



# 2017 AND ON PREPARING FOR YOUR SBLAS / SDAS INSPECTION

## Foreword

Successfully getting through a Bord Bia Farm Inspection is a relatively easy and fully transparent process, but does require a bit of preparation beforehand.



**Required Documents**

**Farm Infrastructure**

**Inspection Format**

**Records & Information**

**Farm Safety  
Pollution &  
Environmental**

**AGRIDATA LTD**

Cluen  
Bansha  
Tipperary  
Co. Tipperary

[www.agridata.ie](http://www.agridata.ie)

# COMMON QUESTIONS

We are often asked the following questions, either at audit time, or on the phone and we hope this section clarifies some of the more common misconceptions.

## **What are the residency requirements for an animal to be deemed Quality Assured?**

Any animal MUST have spent at least the last 70 days in the quality assured chain for it to be deemed quality assured by Bord Bia.

What this means by way of example, is that an animal could have spent 10 days on one quality assured farm, 20 days on another quality assured farm and 40 days on another quality assured farm and still be quality assured. The Quality Assurance Chain was un-broken throughout.

Bord Bia place **NO restrictions on the number of movements of an animal for it to be quality assured**, as long as the animal remains in the quality assured chain for the last 70 days un-broken.

## **I am Quality Assured so why did I not get my Quality Bonus?**

The payment of any Quality Bonus varies from Meat Processor to Meat Processor and is subject to other commercial factors laid down by each Meat Processor, over which Bord Bia has no jurisdiction. The exact criteria of when and how any Quality Bonus is paid, should be clarified PRIOR to sending your animals to the Meat Processor as it is too late afterwards.

## **Does Bord Bia pay the Quality Bonus?**

Bord Bia does not pay the Quality Assurance bonus. Meat Processors pay this bonus to producers directly, subject to their particular commercial criteria.

## **What is the Bord Bia Levy used for and why should I pay it?**

The Bord Bia levy is used to help fund all of Bord Bia's promotional activities throughout the world on behalf of ALL Irish farmers, whether Quality Assured or not. With Irish Agricultural exports now topping €10.6 Billion per annum, this is money well spent on your behalf and is absolutely vital for Irelands future.

# REQUIRED DOCUMENTS

Many items in either of the two standards are *statutory Legal Requirements* laid down by legislation, so what is being asked for is no more or no less than the legal requirements of the law.

It is important to stress that the **APPLICABLE PRODUCER STANDARD** should be your guiding document in all cases and that this document is only a broad overview of what is required.

The two Producer Standards Are

- SBLAS Rev 1 for Beef and Lamb producers
- SDAS Rev 1 for Dairy Producers

Please take the time to read the relevant Standard so that you are fully aware of all of the requirements.

The following documents need to be available to the inspector during the inspection. (Only if applicable to your type of enterprise)

- Bovine Herd register and / or Flock register (DAFM Document or other Approved Electronic method) *Legal Requirement*
- Animal Remedies Purchase records and Receipts (Bord Bia Farm Book or other means) *Legal Requirement*
- Vets Prescriptions *Legal Requirement*
- Animal Remedies Usage Records, written up to date. (Bord Bia Farm Book or other means) *Legal Requirement*
- Feed Labels retained
- Feed Delivery Dockets or Receipts
- Farm Safety Risk Assessment document, written up to date and signed. (HSA Document) *Legal Requirement*
- Animal Health Plan written up to date. (Bord Bia Farmbook)
- Bait Plan, dated and signed (If applicable)
- Animal Passports / Dispatch Dockets available
- Pesticide Register – Purchase / Usage and Disposal Records *Legal Requirement*

## **Additional Documents required for SDAS Dairy Audits**

- Milk Quality Reports
- Water Test results (Only if using a private well)
- Milk Collection Dockets
- Signed Copy of Dairy Health Cert *Legal Requirement*
- Milking Machine Service report or receipt from Service Agent.

# FARM INFRASTRUCTURE

There are as many different types of farms as there are farmers, so no one size fits all. Some farms will have superbly built, modern and very comprehensive infrastructure, while other farms will comprise only the most basic elements and may not even include housing or other facilities.

In all cases, the infrastructure needs to be sufficient for the type of farming practiced, but basic farm infrastructure can be adequate to pass the Inspection.

In principal, if a farm is neat and tidy, with sufficient facilities to ensure the safety and welfare of both animals and humans and to pose no threat to the environment, there is no reason for any farm to be in-eligible on infrastructure alone.

# INSPECTION FORMAT

The format of the audit normally follows a standard logical pattern agreed between the inspector and the producer. Leave about 2 to 2 ½ Hours overall for the inspection.

The format below is an example only and may follow an entirely different pattern if circumstances dictate.

- Opening Meeting
- Producer Declaration Signature
- Inspection of Stock for general stock health, welfare and tagging requirements.
- Basic Farm Infrastructure, (some may not be applicable in all cases)
  - Sheds
  - Feed Store
  - Water Access / Supply and Testing
  - Crush and Handling Facilities
  - Calving Pens and Isolation Facilities
  - Yards
  - Slurry Storage
  - Dungstead Storage
  - Signage and Biosecurity Measures
  - Milking Parlour / Dairy / Milking Equipment (**Dairy Audits only**)
- Inspect for any Pollution Risks or Environmental Risks
- Inspect for any Safety risks on your farm.
- Inspect Producers Records Keeping
- Closing Meeting
- Exit Declaration

# RECORDS / INFORMATION

## Section: Identification and Traceability

- Ensure your BHR (Bovine Herd Register) is fully up to date. If your records are kept electronically, the auditor will require access on the day or up to date print outs showing the herd status. *Legal Requirement*
- Ensure all cattle are tagged and have a passport and calves are registered on time. *Legal Requirement*
- Ensure your NSIS sheep register is up to date. Retain all your dispatch dockets. *Legal Requirement*
- Ensure sheep are tagged according to the NSIS requirements *Legal Requirement*
- Sheep must be resident on an SBLAS approved farm(s) for a minimum of 42 days prior to slaughter. Retain your NSIS documentation for all store sheep purchased.

## Section: Animal Remedy Records

- Retain all your remedy purchase records in a folder and if possible record all these purchases correctly, e.g. Bord Bia Farmbook (Remedy Purchase Records) or some other means. Please ensure the purchase records are on the farm on the day of audit. *Legal Requirement*
- The records should show you are reading and respecting the remedy label instructions in terms of species, quantity administered, withdrawal date etc. *Legal Requirement*
- Record ALL remedy usage records correctly (on Computer, BHR or BB Farm Book Section). This includes dosing, vaccines, mastitis, dry cow treatments etc. *Legal Requirement*
- Ensure that each remedy usage record has the following information: date of administration, product name, quantity administered per animal, person that administered, vet (for POM medicines), a clear record of the identity of the animals...either a tag number for individual treatments or a description of the group e.g. all cows for group treatments. Be sure to include the date on which the withdrawal of the product ends. *Legal Requirement*
- **Never sell animals within their remedy withdrawal period!** *Legal Requirement*

# FARM SAFETY

Take the time to walk your farm and identify and eliminate any obvious safety risks. This is not only good practice from the Inspection point of view, but simply makes sense. Once this has been done, you should formalize this into the Farm Safety Risk Assessment document.

- Ensure your FSRA (Farm Safety Risk Assessment) has been completed either on line (HSA.ie) or on paper. *Legal Requirement*
- Ensure the FSRA is available to visitors *Legal Requirement*
- The auditor will examine your farm for obvious farm safety hazards, serious hazards will result in a non-compliance.

# FARM POLLUTION

As part of the marketing strategy for Ireland's agricultural production, Bord Bia is trying to promote a green, clean and sustainable image of Ireland as a food producer and it is one which we can largely stand over. It follows that producers must comply with this key element of the producer standard.

During your Farm walk you should also try to identify and eliminate any obvious pollution risks. Here are some obvious pollution hazards that must be avoided.

- Effluent run off that can enter water courses,
- Milk washings that can enter the water table or water courses,
- Slurry or other effluents that pose a threat to the environment.
- Waste oils that pose a pollution risk.
- Leaking Diesel or other Fuel tanks.

Burning plastic outdoors is the biggest cause of Dioxin pollution in the atmosphere, so **don't do it!** Dispose of all plastics, oils, and other waste materials properly.

# ENVIRONMENTAL PROTECTION

Protecting our environment is in everyone's interest, so do everything you can to encourage good environmental practices on your farm. This can often save you money as well as being good practice while bad environmental practice can have a negative impact on your Inspection.

Keep animals back from watercourses, keep drains clear, don't dispose of chemicals, oils or pesticides into watercourses, and don't burn rubbish.

# POST INSPECTION PROCESS

Once your closing meeting has been completed with the Inspector, the inspection details go through some further steps before final decision. These are as follows:

1. The Inspection report goes to the Inspection Body for Initial review.
2. You may receive a Major Non-Compliance Letter if any Non-Compliances were raised during your inspection.
3. Your Inspection may require Close Outs to be completed and uploaded for any Non-Compliances raised.
4. You will be given assistance in Closing Out (“fixing”) your Non-Compliances and uploading that information to the Bord Bia website, should you require it, either by your Co-Op Milk Advisor if you are a dairy farmer, or via the Help Desk Facility if you are a beef or lamb producer.
5. On completion of this step, the Inspection Report is again checked by the Inspector and Inspection Body, before being forwarded to an Independent Reviewer for final review.
6. Finally, the Inspection report, including all Review Stage data is sent forward to the Certification Committee for Certification or other decision.
7. The producer (You) will receive a letter outlining the determination of the Certification Committee regarding your Certification Status. This letter details any Areas for Improvement or Non Compliances and whether or not you have been successful.

# QUICK CHECKLIST

	Yes	No Na
Official documentation is available to confirm herd number		
The BHR is fully up to date or the electronic records are available and up to date		
All cattle have a valid passport and are tagged and calves registered on time		
I am aware that all purchased animals have to be retained a minimum of 70 days on a SBLAS farm to be quality assured		
The sheep register up to date (deaths/purchases/sales/tagging of home bred sheep/tagging of purchased sheep)and all dispatch docketts retained		
Sheep are tagged according to NSIS requirements		
Bought in sheep are retained for a minimum of 42 days or are identified separately from SBLAS sheep		
The only medicines purchased are those with VPA/EU numbers		
All remedy purchase records are retained and / or recorded and available to the auditor		
Remedy label instructions in relation to species, quantity administered, withdrawal date etc. are strictly followed		
<b>Every</b> remedy intervention (dosing/antibiotics/vaccines/mastitis treatment/dry cow treatment) is recorded as required by legislation.		
The following is recorded; name of product, quantity, date(s) of treatment, identity of animal/animals, person that administered, vets name, date of end of withdrawal date.		
Animal are <b>never</b> sold within their remedy withdrawal period		
All medicines are stored in a secure area.		
Feed delivery documentation and labels are retained		
Farm to farm feed purchases are recorded in the Bord Bia farm book		
Feeds grown on the farm are recorded in the Bord Bia farm book		
Feed storage area is clean and pest proofed.		
An animal health plan is available/ has been completed in the Bord Bia farm book		
The disposal of dead cattle and sheep is done in compliance with DAFM requirements and knackery certs are available		
Raw or treated sewage sludge are not used on any area of the farm		
Facilities are adequate for the storage and containment of silage effluent, slurry and yard run off thus preventing pollution.		
An up to date Farm Safety Risk Assessment (FSRA) has been completed (online or paper based).		
The FSRA is available to all visitors		
Where the FSRA is not immediately available, a prominently displayed sign advises visitors to request it.		
There are no obvious hazards to humans/animals on the farm.		