



FAWL SCHEME

MANAGEMENT RECORD BOOK

Farm Name			
Address			
Fawl No:		CRN	

Contact Information:	
Farm Address:	Contact Name: Farm Tel No:
Postcode:	Mobile Contact No:
Farm map reference	Farm CPH No:
Other CPH numbers	
Location of nearest telephone:	Directions to farm:
Location of nearest alternative water supply Location of washing facilities Location of fire extinguishers	Location of isolation points: Gas: Electricity: Water:
Location of gas cylinders, fuel tanks and any highly flammable substances (for example fertilisers)	Location of any corrosive, poisonous or other noxious substances (pesticides, paints, preservatives, acids)

* These are the correct contact details at the time of print

Section (1) - Emergency Contact Telephone List		
Contact	Telephone Numbers	
Doctor:		
Nearest Hospital A&E Department		
Health & Safety Executive*:	Info Line 0845 300 9923	
Natural Resources Wales – Cyfoeth Naturiol Cymru	Incident Hotline 0800 807060 Floodline Service 0345 988 1188 General Enquiries 0300 065 3000	
Rural Payments Wales (RPW)		
Electricity Company Emergency No:		
Gas Supply Company Emergency No:		
Water Supply Company Emergency No:		
Veterinary Surgeon:		
Dairy Producers:	Name	Phone number
Milk Purchaser contacts:		
Dairy Bulk Tank Engineer		
Parlour Engineer		

Section (2) - Training Record

Date	Name of person trained	Experience/Training Topic	Name of trainer/course

Sheep Dipping / Treatment

Certificate & Permit Numbers

National Proficiency Tests Council (NPTC) Certificate of Competency Number (Dipping Number):	
Ground Water Authorisation Number (Permit Number to dispose of sheep dip):	

Section (3) Complaints record pro-forma:

Please record any complaint eg dirty stock, pollution incident made against the farm

Date	Nature of Complaint:	Received from:	Action taken:

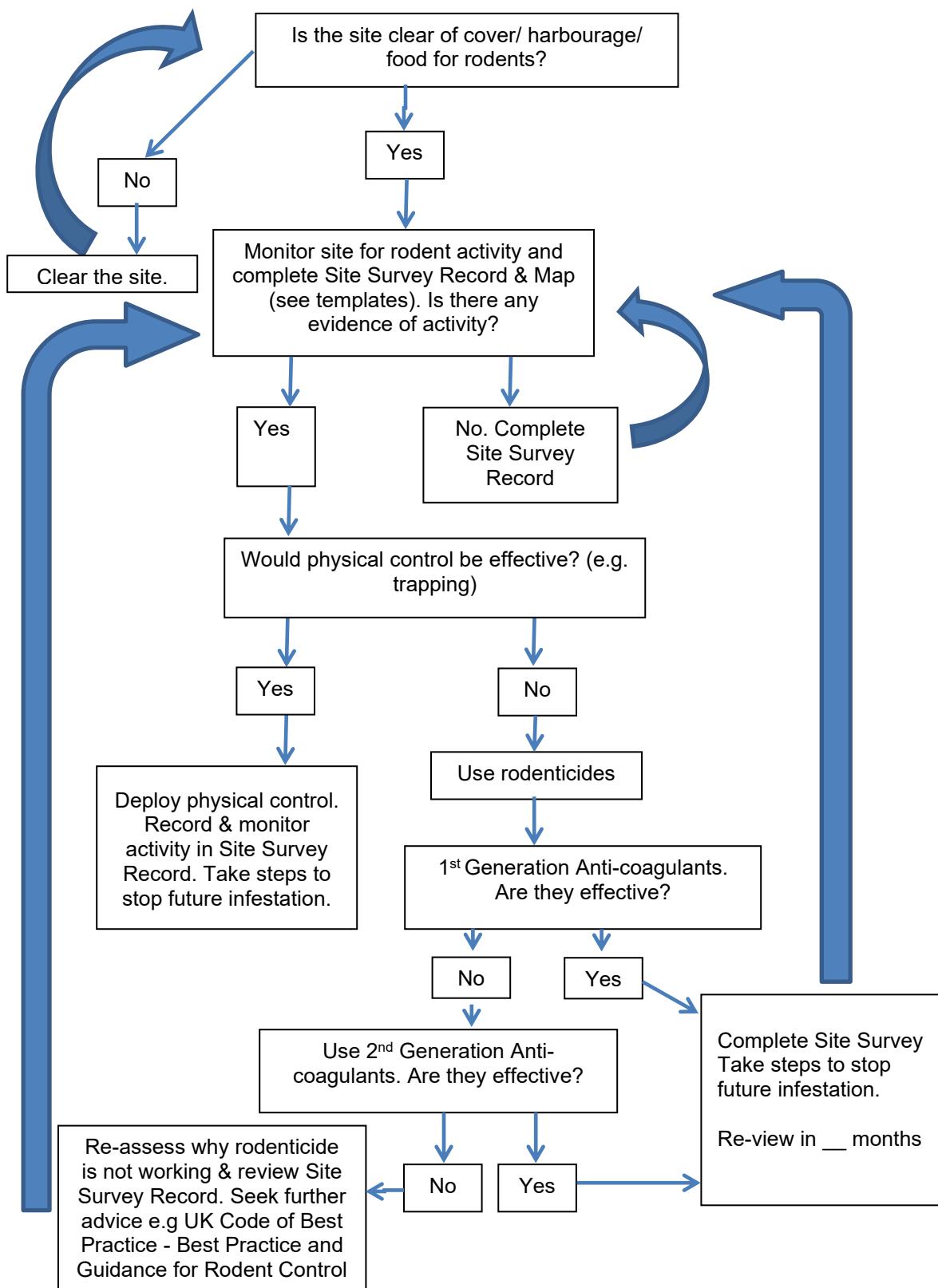
Section (4) - Vermin Control Policy

Control measures to be adopted:

- **Vermin environmental risk assessment completed**
- All bagged feed is to be stacked tidily on pallets, off the floor and away from the walls
- All spilt food under feed bins is swept up and removed
- Feed stored loose on the floor or in bunkers is covered where practical unless the whole building can be vermin proofed
- Baits are checked frequently and in accordance with the recommendations of the bait manufacturer
- Where relevant, permanent baits are checked frequently and in accordance with the recommendations of the bait manufacturer. If signs of feeding are found, the bait is replenished and the premises re-surveyed.
- Baits are placed safely where they are not accessible to non-target species and do not contaminate feed.
- Feed storage areas are checked for pests on a regular basis.
- All dead rodents are found, removed and disposed of in accordance with bait manufacturer's instructions.
- Every effort is made to stop access to bait by children and non-target species
- Every effort is made to remove all rubbish and overgrown vegetation from outside the buildings and weeds and grass kept short
- All holes blocked are wherever possible. Wire mesh on windows will be no larger than 6 mm to keep out mice and junctions between walls, floors and ceilings are sealed
- Water cisterns and header tanks sealed
- Obsolete plumbing sealed and removed.

Yr 1	Date:		Signed:	
Yr 2	Reviewed:		Signed:	
Yr 3	Reviewed:		Signed:	
Yr 4	Reviewed:		Signed:	

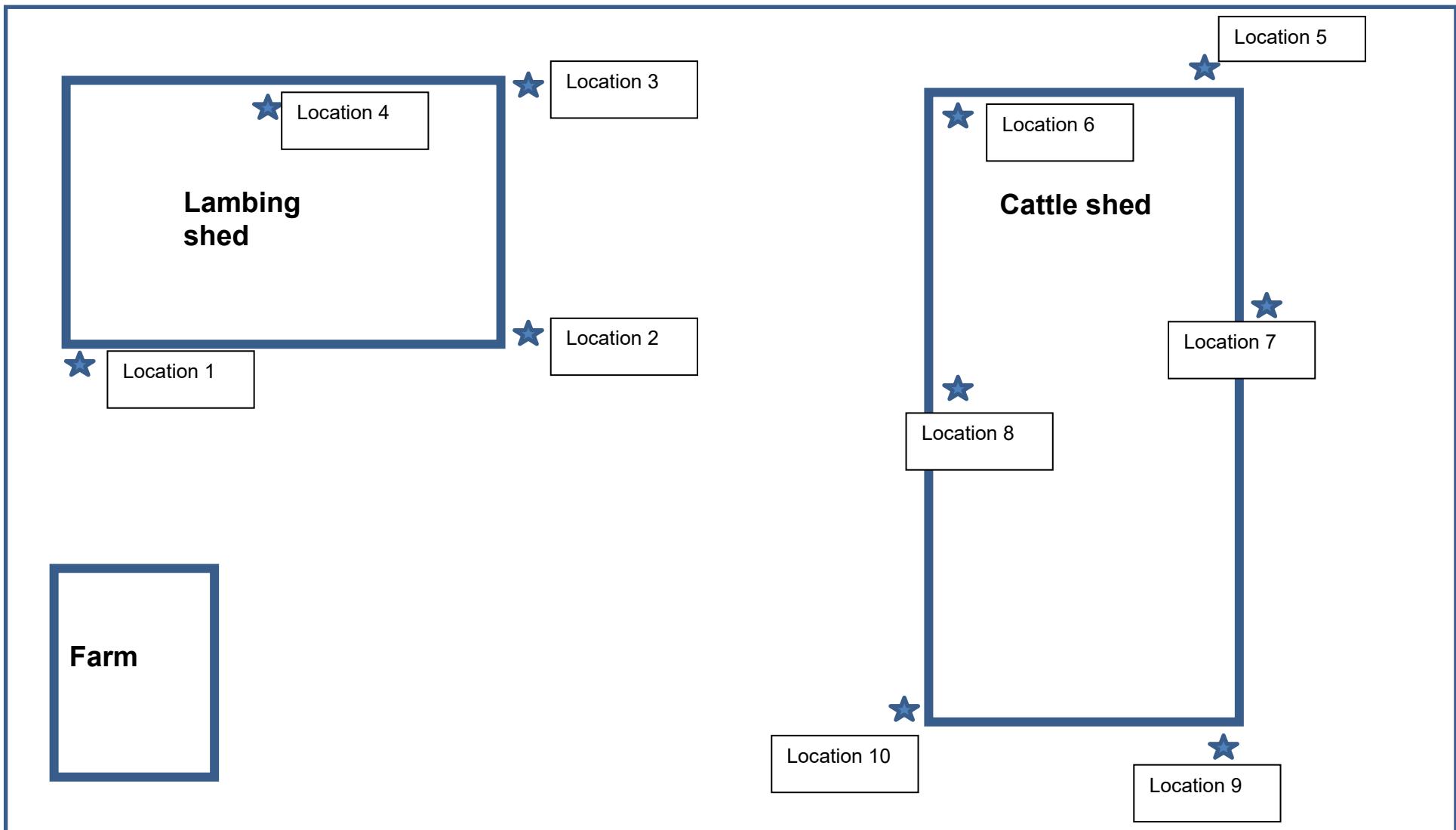
Vermin Environmental Risk Assessment



Site Survey

Example of Site Map (Rodent infested area only)

Farm Address:	Postcode:
Date:	FAWL Number:



Site Map (Rodent infested area only)

Farm Address:	Postcode:
Date:	FAWL Number:

A large, empty rectangular box with a dark blue border, occupying the majority of the page below the table. It is intended for the user to draw or upload a map of the rodent-infested area.

Section (5) - Policy on the Storage and Disposal of Sharps and Pharmaceutical Waste & Broken Needle Policy

(a) Storage and Disposal of Sharps and pharmaceutical waste:

- Prior to disposal, all waste is stored safely in a secure, rigid container marked with appropriate warning symbols.
- The container and contents are disposed of by:
(Description where or how waste containers are disposed of)

- Labels, packaging and literature are referred to before pharmaceutical waste is disposed of to check whether there are restrictions on the method of its disposal.
- All staff are aware of waste management procedures.
- Every effort is made to try to reduce the quantity of waste generated by purchasing only the quantity of medicine needed.
- if in doubt, the veterinary surgeon is consulted

(b) Broken Needle Policy:

- (1) In the event that a broken needle is left in an animal during treatment, we:
 - Mark the animal with a distinct and permanent form of identification.
 - Record the date of the incident, the identity and the method of identification
 - Make a record of the injection site where the needle broke.
 - When disposed of, the animal will be consigned directly to slaughter and not sold to another producer.
- (2) The movement / means of disposal will be recorded in the herd / flock record book.
- (3) If the animal is retained as breeding stock or it is retained for longer than 7 days, its health status will be checked regularly.
- (4) The animal will only be marketed within 7 days if the withdrawal period for the substance being injected allows this.
- (5) The animal will be consigned to a slaughterhouse with an emergency slaughter certificate from a veterinary surgeon providing details of the injection site.
- (6) The injection site with the broken needle will be marked on the animal before consignment.
- (7) If the animal is marketed after 7 days, it will be consigned to a slaughterhouse and the slaughterhouse informed in writing of the broken needle, the injection site and the date on which incident occurred. The injection site with the broken needle will be marked on the animal before consignment.
- (8) If the animal is kept for home consumption care will be taken to avoid broken needle; alternatively, it will be euthanised.
- (9) Cattle and sheep will only be marketed as farm assured when the above procedures are followed.

Signed:

Date:

Section (6) - Warranty Declaration

This Appendix provides a draft 'Warranty' letter to provide information from the seller about the safety, quality and traceability of feeds supplied from non-assured sources or supply chains.

This draft warranty letter is only permitted for –

- Supply of forages or forage replacers (eg silage, hay, roots, root by-products, forage crops in situ)
- Farm to farm supplies of home-grown cereals or pulses.
- Farm to farm supplies of blends, compounds or other feed materials that are surplus to own requirements.*

* The validity of the warranty letter does not extend to cover compounds, blends, or feed materials purchased with the primary intent of resale directly or after blending. Farmers operating as such must register as a merchant or compounder and comply with the appropriate UFAS requirements.

Following completion, the letter must then be signed, dated and returned to the farmer by the feed supplier. The address of the feed supplier must be clearly stated. The letter can be valid for deliveries of the same material for a period of up to 12 months from the date of signature.

DRAFT LETTER

From:

.....

(Supplier name & address)

Date:

To: [Recipient farmer]

With reference to: Supply of [enter feed type]

Warranty Declaration:

- This feed is suitable for consumption by livestock and is considered wholesome and free from any known contaminants.
- This feed has been stored, handled and transported so that the risk of contamination by pests or other means has been minimised and hygiene standards maintained at a level which is appropriate for materials entering the feed/food chain.
- Our records and premises are accessible for traceability and auditing purposes, on an appointment basis.
- I declare that I have registered with my local authority as a Food Business Operator as required by feed hygiene legislation.

For feeds other than forages or roots –

Either

- These cereals / pulses are not assured under a farm assurance scheme but are accompanied by a grain passport which records details of any post-harvest pesticide treatments if applied.

Tick as appropriate

Or

- This feed or feed material comprises home grown and/or purchased feed or feed materials surplus to own requirements. [NB - Any purchased feed or feed material must have originated from a UFAS, FEMAS or equivalent certified source.]

Yours sincerely,

..... (Signature)

..... (Name – print)

GRAIN PASSPORT

Supplier

Crop Type (E.G. Wheat, Beans Etc.)

Name Of Haulier

Vehicle Reg No.

Trailer Identification Number

Post Harvest Pesticide Treatment

Please delete / complete sections A, B, and C as applicable.

- A. No post harvest treatment of pesticide has been applied to the crop carried in the vehicle referred to above.
- B. Post harvest pesticide applications at or below the recommended levels as stated by the manufacturer have been made to the crop carried in the vehicle referred to above. Details are as follows:

Date:	Product:

- C. (Applies to grain drawn from bulk stores) The crop carried in the vehicle referred to above has been drawn from a bulk, which was delivered by suppliers who declared it had been partly / entirely treated with post-harvest pesticides at or below the recommended levels as stated by the manufacturer as follows:

.....
.....
.....

I also declare that that I have registered with my local authority as a Food Business Operator as required by feed hygiene legislation.

SIGNATURE

Signed

Date

Name (Print)

Position: (Grower / Storekeeper / Other - please specify)

Section (7) - Health & Bio-Security Plan

(a) Farm Bio-security Plan		
Details of quarantine/isolation facilities and use		
	Cattle	Sheep
Location of isolation facility used to segregate sick or injured animals		
Routine bio-security procedures for brought in replacements and stores:		
Routine bio-security procedures for tack animals returning or leaving holding:		
Routine bio-security procedures for purchases of bulls and rams and hire or loan of bull and rams:		
Livestock Housing, Cleanliness and Disinfection		
Procedures undertaken to ensure stock housing is maintained in a clean condition including frequency of cleaning operation, disinfection and method of storage and location of animal waste		
Manure Storage and Application		
Procedures undertaken to evaluate manure heap sites and restrict access to them by stock		
Procedures used to ensure that stock do not graze land on which manure or slurry has been recently spread		

Farm Visitor Hygiene	
Procedures undertaken to ensure that farm visitors do not carry disease to and from the farm e.g. disinfection points	
Feed Storage	
Vermin control policy if different from FAWL Standard as noted in FAWL Scheme Management Record Book section 4	
Trough feeding of cattle	
Procedures implemented to restrict access to feeding and water troughs by wildlife including badgers.	
Procedures implemented to restrict access to livestock buildings by wildlife including badgers.	
Unexplained deaths and abortions	
Procedures adopted for unexplained deaths and abortions	
Fallen stock Management	
Disposal method	
Pick up point on farm -	
Proximity of neighbouring stock	
Perceived health status of neighbouring farms	
Action taken to minimise the spread of disease or potential disease from neighbouring farms if thought necessary, e.g. double fencing, vaccination	

(b) Animal Health Plan

(i) Livestock Management – Routine Procedures

Month:	SHEEP	CATTLE
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

(ii) Routine Procedures

Parasite Control – Sheep

Type of parasite	Treatment/method of control used	Timing
Gut worms		
Liver Fluke		
Sheep Scab		
Lice		
Blow Fly Strike		
Other		

(ii) Routine Procedures - continued

Parasite Control – Cattle

Type of parasite	Treatment/method of control used	Timing
Gut worms		
Liver Fluke		
Lungworm		
Ecto-parasites (inc mange)		

(iii) Vaccination Policy - Sheep

Type of disease	Vaccine Used	Timing
Clostridial disease		
Pasturellosis		
Footrot		
Orf		
Toxoplasmosis		
Enzootic Abortion		
Other		

Vaccination Policy – Cattle

Scour		
Pneumonia		
Black Leg/Tetanus		
Lungworm		
Leptospirosis		
BVD		
IBR		
Other		

(iv) Review of regularly occurring diseases/problems and “Reason for treatment” data from the Medicine Book

(v) Targets for improvements in animal health in the following year:

Cattle Enterprise	1			
	2			
	3			
	4			
Sheep Enterprise	1			
	2			
	3			
	4			
Other comment				
Yr 1	Date:		Signed:	
Yr 2	Reviewed:		Signed:	
Yr 3	Reviewed:		Signed:	
Yr 4	Reviewed:		Signed:	

Section (9) - Crop Protection Records

Plant Protection Products (PPP) Test & Certificate Numbers

National Proficiency Tests Council (NPTC) Number:	
National Sprayer Testing Scheme (NSTS) Number:	

Field or area treated	Date Applied	Operator	Reason for treatment	Product Applied	Dose Rate (l/t or kg per ha)	Water volume (l/t/ha)	Total area treated	Total product used	Weather conditions

Section (10) Non-Biodegradable Farm Waste Plan

This plan identifies how non-biodegradable wastes such as plastic containers, silage wrap, and similar wastes or surplus chemical crop protection products are managed on the farm. These can cause serious pollution problems and need to be disposed of carefully and in accordance with The Agricultural Waste Regulations 2006 and the relevant Codes of Practice.

Section (11) Secure Storage of Fertiliser – Self Assessment Checklist

		Yes	No
1.	Did you obtain your fertiliser from a Fertiliser Industry Assurance Scheme (FIAS) approved supplier?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is your fertiliser stored away from areas where there is public access?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ensured that your fertiliser is not stored or left unattended within sight of a public highway?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you have a current inventory of your fertiliser stock?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does your inventory detail the type and brand of fertiliser delivered, stored and used?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you have a record of the manufacturers' code numbers?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is your fertiliser stored in a secure building or compound? Or Is your fertiliser stored fully sheeted with tamper evident precautions?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you have a protocol, which is known to all staff, detailing what action must be taken if stored fertiliser is tampered with or unaccountably goes missing (i.e. theft)?	<input type="checkbox"/>	<input type="checkbox"/>
9.	How often do you check your fertiliser stock to ensure that any discrepancy is noticed as soon as possible? (<i>Tick as appropriate</i>) Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	If you store 25 tonnes or more of fertiliser, have you notified your local fire officer and Health and Safety Executive (HSE)? For further advice please refer to SI 1990 No. 304 – The Dangerous Substances (Notification and Marking of Sites) Regulations 1990 and refer to Appendix 5 – safe and secure storage of artificial mineral fertiliser, within the Producer Manual.	<input type="checkbox"/>	<input type="checkbox"/>
11.	If you are storing 150 tonnes or more of ammonium nitrate or ammonium nitrate-based fertilisers which contain more than 15.75% nitrogen by weight, have you notified the Health and Safety -Executive?	<input type="checkbox"/>	<input type="checkbox"/>

(12) SPRAYER SELF-ASSESSMENT CHECK-LIST

Sprayer Make: Date of assessment:	Model: Name of person who made the checks:
Key: Checked/Completed Needs Attention Adjusted Not Applicable	
<div style="border: 1px solid black; padding: 5px;"> <p>Mechanical</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the attachment to tractor secure? <input type="checkbox"/> Is the chassis and structure free of cracks and rust? <input type="checkbox"/> Are the wheels and tyres in good condition? <input type="checkbox"/> Are guards, inc. PTO shaft guard, secure and undamaged? <p>Hydraulic system, incl. tracking system if fitted</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are they free from leaks under pressure? <input type="checkbox"/> Are the hoses and connections worn or cracked? <p>Electrical system</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the wiring undamaged & are all connections properly insulated? <input type="checkbox"/> Do all the lights work properly? <p>Pneumatic system</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the system free from leaks when working under operating pressures? <p>Sprayer tank</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the tank/chassis fasteners secure? <input type="checkbox"/> Free from leaks? <input type="checkbox"/> Does the lid fit securely and free from leaks? <input type="checkbox"/> Is the contents gauge clearly legible? <p>Boom</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is it properly latched when folded for transport? <input type="checkbox"/> When unfolded, is it straight and level? <input type="checkbox"/> Does the height adjustment and suspension work properly? <input type="checkbox"/> Does the boom return to level when displaced to left? <input type="checkbox"/> and right? <input type="checkbox"/> Are the break-backs functioning freely? <input type="checkbox"/> Are the mountings and linkages secure and not worn? </div>	
<div style="border: 1px solid black; padding: 5px;"> <p>Spray lines</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are they free from leaks under pressure? <input type="checkbox"/> No hoses and connectors worn or cracked? <input type="checkbox"/> Are all valves and filters in good condition? <p>Nozzles</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are all fittings and turrets in good condition? <input type="checkbox"/> Are all nozzles correctly orientated? <input type="checkbox"/> Are all check valves working properly? <input type="checkbox"/> Is the spray/distribution pattern visually correct? <p>Controls and valves</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the master on/off switches working correctly? <input type="checkbox"/> Are all boom section switches functioning? <input type="checkbox"/> Can you read the pressure gauges easily? <input type="checkbox"/> Are all labels appropriate and legible? <input type="checkbox"/> Is the pressure adjustment/stable? <input type="checkbox"/> Pressure gauge reading zero? <p>Chemical induction system</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the system and controls working properly? <input type="checkbox"/> Is it free from leaks under pressure? <input type="checkbox"/> Are all labels appropriate and readable? <input type="checkbox"/> Is the rinse system and container wash system working properly? <p>Tank rinse system</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the system functioning properly? <p>External wash-down</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the system functioning properly? <p>Personal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water supply tank filled? <input type="checkbox"/> Is the clothing locker clean and contents complete? </div>	