**Information required at inspection – farms and horticulture**

This checklist provides guidance on the information you need to prepare for your annual inspection visit. Please ensure that, for the relevant enterprises, all information listed as ‘essential’ is readily accessible at your inspection; if it is not, we may need to carry out a follow-up visit at additional cost.

Through your records, your inspector must be able to complete a production to sales audit and/or an audit trail verifying the quantities of products or materials used. Records and documentation must cover the period since the last annual inspection visit.

More detailed information about the requirements you must meet can be found in the Soil Association Standards: [SA Standards](https://www.soilassociation.org/certification/farming/our-standards/)

Record keeping templates can be downloaded from our website at: [Producer Record Keeping Sheets | Farming (soilassociation.org)](https://www.soilassociation.org/certification/farming/licensee-resources/producer-record-keeping-sheets/)

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| ❑ | Annual Questionnaire (completed, signed and returned to your inspector before the inspection visit) | Essential |
| ❑ | Up-to-date farm map and field details | Essential |
| ❑ | All derogations / approvals / correspondence from SA Cert | If applicable |
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|  | **General records and documents** (Standards 1.4 – 1.16) |  |
| ❑ | Purchase invoices / goods received records for inputs relevant to your enterprise | Essential |
| ❑ | Goods out and sales records / invoices relevant to your enterprise | Essential |
| ❑ | Marketing materials for your enterprise (e.g., labels, promotional materials) | If applicable |
| ❑ | Certificates and trading schedules for organic suppliers and graziers | If applicable |
| ❑ | Separation Plan (between organic and non-organic enterprises; updated) | If applicable |
| ❑ | Cleaning procedures and records for storage facilities / equipment | If applicable |
| ❑ | Vermin control records (monitoring and treatment records, site plan) | If applicable |
| ❑ | Complaints register | Essential |
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|  | **Land and crop production** (Standards 2.1 – 2.11) |  |
| ❑ | Crop Management Plan (updated, including cropping rotations) | Essential |
| ❑ | Field records / plant-raising records (including inputs and yields) | Essential |
| ❑ | Inputs and yields for areas of non-organic cropping | If applicable |
| ❑ | Seeds / transplants / perennials (purchase records, labels, derogations) | If applicable |
| ❑ | Details of manure management (e.g., applications, storage) | If applicable |
| ❑ | Details of imported nutrients (e.g., FYM, fertilisers, green waste; non-GMO declarations if relevant) | If applicable |
| ❑ | Pest and disease control and application records | If applicable |
| ❑ | Details of propagating composts / growing media used | If applicable |
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|  | **Livestock** (Standards 3.1 – 3.17) |  |
| ❑ | Livestock Management Plan, updated for each species (to include a housing plan, showing dimensions) | Essential |
| ❑ | Movement, birth and death records for each livestock enterprise | Essential |
| ❑ | Organic transfer documents for bought-in/sold livestock | If applicable |
| ❑ | Feeding records for all feeding groups within each livestock enterprise | Essential |
| ❑ | Feed purchase records | If applicable |
| ❑ | Records of veterinary treatments and routine management | Essential |
| ❑ | Veterinary medicine purchase records | Essential |
| ❑ | Details of non-organic grazing of organic land (e.g., dates, numbers) | If applicable |

**Adding new land or enterprises to your licence**

If you wish to add new land or an additional enterprise to your licence, these can usually be inspected

free of charge at your annual renewal inspection. However, please notify your certification officer and

your inspector in advance of your inspection visit, so that sufficient time can be allocated to the inspection process.