

Section 6
Documentation for Producers

6.0 Contents Page

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

Section	Contents	Page
6.1	Documentation Requirements	2
6.2	Record Keeping Requirements for all Producers	3
6.3	Record Keeping Requirements for Livestock Producers	7
6.4	Record Sheets for Producers (see also Appendix 1)	11

Publication and Revision Details

Published 01/04/2013

Rev No.	Revision date	Pages revised	Issued by	Authorised by

6.1 Documentation Requirements

6.1.01	<p>All producers must have the following documents and Codes of Practice. The Codes of Practice are available from the Defra Website or Tel: 0870 6005522:</p> <ul style="list-style-type: none"> (i) The OF&G Organic Standards and Certification Manual and Revisions; (ii) Protecting our Water, Soil and Air – A Code of Good Agricultural Practice for farmers, growers and land managers.
6.1.02	<p>Arable crop producers must have the following documents and Codes of Practice (available from the Defra Website or Tel: 0870 6005522 or Home Grown Cereals Authority (HGCA) Tel: 024 7647 8730 or www.hgca.com):</p> <ul style="list-style-type: none"> (i) Code of Practice for using Plant Protection Products; (ii) Code of Practice for the Control of Salmonella; (iii) The HGCA booklet Grain Storage Guide; (iv) The HGCA publication Arable Cropping and the Environment (ACE).
6.1.03	<p>Livestock producers must have the following Codes of Practice (available from the Defra Website or Tel: 0870 6005522 or National Farmers Union (NFU) Tel: 024 7685 8500):</p> <ul style="list-style-type: none"> (i) Codes of Recommendations for the Welfare of Livestock - relevant to the type of production; (ii) Guidance on the Transport of Casualty Farm Animals – if transporting own animals; (iii) Code of Practice for On-Farm Mixers Producing Complete Feed for their Own Use - if home-mixing feed (NFU).
6.1.04	<p>For producers in the devolved regions (Wales, Scotland and Northern Ireland) please contact your relevant government department in order to obtain the above codes.</p>

Complaints Received

6.1.05	<p>To comply with the requirements of EN45011, OF&G must ensure that registered operators keep a record of all complaints made against the certified products or production systems used by them. Any complaints received must be investigated by the operator and the appropriate action taken to correct the problem. The operating procedures must be reviewed to ensure that the problem does not reoccur. Record Sheet 52 in Appendix 1 can be used for this purpose.</p>
6.1.06	<p>All complaints and the actions taken are to be recorded by the operator and to be made known to the inspector at the time of the inspection.</p>
6.1.07	<p>All licensed operators must inform OF&G immediately they become aware of any current, recent (within the last 12 months) or pending investigations or prosecutions (RD90).</p>

Annual Report

6.1.08	<p>(Article 71 (889/2008))</p> <p>Each year, before the date indicated by OF&G, the producer must notify OF&G of its schedule of production of crop products, giving a breakdown by parcel.</p>
6.1.09	<p>OF&G will issue an Annual Questionnaire, prior to the inspection, in which the producer must summarise the production records specified in this section. The Annual Questionnaire must be completed before the inspection and handed to the inspector.</p>

6.2 Record Keeping Requirements for all Producers

General Requirements

6.2.01	(Article 66 (1) (889/2008)) Stock and financial records shall be kept at the unit or premises and shall enable the operator to identify, and the control authority or OF&G, to verify: (i) The supplier and, where different, the seller, or the exporter of the products; (ii) The nature and the quantities of organic products delivered to the unit and, where relevant, of all materials bought and the use of such materials, and, where relevant, the composition of the compound feedingstuffs; (iii) The nature and the quantities of organic products held in storage at the premises; (iv) The nature, the quantities and the consignees and, where different, the buyers, other than the final consumers, of any products which have left the unit or the first consignee's premises or storage facilities; (v) In case of operators who do not store or physically handle such organic products, the nature and the quantities of organic products bought and sold, and the suppliers, and where different, the sellers or the exporters and the buyers, and where different, the consignees.
6.2.02	The records must be sufficiently comprehensive to demonstrate that the standards in this Manual have been observed and they must be retained for a period of not less than 3 years.
6.2.03	The data in the accounts must be supported with appropriate documents, such as invoices.
6.2.04	The accounts must demonstrate the balance between the input and the output.
6.2.05	<i>Pro forma Record Sheets are supplied to all producers - see Section 6.4 and Appendix 1. Their use is optional but if not used, equivalent records must be kept.</i>
6.2.06	Restricted materials or practices requiring approval before use must be applied for in advance.

Input Records

6.2.07	Details of the origin, nature and quantities of all products (including livestock) brought-in and the use of such products - <i>by delivery notes and/or purchase invoices.</i>
--------	---

Output Records

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

Stock Records and Reconciliation

6.2.11	Stock records for raw materials and finished products - <i>at least an annual stocktake of products in store at the end of the accounting/financial year.</i>
6.2.12	The accounts must demonstrate the balance between the input and the output.

6.2.13	<p>The records of crops produced during the year and the products in store at the beginning and end of the accounting/financial year must be sufficient to permit a mass balance reconciliation with the crops sold or consumed within the farm during the same period, using the formula:</p> <p>(Opening stock + crop production + crops brought in) – (sales + crops consumed) = closing stock.</p>
--------	--

Farm Conversion Plan

6.2.14	<p>Producers are required to establish and maintain the following documents and farm management plans (<i>Conversion Plan</i>):</p> <ul style="list-style-type: none"> (i) The Conversion Plan, including an up-to-date map of the holding of sufficient scale to identify the field reference numbers and areas, indicating the fields in-conversion, organic or non-organic – see Section 7.3; (ii) A large scale plan of the farm buildings, yards and stores etc. identifying their use and whether designated for organic or non-organic purposes (<i>Conversion Plan</i>); (iii) A large scale plan of the crop storage areas identifying the bins and floor storage areas whether designated for in-conversion, organic or non-organic purposes (<i>Conversion Plan</i>); (iv) A large scale plan of the buildings used for housing livestock, their dimensions, numbers of animals housed and whether designated for organic or non-organic purposes (<i>Conversion Plan</i>); (v) The Farm Biodiversity and Conservation Plan - see Section 7.5 (<i>Record Sheet 1</i>); (vi) The Farm Waste Management Plan - see Section 7.13 (<i>Record Sheet 10</i>); (vii) An agreement with another registered producer to export organically produced manures where the production exceeds 170 Kg nitrogen/ha/year (<i>Record Sheet 11</i>); (viii) An agreement to rent land from/to another registered producer (<i>Record Sheet 24</i>).
--------	---

Conversion Records

6.2.15	<p>Records must be kept of the previous treatments with agrochemicals and artificial fertilisers by field or area over the last two crop years preceding conversion.</p>
--------	--

Genetically Modified Organisms

6.2.16	<p>Verifiable and up to date evidence must be obtained from all relevant suppliers in order to confirm that the products or ingredients or other inputs that are supplied to the operator are not produced from GMOs or their derivatives. For compound feeds the label may be used.</p>
6.2.17	<p>An operator on a farm production unit, on-farm processing unit or small scale processing unit shall require that the suppliers of all relevant non-organic raw materials supply a signed declaration, statement, letter or a printed product label which confirms that the material is not produced from GMOs (<i>Record Sheet 2</i>).</p>

Farm Biodiversity Plan

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

Seeds, Transplants and Propagating Material

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

Crop Rotations

6.2.20	<p>For all land and crops, records must be kept (<i>Record Sheet 5</i>) of:</p> <ul style="list-style-type: none"> (i) The planned rotations - giving a statement of the proposed arable or horticultural rotation(s) (<i>e.g. 2 years ley / winter wheat / potatoes / beans / wheat undersown</i>); (ii) The cropping plan by field or area - indicating for at least the next 2 years for each field the proposed: <ul style="list-style-type: none"> (a) Crops for each year of a complete arable or horticultural rotation; (b) Use of pasture in terms of grazing, conservation, reseeds etc.
--------	---

Forage and Crop Yields

6.2.21	<p>(Article 72 (d) (889/2008))</p> <p>Producers must keep the following records of crop and forage yields (<i>Record Sheet 6</i>):</p> <ul style="list-style-type: none"> i) The type of forage and approximate quantities made from each field; ii) The type of crops and approximate yield from each field or cropping area.
--------	--

Pest Control Records

6.2.22	<p>(Article 72 (b) (889/2008))</p> <p>For all permitted pesticide usage, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) Certificates of competence for the person carrying out the operation, issued by the National Proficiency Test Council (NPTC); (ii) Notices of Approval for specific off-label approval; (iii) Records of each spray application including: date, field, crop, stage of growth, reasons for application, product, permitted dose rates, pesticide and water application rates, start and finish times, wind speed and direction, harvest interval and operator (<i>Record Sheet 7</i>); (iv) Records of calibrations and maintenance of equipment (<i>Record Sheet 12</i>); (v) Purchases of permitted pesticides; (vi) The name and BASIS qualification number of any advisers, consultants or trade representatives giving advice on pesticide usage; (vii) The use of rodent baits and a plan of the bait points in yards, buildings and stores (<i>Record Sheet 8</i>).
--------	--

Farm Waste Management Plan

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

Manures and Soil Conditioners

6.2.24	<p>(Article 72 (c) (889/2008))</p> <p>For all manure and slurry usage, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) The manures brought in from other holdings, whether organic or non-organic, including the source, type of manure and quantity. If bartered, a delivery note must be supplied with each consignment; (ii) The approval to import non-organic manure (<i>Record Sheet 9</i>) or the completed Self Assessment Form (<i>OF&G Technical Leaflet 111, from OF&G or OF&G website</i>); (iii) The agreement to exchange organic manures with other registered holdings where these are in excess of the 170 Kg nitrogen/ha/year on one of the holdings (<i>Record Sheet 11</i>); (iv) The declaration from the supplier of manures from non-organic sources that the manure is a product of non-GM fed animals (<i>Record Sheet 2</i>); (v) The applications of all manures on a field-by-field basis, with the date, field, type of manure or slurry and approximate quantity (<i>Record Sheet 6</i>).
--------	--

Approved Fertilisers and Mineral Supplements

6.2.25	<p>(Article 72 (a) (889/2008))</p> <p>For all approved fertiliser usage and mineral supplementation, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) Permitted fertilisers brought in (delivery notes, invoices etc); (ii) The approval to bring in a restricted material (<i>Record Sheet 9</i>) or Self Assessment; (iii) The declaration from the supplier that a non-mineral fertiliser is non-GM (<i>Record Sheet 2</i>); (iv) The applications on a field by field basis, with the date, field, type of fertiliser and approximate quantity (<i>Record Sheet 6</i>); (v) The name and FACTS qualification number for any advisor, consultant or trade representative giving advice about fertiliser usage; (vi) The maintenance and calibration records for the spreader (<i>Record Sheet 12</i>); (vii) Heavy metal analysis where required by OF&G.
--------	--

Cleaning and Maintenance Records

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

On-farm Processing Records

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

6.3 Record Keeping Requirements for Livestock Producers

6.3.01	(Article 75 (889/2008)) The livestock shall be identified permanently using techniques adapted to each species, individually in the case of large mammals and individually or by batch in the case of poultry and small mammals.
6.3.02	(Article 76 (88/2008)) Livestock records must be compiled in the form of a register and kept available to the inspection authorities or bodies at all times at the address of the holding. Such records which are to provide a full description of the herd or flock management system must contain the information set out below.

Management Plan

6.3.03	<p>When the inspection system applying specifically to livestock production is first implemented, the full description of the unit must include (Conversion Plan):</p> <ul style="list-style-type: none"> (i) A full description of the livestock buildings, pasturage, open-air exercise areas, open-air runs, etc., and where applicable, the premises for the storage, packaging and processing of livestock, livestock products, raw materials and inputs; (ii) A full description of the installations for the storage of livestock manure; (iii) Plan for spreading manure agreed with OF&G, together with a full description of the areas given over to crop production; (iv) Where appropriate, as regards the spreading of manure, the written arrangements with other holdings complying with the provisions of these standards; (v) Management plan for the organic production livestock unit (e.g. management for feeding, reproduction, health, etc.).
6.3.04	<p>The Management Plan must be developed at the beginning of the conversion and be kept up to date thereafter. It must address the following points:</p> <ul style="list-style-type: none"> (i) A general description of the production unit, herds and/or flocks; (ii) The conversion timetable for an appropriate area of land to graze and feed the stock and whether a reduced conversion is to be sought for non-herbivores; (iii) The conversion timetable for the livestock enterprises, giving the origin of the stock, the dates when the enterprises will be converted, whether in simultaneous conversion, when non-organic stock will be removed and the programme of replacements or expansion; (iv) Animal welfare, indicating the training and management skills available and general husbandry; (v) Housing facilities, including dimensions, exercise areas, stocking densities, bedding, ventilation and access to water; (vi) Pasture management, including the appropriate rotations to manage the grass, parasites and forage conservation programme; (vii) Animal Health Plan (see Sections 6.3.12 and 6.3.13); (viii) Animal nutrition, identifying any vitamin and mineral deficiencies and the necessary corrective actions with the proposed feeding regimes in terms of conversion and non-organic feeds; (ix) Disposal of dead stock and the proposed marketing arrangements for all livestock.

Stock Movement Records

6.3.05	<p>(Article 76 (a) (889/2008))</p> <p>As regards livestock entering the holding the following must be recorded (<i>Record Sheet 13</i>):</p> <ul style="list-style-type: none"> (i) Species, numbers, ages and identification of births and stock purchased; (ii) Origin - whether born on the holding or brought in from a supplier; (iii) Organic/non-organic status; (iv) Veterinary history; (v) A declaration from the supplier and/or herdmark owner to the effect that the holding is BSE-free (<i>Record Sheet 15</i>); (vi) Quarantine measures undertaken; (vii) Conversion period by animal or group prior to obtaining full organic status; (viii) Where the stock come from a non-registered (non-organic) source, an approved Non-organic Livestock Approval Form (<i>Record Sheet 21 or 21A for poultry</i>); (ix) Where the stock come from a registered holding, the Certificate, Trading Schedule (where applicable) and the Organic Sector Livestock Transfer Document (<i>Record Sheet 16</i>).
6.3.06	<p>(Article 76 (b) (c) (889/2009))</p> <p>As regards livestock leaving the holding, the records must include (<i>Record Sheet 14</i>):</p> <ul style="list-style-type: none"> (i) Date, species, numbers, ages and identification of deaths and stock sold; (ii) Whether died on the holding or destination if sent away; (iii) Organic/non-organic status.
6.3.07	<p>A record of the disposal of fallen stock, including the identification, date, the method of disposal (<i>Record Sheet 14</i>).</p>

Organic Sector Livestock Transfer Document

6.3.08	<p>All registered (converting, converted for breeding or organic) stock sold to or purchased from other farms must be accompanied by an Organic Livestock Transfer Document to identify the animals and their status e.g., whether they are 'organic', 'reared under simultaneous conversion' or 'converted breeding stock' (<i>Record Sheet 16</i>). <i>A copy of the Organic Livestock Transfer Document must be kept by both the vendor and purchaser.</i></p>
--------	---

Yields and Sales of Eggs

6.3.09	<p>The records must include the daily and cumulative production of eggs and the eggs sold.</p>
--------	--

Livestock Movement to Slaughter Document

6.3.10	<p><i>Some abattoirs may specify that organic stock sold for slaughter should be accompanied by a Livestock Movement to Slaughter Document.</i></p>
--------	---

Partnership Programme Poultry Systems

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

Animal Health Plan

6.3.12	Producers are required to establish and maintain an Animal Health Plan to identify diseases and minimise the need for routine veterinary treatments (<i>Record Sheet 17</i>).
6.3.13	<p>The Plan must involve the personnel who manage the stock and include:</p> <ul style="list-style-type: none"> (i) Details of any past, present or possible future health problems; (ii) The management/husbandry practices that will be used to control, resolve or reduce the health problem and reduce the reliance on veterinary treatments; (iii) The management/husbandry practices or alternative therapies that will be used to minimise or reduce the problem; (iv) The selected veterinary medicines that will be used should the management practices not be successful; (v) The statutory withdrawal periods for the treatments and the longer organic withdrawal periods required in this Manual; (vi) The necessary vitamin and mineral supplements needed to maintain health; (vii) Ongoing monitoring to ensure the effectiveness of the Plan and to update it as necessary. <p><i>It is recommended that the Plan be drawn up with the assistance of a vet.</i></p>

Veterinary Treatments

6.3.14	<p>(Article 76 (e) (889/2008))</p> <p>As regard disease prevention, treatment and veterinary care, the following records must be kept:</p>
6.3.15	<p>A register of the veterinary medicines stored on the holding (<i>Record Sheet 18</i>). This must include the:</p> <ul style="list-style-type: none"> (i) Date of purchase of veterinary medicine; (ii) Name of veterinary medicine and quantity purchased; (iii) Supplier of veterinary medicine.
6.3.16	<p>The record of Veterinary Treatments (<i>Record Sheet 19</i>). This must include the:</p> <ul style="list-style-type: none"> (i) Identity of animals treated; (ii) Reason for treatment; (iii) Number treated; (iv) Date treatment started; (v) Date treatment finished; (vi) Veterinary product used; (vii) Total quantity of veterinary medicine used; (viii) Length of withdrawal period in number of days - both the statutory withdrawal period and the organic withdrawal period (this will be the earliest date for sale of animal or produce); (ix) Name of person who administered the veterinary medicine.

Animal Feed Regimes

6.3.17	<p>(Article 72 (d) (889/2008))</p> <p>As regards feed, including feed supplements, the following records must be kept;</p> <ul style="list-style-type: none"> (i) Proportions of various ingredients - of the feed and organic/conversion/non-organic status fed to each feeding group of animals; (ii) Proportion of the constituents to the total feed (on a dry matter basis); (iii) Periods of access to free range; (iv) Product labels; (v) Declaration from the supplier confirming that the products are from non-genetically modified sources (Record Sheet 2 or a statement on the label to the effect that the product does not contain GMOs).
6.3.18	<p>The requirements of Section 6.3.17 (i), (ii) and (iii) must be recorded on Record Sheet 20 or an equivalent form of record, on a calendar year basis starting on 1 January and ending on 31 December each year.</p>
6.3.19	<p>Where non-organic feed ingredients are being used for none herbivores (pigs and poultry) as defined in Section 8.4.16, a justification must be kept using Record Sheet 25.</p>

6.4 Record Sheets for Producers

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