



Llywodraeth Cymru
Welsh Government

When the inspector calls

A helpful guide for farmers

2024 Edition



Introduction

Farm inspections take place on a sample number of farms each year to ensure that farmers are complying with the rules and regulations they are required to abide by, as a condition of receiving financial support or as a result of keeping livestock.

Farms are inspected to assess whether the farmer is complying with the specific requirements of individual schemes. Farmers who receive the Basic Payment, or payment under agricultural support schemes, must comply with the Cross Compliance rules in addition to complying with specific scheme rules.

This guidance has been updated and is also available on the Welsh Government website along with other useful information for farmers in Wales – www.gov.wales/farming-countryside

Acting upon the advice in this guide will help you prepare for Cross Compliance, Land Eligibility and agricultural support scheme inspections. It sets out clearly the actions you need to take before an inspector calls and explains what the inspector will do during the inspection.

This guide is a reference tool that you can keep and refer to. **It should be read in conjunction with the following:**

- Farmers' guide to Cross Compliance factsheets
- Single Application Rules booklet
- Cattle keepers' handbook
- Guidance for keepers – rules for identifying sheep and goats
- Guidance documents for the agricultural support schemes.

There are often overlaps between aspects of Cross Compliance inspections and other types of farm inspections such as those undertaken by local authority trading standards departments, Natural Resources Wales and the Farm Assurance Schemes, but this guide restricts guidance to help you prepare for Cross Compliance, Land Eligibility and agricultural support schemes.

In addition to guidance on how to prepare and what will happen during an inspection on your farm, for ease of reference copies of the farm records associated with Cross Compliance, and other schemes are included in this guide. Each record includes a worked-up example for your information. All the records are available online for farmers to maintain their own farm records.

Your cooperation during an inspection is essential to ensure that the inspection can proceed quickly, effectively and safely for all involved.

We are always looking to update and improve the guidance and support we provide to farmers so please let us know if you have any comments or suggestions. These can be submitted to FarmLiaisonService@gov.wales.

Please note that the information in this document was accurate and up to date up until the date of publishing on 6 March 2024.

Useful contacts

Welsh Government

www.gov.wales/farming-countryside

Rural Payments Wales Customer Contact Centre

Monday – Friday 9am-4pm

Tel: 0300 062 5004

Natural Resources Wales (NRW)

Tel: 0300 065 3000 (All enquiries)

(General enquiries 9am-5pm, incident hotline 365 days a year 24 hrs a day)

www.naturalresourceswales.gov.uk

enquiries@naturalresourceswales.gov.uk

Animal and Plant Health Agency (APHA)

Tel: 0300 303 8268

APHA.CymruWales@apha.gov.uk

Animal Welfare codes

www.gov.wales/animal-welfare

British Cattle Movement Service (BCMS)

Tel: 0345 050 1234 (English)

Tel: 0345 050 3456 (Welsh)

www.bcms.gov.uk

Local Government

Tel: 02920 468600

www.wlga.gov.uk

EID Cymru

Tel: 01970 636959

www.eidcymru.org/eidcymru

eAML2 (pigs)

Tel: 0844 335 8400 (Helpline)

www.eaml2.org.uk/ami/home.eb

AHDB

www.ahdb.org.uk

Tel: 024 7669 2051

info@ahdb.org.uk

DEFRA (Plant Protection Products)

www.gov.uk/government/organisations/department-for-environment-food-rural-affairs

When the inspector calls

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General information

Notification of inspection

Inspections can be:

- Unannounced or
- Announced

Announced inspections **must start** within 48hrs of contact being made with the farmer.

What the inspector will do

- Inspectors will always follow good biosecurity practice on arrival and departure from your farm. You should familiarise yourself with the good practice and insist that other visitors to your farm follow it to the letter in order to help keep your farm safe from disease.
- Records checked will be stamped and signed by the inspector.
- Inspectors may take photographic evidence of both compliance and non-compliance issues.
- At the end of the inspection an IACS 7 (summary of visit) will be completed by the inspector detailing the result of the inspection.
- Further checks back at the office may well be made following the inspection.
- Examples could include:
 - finalising area measurements for boundary changes or damaged habitats
 - for the ordering of replacement livestock ear tags, or
 - checking eligibility against previous year's claims.
- Farms may be subject to further checks following an inspection. This could include:
 - Follow up checks that remedial actions have been taken i.e. replacement livestock ear tags have been inserted into the animal/s.
 - Welsh Government, Welsh Audit Office or EU Audit checks on the inspection process.

What you should do

Follow the guidance on how to prepare for each inspection. In addition:

- If the inspection is announced, ensure that you or your authorised representative is available to meet the inspector on the agreed date and time.
- Ensure that you have responded to all Welsh Government correspondence to resolve any queries.
- Keep up-to-date, complete and accurate records.
- Cooperate with the inspectors to ensure that the inspection is completed successfully.
- You will be asked to sign the IACS 7/summary of visit report and will be given the opportunity to add any comments you may wish to make. A copy will be left with you for your records, and this should be retained in a safe place.

Further details relating to scheme requirements can be found on our website and within the relevant scheme literature.

Whole bovine inspection (SMR 7)

How to prepare

- Ensure that births, movements, and deaths are notified within the time limits.
- Regularly check Cattle Tracing System (CTS) online – ensure your cattle are accurately listed and notify The British Cattle Movement Service (BCMS) of any inaccuracies.
 - Resolve any issues that appear in the Traffic Light system.
- Compare TB test charts against CTS online.
- Regularly check that your herd register is complete and up-to-date.
 - Does the information in your herd register match that held on CTS online? If not, act quickly to resolve the issue.
- Check cattle passports:
 - Do all cattle have a passport?
 - Do passport details match farm records?
 - Have barcode labels been inserted?
 - Have passports been signed?
 - Do passport details match animal?
- Passports for animals no longer on your holding should be returned to BCMS.
- Check all cattle are correctly tagged.
- Ensure you check animals on a regular basis to confirm if they meet the tagging requirements, if you identify any missing or unreadable tags – order and replace within 28 days following the discovery.
- Handling facilities – ensure these are safe and secure and that you have sufficient people to undertake the task. You have a legal responsibility to safeguard the health and safety of people coming onto your farm, including inspectors.



Information the inspector will have

- A BCMS inspection list of cattle currently on your holding.
- A BCMS inspection list of animals moved off your holding in the last 12 months.
- Details of any queried animals from CTS online.
- A map of your CPHs as registered on manage my CPH.

What the inspector will do

Physical check

- Read both ear tags for ALL cattle and record any missing or mis-matched ear tags.
- Confirm sex, breed and age of each animal.
- Consider location of animals in relation to CPH.

Records check

- For all cattle seen at inspection:
 - Check there is a passport, with barcode label and keeper's signature.
 - Check details on BCMS Inspection list corresponds with herd records e.g. sex, breed, date of birth, dam ID, movements etc.
 - Check birth registrations and movement notifications were completed within timescales for the calendar year.
- For cattle moved off the holding:
 - Check a sample of records against BCMS inspection list e.g. sex, breed, date of birth, dam ID, movements.
 - Check records of any queried animals.
 - Check birth/death/movement notifications were completed within timescales for the calendar year.

Where possible inspectors will try to coordinate cattle identification inspections with TB tests so that animals are not handled more than necessary, however this will not always be the case.

Sheep and goat inspection (SMR 8)

How to prepare

- Count ALL stock and record accurate stock figures for 1 January every year.
- Submit Annual Inventory (should match the stock figure in your records).
- Ensure records are complete and up to date including details of when animals are first identified.
- Ensure Movement Licences are available and are retained in date order.
- Ensure deaths are recorded and accompanied with supporting documentation e.g. knackers' yard/hunt kennels / National Fallen Stock Company (NFSCo) receipts including individual ear tag numbers.
- Sheep and goats should be correctly tagged, and missing tags replaced within 28 days of the discovery of the loss.
- Check sheep numbers on your holding/s.
- Ensure handling facilities are safe and secure and that you have sufficient people available to undertake the task safely.
- Ensure that you are registered as Sheep and Goat keepers with APHA.

Information the inspector will have

- A copy of the Annual Inventory.
- Details of licences submitted to EID Cymru.
- A map of your CPH's as recorded on manage my CPH including Temporary CPH (tCPH) and Temporary Land Associations (TLA's).

What the inspector will do

Physical check

- Head count of all sheep on **ALL** holdings where you are the keeper.
- Check the ear tags of a sample of the sheep on each of the holdings. The sample size is dependant on the size of the flock. If breaches of the identification and tagging requirements are identified, the sample will be extended by selecting a further (larger) sample. If further breaches are found in the 2nd sample the whole flock may be examined.

Records check

- Stocktake/Annual Inventory figure.
- Birth/identification record.
- Confirm movement records and licences correspond to details held by EID Cymru.
- Deaths – recorded in flock records and checked against knackers' yard/hunt kennels/NFSCo receipts noting individual no's.
- Record of replacement tags used.
- Record of sheep upgraded from slaughter tag.
- Check that a sample of the tag checked animals are recorded in the records, movement or birth/identification or replacement/upgrading tag records.

Reconcile

- Work back from flock count to 1st January stocktake figure for **each** holding. Inspections in January and February may work back to 1st January of the previous year to ensure sufficient movements are checked. Stocktake figure should correspond with the Annual Inventory figure.

Reconciliation based on:

Total number of Sheep counted	
+ Number of Sheep moved off (i.e. sales)	
+ Number of losses	
= Sub total	
- Number of Sheep moved on (i.e. purchases)	
- Number of births	
= Total	

Cross Compliance inspections

How to prepare

- Follow good farming practice.
- If you rent land in or out during the year, you will need to carefully consider the terms of the contractual agreement between yourself and the transferee/transferor. You should make sure that your interests are protected in the event of a Cross Compliance breach that is directly attributable to either the farmer from whom or to whom the land was transferred.

Information the inspector will have

- Maps relevant to land entered on the most recent Single Application Form.
- Copy of most recent Single Application Form.

What the inspector will do

Physical check

- Walk ALL the land that the business is responsible for:
 - All land declared by the business.
 - Any undeclared land at the disposal of the business during the year including buildings, woodlands or other non-agricultural areas supported under certain Welsh Government Rural Communities – Rural Development Programme for Wales 2014 – 2020 schemes.
- To check:
 - SMR's and
 - the following GAEC's (see Farmers' Guide to Cross Compliance available on the Welsh Government website www.gov.wales/cross-compliance).

GAEC	Potential issues the inspector will look for
<p>Buffer strips</p>	<p>Fertiliser application including manures and slurry within the vicinity of a water course, boreholes, springs and wells. Inorganic and manufactured fertiliser must not be applied within 2 metres of surface water. Organic fertilisers (including manures and slurry) must not be applied within 10 metres of surface water (6 metres if using precision spreading equipment e.g. injector system, trailing shoe or dribble bar.) Supplementary feeding within 10 metres of surface water.</p> <p>PPP should not be applied within 2 m of surface water unless permit form NRW for control of invasive non-native plants.</p>
<p>Water used for Irrigation</p>	<p>Changes to Water Abstraction Licensing Exemption from 1 January 2018, most previously exempt abstractions (if over 20m³/day exemption threshold) will require a licence to continue legally abstracting water.</p> <p>All forms of irrigation (except for spray irrigation which is already licensable).</p>
<p>Water – groundwater</p>	<p>Check hazardous substances/non hazardous pollutants e.g. sheep dip and pesticides are stored, used and disposed appropriately, and comply with the conditions of any permit issued by Natural Resources Wales previously known as a Ground Water Authorisation.</p> <p>NRW officers will usually carry out the inspection. For cross compliance inspections, NRW officers will accompany a Rural Inspectorate Wales inspector.</p>
<p>Soil and Carbon stock – Minimum soil cover</p>	<p>Cropped ground left bare over the winter. Ploughed grassland which should have been re-seeded within a maximum of 24 days.</p>
<p>Soil and Carbon stock – Minimum land management, site specific conditions to limit erosion</p>	<p>Soil run off from site (field parcel); excessive bank erosion from livestock, livestock poaching, overgrazing, rutting of field parcels and evidence of mechanical activity on water logged soils.</p>
<p>Soil and Carbon stock – maintenance of organic matter</p>	<p>Out of season burning, burning without a burning plan, burning crop residues, Reseeding/ploughing without the required consent i.e EIA.</p>
<p>Maintenance of landscape features</p>	<p>Unauthorised boundary removal, Hedge trimming in closed period, Damage to scheduled monuments, Felling more than 5 cubic metres of trees per calendar quarter, Breaching Tree Preservation Orders, Ploughing or cultivating within 1 metre of a hedge/traditional boundary.</p>

Cross Compliance inspection Water Protection (SMR 1)

How to prepare

- Ensure you are fully aware of the requirements under SMR 1.

Things to consider:

- Risk maps (including location of field heap and no spreading areas).
- Nutrient Management Plans.
- Ensure preconstruction notification is sent to NRW prior to start of construction/change to silage and slurry store.

[Control of agricultural pollution regulations: guidance | GOV.WALES](#)

Information the inspector will have

- Maps of the land declared on your SAF including any previously designated NVZ area.
- Previous visit history.

What the inspector will do

The inspector will check the following requirements.

For land previously under NVZ regulations ALL requirements have been in place prior to the introduction of the Control of Agricultural Pollution Regulation on 1 April 2021.

Physical check

Requirement	Introduced as part of Control of Agricultural Pollution Regulation
Spreading restrictions complied with – e.g no spreading of organic manure within 50m of borehole, spring or well, 10m of watercourse (or 6m if using precision equipment i.e. trailing shoe, dribble bar or injecting). *15m (or 10m if using precision equipment) if adopting the Enhanced Nutrient Management approach.	In place prior to 1 April 2021 as GAEC Updated as of 1 January 2024
A buffer of 2m must be maintained from water courses when spreading manufactured fertilisers.	In place prior to 1 April 2021 as GAEC
Construction of Silage and Slurry storage and handling systems, including the required 14 days notification to NRW before construction of a new or substantially enlarge or reconstructed silage and slurry store and field silage heap locations.	As of 1 April 2021
Location of temporary field heaps meets requirements e.g. distance from streams and boreholes, previous locations etc.	As of 1 January 2023
Capacity of Slurry storage to ensure compliance with the 5 or 6-month storage requirement.	As of 1 August 2024

Record check

Requirement	Introduced as part of Control of Agricultural Pollution Regulation
Risk Maps - Spreading risk map for organic manure. - Location of Temporary field heaps.	As of 1 January 2023
Whole farm Nitrogen loading calculation (including Annual Livestock numbers – ages and types for the previous 12 months).	As of 1 January 2024 Tab 1.1 and 1.2 of Farm Workbook
Field records: Plan of all fertiliser applications (organic/manufactured). Records of all Nitrogen fertiliser applied and cropping – type/ expected yields. Exemptions may apply for low input farms – please see Addendum for exemptions.	As of 1 January 2023 Tab 3.1, 3.2, 3.3 and 3.4 of the Farm Workbook
Compliance with grassland exemptions (if applicable) – please see Addendum for exemptions.	As of 1 January 2023
Records of imports and exports of organic manures (if applicable).	As of 1 January 2023 Tab 1.3 and 1.4 of Farm Workbook
Maximum amount of Nitrogen from organic manures and manufactured sources for each crop hasn't been exceeded (N max calculations).	As of 1 January 2023 Tab 3.1 and 3.4 of the Farm Workbook
Maximum of 250kg/ha of Nitrogen from organic manure has not been exceeded in any 12 month period on a individual field parcel basis.	As of 1 January 2023 Tab 3.4 of the Farm Workbook
Whole farm total of Nitrogen loading from livestock manures doesn't exceed 170kg/ha* *unless an Enhanced Nutrient Management approach is notified to NRW by 31/3/24, in which case the additional requirements must be met.	As of 1 January 2024
Slurry storage capacity calculation.	As of 1 August 2024 Tab 2.6 of Farm Workbook (should be considered before this date to allow time for action (if required))
Slurry production calculation	As of 1 August 2024 Tab 2.1 (cattle), Tab 2.2 and 2.3 (additional contaminated water) and Tab 2.5 (pig slurry) of the Farm Workbook.

Farm workbook referenced in the table above refers to www.gov.wales/water-resources-control-agricultural-pollution-wales-regulations-2021-farm-workbook. You are not required to use the Welsh Government farm workbook however the required calculations must be undertaken.

NRW officers will usually carry out the inspection. For cross compliance inspections, NRW officers will accompany a Rural Inspectorate Wales inspector.

Cross Compliance inspection

Wild Birds (SMR 2)

How to prepare

- Do not intentionally kill, injure or take any wild bird.
- Do not intentionally or recklessly destroy the nest of any wild bird while it is in use or being built, or disturb dependant young.
- Adhere to dates for hedge laying (1st September – 31st March), trimming (1st September – 28th February).
- Only carry out work which has consent/assent by NRW on Special Protection Areas (SPA).

Information the inspector will have

- A map of the location of any SPA's on your farm.

What the inspector will do

- Ensure no hedge restoration e.g. trimming, laying or coppicing of hedges is carried out within the prohibited periods (see GAEC 7: Ban on cutting/ trimming during bird breeding and rearing season – 1st March to 31st August).
- Check for any signs/incidents of poisoning or non-selective methods of catching/killing birds.
- Check for burning of land that may contain active bird nests.
- Check for any licences issued by NRW that may allow specific activities to take place e.g. preventing the spread of disease or preventing serious damage to livestock.

Cross Compliance inspection

Conservation of Fauna and Flora (SMR 3)

How to prepare

- Wild plants listed as 'European protected species' or 'nationally protected species' must not be deliberately picked, collected, cut, uprooted or destroyed.
- Wild animals listed as 'European protected species' or 'nationally protected species' must not be disturbed, killed or injured and their places of shelter must not be damaged, destroyed or obstructed.
- Only carry out work which has consent/assent by Natural Resources Wales on:
 - Special Area of Conservation (SAC)
 - Sites of Special Scientific Interest (SSSI)
 - Special Protection Areas (SPA).

Information the inspector will have

- A map of the location of any SAC's or SSSI's on your farm.

What the inspector will do

- Check that any specified operations being carried out on a SSSI/SAC are taking place in accordance with the written consent of NRW.
- Check to see if places of shelter or breeding places of protected animals have been obstructed, damaged or destroyed.
- Check for signs that any protected animal has been disturbed, killed or injured illegally.
- Check to see if any protected plant has been deliberately picked, collected, cut, uprooted or destroyed.

Cross Compliance inspection

Food and Feed Law (SMR 4)

How to prepare

- Ensure all TB tests are completed by the due date. Try to test as early in the test window to avoid problems. All animals need to be accounted for before a test is deemed complete by APHA.
- Ensure only registered feed companies are used.
- Retain feed receipts e.g. delivery notes, invoices etc.
- If incorporating vitamins, minerals, specified additive or veterinary medication mixing to a pre-mixture or feed stuff these producers must be registered (for own use and to sell) with the competent authority.
- Medicine records and pesticide records must be up-to-date. Appropriately dispose of any out-of-date products.
- Ensure that all Veterinary Medicines are administered correctly as stated on the label and withdrawal periods are observed.
- Ensure feed storage areas are clean. Waste and hazardous substances must be stored in a way that prevents contamination of food products and feed. Feed must be stored away from chemicals or any other products prohibited for use in animal feed.
- Ensure feed is protected from pests.
- Egg producers (over 50 birds) – must be registered with APHA, eggs must be kept clean, dry and out of direct sunlight.
- Have a biosecurity/Animal Health plan in place (discuss with your vet).
- Dairy producers (if compliant with the standards of Dairy Farm Assurance schemes this satisfies dairy hygiene Cross Compliance requirements).

What the inspector will do

Physical check

- Check feed storage area – is it adequate and no risk of contamination from hazardous substances.
- Check your Biosecurity plan is followed e.g. precautionary measures when introducing new animals.
- Look at medicine store and check a sample of products.
- Egg producers – check storage.
- Dairy producers – inspection of dairy/equipment and discussion regarding procedures.

Records check

- Check a sample of documentation (i.e. feed delivery notes and sales receipts) for each farm enterprise (eg livestock, dairy, cereals etc).
- Check feed suppliers are registered with the competent authority.
- Examine the Medicine record and ensure sampled products are listed and withdrawal periods are adhered to.
- Check pre and post movement TB tests against sales, purchases or movements (where applicable).
- Check registration where mixing of feed requires authorisation.
- Check records regarding the identification of treated animals.

Cross Compliance inspection

Pigs – identification and registration (SMR 6)

How to prepare

- Ensure records are complete and up-to-date.
- Retain copies of movement documents.
- Correctly identify animals leaving the holding.
- Complete an annual stocktake.
- Ensure your herd is registered with the competent authority (APHA).

Information the inspector will have

- Details of licences submitted to eAMLS.

What the inspector will do

Physical check

- Head count of all pigs on the holding.
- Sample tag check of purchased animals – ear tag, slap mark or tattoo.
- Check identity method (tag, tattoo or slap-mark) for pigs leaving the holding.

Records check

- Check registration with competent authority.
- Stocktake figure.
- Movement record and movement licences.

Cross Compliance inspection

Transmissible Spongiform Encephalopathies (SMR 9)

How to prepare

- Do not feed prohibited (animal protein) feedstuffs to any farmed animal.
- Avoid potential contamination of ruminant feed, from non-ruminant feed containing restricted proteins.
- Ensure dog food etc. is stored away from farmed animal feedstuffs.

What the inspector will do

Physical check

- Confirm what type of animals and feed are kept.
- Confirm if prohibited proteins are used, if so, are necessary authorisations/registration/permission for storage and/or for use available.
- Check if restricted feeds kept separate and fed separately.

Cross Compliance inspection

Plant protection products – pesticides (SMR 10)

How to prepare

- Keep up-to-date records for all pesticide usage (including spot spraying):
 - what crop was treated
 - date of treatment
 - reason for treatment
 - what product used including MAPP or MAFF number
 - quantity of product used
 - which fields were treated
 - weather conditions at the time of treatment.
- Read product labels before use and ensure details are observed including buffer zones (where applicable) and weather conditions.
- Ensure contractors provide detailed records.
- Ensure you have registered with Defra – Professional plant protection products (PPP's).
- Ensure machinery is calibrated and re-tested on a regular basis.

What the inspector will do

Physical check

- Information taken from a sample of products stored (e.g. product name/manufacturer, MAFF/MAPP number/approval at time of use).
- Sample check of treated fields.

Records check

- Pesticide record – purchased/used details.
- Check Products are used in accordance with label specification eg appropriate crop.
- Check any identified treated field for entry in record.

Cross Compliance inspection

Welfare of Calves (SMR 11), Welfare of Pigs (SMR 12), General Animal Welfare (SMR13)

How to prepare

- Ensure the welfare of animals is compliant with The Welfare of Farmed Animals (Wales) Regulations 2007. The requirements of which include:
 - knowledge of the relevant code of practice for the welfare of livestock and access to that code
 - maintain veterinary medicine records ensure they are complete and up to date
 - keep livestock mortality records up to date, ensure the date of any deaths are recorded.

What the inspector will do

Physical check

- Check all farmed livestock within your care associated to the selected Customer Reference Number (CRN) – this may include multiple holding numbers.
- Count the animals and look at their general welfare.

Examples of what the inspector will want to establish during the visit are listed below (this list is not exhaustive):

- That the frequency of the inspection of livestock is suitable for the age/environment e.g. intensive/ extensive.
- Animals are being fed to meet their physical needs and provided with sufficient water to satisfy their fluid intake.
- Feeding and watering equipment is appropriate to the species, age and size of animals and sufficient for the group size.
- Animals are housed in suitable groups according to age/sex/size of animals in a group to avoid competition and bullying.
- Animals have sufficient space within pens appropriate to species and group size.
- Buildings have no harmful materials in them or sharp edges likely to cause injury.
- Buildings have sufficient lighting for inspection and to meet animals biological needs.
- Animals have shelter and a dry or well drained lying area.
- Animals are not restricted in movement which may result in suffering or injury.
- No mutilations have been carried out and that castration and dis-budding and tail docking in lambs are carried out appropriately as referred to in the relevant code of practice.
- Sick animals are suitably cared for and accommodation for sick animals is appropriate.
- Newborn animals in their first week of life have sufficient heat or bedding to avoid hypothermia.

Records check

- Veterinary medicine and livestock mortality records are complete and up to date and available for the previous three years.

The specific welfare codes for cattle, sheep and pigs are available on the Welsh Government website
www.gov.wales/animal-welfare

Land Eligibility inspections (IACS)

These inspections are, in the main, carried out by remote sensing (satellite) which, unless a follow up visit proves necessary, is less disruptive for the farmer.

- The inspection will verify parcel boundaries, crops and ineligible features declared on the Single Application Form (SAF).
- If the initial Remote Sensing inspection cannot verify all land parcels, in some circumstances an inspector may contact you to visit the land.
- All of the findings will be notified to you via your RPW online account.

If the inspection is in relation to BPS, then additional checks will also be completed during a follow up visit.

Information the inspector will have

- A map of your farm.
- Satellite imagery of your farm details for queried parcels.
- Current year's SAF declaration information.
- Any changes you have submitted through manage my land will be available for the inspector to see.
- Any other supporting documentation you have submitted in relation to your SAF.

What the inspector will do

- The required land parcels will be walked by the inspector.
- Parcels can be queried when:
 - the boundaries of parcels have changed
 - satellite cannot assess the parcel e.g. Cloud Cover
 - crops found are different to those declared on SAF
 - under declared, permanent and ineligible features identified.

Habitat Wales Scheme Inspection

How to prepare

- Ensure that you are fully aware of what you need to do to meet your obligations in respect of that contract. Familiarise yourself with the scheme requirements, the **Whole Farm Code** and **Habitat Classifications**.
- Comply with Cross Compliance including minimum requirements for fertiliser and pesticides (Ensure the operator has appropriate certification for the application of pesticides).

You will be required to maintain an **activity diary** for each parcel of land that has been included in the contract as habitat land or eligible permanent grassland being managed as habitat land (HS20). The activity diary must be up-to-date and readily available and **include as a minimum**:

- Record of any topping.
- Record of hay meadow closure and cutting dates.
- Applications of any lime.
- Application of any necessary pesticides.
- Traditional field boundary maintenance.
- Any activity on the habitat land in your contract on any given day of the year.
- For habitat categories with grazing management requirements, you must record date livestock introduced and date livestock removed or reduced. (HS02, HS03, HS05 and HS06).

Information the inspector will have

- A map of your farm.
- A copy of your contract.
- Current years SAF declaration information.

What the inspector will do

- Land parcels will be walked by the inspector to check:
 - the boundaries of parcels are correct
 - appropriate management control
 - crops found are as declared on the SAF
 - habitat has been managed correctly in line with the applicable habitat classification
 - whole farm code requirements have been met.

Records check

- Check that records have been kept as detailed in scheme guidance.

Capital Grant Schemes Monitoring

Agricultural Diversification Scheme	Small Grants – Environment
Food Business Acceleration Scheme	Small Grants – Horticultural start-up
Growing for the Environment	Small Grants – Woodland Creation
Horticultural Development Scheme	Small Grants – Yard Coverings
Nutrient Management Investment Scheme(NMIS)	Woodland Creation Grant
Small Grants – Efficiency	Woodland Restoration Scheme

How to prepare

- Ensure that you are fully aware of what you need to do to meet your obligations in respect of your contract.
- Ensure that the items/crops are present on your farm.
- Ensure that a copy of receipted invoices/invoices are retained for inspection purposes.
- Ensure that you have kept the appropriate records as detailed in the scheme guidance.

Information the inspector will have

- Contract or list of items purchased.
- Map of location for fixed items.
- Geo-tagged photographs previously submitted.

What the inspector will do

Physical check

- Check that the item/s are present on the farm.
- Check that the crops are/or have been present on the farm.
- Check that the item/s were new when purchased (where applicable).
- Check that the item/s meet the specification as detailed in the contract.
- Check serial number against invoice (where applicable).
- Ensure that the length/area stated in the contract has been completed.
- Ensure that all eligible items have been used for the approved purpose for which they were intended.
- Ensure work has been carried out in accordance with the technical specification in the contract.
- Ensure works were not started prior to the contract offer.

Records check

- Check receipted invoice/invoice against serial number (where applicable).
- Check appropriate labels or seed packaging have been retained (where applicable).
- Check all necessary consents been obtained (where applicable).
- Check any Special Conditions been met (where applicable).
- Check that records have been kept as detailed in scheme guidance.

Glossary

Acronyms	Explanation
APHA	Animal and Plant Health Agency
BCMS	British Cattle Movement Service
CRN	Customer Reference number
CTS	Cattle Tracing System
EIA	Environmental Impact Assessment
GAEC	Good Agricultural and Environmental Conditions
IACS	Integrated Administrative Control System
MAFF	Minister of Agriculture Fisheries and Food
MAPP	Ministerially Approved Pesticide Product
NFSCo	National Fallen Stock Company
NRW	Natural Resources Wales
NVZ	Nitrate Vulnerable Zones
SAC	Special Area of Conservation
SAF	Single Application Form
SAM's	Scheduled Ancient Monument
SMR	Statutory Management Requirement
SPA	Special Protection Area
SSAFO	Silage, Slurry and Agricultural Fuel, Oil Regulations
SSSI	Site of Special Scientific Interest
TB	Bovine Tuberculosis

Addendum (SMR1)

Exemption from recording of the actual spreading of organic or manufactured fertilisers.

Holdings where in any calendar year:

- 80% of the agricultural area of the holding is sown with grass;
- the total amount of nitrogen in organic manure applied to the holding, whether directly by animal or by spreading, is no more than 100kg/ha;
- the total amount of nitrogen in manufactured fertiliser applied to the holding is no more than 90kg/ha; and
- no organic manure is brought onto the holding

are exempt from having to record the actual spreading of organic or manufactured nitrogen fertilisers.

You will still need to complete a Nutrient Management Plan. All records must be stored for a minimum of 5 years and must be made available for inspection if requested.

Farm record template examples

Herd register for bovine animals

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Sheep and goat record

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Medicine purchase record

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Medicine administration record

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Ground water authorisation record

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Cofrestr Buches

Herd Register for Bovine Animals

Enw Name	
Cyfeiriad Address	Cod Post Postcode
Rhif y daliad Holding number	/ /
Nod y Fuches Herd Mark	

Enghraifft o sut i lenwi'r tabl hwn
An example of how to complete this table

Geni, Symudiadau a Marwolaeth
Births, Moves and Deaths

1		Cofnod o'r holl wartheg All cattle			Lloei sy'n cael eu geni i'r fuches Animals born into the herd			Gwartheg sydd wedi'u symud i'r daliad Cattle moved onto holding			Gwartheg sy'n gadael y daliad neu wedi marw Cattle moved off or died on holding			11		12			
		Un cofnod ar gyfer pob anifail ar eich daliad One entry for each animal on your holding			Rhyw (G/B) Sex (M/F)			Cyfeiriad a CPH y daliad y daeth ohono Departure holding address and CPH			Dyddiad y symudiad neu'r farwolaeth Date of movement or death							A ydych wedi adrodd y symudiad? Movement reported?	
		Dyddiad geni Date of birth		A ydych wedi gwneud cais am ofrestrriad? Registration applied for?		Brid Breed		Rhif adnabod y fam (a'r fam faeth) Dewisol: Rhif adnabod y tad Dams (and surrogate dams) Optional: Sire identity number			Dyddiad y symudiad Date of movement		Cyfeiriad a CPH daliad neu'r daliad y daeth ohono Destination holding address and CPH					Cyrhaedd On Ymadael Off	
ENGLISH	UK765432123456	18	11	15	AA	M	Mam	UK7654321999999	Dam	25	02	21	18	08	21	Marchnad Gaerwen Market	53/125/8005	✓	✓
	RT						Tad	UK123456000001	Sire	07	07	21							
AFFRICA	UK765567001234	11	05	18	HE	F	Mam	UK700000100001	Dam										
	RT						Tad	UK765123000999	Sire										
EXAMP	UK123456090909	01	11	08	LIMX	F	Mam	UK543210001001	Dam	16	01	21	03	07	21	Marchnad Monmouth Market	60/13/8001	✓	
	RT						Tad		Sire										
LLE	UK767676000123	30	04	19	ST	F	Mam	UK501234123456	Dam										
	RT						Tad	IE345678123456	Sire										

Geni, Symudiadau a Marwolaeth



Cofnod Defaid a Geifr

Sheep and Goat Record

Enw'r Perchennog / Ceidwad Cofrestredig Name of Owner / Registered Keeper					
Cyfeiriad y Daliad Address of Holding					
Rhif y Daliad (CPH) Holding Identifier (CPH)	_ _ / _ _ _ / _ _ _ _				
Cyfeirnod y Cwsmer (CRN) Customer Reference Number (CRN)	A _ _ _ _ _				
Rhif y Ddiadell / Geifre Flock / Herd Number	UK _____				
Rhif Cynllun Sicrwydd Fferm Farm Assurance Number					
Rhif Ardystiad Milfeddygol Vet Attestation Number (VAN)					
Cynnyrch Type of Production	Cig Meat <input type="checkbox"/>	Llaeth Milk <input type="checkbox"/>	Bridio Breeding <input type="checkbox"/>	Gwlân Wool <input type="checkbox"/>	Arall Other <input type="checkbox"/>
Cyfeiriad gohebu (os yw'n wahanol i'r uchod) Correspondence address (if different from above)					
Lleoliad (cyfeirnod map) Geographical location (map reference)					

Dyddiad	Math o symud – Prynau / gwerthu / ffaindo / ar goll / tac / trosglwyddo / arall	Nifer yr Anifeiliaid a Symudwyd	Categori Mamogïad / ŵyn / hydreddod ac ati	Rhif adnabod electronig llawn (neu restr*) (lle bo gofyn)	Neu Or	Manylion Ciudo Transport Details				
						Wedi'u symud o Cyfeiriad / CPH	Wedi'u symud i Cyfeiriad / CPH	Enw'r Ciudwr	Rhif Cofrestru'r Cerbyd	Croesgyfeiriad i'r Ddogfen Symud
Date	Reason for move – Purchases / sales / found / missing / tack / transfers / other	Number of Animals Moved	Ewes / lambs / rams / etc.	Full electronic identification number (or list) (where appropriate)	Slaughter tag number(s) and number of animals moved (where appropriate)	Animals Moved from Address / CPH	Animals Moved to Address / CPH	Hauliers Name	Vehicle Registration Number	X-Ref to Movement Document
01/07/23	gwerthu/sold	30	ŵyn/lambs		UK 123456 x 30	cyfeiriad/address/cph	cyfeiriad/address/cph	MR A JONES	A123 EFG	
01/07/23	gwerthu/sold	30	ŵyn/lambs		UK 123456 x 20; UK 456789 x 10	cyfeiriad/address/cph	cyfeiriad/address/cph	human/self	A123 BCD	
01/07/23	gwerthu/sold	10	ŵyn benyw/ewe lambs	gweler y rhestr sudd ynghlwm wrth y cofnod/ffw gdded / see list attached to record/licence		cyfeiriad/address/cph	cyfeiriad/address/cph	human/self	A123 BCD	
01/07/23	gwerthu/sold	2	manogïad difa/cull ewes	UK 123456 01234; UK 123456 01223		cyfeiriad/address/cph	cyfeiriad/address/cph	human/self	A123 BCD	

Symudiadau / Movements

Symudiadau / Movements

* Rhestr – mae hon yn rhestr brintiedig o rifau adnabod (tagiau). Rhaid i chi gadw hon ynghyd â'r drwydded/cofnod symud.
 * List – this is a printed list of individual identification numbers (tags). You must retain this along with the movement record/licence.

Gellir derbyn neu gofnodi symudiadau i'ch dalriad ar-lein yn eiddcymru.org
 Movements on to your holding can be accepted or reported on-line at eiddcymru.org

Cofnod Cyfnewid Tag Tag Replacement Record

Pan fydd anifail yn colli tag, rhaid i chi gofnodi rhif yr hen dag yn erbyn y tag cyfnewid newydd. Gweler y tabl canllaw isod.

When an animal loses a tag, you must record the old tag number against the new replacement tag. Please see guidance table below.

Dyddiad / Date	Rhif y tag blaenorol (os yn hysbys) Previous tag number (if known)		Rhif y tag Cyfnewid Replacement tag number	
	Rhif Diadell / Geifre UK UK Flock / Herd Number	Rhif Adnabod Unigol / Individual Identification Number	Rhif Diadell / Geifre UK UK Flock / Herd Number	Rhif Adnabod Unigol (os yn gymwys) Individual Identification Number (where appropriate)
01/07/2023	UK 123456	00123 (wedi'i eni ar y daliad - ei gyfnewid am yr un rhif) (hornebred - replace with identical number)	UK 123456	00123
01/07/2023	UK 123456	00124 (wedi'i eni ar y daliad - rhoi'r rhif nesaf sydd ar gael yn ei le) (hornebred - replace with next available number)	UK 123456	00678
01/07/2023	UK 123456	Unknown (anhysbys ond wedi'i eni ar y daliad - rhoi'r rhif nesaf sydd ar gael yn ei le) (unknown but homebred - replace with next available number)	UK 123456	00981
01/07/2023	UK 456789	00239 (ddim wedi'i eni ar y daliad - ei gyfnewid am yr un rhif) (not homebred - replace with identical number)	UK 456789	00239
01/07/2023	UK 456789	00309 (ddim wedi'i eni ar y daliad - rhoi tag coch yn ei le) (not homebred - replace with red tag)	UK 123456	00815 (red)
01/07/2023	Unknown	(anhysbys ond ddim wedi'i eni ar y daliad - rhoi tag coch yn ei le) (unknown but not homebred - replace with red tag)	UK 123456	00816 (red)

Cyfnewid /
Replacement

Cyfnewid /
Replacement

Oedran Age	Ar y daliad geni / On holding of birth			Liw'r tag Tag Colour
	Math o dag Tag Type	Opsynau cyfnewid Replacement Options		
Dan 12 mis oed Under 12 months	Tag lladd EID EID Slaughter tag	1. Rhoi tag lladd EID MELYN arall â'r un rhif diadell yn ei le. 1. Replace with another YELLOW EID Slaughter tag with the same flock mark.		
Dros 12 mis oed Over 12 months	EID llawn Full EID	1. Ei gyfnewid am yr un rhif. 2. Tynnw'r tag sydd ar ôl a rhoi set newydd EID MELYN llawn yn ei le. 1. Replace with identical number. 2. Cut out remaining tag and replace with a new set of full YELLOW EID tags.		

Oedran Age	Ddim ar y daliad geni / Not on holding of birth			Liw'r tag Tag Colour
	Math o dag Tag Type	Opsynau cyfnewid Replacement Options		
Dan 12 mis oed Under 12 months	Tag lladd EID EID Slaughter tag	1. Rhoi tag lladd EID COCH sy'n dangos rhif eich diadell yn ei le. 1. Replace with a RED EID Slaughter tag displaying your flock mark.		
Dros 12 mis oed Over 12 months	EID llawn Full EID	1. Ei gyfnewid am yr un rhif. 2. Tynnw'r tag sydd ar ôl a rhoi set newydd EID COCH llawn yn ei le. 1. Replace with identical number. 2. Cut out remaining tag and replace with a new set of full RED EID tags.		

Uwchraddio Anifeiliaid / Upgrading Animals

Os ydych wedi uwchraddio anifail a oedd wedi'i dagio'n wreiddiol â thag lladd a'ch bod yn medru dangos hanes pob symudiad a thystiolaeth eich bod yn gallu ei olrhain yn llawn. Rhaid i chi gofnodi'r manylion isod.

Where you have upgraded animals originally identified with a slaughter tag and you are able to provide full movement history and evidence to confirm full traceability. You must record the details below

	Manylion y Tag Blaenorol Previous Tag Details		Manylion y Tag Cyfnewid The replacement tag details		Esboniad yn dangos hanes pob symudiad a thystiolaeth eich bod yn gallu ei olrhain yn llawn* Explanation showing full movement history and evidence to confirm full traceability*
Dyddiad Tag Cyfnewid Date of Upgrade	Rhif Diadell / Geifre UK UK Flock / Herd Number	Rhif Diadell / Geifre UK UK Flock / Herd Number	Rhif Adnabod Unigol Individual Identification Number		

Uwchraddio / Upgrading

* ee Cyfeiriad / CPH o bob daliad mae'r anifail wedi bod arno ers gadael y daliad geni

* eg Address / CPH details of all holdings the animal has been on since leaving the holding of birth

Cofnod rhoi triniaeth

Medicine administration record

Enw'r cyffur, milfeddygol / Name of Animal Medicine	Rhif y batsh / Batch Number	Dyddiad dod i ben / Expiry Date	Dyddiad ei roi / Date Administered	Rhif yr anifail/ grŵp wedi'i drin / Identity of Animal/ Group Treated	Nifer wedi'i drin / Number Treated	Faint o gyffur wedi'i ddefnyddio / Total Quantity of Medicine Used	Dyddiad gorffen y driniaeth / Date Treatment Finished	Diwedd y cyfnod 'cadw o'r gadwyn fywd' / Date Withdrawal Period End	Enw'r sawla roddodd y cyffur / Person who Administered Medicine
Fasimec Duo	P789014	01/25	17/06/23	All Sheep	80	700mls	17/06/23	14/07/23	A Farmer
Clik	P771039	11/24	08/07/23	All Sheep	80	2 Litres	08/07/23	17/08/23	A Farmer
Hexasol La	1383-97	01/25	07/07/23	UK751236-400022	1	3ml	07/07/23	22/09/23	A Farmer
Combinex	P728056A	01/25	22/09/23	UK751236-100019 200020	Steers 2	40ml	22/09/23	18/11/23	A Farmer
Avian Tuberculu	112306	11/24	19/09/23	751236-100019 200020 300021	3	0.3mls	19/09/23	NIL	A Vet
Bovine Tuberculu	112006	11/24	19/09/23	UK751236-100019 200020 300021	3	0.3mls	19/09/23	NIL	A Vet

Cofnod defnyddio plaladdwyr

Pesticide treatment record

Enw'r Gweithiwr / Workers name	Dyddiad / Date	Safle a gafodd ei drin / Site treated	Cnwd, arwynebedd, deunydd neu strwythur a gafodd ei drin / Crop, area, material or structure treated	Rheswm dros ei drin / Reason for treatment	Cynnyrch a Rhif MAPP neu/HSE Product & MAPP or HSE Number	Dos y cynnyrch a ddefnyddiwyd (litrau neu kg yr hectar) / Dose of product applied (litres or kg per hectare)	Cyfanswm a ddefnyddiwyd (litrau fesul hectar/metr sgwâr) / Volume applied (litres per ha/sqm)	Cyfanswm yr arwynebedd a gafodd ei drin (hectarau neu fetrau sgwâr) / Total area treated (hectares or square metres)	Amser dechrau /Start time	Amser gorffen / Finish time	Cyfanswm yr oriau / Total hours	Y tywydd (fel cyflymder a chyfeiriad y gwynt) / Weather conditions (such as wind speed & direction)	Unrhyw wybodaeth berthnasol/Other relevant information
John	04/03/23	Yards & Buildings	Amh N/A	Nettles	Round up 12645	5L/ha 25ml/litre	25 litres	30 Sqm	10:15	11:15	1	Fine	Knapsack used
Dave	02/05/23	SN1234 9876	Grassland	Thistles	MCPA 06293	3L/ha 15ml/litre	200 litres	2 ha	14:00	15:30	1.5	Dry	Boom sprayer used

Dyddiadur Gwaith Cynllun Cynefin Cymru

Habitat Wales Activity Diary

OS Sheet Reference/ Cyfeirnod y Daflen	SN1234	OS Field Number/ Rhif y Cae	5678	Field Name (optional) Enw y Cae (dewisol)		
Date/ Dyddiad	Activity/ Gweithgaredd	Map ID	Length/Quantity/ Rate/ Hyd/Nifer/Cyfradd	Product/ Cynnyrch	Method/ Dull	Comment/ Sylwadau
2nd April	Turn in 25 sheep	001 + 002	Whole Field (4.5ha)	—	—	—
25th April	Remove 25 sheep	"	"	—	—	Turned off for hay
8th May	Spot Spraying for thistles	002 (1.5ha)	0.03ha	Grazon Pro	Knapsack	—
9th June	Topping Rush	001 (3ha)	0.90ha	—	Tractor + Topper	—
14th July	Cut Hay	002	1.50ha	—	Tractor + mower	—
25th August	Turn 15 sheep in	001 + 002	Whole Field	—	—	—
17th September	Remove 15 sheep	"	"	—	—	—
1st October	Chain harrowing	001 + 002	Whole Field (4.5ha)	—	Tractor + chainharrow	—

* Please ensure that you have read the requirements for the habitat classification relevant to your farm.

* Sicrhewch eich bod wedi darllen gofynion y dosbarthiadau cynefinoedd sydd yn berthnasol i'ch fferm.

