

OF&G Quality Manual	RD221 Producer Conversion Plan and Inspection Form 1 – General Information
Linked Documents:	OF&G Standards & Certification Manual.

To be completed by all producers.

Name of Producer		Registration No.	UKF
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General Conversion.		Producer's answers	Inspector's comments	
1.1	7.3.02b Have the Field Data Sheets been completed for all the fields run as part of this business?			
1.2	6.2.14i Has a map of the farm been supplied which indicates both the fields to be converted and those not to be converted?			
1.3	When did your management of the conversion land begin?			
1.4	7.3.10 Is a 4-month reduction in conversion period required? If not for all fields clarify which.		Complete RS30.	
1.5	8.2.04 Is a 12-month reduction in conversion period required for non-herbivores? If so clarify which fields.		Complete RS30.	
1.6	7.3.11 Is a 12-month reduction in conversion period required? If so clarify which fields and enclose a copy of the agri-environment scheme agreement. (NB This agreement must specify that the use all artificial pesticides and fertilisers are prohibited.)		Complete RS30.	
1.7	What records can confirm organic management of the land during the period for which the reduction in conversion period is required?			
1.8	What physical evidence in the fields can be seen to confirm organic management for the derogated period?			
1.9	7.3.13 Have any long acting pesticides used in the past 24 months. If yes confirm the product name and the date of last application?			

1.10	Are non-organic animals normally brought-in on tack? If so specify the species and number brought-in.			
1.11	7.2.01 For land only, do you manage a non-organic unit? if so explain how it is separated from the conversion unit?			
1.12	7.2.06 If only part of the unit is converting where are your non-organic materials stored?			
1.13	7.2.09 If yes to 1.12, how are these labelled and secured?			
1.14	7.2.08 If livestock are kept on the unit are veterinary medicines stored on farm?			
1.15	7.2.09 If yes to 1.13, where is the store and confirm if it is labelled and secured?			
1.16	Are rodent baits used? If so are they brought-in by a contractor or stored securely on farm?			

General Records Required.

Producer's answers

Inspector's comments

General Records Required.		Producer's answers	Inspector's comments	
1.17	Please confirm the issue date of your OF&G Manual?			
1.18	6.1.01 Is the Code of Practice 'Protecting our Water, Soil and Air – A Code of Good Agricultural Practice for farmers, growers and land managers' available?			
1.19	6.1.02 If crops are grown are the codes of practice for - Using Plant Protection Products and the Control of Salmonella and the HGCA Grain Storage Guide and Arable Cropping and the Environment available?			
1.20	6.1.03 If livestock are kept are the relevant Codes of Recommendations for the Welfare of Livestock, Transport of Casualty Farm Animals and On-farm Mixers Producing Complete Feed for their Own Use available?			

1.21	6.2.21-25 Are up to date formalised field records kept to record all inputs, outputs and management techniques? This includes recording forage harvested?			
1.22	6.2.26 Are records kept of the cleaning, calibration and maintenance of all machinery and crop stores etc?			
1.23	6.2.26 If contractors are used or machinery rented in are records kept to show that the machinery arriving on farm is clean?			
1.24	6.2.22vii Where rodent baits are used is a record kept of their usage and of the baiting points?			
1.25	6.2.16 Is verifiable and up to date evidence obtained from suppliers to confirm all inputs are non-GM ie seeds, silage additives, manures?			
1.26	6.1.05 Is a record of complaints received kept?			
1.27	6.2.07 How do you keep the records of all inputs (eg delivery notes, invoices etc)?			
1.28	6.2.08 How do you keep the records of all outputs (eg delivery notes, sales invoices etc)?			
1.29	6.2.09 How do you keep records of what you sell to the final consumer (eg till receipts, invoices etc)?			
1.30	6.2.11 How do you keep records of annual stock takes?			

Avoidance of Genetically Modified Organisms.

Producer's answers

Inspector's comments

1.31	7.4.05 – 07 Have any GM crops been grown on your unit or within 3km of your unit in the last 5 years? If yes clarifying the identity of crop, variety and fields by OS reference and in which year.			
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Land Management.

Producer's answers

Inspector's comments

1.32	7.6.02b How frequently do you carry out soil analyses?			
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1.33	7.6.03 Are any fields contaminated by mining or industry? If so identify the fields affected.			
1.34	7.6.04 If yes to 1.33 has a soil analysis for heavy metals been carried out? If yes please attach copy of analysis to this Conversion Plan.			
1.35	7.5.30 & 7.10.01 If new hedges or trees are planted what weed control methods are used?			

Seeds and Plant Propagation.

		Producer's answers	Inspector's comments	
1.36	7.7.01 What organic seeds, tubers, trees, bushes or transplants are to be produced on the holding?			
1.37	6.2.19i Are records kept of the varieties and quantities of seeds and transplants grown on the holding?			
1.38	7.7.04 Give details of any non-organic seeds/plants used since the conversion began?			
1.39	6.2.19i Are records kept of seed sources and varieties?			

Grassland Management.

		Producer's answers	Inspector's comments	
1.40	7.8.01 Do the pastures and leys have enough clover to make them self sufficient in Nitrogen?			
1.41	Are any permanent grass fields at risk of spray drift? If so identify by OS number.			
1.42	7.10.02 How are weeds controlled in grassland?			
1.43	7.8.07 How is forage conserved, stored and identified?			
1.44	What quantities of silage and hay are made annually? Give approximate tonnage or number of bales with average weight in Kg.			
1.45	7.8.08 What silage additives are used?			
1.46	7.8.09 How is silage effluent contained?			

Manures and Plant Wastes.

Producer's answers

Inspector's comments

1.47	7.13.03 Has a Farm Waste Management plan been produced?			
1.48	If you are a livestock producer please attach a copy of your completed OF&G Record Sheet 10 or a copy of your Farm Assurance or NVZ Plan.			
1.49	7.13.05 How is slurry seepage collected and stored to prevent pollution?			
1.50	7.13.06 Does any treated effluent discharge have Environment Agency Approval?			
1.51	7.5.20, 21 and 7.13.10 Are slurry and manure applications applied within 2m of hedges, 10m of watercourses or 50m of boreholes?			
1.52	7.13.10ii Do applications exceed 250kg N on any one ha per crop/year?			
1.53	7.13.15 Will the total application of manure or slurry exceed 170kg N/ha/yr for the holding? (Use Record Sheet 22 to calculate the Nitrogen for livestock.)			
1.54	7.13.10iii & vi Are slurries and manures applied to high-risk fields or when conditions can result in run off?			
1.55	7.13.11 At what time of the year are applications of slurry and manure made?			
1.56	7.13.11 If any applications of slurry or manure are made in the winter provide justification.			
1.57	7.13.12 How is dirty water applied to prevent runoff and excessive applications on any one field?			
1.58	7.13.17 Is manure or slurry to be exported to other registered holdings?			

1.59	7.13.19 Is manure or slurry to be brought-in from other holdings? If so give type, quantities and source.			
1.60	6.2.24ii Are records kept of approvals or self-assessments to import non-organic manure or slurry?			
1.61	6.2.24iii Are copies of agreements to exchange organic manure or slurry kept?			

Mineral Fertilisers and Supplementary Nutrients.

Producer's answers

Inspector's comments

Mineral Fertilisers and Supplementary Nutrients.		Producer's answers	Inspector's comments	
1.62	7.15.01 List quantity and source of any fertilising materials to be brought in other than manure or slurry?			
1.63	7.15.07 Will soil analyses be carried out to justify the fertiliser use?			
1.64	7.15.05 How will the fertilising materials be stored?			
1.65	6.2.25ii Will records be kept of approvals or self-assessments for restricted materials?			
1.66	6.2.25 & 7.15.04 Will the FACTS registration details of any advisor used be kept?			