

YOUR HOW-TO GUIDE

GRAIN PASSPORT – NEW DELIVERY PROCESS

JUNE 2025

Dear SQC Member,

Following recent communication from both SQC and FIA, you will be aware that instead of receiving an envelope in the post containing grain harvest passports, from 2025 onwards you will be able to download your passport from the new FIA Auditee Portal.

This is not a digital passport – it is the same passport as issued previously, just delivered in a different format, allowing you to access and print copies as you require.

The below **timings and key next steps** will allow you to log into the portal and access the PDF passport.

This is quick and easy but if you do have any issues with the process, there are some helpful hints and tips on page 2. The FIA Team will also be on hand to provide support.

TIMELINE AND STEPS TO FOLLOW

STAGE 1



Week commencing 2/6/2025

- You will receive an email from “no-reply@foodassurance.co.uk”
- Email Subject: “Welcome to INTACT Platform”
- Email contains instructions how to login and register to the FIA Auditee Portal

STAGE 2



Week commencing 2/6/2025

Register to become a user of the FIA Auditee Portal by following the instructions outlined in the above “Welcome to INTACT Platform” email

STAGE 3



Week commencing 9/6/2025

- FIA will issue a second email from “agriculture@foodassurance.co.uk”
- Email Subject: “SQC Harvest Passport”
- Email will inform you that your SQC Grain Passport is available for you to view and download within your FIA Auditee Portal
- Following receipt of the above email, please log in to your FIA Auditee Portal, proceed to view and download your SQC Grain Harvest Passport following the user guide provided

Please Note:

To assist with the transition of the new Auditee Portal, a pdf copy of your specific grain harvest passport will also be attached to the above email – allowing quick access to print copies as required.

HELPFUL HINTS AND TIPS

User Guides are available to view and download within the below areas

Complete User Guide

- attached within the "Welcome to INTACT Platform" email
- available within "Dashboard" section of the portal to view or download. Click on the icon 

Specific User Guide

- "How to view and Download SQC Passport" – attached within "SQC Harvest Passport" email
- Available within all menu sections of the portal to view or download. Click on the icon  within specific section

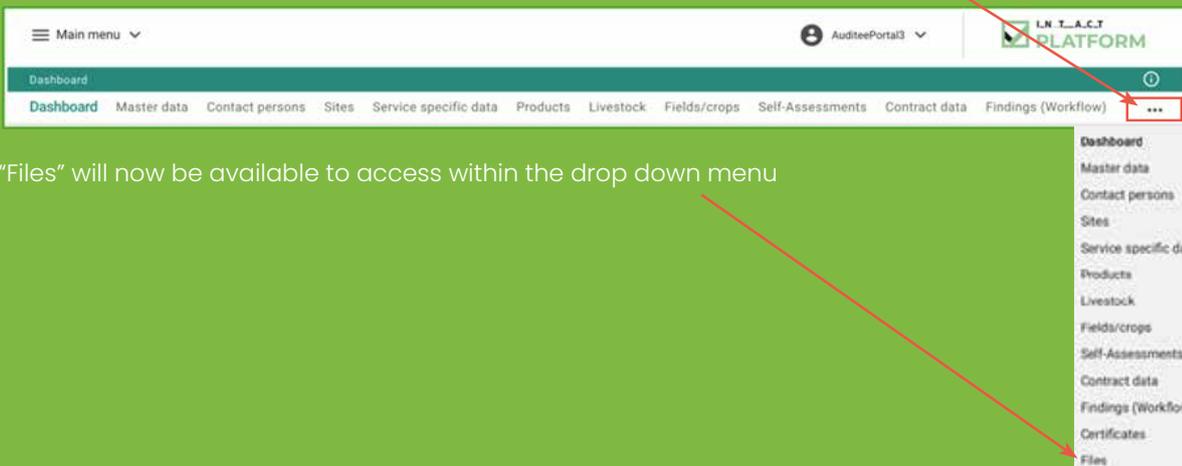
Did not receive email (s)?

1. Check "junk email" folder
2. Check mailbox is not full – preventing incoming emails
3. Following the above checks, if no email has been received, contact FIA



"Files" section not visible within Portal Dashboard menu tool bar?

To view "Files" click into 3 x dots located within the Dashboard menu tool bar to extend the view



"Files" will now be available to access within the drop down menu

HELP IS ON HAND

As always if you encounter any issues or require any assistance in relation to the above, please don't hesitate to contact FIA team on 0131 609 0558 or at info@foodassurance.co.uk