

OF&G Quality Manual	RD717 Information Required by Inspector at SOPA Farm Inspection
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This document has been designed as a guide to help you when preparing for your next inspection.
All of the information relevant to your farming enterprise must be available for the period from your last Annual Inspection; failure to do so may result in a chargeable revisit.
To aid with your record keeping SOPA have devised a set of record sheets, listed below.

Please tick to confirm that you will have the relevant information below available at your inspection.

General	Importance	Record Sheet	Tick
Current map (IACS)	Essential		
Complaints register (must be available)	Essential	19	
Financial Records (Accounts)			
Input Records (delivery notes/purchase invoices)	Essential		
Output Records (sales invoices/delivery notes/till receipts)	Essential		
Crop/Field Records			
Field cropping details (must be completed)	Essential	1	
Land rental form (sent to office prior to audit)	If applicable	16	
Current approved crop plan	If applicable		
Field records (all inputs and protection applications)	If applicable	5	
Copper annual return	If applicable	18	
Field Records (all forage and harvest yields)	If applicable	6	
Machine calibration and maintenance	If applicable	10	
Machinery cleaning schedule	If applicable	11	
Pre harvest cleaning schedule	If applicable	12	
Post harvest cleaning schedule	If applicable	13	
Control product store checklist	If applicable	14	
Glass management record sheet	If applicable	21	
Bait plan	If applicable	20	
Livestock Records			
Current approved Animal Health Plan (must be available)	Essential		
Livestock Details (must be completed)	Essential	2	
Livestock Purchases	If applicable	7	
Livestock Transfer documents	If applicable	15	
Livestock Movement Record	If applicable		
Veterinary Treatment Record	If applicable	8	
Veterinary Medicines purchased	If applicable	9	
Feeding Records for all groups of livestock	If applicable	3	
Feed purchased	If applicable	4	
Non-GM declarations + feed labels for all non-organic feeds	If applicable	17	
Derogations and approvals			
Non-organic seed	If applicable	Derogation Form 1	
Grazing of non-organic stock (120 days)	If applicable	Derogation Form 2	
Purchase of non-organic livestock	If applicable	Derogation Form 3	
Importation of non-organic manures/compost	If applicable	Derogation Form 4	
Any other approval letters	If applicable		