previously drained soil. <p>If growers are unable to provide information for parts of the land currently cropped, these crops will not be compliant to the revised Renewable Energy Directive and the grower will be only partially compliant.</p>
<p>3.2</p> <p>Growers must provide information on the area which is in an arable rotation (including temporary grass) for the current scheme year.</p>	<p>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 show the land status at January 2008.</p> <p>If this evidence is not available, it will be assumed as non-compliant to the revised RED directive.</p> <p>Detailed information on high biodiversity land can be found in the 'Find Help' section below.</p>
<p>3.3</p> <p>All growers must use a mass balance system.</p>	<p>Records must include:</p> <ul style="list-style-type: none"> • A record of the actual or estimated weights of RED 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. <p>For further guidance see the Mass Balance Record and the 'Find Help' section below.</p>

3.0 Standard for the Production, Harvesting of Crops and Biodiversity Land (HACCP 1 & 6)

3.4 Growers are required to identify and manage fields at risk from ergot.	Fields with ergot present in the previous scheme year must be recorded. Management systems must be modified to limit ergot in future years.	HACCP 1 & 6 CCP 2
3.5 Mycotoxin Risk Assessments must be completed by all growers who are growing wheat.	Complete the current AHDB risk assessment for managing mycotoxin risk in wheat. For further guidance see the Mycotoxins Risk assessment and the 'Find Help' section below.	HACCP 1 CCP1
3.6 Detailed field records must be kept.	Records must include: <ul style="list-style-type: none"> Variety Dates of sowing Crop treatments Harvest dates. <p>Please note that harvest dates must observe harvest intervals from PPP's. Organically grown crops must also have a field record.</p>	
3.7 SQC Growers must have a Biodiversity Action Plan.	The Biodiversity Action Plan must include: <ul style="list-style-type: none"> A map of the location of areas or features important to biodiversity on and around the farm. Details of how provision is made for wildlife habitats and food sources through hedges, field margins, extensive pasture, etc. Measures to avoid degradation and deforestation of High Conservation Value (HCV) areas or other ecologically sensitive areas. Assessment of possible disruption of biological corridors because of farm activities and, if required, must include the assessment mitigation measures. <p>For further guidance see the Biodiversity Action Plan and the 'Find Help' section below.</p>	

3.0 Standard for the Production, Harvesting of Crops and Biodiversity Land (HACCP 1 & 6)

Find help:

High biodiversity value land:	<p>High biodiversity value land: High biodiversity land is defined as:</p> <ul style="list-style-type: none"> 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. Highly biodiverse forest and other wooded land which is species-rich and not degraded, or has been identified as being highly biodiverse by the relevant competent authority, unless evidence is produced that the production of the crops did not interfere with those nature protection purposes <ul style="list-style-type: none"> (i) areas designated by law or by the relevant competent authority for nature protection purposes or (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 30(4). (Unless evidence is provided that the production of that raw material did not interfere with those nature protection purposes). Highly biodiverse grassland spanning more than one hectare that is: <ul style="list-style-type: none"> (i) natural, namely grassland that would remain grassland in the absence of human intervention and that maintains the natural species composition and ecological characteristics and processes: or (ii) non-natural, namely grassland that would cease to be grassland in the absence of human intervention and that is species-rich and not degraded and has been identified as being highly biodiverse by the relevant competent authority, unless evidence is provided that the harvesting of the raw material is necessary to preserve its status as highly biodiverse grassland <p>High carbon stock land is defined as:</p> <ul style="list-style-type: none"> Land that had one of the following statuses in January 2008 and no longer has that status: <ul style="list-style-type: none"> i) Wetlands: namely land that is covered with or saturated by water permanently for a significant part of the year. ii) 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. iii) 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, unless evidence is provided that the carbon stock of the area before and after conversion is such that, when the methodology laid down in Part C of Annex 5 of the Directive is applied, the conditions laid down in Article 29 (10) would be fulfilled. <p>These provisions shall not apply if, at the time the raw material was obtained, the land had the same status as it had in January 2008</p> <p>Peatland:</p> <ul style="list-style-type: none"> Biofuels, bioliquids and biomass fuels must not be made from raw material obtained from land that was peatland in January 2008, unless evidence is provided that the cultivation and harvesting of that raw material does not involve drainage of previously undrained soil).
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3.0 Standard for the Production, Harvesting of Crops and Biodiversity Land (HACCP 1 & 6)

Find help:

Mycotoxin Risk Assessment	https://cereals.ahdb.org.uk/riskassessment
SQC Farm Record Books	https://www.sqcrops.co.uk/documents/farm-record-book/
Biodiversity Action Plan	https://www.sqcrops.co.uk/documents/biodiversity-action-plan/
Mass Balance Template	https://www.sqcrops.co.uk/documents/mass-balance-template/

Part II– the SQC Standards

4.0 Standards for Storage (HACCP 1, 7, 8, 9, 10, 11 & 12)

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

4.1 Temporary/Intake stores must be suitable.	<p>Suitable stores must:</p> <ul style="list-style-type: none"> • Be rainproof with a roof • Have a clean floor with solid construction • All temporary stores must be emptied by 31 October. <p>External storage is not permitted, other than in exceptional circumstances on a concrete pad prior to drying. Growers must inform SQC if they plan to do this.</p> <p>A derogation may be granted at the certification body's discretion where crops may need to be retained in a temporary store after 31 October. It is the grower's responsibility to seek this derogation.</p>	HACCP 8
4.2 Long term storage must be suitable.	<p>Suitable stores must:</p> <ul style="list-style-type: none"> • Be fully waterproof • Have walls • Have floors of solid construction • Have properly fitted doors. 	HACCP 11
4.3 Oilseed rape must not be stored on a bituminous (tarmac) floor.	Bituminous materials must be avoided in oilseed storage areas, as they can impart toxic aromatic chemicals (PAHs) tainting the seed. Prevent oilseed rape encountering tarmac/bituminous painted surfaces.	HACCP 11
4.4 Growers must avoid all potential glass or hard plastic contamination and provide records of checks.	<p>All glass fittings must be protected to prevent broken glass contaminating crops.</p> <p>A recording system must be in place and must include:</p> <ul style="list-style-type: none"> • Vehicle glass and mirrors • Grain store light fittings • Skylights • Any lightbulbs or lamps that may be near any crops at any time. <p>If broken glass or hard plastic is found, this must be swept away, and any contaminated grain segregated. This must also be recorded.</p>	HACCP 8, 11 & 12

4.0 Standards for Storage (HACCP 1, 7, 8, 9, 10, 11 & 12)

<p>4.5 Pre-harvest hygiene must be undertaken and recorded.</p>	<p>The following must be pest and insect free:</p> <ul style="list-style-type: none"> All stores (including temporary) Reception pits Driers Cleaners Conveyors. <p>This must be accurately recorded.</p> <p>Insect bait bags must be used to demonstrate effective management and they must be removed before grain is stored.</p> <p>All stores must be treated as follows:</p> <ul style="list-style-type: none"> Clean store Remove all sweepings Disinfect where appropriate Use insect bait bags for infestations If evidence of infestation, use appropriate fumigant to control Repeat if necessary to achieve control. 	<p>HACCP 8</p>
<p>4.6 Livestock housing that is used as storage must be cleaned appropriately.</p>	<p>All storage that has previously housed livestock must:</p> <ul style="list-style-type: none"> Have walls and floors cleaned, with the use of a pressure hose All walls and floors must be disinfected with a food grade disinfectant. <p>This must be accurately recorded.</p> <p>If insecticides are used, the following must be recorded:</p> <ul style="list-style-type: none"> Date of application Reason for treatment Application rate Dilution rate as applicable. 	<p>HACCP 8</p>
<p>4.7 Regular maintenance must be carried out on grain driers and records kept.</p>	<p>During drying, every effort must be made to avoid contaminating grain with fuel or the products of combustion.</p>	<p>HACCP 89 & 10</p>
<p>4.8 All crop handling equipment must be checked and cleaned pre-harvest and records kept.</p>	<p>All handling equipment must be maintained before harvest to ensure there are no fuel or oil leaks. A record of this maintenance must be kept.</p> <p>All trailers, loading buckets, combines and tarpaulins used to cover grain during transit must be cleaned thoroughly and a record kept.</p>	<p>HACCP 178 & 11</p>
<p>4.9 Moisture meters must be calibrated.</p>	<p>Growers can either choose to calibrate their moisture meter by:</p> <ul style="list-style-type: none"> Using a standard sample Using a dedicated moisture meter clinic. <p>A record of this must be kept.</p>	<p>HACCP 8</p>

<p>4.10 Temperatures of crop after drying must be checked and recorded regularly.</p>	<p>To avoid spoilage, temperatures must be reduced to at least 12°C by the end of December.</p> <p>Each grain bulk must:</p> <ul style="list-style-type: none"> Be checked weekly until 12°C is reached After this, temperatures must be recorded on a regular basis Any rise (more than one degree) between inspections must be investigated. <p>There must be detailed records kept.</p>	<p>HACCP 8 9 & 10</p>
<p>4.11 Grain Bulks must be identifiable.</p>	<p>Long term stored grain bulks must have records of:</p> <ul style="list-style-type: none"> Variety Field(s) of origin Harvest dates Dates of temperature and general inspections Details of any PPP applied or other remedial treatments. 	



Find help:

SQC Farm Record Book

<https://www.sqccrops.co.uk/documents/farm-record-book/>

Part II– the SQC Standards

5.0 Pest Control Procedures

<p>5.1 Rodent control measures must be in place.</p>	<p>A detailed record must be kept of the following:</p> <ul style="list-style-type: none"> • Bait location plan/map • Number of bait stations • Date of bait station inspections • Level of activity observed • Bait type used with full label requirements • Signature of person in charge of the control procedures. <p>Growers must note that bait stations do not need to contain rodenticides.</p> <p>After effective treatment, any rodenticides that have been used must be removed and disposed of according to the label requirements.</p>	<p>HACCP 8 & 11 CCP3</p>
<p>5.2 In all stores, each bulk must be inspected for deceased and dying rodents.</p>	<p>Each bulk must be checked on a weekly basis for signs of deceased and dying rodents. If any are found, these must be dispatched as quickly as possible and disposed of safely in line with label requirements of the product used.</p> <p>Records must be kept of this.</p>	
<p>5.3 A CRRU environmental risk assessment must be carried out.</p>	<p>CRRU (Campaign for Responsible Rodenticide Use) environmental risk assessment forms must be completed for each site to demonstrate the need to use first and second generation anticoagulants.</p> <p>A CRRU form must be updated if there is a significant change of practice on the site, or a major infestation occurs. This must be retained on the site.</p> <p>For further guidance see the CRRU Environmental Risk Assessment Form and the 'Find Help' section below.</p>	
<p>5.4 Third party rodent control contractors must be fully qualified.</p>	<p>If a third party rodent control contractor is used, it is the grower's responsibility to have a copy of the technician's Certificate of Professional Competence.</p>	
<p>5.5 Long term storage must be protected against pests.</p>	<p>All grain bulks must be protected against ingress by birds or domestic animals (including cats). Bulks must be checked weekly for the presence of birds, and a record of these checks must be kept.</p>	<p>HACCP 11</p>



Find help:

CRRU Environmental Risk Assessment Form	https://www.sqcrops.co.uk/documents/crru-environmental-risk-assessment/
CRRU Environmental Risk Assessment Form Guidance	https://www.sqcrops.co.uk/documents/crru-environmental-risk-assessment-form-guidance/
SQC Farm Record Book	https://www.sqcrops.co.uk/documents/farm-record-book/

Part II– the SQC Standards

6.0 Transporting Standards

6.1 On farm transportation equipment must be clean and fit for use.	It is the grower's responsibility to ensure that all lorries and trailers are clean and dry prior to use. If equipment is non-dedicated or has ever been used for transportation of organic material, it must be washed with a food grade disinfectant prior to use.	HACCP 7
6.2 Off farm transportation equipment must be clean, fit for use and each load must be accompanied with a grain passport with section 2 completed.	It is the grower's responsibility to ensure: <ul style="list-style-type: none"> All lorries and trailers are clean and dry prior to loading All lorries and trailers are fit for purpose to carry crops Non-dedicated trailers have been washed with food grade disinfectant and proof of this has been seen and retained All lorries/trailers are covered during transit Individual merchant requirements are met. Records of this must be kept.	HACCP 12
6.3 Growers must keep detailed records of all loads dispatched. These records must be retained for five years.	Records must show: <ul style="list-style-type: none"> Date of dispatch Haulier and number plate of lorry/tractor Crop dispatched Amount dispatched Confirmation of biofuel use, if applicable. 	

Part II– the SQC Standards

7.0 General Standards

7.1 A detailed complaints register must be kept and maintained regularly.	Growers are required to maintain a complaints record for the marketing of their crops. This must include: <ul style="list-style-type: none"> Official complaints (including grain rejections) Complaint details Corrective action. The complaints record must be kept up to date and reviewed annually. For further guidance see the Complaints Register template and the 'Find Help' section below.	
7.2 The farm appearance must be maintained to a high standard at all times.	SQC maintains a good public perception and appearance is important to this. Growers must make every effort to minimise the amount of redundant machinery, weeds and overgrown areas around the farm steading. A high level of hygiene and tidiness must be maintained across the interior and exterior of the farm.	
7.3 A detailed emergency action plan must be available and visible on ALL SQC farms.	Every SQC farm is required to have a detailed emergency action plan in place, with relevant locations and contact numbers recorded. This plan must be visible and a copy held within the farm office or relevant location. This plan must be visible in case of an emergency (eg. fire) for when the persons responsible are not on site. For further guidance see the Emergency Action Plan template and the 'Find Help' section below.	
7.4 All staff or contractors are competent to carry out their roles.	<ul style="list-style-type: none"> Contractors can provide certificates of competence if requested For all employed staff, records of all relevant training should be kept and accessible if required 	
7.5 Where labour providers are used growers are required to ensure they are GLAA registered.	It is the growers responsibility to ensure that records of GLAA licence check is kept and up to date. For further guidance see GLAA licence and the 'Find Help' section below.	



Find help:

Complaints Register Template	https://www.sqcrops.co.uk/documents/complaints-register/
Emergency Action Plan Template	https://www.sqcrops.co.uk/documents/emergency-action-plan-template/
GLAA	https://www.gla.gov.uk/our-impact/who-has-a-glaa-licence/



SCOTTISH QUALITY CROPS

Acoura Certification Ltd, trading as Lloyd's Register, is the Independent Certification Body appointed by SQC to provide the inspection and certification services for the scheme. All scheme participants must comply with all the requirements detailed in the LR Certification Regulations. The current LR Certification Regulations are available on the website, www.acoura.com or alternatively they can be obtained from the LR office.

Scottish Quality Crops Ltd. (SQC) is a co-operative and the members of the co-operative 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 and SRUC.

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

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

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.