**Preparing for your first inspection - farm and horticulture applications**

This checklist provides guidance on the information you need to prepare for your first inspection. The checklist is relevant for a range of producers and enterprises, and as such, not all of the records will be applicable to your operation.

Your inspector will look at the records and documentation you currently have in place in order to assess compliance with our Standards from the date your land is entering into organic conversion. Your inspector will discuss with you any areas where further information or actions will be required.

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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|  | **Land and crop production** (Standards 2.1 – 2.11) |  |
| ❑ | Cropping histories and crop rotation plans of in-conversion areas |  |
| ❑ | Field records / plant-raising records (e.g., field/bed ID, size, inputs and yields) |  |
| ❑ | Inputs and yields for non-organic areas not going into conversion |  |
| ❑ | Details of seeds / transplants / perennials (purchase invoices, labels) |  |
| ❑ | Details of manures applied (source, dates of application and quantities) |  |
| ❑ | Details of other imported nutrients, (e.g., fertilisers, green waste) |  |
| ❑ | Pest and disease control and application records |  |
| ❑ | Details of propagating composts / growing media used |  |
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|  | **Livestock** (Standards 3.1 – 3.17) |  |
| ❑ | An updated Livestock Management Plan for each species  |  |
| ❑ | Movement, birth and death records for your livestock enterprises |  |
| ❑ | Details of purchased feed; feed records for each livestock group |  |
| ❑ | Records of veterinary treatments and routine management |  |
| ❑ | Veterinary medicine purchase records |  |
|  | **General records and documents** (Standards 1.4, 1.7, 1.11, 1.12, 1.13) |  |
| ❑ | Up-to-date farm map and field details |  |
| ❑ | Purchase invoices / goods received records of inputs relevant to your enterprise |  |
| ❑ | Sales records and invoices relevant to your enterprise |  |
| ❑ | Cleaning schedules and records for storage facilities / equipment |  |
| ❑ | Vermin control records (monitoring and treatment records, site plan) |  |