



Llywodraeth Cymru
Welsh Government

When the inspector calls

A helpful guide for farmers

Sustainable Farming Scheme (SFS)
SFS Regulatory Baseline
SFS Universal Layer

2026 Edition



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Introduction

The Sustainable Farming Scheme (SFS) is a new chapter for Welsh agriculture. A scheme designed in collaboration; to be delivered in partnership and based on trust, fairness, and shared responsibility.

There will be separate inspection regimes covering different aspects of the scheme, as follows:

- **SFS Regulatory Baseline** is a set of legal requirements that underpin the SFS. These are based on existing domestic legislation that apply to all farmers in Wales, and cover Control of Agriculture Pollution (CoAP), Protected Habitats and Species, Livestock Identification and Animal Welfare. These requirements are not new; most of these were inspected under Cross-Compliance regulations previously, with the addition of Public Rights of Way and Invasive Non-Native Species in 2026 for SFS.
- **SFS Universal Layer** is made up of a Universal Code and a set of 12 Universal Actions. The Universal Code requirements are not covered by specific domestic legislation, but again the majority of these were included and inspected previously under the Cross Compliance regulations and previous agri-environment schemes. The Universal Actions requirements are all new and based on good farming practices, some or all of which will be familiar to you.

The scheme is an opportunity for new ways of working, forging a relationship built on accountability and mutual respect, where transparency and collaboration drive success.

Monitoring and controls are an essential part of Welsh Government grants and subsidies, and the SFS is no different. Our inspection regime must ensure appropriate use of public funds through fairness, compliance, and transparency, while supporting you to meet scheme requirements.

Farm visits should therefore help us confirm compliance in maintaining high standards of animal health, environmental protection, and food safety, and that you have taken actions to deliver the outcomes intended under the scheme whilst providing assurance that public funds are used appropriately.

All inspections will be carried out by Welsh Government's Rural Inspectorate Wales (RIW) and/or other Competent Control Authorities (CCA) or Delegated Agents on behalf of the Welsh Government.

General Inspection Principles

Inspections are carried out annually on a representative sample of farms across Wales.

You may be selected for inspection if:

- you claim payments under agricultural support schemes
or
- you are a cattle and / or sheep keeper, as livestock identification and traceability rules apply to claimants and non-claimants.

The sample is based on farm businesses. Customer Reference Number (CRN) is the unique identifier for all applications and claims and will cover all land declared under the Single Application Form (SAF). County Parish Holding (CPH) numbers are used to identify and select Livestock Keepers for inspection. Multiple CPH's may be associated with a single CRN.

They include farm visits to check that you understand and follow the regulations and scheme requirements that apply as a condition of receiving financial support.

Inspections are designed to support you, not create unnecessary stress. By working together with our inspectors, we can make the process straightforward and beneficial.

Generally, one inspector will carry out the inspection, but colleagues or auditors (or both) may accompany them occasionally.

Notification of Inspection

- For the SFS Regulatory Baseline and SFS Universal Layer, inspections will normally be conducted within 5 working days of notification; however, up to 10 working days may be provided in exceptional circumstances.
- For Cattle Identification, Sheep & Goat Identification and Animal Welfare Inspections - broadly, inspections are to be unannounced, although in exceptional cases it is acceptable to allow up to 48 hours' notice. This is to ensure that the integrity and validity of the inspections are not compromised.

What the Inspector Will Do

- Act in a way that is professional, fair and consistent to ensure all farmers across Wales are treated fairly and equally.
- Follow biosecurity protocols on arrival and departure from your farm.
- Review your applications, claims and declarations, including the SFS map.
- Check whether you have applied for any derogations.
- Check compliance with SFS Regulatory Baseline, Universal Code and Universal Actions, as applicable.
- Inspect land parcels, habitats, woodlands, landscape features and historic environment features.

When the inspector calls

- Review activity and/or stocking diaries and supporting documents.
- Take photographs of compliance/non-compliance
- Paper records checked will be stamped and signed by the inspector. Electronic records will need to be submitted by e-mail or via your RPW Online account.
- Complete an inspection summary report (IACS7), which will also provide you with an opportunity to comment on the inspection undertaken.
- For livestock inspections, check your movement reporting history, livestock present on the holding at day of inspection and a representative sample check of ear tags.

What You Should Do

- Ensure that you or your authorised representative is available to meet the inspector at the agreed date, time and location.
- Ensure that you have responded to all Welsh Government or authorised representative correspondence to resolve any queries.
- Keep up-to-date, complete, and accurate records.
- Ensure you have notified RPW of any land use changes within 30 days.
- Have any rental / tenancy agreements ready for inspection.
- Co-operate fully during the inspection.
- Sign the inspection summary and retain a copy.

After the inspection

- Further validation checks may be made following the inspection.
- Farms may be subject to additional visits following an inspection. This could include:
 - Follow up checks that show remedial actions have been taken, i.e. replacement livestock ear tags have been inserted into the animal(s).
 - Quality Assurance of the inspection process, by Welsh Government or Audit Wales representatives.
- Once the inspection is completed the following documents will be available to you on your RPW Online account:
 - Inspection Findings Letter (if any discrepancies are found at inspection. This may include advice for minor discrepancies).
 - Summary of Inspection Findings (IACS7)
 - Updated interactive map (for SFS - Universal Layer inspections)
 - Inspection Found Land Details (IACS7A) (for SFS - Universal Layer inspections)
 - For all CoAP and animal welfare inspections a post inspection letter will be sent instead of an IACS7

SFS Inspection Principles

We have maintained throughout the design of the scheme that we will take a pragmatic approach to our controls and a proportionate response to non-compliance.

Our approach is therefore not to create unnecessary worry or burden but to work with you, to make the process efficient, and hopefully a beneficial experience for you.

The following general principles will apply to the Universal Layer inspection:

- Longer notification period of 5 working days to arrange the inspection.
- Farmer engagement before and after inspection to discuss scheme requirements.
- Land eligibility through aerial and remote sensing – targeted on-farm checks to resolve any queries identified only.
- Sampling approach to physical inspection of habitat and woodland areas on the farm.
- Focus on habitat and woodland condition not specific requirements.
- Check on-farm records if required to evidence activity/compliance.
- No checks of on-farm records for completion of Universal Actions where these have been confirmed via Farming Connect or Farm Assurance providers.
- Proportionate response to any issues, mistakes or errors found at inspection.

Communication is key, whether it's notifying delays or unforeseen circumstances, inspectors will do their best to accommodate your situation. This collaborative approach ensures inspections are fair, practical, and focused on helping you meet requirements without becoming a burden.

This guidance has been prepared to help you prepare for SFS Universal Layer 2026. It is a reference tool that you can keep and refer to. It should be read in conjunction with the following:

- SFS Regulatory Baseline factsheets - [Sustainable Farming Scheme: regulatory baseline 2026 | GOV.WALES](#)
- Sustainable Farming Scheme - Universal Layer: Guidance 2026, for details of Universal Code and Universal Actions - [Sustainable Farming Scheme \(2026\): universal layer: rules booklet | GOV.WALES](#)
- Single Application Form 'How to complete' (Available in March 2026)
- Guidance for Cattle keepers – rules for movements and registration - [Cattle: movements and registration | Sub-topic | GOV.WALES](#)
- Guidance for keepers – rules for identifying sheep and goats - [Sheep and goat identification: guidance for keepers | GOV.WALES](#)
- Control of Agricultural Pollution - <https://www.gov.wales/sites/default/files/publications/2023-10/water-resources-control-agricultural-pollution-wales-regulations-2021-guidance-farmers-and-land.pdf>
- Technical guidance notes for SFS Universal Layer are also available on the Welsh Government website.

This guide will be updated as the Optional and Collaborative Layers are introduced.

Scheme Requirements and Inspections

The SFS operates under three clear and distinct sets of requirements These are:

- The **SFS Regulatory Baseline**, which covers legal requirements that apply to all farms in Wales, such as biodiversity, animal welfare, water protection (including CoAP), and livestock identification rules.
- The **Universal Code**, which sets out standards for soil protection measures. Biodiversity and habitat management. Tree and hedgerow care. Maintenance of historic and cultural landscape features. Also includes the **10% habitat requirement** for every farm.
- The **Universal Actions**. Farm specific commitments you make as part of your annual declaration and undertakings on the Single Application Form (SAF).

To ensure fairness, transparency and accountability during the transition period from Basic Payment Scheme (BPS) to SFS, inspection will operate as follows:

SFS Regulatory Baseline Inspection regime: This covers the legal requirements that apply to all farms in Wales. These inspections will continue to operate in line with the ongoing cross compliance inspections, for those farmers applying for BPS, as the law applies to all farmers, regardless of which support scheme you apply and claim for.

Please note: CoAP, Welfare, Cattle Identification and Sheep Identification inspections also form part of the Regulatory Baseline Inspections.

SFS Universal Layer Inspection: This will cover:

- **Land Eligibility:** which involves a check on field boundaries, crop codes and ineligible features as inspected in previous years. Satellite and aerial imagery technology may also be used.
- **Universal Code:** which includes the standards and requirements set out for the whole farm. It will be similar to the cross-compliance inspections undertaken previously, with the addition of the 10% habitat requirement.
- **Universal Actions:** which will be a check on all Universal Actions applicable to your farm.

Verifiable Standards and Sanctions:

Non-compliance with the SFS Regulatory Baseline, Land Eligibility, Universal Code or Universal Actions requirements will be referred to as a breach and may be identified as a result of an inspection or administrative checks.

RPW will assess these breaches against our published set of Verifiable Standards and Sanction Matrices to ensure consistency, transparency and fairness.

When the inspector calls

There are two separate Verifiable Standards and Sanction Matrices. One of which applies to the SFS Regulatory Baseline, whilst the other applies to the SFS Universal Layer.

The Verifiable Standards and Matrices are available on the Welsh Government Website:

SFS Regulatory Baseline

[Sustainable Farming Scheme: regulatory baseline: verifiable standards 2026 | GOV.WALES](#)

[Sustainable Farming Scheme: regulatory baseline: payment reduction matrix \(2026\) |](#)

[GOV.WALES](#)

SFS Universal Layer

[Sustainable Farming Scheme \(2026\): universal layer: universal code and universal actions verifiable standards | GOV.WALES](#)

[Sustainable Farming Scheme \(2026\): sanctions matrix | GOV.WALES](#)

Full details on Sanctions are available in Section Q: Payment reductions, sanctions, exclusions and the provision for the correction of errors of the SFS – Universal Guidance 2026 booklet.

PART 1: THE SFS REGULATORY BASELINE INSPECTION REGIME

The SFS Regulatory Baseline is a set of legal requirements that underpin the scheme; therefore, we are governed by specific rules which do not allow the same flexibility as SFS. They apply to all farm businesses in Wales, and most of these requirements are included in the Cross Compliance regime which you should already be familiar with.

SFS Regulatory Baseline factsheets are available on the Welsh Government website <https://www.gov.wales/sustainable-farming-scheme-regulatory-baseline-2026>.

Please note: There are elements of the regulatory baseline which require separate inspection regimes, for example, cattle, sheep, animal welfare and CoAP. These will not be combined as part of the Universal Layer inspection as they are selected and inspected independently, including some by other Competent Control Authorities, see table below.

Competent Control Authority (CCA)	Area of Responsibility
Welsh Government's Rural Inspectorate Wales (RIW)	SMRs 2, 3, 4, 6, 7, 8, 9, 10, 14, 15. GAEC 6 and 7.
Natural Resources Wales	SMR 1 and GAEC 2 and 3
Animal and Plant Health Agency	SMRs 11, 12, 13
Veterinary Medicines Directorate (Inspections performed by the Animal and Plant Health Agency and Food Standards Agency)	SMR 5

How to prepare

- Follow good farming practice, including high standards of animal health, environmental protection, and food safety.
- 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 Regulatory Baseline breach that is directly attributable to either the farmer from whom or to whom the land was transferred.

Information the inspector will have

- Declaration details and a map of all land entered on your most recent Single Application Form (SAF).
- Previous inspection history.
- Additional information relevant to each regulatory requirements.

What the inspector will do

Physical check

- Walk the land you are responsible for:
 - All land declared on the SAF.
 - Any undeclared land at the disposal of the farming business during the year including buildings, woodlands or other non-agricultural areas.
- Count and inspect ALL livestock you are responsible for:
 - All animals registered under CPHs, associated with the CRN for your farming business.

To check:

- Statutory Management Requirements (SMRs) and
- The following Good Agricultural and Environmental Conditions (GAECs)
 - GAEC 2: water – use of water for irrigation
 - GAEC 3: water – groundwater
 - GAEC 6: soil and organic matter – maintenance
 - GAEC 7: landscape features (scheduled monuments, ditches and trees)

Statutory Management Requirements (SMR) Checks

SMR 1 - Water Protection

How to prepare

- Ensure you are fully aware of the requirements under SMR 1.
 - [Control of agricultural pollution regulations: guidance | GOV.WALES](#)
 - [Sustainable Farming Scheme: regulatory baseline: water protection \(SMR 1\) \(2026\) \[HTML\] | GOV.WALES](#)

Things to consider

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

What the inspector will do

- NRW officers will usually carry out the inspection.
- The inspector will check the following requirements.

Physical check

- 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)
- Ground conditions are met, spreading has not been carried out where ground is:
 - Waterlogged
 - Flooded
 - Frozen or snow covered
 - Has an incline of 12 degrees or more
- A buffer of 2m must be maintained from water courses when spreading manufactured fertilisers.
- Construction standards for Silage and Slurry storage systems, the required 14 days notification to NRW before construction of a new or substantially enlarged or reconstructed silage and slurry store and field silage heap locations.

When the inspector calls

- Silage and Slurry stores are managed appropriately including maintaining of free board.
- Location of temporary field heaps meets requirements e.g. distance from streams and boreholes, previous locations etc.
- Capacity of Slurry storage period requirements to ensure compliance with the 5 or 6-month storage requirement.

Records check

- Risk Maps
 - Spreading risk maps for organic manures.
 - Location of Temporary field heaps.
- Whole farm Nitrogen loading calculation (including Annual Livestock numbers – ages and types for the previous 12 months).
- Written plan for all applications of organic and manufactured nitrogen fertilisers, records of applications and cropping details e.g. date sown, yield. Exemptions may apply for recording applications, see addendum.
- Records of imports and exports of livestock manure (if applicable).
- Maximum nitrogen applications from organic and manufactured sources for each listed crop not exceeded.
- The maximum of 250kg/ha of Nitrogen from organic manure has not been exceeded in any 12-month period on an individual field parcel basis.
- Whole farm total of Nitrogen loading from livestock manures calculation to ensure it doesn't exceed 170kg/ha.
- Slurry storage capacity calculation.
- Slurry production calculation.

Guidance on how to complete the workbook can be found here:

<https://www.gov.wales/water-resources-control-agricultural-pollution-wales-regulations-2021-farm-workbook-guidance>

You are not required to use the workbook; however the required calculations must be undertaken.

When the inspector calls

Exemptions are in place from recording of the actual spreading of organic or manufactured fertilisers. Holdings where in any calendar year all of the following apply:

- 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 (from your whole holding calculation);
- the total amount of nitrogen in manufactured fertiliser applied to the holding is no more than 90kg/ha (from Nitrogen plan); 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.

SMR 2 - Wild Birds; SMR 3 - Conservation of Fauna and Flora

How to prepare

- Ensure you are fully aware of the requirements under SMR 2 & SMR 3.
- 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 dependent young.
- Ensure no hedgerow restoration e.g. trimming, laying or coppicing of hedges between 1 March to 31 August. Exemptions apply – see Universal Code.
- 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.

[Natural Resources Wales / List of protected Species](#)

- Only carry out work which has SSSI consent by NRW on:
 - Sites of Special Scientific Interest (SSSI)
 - Special Area of Conservation (SAC)
 - Special Protection Area (SPA)
- Locations of SSSI’s, SAC’s & SPA’s will be shown on your SFS Map

Information the inspector will have

- A map of the location of any Sites of Special Scientific Interest (SSSI), Special Protection Areas (SPA), Special Area of Conservation (SAC) or SSSI’s on your farm.

What the inspector will do

Physical check

- Ensure no hedge restoration e.g. trimming, laying or coppicing of hedges is carried out within the prohibited periods (see Universal Code: Ban on cutting / trimming during bird breeding and rearing season – 1 March to 31 August). Exemptions apply – see Universal Code.
- 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 that any specified operations being carried out on a SSSI/SAC are taking place in accordance with the written SSSI consent of NRW.
- Check to see if places of shelter or breeding places of protected animals have been obstructed, damaged or destroyed.

When the inspector calls

- 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.

Records check

- Check for any licences issued by NRW that may allow specific activities to take place, e.g. preventing the spread of disease. These may be general licences, published annually on NRW's website or specific licences which you have applied for and received from NRW.
- Check the SSSI consent for the specified management actions and conditions.

SMR 4 - Food and Feed Law

How to prepare

- Ensure you are fully aware of the requirements under SMR 4.
- Ensure all TB tests are completed by the due date. Try to test early in the test window to avoid problems. All animals need to be accounted for before a test is deemed complete by APHA.
- Ensure that 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 that 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).
- For Dairy producers, if compliant with the standards of Dairy Farm Assurance schemes, this satisfies dairy hygiene requirements.

What the inspector will do

Physical check

- Check the feed storage area – is it adequate and there is no risk of contamination from hazardous substances.
- Check your biosecurity plan is followed e.g. precautionary measures when introducing new animals.
- Look at the medicine store and check sample 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 (e.g. livestock, dairy, cereals etc).
- Check feed suppliers are registered with the competent authority.

When the inspector calls

- Examine the medicine record and ensure sampled products are listed, and withdrawal periods are adhered to.
- Check pre and post movement for 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.

SMR 5 – Restrictions on substances having hormonal and thyrostatic action and beta-agonists

Both Animal and Plant Health Agency (on farm) and the Food Standards Agency (in abattoirs), carry out sampling for residues of banned substances on behalf of the Veterinary Medicines Directorate under the National Surveillance Scheme. Samples which show a positive result or confirm the use of a banned substance will be reported to the Welsh Government.

Physical check

- Check the medical record and store, specifically looking at records for the therapeutic treatments mentioned above and checking that withdrawal periods have been adhered to
- Check the conformation of cattle comparing with breed type
- Check that unauthorised products are not used

SMR 6 – Pigs: Identification and registration

How to prepare

- Ensure you are fully aware of the requirements under SMR 6.
- Ensure records are complete and up to date.
- Retain copies of movement documents.
- Correctly identify animals leaving the holding.
- Complete an annual stock take.
- Ensure your herd is registered with the competent authority (APHA).

Information the inspector will have

- Details of licences submitted to Electronic Animal Movement Licensing System (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 the identity method (tag, tattoo or slap-mark) for pigs leaving the holding.

Records check

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

SMR 7 - Cattle Identification Inspection

The cattle identification inspections are independent and separate to the main SFS regulatory baseline inspection.

Whilst cattle identification forms part of the overall SFS Regulatory Baseline inspections regime, Livestock Keepers may be selected for separate inspections using CPH numbers used for cattle registration. If multiple CPHs are associated to a single CRN, livestock under those associated CPH's will also be inspected.

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.

How to prepare

Ensure you are fully aware of the requirements under SMR 7.

- Ensure births, movements, and deaths are notified within the time limits.
- Check all cattle are correctly tagged.
- Regularly check the Cattle Tracing System (CTS) online to 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 (on CTS).
- Compare TB test charts against CTS online and regularly check that your herd register is complete and up to date. Does the information in your herd register match what is 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 animals?
- Passports for animals no longer on your holding should be returned to BCMS.
- Check cattle on a regular basis for any missing or unreadable tags – order and replace within 28 days following the discovery.
- Handling facilities – ensure these are safe and secure and you have sufficient people to undertake the inspection. You have a legal responsibility to safeguard the health and safety of the general public 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

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

Records check

- For all cattle seen at inspection:
 - 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 a sample of animals, check there is a passport, with barcode label and keeper's signature.
- 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.

SMR 8 - Sheep and Goat Identification Inspection

The sheep and goat identification inspections are independent and separate to the main SFS regulatory baseline inspection.

Whilst sheep and goat identification forms part of the overall SFS Regulatory Baseline inspections regime, Livestock Keepers may be selected for separate inspections using CPH numbers used for sheep and goat registration. If multiple CPHs are associated to a single CRN, livestock under those associated CPH's will also be inspected.

This sheep and goat identification selection will be independent and separate to the main regulatory baseline selection process.

How to prepare

- Ensure you are fully aware of the requirements under SMR 8.
- Count ALL stocks and record accurate stock figures for 1 December 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 animal 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 licenses 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 animals on **ALL** holdings where you are the keeper.
- Check the ear tags of a sample of the animals on each of the holdings. The sample size is dependent 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.

When the inspector calls

- If further breaches are found in the 2nd sample, the whole flock may be examined.

Records check

- Birth/identification record.
- Confirm movement records and licences correspond to details held by EID Cymru.
- Deaths – recorded in flock records, noting individual ID numbers and checked against knackers' yard/hunt kennels/NFSCo receipts.
- Record of replacement tags used.
- Record of animals 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 stock take/Annual Inventory figure.
 - Working back from head count to 1st December stock take figure for **each** CPH.
 - Inspections carried out in the early part of the year may work back to previous inventory years to ensure sufficient movements are checked.

Reconciliation based on:

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

Sheep and goat inspection (SM)

SMR 9 - Transmissible Spongiform Encephalopathies

How to prepare

- Ensure you are fully aware of the requirements under SMR 9.
- 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 are kept separate and fed separately.

SMR 10 - Plant protection products and pesticides

How to prepare

- Ensure you are fully aware of the requirements under SMR 10.
- 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 Ministry Approved Pesticides Product (MAPP) or Ministry Approved Food and Feed (MAFF) number
 - quantity of product used
 - which fields were treated
 - weather conditions at the time of treatment.
- Use approved products responsibly and 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 to cross reference against farm records.

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.

Animal Welfare: SMR 11 - Welfare of Calves, SMR 12 - Welfare of Pigs, SMR 13 - General Animal Welfare

How to prepare

- Ensure you are fully aware of the requirements under each SMR.
- 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 complete and up to date veterinary medicine records.
 - ensure the date of any deaths are recorded and keep livestock mortality records up to date.

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

What the inspector will do

Physical check

- Check all farmed livestock within your care associated to the selected CRN – this may include multiple CPHs.
- 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):

- Frequency of livestock inspection is suitable for the age/environment e.g. intensive/ extensive.
- Animals are fed to meet their physical needs and provided with sufficient water.
- 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.
- Animals are not restricted in movement, which may result in suffering or injury.
- Animals have shelter and a dry or well drained lying area.
- Buildings have no harmful materials in them, or sharp edges likely to cause injury.
- Buildings have sufficient lighting for animals' biological needs and inspection.
- No mutilations have been carried out, and castration, dis-budding or tail docking in lambs are carried out appropriately as per relevant code of practice.
- Sick animals are suitably cared for, and accommodation is appropriate.
- Newborn animals 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.

SMR 14 - Statutory Public Access: includes Public Rights of Way (PRoW) and Open Access land.

How to prepare

- Ensure you are fully aware of the requirements under SMR 14
- Check your SFS map, available on RPW Online, for location of PRoW and Open Access land on your farm, ensure they are maintained and clear of obstructions, cut back overgrown vegetation from gates, paths, bridges and stiles – this includes clearing overhead vegetation.
- Local Authorities or National Park Authorities should be contacted if there are any issues concerning the PRoW on your land, this includes signage. We encourage you to keep records of contact with these authorities.

What the inspector will do

Physical check

- Walk a sample of field parcels and check PRoW's are open, accessible and free to use, and access is permitted on foot on all land identified as Open Access land.

SMR 15 - Invasive Non-Native Species (INNS)

How to prepare

- Ensure you are fully aware of the requirements under SMR 15.
- Check land to identify if any plant INNS are present on your holding
- Take reasonable steps to manage or control the spread if plant INNS are present.

What the inspector will do

Physical check

- Check whether reasonable steps are being taken to prevent the spread of new or existing plant INNS, into, or within, or from any area of your holding.

Good Agricultural Environmental Condition (GAEC) Checks

GAEC 2: Water used for Irrigation

How to prepare

- Ensure you have the appropriate licences and records if water is being abstracted.

What the inspector will do

Physical check

- Visual check for evidence of water being abstracted.
- Records check
- Copy of a water abstraction licence

GAEC 3: Groundwater

How to prepare

- If disposing of hazardous substances*, and/or non-hazardous substances, ensure you hold a valid Environmental Permitting Regulations permit.
- Ensure all hazardous and non-hazardous substances are stored, used and any wastes disposed of correctly.

What the inspector will do

Physical check

- Check for hazardous substances*/non-hazardous pollutants 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.

*Includes sheep dip and pesticides

Records check

- Check compliance with permits requirements.

GAEC 6: Soil and Organic Matter – Maintenance

How to prepare

- Ensure you have a burning management plan and/or an EIA screening consent if carrying out relevant activities.

What the inspector will do

Physical check

- Burning within prohibited period, burning without a burning plan, burning crop residues,
- Reseeding/ploughing without the required consent i.e EIA.
- Afforestation on agricultural land or deforestation projects without permission
- Compliance with stop, consent and enforcement notices issued by NRW

Records check

- Heather and Grass Burning Management Plan
- EIA screening consent
- EIA forestry

GAEC 7: Landscape Features

How to prepare

- Do not cause damage to a Scheduled Monument through activities which cause or encourage soil erosion or ground disturbance on scheduled monuments. Scheduled Monuments will be shown on your SFS Map.
- Obtain a felling licence if more than 5 cubic metres of trees are being felled per calendar quarter.
- Get local authority permission on any works on trees covered by a Tree Preservation Order (TPO).

What the inspector will do

Physical check

- Carry out a visual assessment of any damage to a Scheduled Monument.
- Check all ditches (including dry ditches) on the holding have been retained.
- Check no more than 5 cubic metres of trees per calendar quarter (providing not more than 2 cubic metres is sold) has been felled without a valid felling licence from Natural Resources Wales.
- Check no tree felling has taken place even with a licence between 1 March and 31 August
- Check if trees protected by a Tree Protection Order (issued by the local authority) have been cut, trimmed or felled without the permission of your local authority

Records check

- Felling licence (if applicable)
- TPO

PART 2: SFS UNIVERSAL LAYER INSPECTION

The SFS Universal Layer includes the Universal Code, including the 10% habitat requirement for every farm entering the scheme and a number of farm specific commitments under a set of Universal Actions (UA). Your specific Universal Action will be determined from the annual declaration and undertakings on the Single Application Form (SAF).

How to prepare

- Check your SFS map available on RPW Online
- 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.
- Follow the Universal Code standards, including the 10% habitat requirement.
- Familiarise yourself with the requirements of each UA applicable to your farming business.
- Plan your on-farm activities at the most appropriate and convenient time of the year, in consideration of each UA requirement.
- Update the SFS dashboard as each UA is completed or requirements met.
- Create, up-date and maintain on farm records where appropriate. These will need to be retained for a period of 5 years. Examples include:

Record Type	When Required	Examples of Activities	SFS Universal Guidance Ref	Template available
Activity Diary	Universal Code: Soil Protection, Biodiversity & Habitats, Trees UA5: Habitat Maintenance UA6: Temporary habitat creation on improved land UA8: Hedgerow Management.	Maize cover crop establishment; ditch clearance; hedgerow trimming; hay meadow cutting; rush topping; tree works	Section H2, H3, H4; J5.4 J6.6 J8.6	Annex 7
Stocking Diary	Common Land UA5: Upland Open Habitats;	Livestock type, numbers, movements on common land or upland habitats	Section E1; J5.4	Annex 8

When the inspector calls

Record Type	When Required	Examples of Activities	SFS Universal Guidance Ref	Template available
Soil Test Records	UA1: Soil Health	Soil test results for P, K, Mg, pH, SOM per parcel	J1.6	N/A
PPP Use Records	UA2: Integrated Pest Management	Date, location, crop, product, quantity, weather	J2.6	Annex 6
IPM Plan	UA2: Integrated Pest Management	Annual IPM plan and pest control strategy	J2.6	N/A
Benchmarking Evidence	UA3: Benchmarking	Tool used, date completed (or Farming Connect FARMDATA+)	J3.6	N/A
CPD Records	UA4: Continuous Professional Development	Course title, date, hours, SLM objectives covered (or Farming Connect Storfau Sgiliau)	J4.6	N/A
Animal Health & Welfare Records	UA12: Animal Health & Welfare	AHIC template, Biosecurity Risk Assessment, Proficiency Training and body condition & mobility scoring assessment.	J12.10	Annex 9 & 10
Historic Environment Maintenance Evidence	UA11: Historic Environment	Geo-tagged photos of any deterioration to historic features and maintenance actions	J11.7	N/A

Please note:

- The Designated Sites Management Plan (**UA7**) will be created and SSSI consent for it is issued by NRW.
- The Tree and Hedgerow Planting Opportunity Plan (**UA10**) will be created by yourself, via RPW Online.

Information the inspector will have

- Declaration details and a map of all land entered on your SAF.
- Details on how you are meeting the 10% habitat requirements.
- Details of any additional restrictions on your holding e.g constraint layers
- A list of all Universal Actions applicable for your farming business.
- Satellite and aerial imagery of your farm.
- Latest information as updated on the SFS dashboard.
- Previous inspection history.

What the inspector will do

Physical check

- The inspector will discuss the inspection with you to include:
 - Universal Code & Universal Actions requirements.
 - General farming practices
- Land Eligibility queries i.e. check field parcel boundaries and crops declared are correct
- Check appropriate management control of the land declared.
- Walk representative samples of the holding declared and field parcels claimed.
- Check the Universal Code standards.
- Check habitat and woodland requirements are being managed correctly
- Check the existing semi natural habitat, established broadleaf woodland and any hedgerows and temporary habitat declared meet the 10% habitat threshold. *
- Count or inspect livestock numbers if appropriate to determine compliance with Universal Actions.

*The inspector will not look for any additional habitat features found at inspection to 'offset' against any land cover or features found to be ineligible.

Records check

- Inspector may check Activity and/or Stocking Diary.
- Inspector may check for evidence of completion of the Universal Actions.
- Any applicable consents and licences that may be required.

In addition to guidance on how to prepare and what to expect during an SFS Universal inspection, this document provides:

- Templates of farm records associated with SFS Regulatory Baseline (see Annex 1-6).
- Worked examples of activity records / stocking diaries to help you complete them correctly (see Annex 7 & 8).
- Worked examples relating to the Universal Actions i.e AHIC & Biosecurity for incoming animals (see Annex 9 & 10).

Land Eligibility

The land eligibility element will verify field parcel boundaries, crops and ineligible features declared on the SAF.

- Verification is, in the main, carried out as a desk-based assessment using a combination of remote sensing (satellite) and aerial imagery.
- If the initial assessment cannot verify all field parcels, the inspector will visit the field parcels to resolve the query.

How to prepare

- Ensure you have notified RPW of any land use changes within 30 days.
- Ensure you have tenancy or rental agreements for all rented land, including contact details for the land owner.
- Ensure your stocking diary is up to date, if Common Land forms part of your declaration.

Information the inspector will have

- An SFS map of your farm.
- Satellite / aerial imagery of your farm.
- SAF information, including Common land rights declared and claimed.
- Any land changes submitted through 'Manage My Land'.
- Any other supporting documentation you have submitted in relation to your SAF.

What the inspector will do

Physical check

- Visit the field parcels where queries may arise from satellite / aerial imagery assessment:
 - Where satellite can't assess the parcel e.g. cloud cover
 - Where boundaries may have changed
 - Permanent or ineligible features identified but not declared on SAF
 - Habitat or Woodland area appear to be declared incorrectly
 - Crops different to those declared on SAF
- Check you have the ability to turn out the relevant stock on the common for which you have registered grazing rights.

Records check

- Check appropriate management control of the land declared via rental or tenancy agreements.
- Check a stocking diary of stock turned onto the common.

Universal Code

The Universal Code is a set of non-regulatory requirements which all claimants participating in the SFS - Universal Layer must follow.

You will be expected to meet the requirements of the Universal Code for the full 12 months of the scheme year.

The Universal Code is made up of four parts:

1. Soil protection
2. Biodiversity and habitats, including 10% habitat on your farm
3. Trees
4. Landscape features

1. Soil Protection

How to prepare

- Follow the Universal Code requirements.
- If leaving bare soil over the winter period (up to 1st March), ensure that you have completed a rough surface risk assessment. [Cross compliance: rough surface soil \(risk assessment notification\) | GOV.WALES](#)
- Check your SFS Map on RPW Online
- Ensure your activity diary is up to date and available at inspection

What the inspector will do

Physical check

- Check for any soil erosion and/or soil run off
- Check for bare soil over winter period (up to 1st March)
- Check for supplementary feeding near watercourses, that buffers are present and maintained, evidence of inappropriate cultivation etc.
- Check that maize has not been established on slopes of 12 degrees or more.
- Check that all land is sufficiently covered by crops, stubbles, residues or other vegetation at all times.
- Check for appropriate under sowing where land is liable to flooding.

Records check

- You may be asked to provide your activity diary – see Annex 7.
- You may be asked to provide a copy of your rough surface risk assessment
If any land on the holding falls within a constraints map area – check that additional requirements have been met.

2. Biodiversity & Habitats

How to prepare

- Follow the Universal Code requirements.
- Ensure your activity diary is up to date and available at inspection
- Clearly identify hedgerows in Good Condition and/or Temporary Habitat on improved land if used to meet the 10% habitat requirement.

What the inspector will do

Physical check

- Visual assessment of habitat land for any damage (inc ploughing, reseeding, burning, inputs, inappropriate supplementary feeding, storage of materials and machinery etc)
- Visual check on whether ditch clearance has occurred in accordance with Universal code, that is between 1 September and 28/29 February where not within a protected site.
- Inappropriate storage of manure i.e Farmacyard Manure on Habitat Land
- A sample check will be carried out on hedgerows declared for the 10% habitat, to ensure they meet the 'good condition' requirement including height and width.
- If declared for the 10% habitat, temporary habitats created on improved land (including restrictions for wetland and water) will be checked to ensure they meet the requirements i.e establishment and retention dates have been met.

Records check

- You may be asked to provide your activity diary – see Annex 7.

3. Trees

How to prepare

- Follow the Universal Code requirements.
- Obtain a felling licence when required and have it available for inspection
- Retain evidence in a form of photos and/or letters from relevant competent authority why it was necessary to cut or trim trees.

What the inspector will do

Physical check

- A visual check to ensure no damage has been caused.

Records check

- You may be asked to provide your activity diary – see Annex 7.
- A check may be undertaken of the felling licence if applicable.
- Check any documentary evidence where an exemption may apply.

4. Landscape Features

How to prepare

- Follow the Universal Code requirements.
- You should retain evidence, e.g. photographs and/or any letters from the relevant competent authorities that show clearly why it was necessary to cut or trim trees between 1 March and 31 August.

What the inspector will do

Physical check

- Check for damage to or removal of landscape features e.g. hedges, banks, stone walls, ponds etc.
- Check appropriate buffers to landscape features have been maintained.
- Check to confirm hedge cutting not carried out within bird nesting season
- Check external boundaries to ensure they're stockproof

Records check

- You may be asked to provide evidence i.e photographs and/or letters from relevant competent authorities.
- You may be asked to provide a copy of any of the following evidence (if applicable)
 - A valid felling licence
 - Full planning permission
 - A notice issued to comply with an Act of Parliament or Act of the Senedd
 - A Statutory Plant Health Notice

Universal Actions (UA)

The table below provides a short summary of what you need to do for each Universal Action (UA) and what evidence is required by when.

Some UAs may not have been completed at time of inspection, but the inspector will still discuss the requirements of these with you during the visit.

Please note:

You will be required to confirm that you have completed all UAs applicable to the farming business on your SFS dashboard, via RPW Online, by 15 January 2027.

Some of the Universal Actions will require additional information to be recorded on the dashboard.

UA	Action	What You Do	Deadline for UA	Evidence Required
1	Soil Health Planning	Soil testing on at least 20% of input-receiving improved land (field parcels) to guide nutrient management. All relevant field parcels to be tested within a 5-year cycle.	Annually by 31 Dec	Soil test results confirmed for each field parcel on SFS dashboard. Soil test results are kept on farm.
2	Integrated Pest Management (IPM)	Carry out an IPM assessment, record PPP usage, and adopt non-chemical alternatives.	Annually by 31 Dec	PPP usage records and documented IPM plan to be kept on farm.
3	Benchmarking	Select appropriate KPIs and conduct performance assessments using Farming Connect or similar industry or supplier benchmarking tools.	Annually by 31 Dec	Farming Connect (FARMDATA+) OR confirm benchmarking tool used. The benchmarking results to be kept on farm.
4	Continuous Professional Development (CPD)	Complete ≥ 6 hours of learning plus health & safety training, and record progress.	Annually by 31 Dec	Farming Connect (Storfa Sgiliau) OR confirm CPD completed on SFS dashboard. CPD records to be kept on farm.
5	Habitat Maintenance	Maintain existing habitats.	Ongoing throughout Scheme year	SAF declaration of habitat type and area. Management records, in the form of activity and/or stocking diaries to be kept on farm.

UA	Action	What You Do	Deadline for UA	Evidence Required
6	Temporary Habitat Creation	Create temporary habitats (e.g., buffer strips) to meet 10% habitat requirements.	Annually by 31 Dec	SAF declaration of temporary habitat. Confirmation to be provided on SFS dashboard. Management records, in the form of activity diary to be kept on farm.
7	Designated Site Management Plan	Develop and maintain plans for management of SSSIs or other designated sites.	By 31 Dec 2030.	Management plan document and Schedule of Works consented by NRW.
8	Hedgerow Management	Perform regular hedge management, retain hedgerow trees, maintain buffer strips.	Ongoing throughout Scheme year	Retain evidence, e.g. photographs and/or any correspondence from the relevant companies or competent authorities that clearly show why it was necessary to cut or trim hedges more often than every other year.
9	Woodland Maintenance	Manage existing woodland areas for health and biodiversity.	Ongoing throughout scheme year	SAF declaration of woodland type and area.
10	Tree & Hedgerow Planting Opportunity Plan	Plan locations for future planting Target 0.1 ha for tree planting.	Plan by 31 Dec of first year in SFS scheme. Plant 0.1 ha of trees by 31 Dec 2028.	Opportunity plan to be completed on RPW Online. Evidence of tree planting by 2028 via annual SAF declaration or Woodland Creation grants.

When the inspector calls

UA	Action	What You Do	Deadline for UA	Evidence Required
11	Historic Environment	Identify, protect & manage archaeological or historic farm features.	Ongoing throughout scheme year	Management records, in the form of activity diary to be kept on farm.
12	Animal Health & Welfare	Conduct annual Animal Health Improvement Cycle (AHIC), biosecurity assessment, and mobility and body conditioning scoring assessments. Proficiency training to be completed every 5 years.	Annually by 31 Dec.	AHIC, biosecurity assessment, welfare assessment, and proficiency training completed to be confirmed on SFS dashboard. All records to be kept on farm

UA 1 - Soil Health

How to prepare

- Ensure you are fully aware of the UA requirements.
- Soil test at the most appropriate time of the year.
- Ensure the SFS dashboard has been updated in a timely manner as progress towards completing the UA.
- Have copies of your soil testing data carried out during the previous 5 years readily available.
- Technical guidance for soil testing can be found on Welsh Government website - [Sustainable Farming Scheme: technical guidance for soil testing | GOV.WALES](#)

What the inspector will do

Physical check

- Visual assessment of parcels to confirm SFS declaration for improved land is correct regarding inputs.

Records check

- Check that a cumulative of 20% of fields containing improved land has been tested
- The minimum range of testing has been met (P, pH, K, Mg, SOM)
- Evidence of soil test results

UA 2 - Integrated Pest Management (IPM)

How to prepare

- Ensure you are fully aware of the UA requirements.
- Ensure you have an up-to-date record of all usage of Plant Protection Products (PPP) applied to your land.
- Complete an IPM Plan, this should demonstrate as a minimum:
 - Your assessment of alternative methods used to reduce chemical usage
 - An assessment of your current approach to crop pest, weed and disease management
 - Opportunities for using additional IPM approaches
- Have a copy of the IPM plan ready for inspection.
- Ensure SFS dashboard has been updated i.e. when the IPM plan has been completed.

What the inspector will do

Records check

- A check of the IPM plan to confirm that minimum requirements have been met.
- A check of PPP usage records

The following organisations offer free guidance and information on IPM (this list may not be exhaustive):

- [ADAS](#) conducts research and provides guidance
- [Integrated pest management \(IPM\) hub | AHDB](#) provides IPM tools and guidance for farmers
- [IPM@Hutton](#) conducts research and provides IPM resources
- [IPM Works](#) is a network demonstrating and promoting IPM strategies
- [Voluntary Initiative](#) is an industry led scheme which provides IPM planning tools, infographics and guidance for farmers

UA 3 - Benchmarking

How to prepare

- Ensure you are fully aware of the UA requirements.
- If benchmarking is completed through Farming Connect using FARMDATA+, the SFS dashboard will be automatically updated.
- If using a similar industry or supplier benchmarking tool to meet the requirements of this UA, you will need to have all relevant documentation available for the inspector to check.
- Ensure the SFS dashboard has been updated if not using Farming Connect i.e. when the benchmarking has been completed.

What the inspector will do

Physical check

- A visual assessment on farm to ensure KPI's for relevant sectors are being undertaken e.g. livestock type on farm.

Records check

- A check of benchmarking documentation if not done through Farming Connect.

UA 4 - Continuous Professional Development (CPD)

How to prepare

- Ensure you are fully aware of the UA requirements.
- If CPD is completed through Farming Connect, and saved on Storfa Sgiliau, the SFS dashboard will be automatically updated.
- If you are not doing your CPD through Farming Connect you will need to have all relevant training documentation available for the inspector to check
- Ensure the SFS dashboard has been updated in a timely manner as progress towards completing the UA.

What the inspector will do

Records check

- A check of CPD records if not done through Farming Connect.
- A check that a minimum of 6 hours learning has been completed by members / partners in the farming business.
- A check to ensure the mandatory Health & Safety training module has been completed

UA 5 - Habitat Maintenance

How to prepare

- Ensure you are fully aware of the UA requirements.
- Ensure your activity diary is up to date and available
- Ensure your stocking diary is up to date, if upland open habitat forms part of your declaration.

What the inspector will do

Physical check

- Assess habitat classification on the ground matches your declaration.
- Check habitats are being maintained correctly in line with the applicable broad habitat classification and, for any land designated as SSSI in accordance with any valid SSSI consent including additional requirements for any SSSI.
- You may be asked to gather livestock to confirm compliance of stocking rates.

Records check

- We may ask to see your activity and / or stocking diary – see Annex 7 & 8.

UA 6 - Temporary Habitat Creation on Improved Land

How to prepare

- Ensure you are fully aware of the UA requirements.
- Ensure the SFS dashboard has been updated in a timely manner as progress towards completing the UA.
- If required under the habitat classification, have your activity / stocking diary available
- Have seed labels/receipts available if required

What the inspector will do

Physical check

- Assess temporary habitats created ensuring they meet UA requirements, including additional requirements relating to protected sites.
- Check the correct area has been created as declared on your SAF application or SFS dashboard.

Records check

- We may ask to see your activity diary – see Annex 7.
- If required a check of seed labels / receipts

UA 7 - Designated Site Management Plan (DSMP)

How to prepare

- Ensure you are fully aware of the UA requirements.
- If you have an existing management agreement with NRW or a new DSMP plan agreed under SFS, please have it available.
- Ensure your stocking diary is up to date, if upland open habitat forms part of the designated site.

What the inspector will do

Physical check

- Carry out a visual assessment of the habitat and / or woodland areas on the designated sites in line with the Universal Action or Management Plan requirements.

Records check

- We may ask to see your activity and / or stocking diary – see Annex 7 & 8.

UA 8 - Hedgerow Management

How to prepare

- Ensure you are fully aware of the UA requirements.
- Retain any evidence of where exemptions have been applied.
- Identify and proactively manage potential hedgerow trees if managing the hedge through cutting/trimming.

What the inspector will do

Physical check

- Assess managed hedges on the ground, looking at condition, incremental growth and hedgerow trees.
- Check for evidence of hedge cutting or trimming during the bird nesting season.
- Average number of trees including any additional requirements relating to protected sites.

Records check

- Retain evidence, e.g. photographs and/or any correspondence from the relevant companies or competent authorities that clearly show why it was necessary to cut or trim hedges more often than every other year.

UA 9 - Woodland Maintenance

How to prepare

- Ensure you are fully aware of the UA requirements.
- Have copy of felling licence available (if required)
- Keep photographic evidence where a tree has been felled because it's dangerous.
- Retain evidence of why trees have been cut / trimmed between 1 March and 31 August
- Retain any approvals/authorisations granted for activities in woodland
- All evidence must be kept on your farm for a period of 5 years.

What the inspector will do

Physical check

- Assess existing woodlands to ensure UA requirements are being met
- Check for damage to trees and their roots
- Check for evidence of trees being cut, trimmed or felled during bird nesting season
- Where land falls within a SSSI that any management actions which have been undertaken are covered by a valid SSSI consent

Records check

- Photographs and/or correspondence from relevant competent authorities to evidence any exemptions granted.

UA 10 - Tree & Hedgerow Planting Opportunity Plan

How to prepare

- Ensure you are fully aware of the UA requirements.
- Ensure you complete a Tree and Hedgerow Planting Opportunity Plan via RPW Online by 31 December 2026.
- Identify any planting that has occurred since 1 April 2022.
- If individual trees or woodland have been planted, make sure these are declared on your SAF as part of the Habitat Baseline Review.
- Have tenancy or rental agreements available for inspection where all declared land is rented, including details of any constraints on tree planting.

What the inspector will do

Physical check

- A visual assessment, if any planting has been carried out.
- Discuss your progress with implementing the plan

Records check

- The inspector will check whether there is a plan in place
- Records associated with planting not directly supported by Welsh Government

UA 11 - Historic Environment

How to prepare

- Ensure you are fully aware of the UA requirements.
- Check the SFS Map, available on RPW Online, for all historic features on your holding.
- Document any deterioration or active management undertaken to benefit a historic asset. This must include geo-tagged photos.

What the inspector will do

Physical check

- A visual assessment of Scheduled Monuments, Historic Environmental Features, Registered Historic Parks and Gardens and Traditional Farm Buildings to check they're being maintained in line with requirements.
- Check for any scrub or vegetation management during bird nesting season

Records check

- Inspector may ask to see the Activity Diary or geo-tagged photos of any deterioration.

UA12 - Animal Health and Welfare

How to prepare

- Ensure you are fully aware of the UA requirements.
- Ensure the SFS dashboard has been updated in a timely manner as progress towards completing the UA.
- Have a copy of your completed Animal Health Improvement Cycle template available
- Have a copy of your up-to-date Biosecurity Assessment available
- Have a copy of your Proficiency Training certificate.
- Have a copy of your body condition & mobility scoring assessment

Please note:

If your farm assurance scheme provider confirms the AHIC and Biosecurity Assessment can be completed by the vet on their digital platforms, this will be acceptable evidence for this element of the UA.

Proficiency Training completed via Farming Connect will also be acceptable evidence.

What the inspector will do

Records check

- A check of an up-to-date AHIC and signature by the veterinary practice if not completed on a farm assurance digital platform. See Annex 9.
- A check of an up-to-date Biosecurity Assessment if not completed on a farm assurance digital platform. See Annex 10.
- Confirmation that the Body Conditioning Scoring and Mobility training has been completed if not done through Farming Connect.
- Check farm records to show annual assessment of Body Condition Scoring and Mobility assessment of livestock

Contacts and Additional information

Welsh Government

Rural Payments Wales Customer Contact Centre

Rural Payments Wales
PO Box 251
Caernarfon
LL55 9DA

Telephone: [0300 062 5004](tel:03000625004) – Monday to Friday 9am–4pm

Rydym yn croesawu galwadau yn Gymraeg / We welcome calls in Welsh.
Use RPW online account to email RPW.

Cadw

Welsh Government
Rhydycar Business Park
Merthyr Tydfil
CF48 1UZ

Telephone: [0300 025 6000](tel:03000256000)

Email: cadw@gov.wales

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

Natural Resources Wales (NRW)

Welsh Government Offices
Cathays Park
King Edward VII Avenue
Cardiff
CF10 3NQ

Telephone: [0300 065 3000](tel:03000653000)

Email: enquiries@naturalresourceswales.gov.uk

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

Incident hotline (24 hours): [0300 065 3000](tel:03000653000)

Floodline (24 hours): [0345 988 1188](tel:03459881188)

Department for Environment, Food and Rural Affairs (DEFRA)

Department for Environment, Food and Rural Affairs (DEFRA)

Seacole Building
2 Marsham Street
London
SW1P 4DF
United Kingdom

Telephone: [03459 33 55 77](tel:03459335577)

Email: defra.helpine@defragov.uk

Animal and Plant Health Agency (APHA)

Telephone: [0300 303 8268](tel:03003038268)

Email: APHA.CymruWales@apha.gov.uk

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

British Cattle Movement Service (BCMS)

BCMS

Curwen Road
Workington
Cumbria
CA14 2DD

Email: bcmsenquiries@rpa.gov.uk

Rydym yn croesawu gohebiaeth yn Gymraeg / We welcome correspondence in Welsh.

Telephone:

- BCMS Helpline English: [0345 050 1234](tel:03450501234)
- Hearing Impaired (Typetalk): [18001 0345 050 1234](tel:1800103450501234)
- BCMS Helpline Welsh: [0345 050 3456](tel:03450503456)

Website: www.bcms.gov.uk

CTS On Line Email: bcmsenquiries@rpa.gov.uk

Rydym yn croesawu gohebiaeth yn Gymraeg / We welcome correspondence in Welsh.

Telephone:

- CTS self service line English: [0345 011 1212](tel:03450111212)
- CTS self service line Welsh: [0345 011 1213](tel:03450111213)

Food Standards Agency (FSA)

FSA

4th Floor, Welsh Government Building
Cathays Park
Cardiff
CF10 3NQ

Telephone: [0330 332 7149](tel:03303327149)

Email: walesadminteam@foodstandards.gov.uk

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

Website: www.food.gov.uk

Local Authorities

Welsh Local Government Association

Email: enquiry@wlga.gov.uk

Rydym yn croesawu gohebiaeth yn Gymraeg / We welcome correspondence in Welsh.

Website: www.wlga.gov.uk

This site has links to all local authorities in Wales.

See local directory for contact details of your Local Authority Animal Health Office/Trading Standards.

EID Cymru

EIDCymru

PO Box 292
Aberystwyth
Ceredigion
SY23 9DN

Telephone: [01970 636 959](tel:01970636959)

Email: contact@eidcymru.org

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

eAML2 (pigs)

Tel: 0844 335 8400 www.eaml2.org.uk/ami/home.eb

AHDB

Agriculture and Horticulture Development Board

Middlemarch Business Park
Siskin Parkway East
Coventry
CV3 4PE

Telephone: [024 7669 2051](tel:02476692051)

Website: www.ahdb.org.uk

Email: info@ahdb.org.uk

National Parks

Parc Cenedlaethol Eryri

Eryri National Park Authority
National Park Office
Penrhyndeudraeth
Gwynedd
LL48 6LF

Telephone: 01766 770274

Email: parc@eryri.llyw.cymru

Parc Cenedlaethol Bannau Brycheiniog

Parc Cenedlaethol Bannau Brycheiniog
Plas Y Ffynnon
Cambrian Way
Brecon
LD3 7HP

Telephone: 01874 624437

Email: enquiries@beacons-npa.gov.uk

Parc Cenedlaethol Arfordir Penfro

National Park Office
Llannion Park
Pembroke Dock
Pembrokeshire
SA72 6DY

Telephone: 01646 624800

Email: info@pembrokeshirecoast.org.uk

Glossary

Acronyms	Explanation
APHA	Animal and Plant Health Agency
BCMS	British Cattle Movement Service
bTB	Bovine Tuberculosis
CRN	Customer Reference number
CTS	Cattle Tracing System
EIA	Environmental Impact Assessment
GAEC	Good Agricultural and Environmental Conditions
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
SFS	Sustainable Farming Scheme
SMR	Statutory Management Requirement
SPA	Special Protection Area
SSSI	Site of Special Scientific Interest

Farm record template examples

Annex 1 - Herd register for bovine animals

Annex 2 - Sheep and Goat records

Annex 3 - Medicine purchase record

Annex 4 - Medicine administration record

Annex 5 - Ground water authorisation record

Annex 6 - Pesticide treatment record

Annex 7 - SFS Activity Diary

Annex 8 - SFS Stocking Diary

Annex 9 - Animal Health Improvement Cycle record

Annex 10 – Biosecurity Assessment for Incoming Animals

Annex 1 - Herd Register for Bovine Animals

Paper copies / books are available from Divisional Offices

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		Cotnod o'r holl wartheg Un cotnod ar gyfer pob anifail ar eich dalriad All cattle One entry for each animal on your holding			6		7		8		9		10		11		12	
		1	2	3														
Tag clust Ear Tag	Dyddiad geni Date of birth	A ydych gwyneud cais am ofrestrad? Registration applied for?	Brid Breed	Rhyw (G/B) Sex (M/F)	Rhif adnabod y fam (ar fam faeth) Dewisol: Rhif adnabod y tad Dam's (and surrogate dam's) identity number Optional: Site identity number	Dyddiad y symudiad Date of movement	Cyfeiriada CPH y dalriad y daeth o hono Departure holding address and CPH	Dyddiad y symudiad neu'r farwolaeth Date of movement or death	Cyfeiriad a CPH dalriad pen y daith Destination holding address and CPH	A ydych wedi adroddi y symudiad? Movement reported?	At ddefnydd perchomog y Fuchus For herd owner's use							
	D	M	B	Y	D	M	B	Y	D	M	B	Y	Cyrreadd On	Ymadael Off				
UK 765432 123456	18	11	15	✓	AA	M	Mam UK 765432 144444	Dam	J Jones Y Ffarm Ynys Mon 53/123/4567	18	08	21	Marchnad Gaerwen Market 53/125/8005	✓	✓			
RT					Mam Faeth		Surr. Dam											
UK 765567 001234	11	05	18	✓	HE	F	Mam UK 7000001 100001	Dam	AJ Evans The Farm Caerdydd 60/32/1234	07	07	21		✓				
RT					Mam Faeth		Surr. Dam											
UK 123456 090909	01	11	08	✓	LIMX	F	Mam UK 543210 001001	Dam	Marchnad Monmouth Market 60/113/8001	16	01	21	wedi marw ar y Ffarm/ Died on farm NFSCO	✓				
RT					Tad		Surr. Dam											
UK 767676 000123	30	04	19	✓	ST	F	Mam UK 501234 123456	Dam										
RT					Mam Faeth		Surr. Dam											
					Tad IE 345678 123456		Surr. Dam											
					Tad IE 345678 123456		Surr. Dam											

Geni, Symudiadau a Marwolaeth

Annex 2 - Sheep and Goat Records

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)					

Tagging lambs for the first time

Lambs born on your holding must be identified before they move off the holding of birth or before they reach 6 months of age (for sheep kept intensive – housed throughout the year) or 9 months of age (for sheep kept under extensive husbandry).

You must record below when you first tag your lambs.

Rhif y Ddiadell / Geifre Flock / Herd Number	
---	--

Dyddiad tagio Date of tagging	Rhif Adnabod Unigol (lle bo gofyn) Individual Identification Number (where appropriate)	Nifer anifeiliaid wedi'u tagio Number of animals tagged	Blwyddyn Geni Year of Birth	Brid neu groesiad a Genoteip (os yn hysbys) Breed or cross and Genotype (if known)
20-07-23	UK 123456 (tag lladd) (slaughter tag)	20	2023	croes cheviot cheviot cross
01-10-23	UK 123456 00120 - 00149	30	2023	cheviot

Cofnod Symudiadau

Movements Record

		Manylion Cludo Transport Details								
Dyddiad	Math o symud – Prynu / gwerthu / ffindio / ar goll / tac / trosgwyddo / arall	Nifer yr Anifeiliaid a Symudwyd	Categori Mamogaiad / wyn / hyrdod ac ati	Nail Ai Either	Neu Or	Wedi'u symud o Cyfeiriad / CPH	Wedi'u symud i Cyfeiriad / CPH	Enw'r Cludwr	Rhif Cofrestru'r Cerbyd	Croesyfeiriad i'r Ddogfen Symud
Date	Reason for move – Purchases / sales / found / missing / lost / transfers / other	Number of Animals Moved	Category Ewes / lambs / rams / etc.	Rhif adnabod electronic llawn (neu restr*) (lie bo golyfn)	Rhif(iau) tag liadd a nifer yr anifeiliaid a symudwyd	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/lamb s	Full electronic identification number (or list*) (where appropriate)	Slaughter tag number(s) and number of animals moved	cyfeiriad/address/ cph	cyfeiriad/address/ cph	Mr A Jones	A123 EFG	
01/07/23	gwerthu/sold	30	ŵyn/lamb s		UK 123456 x 30 UK 123456 x 20; UK 456789 x 10	cyfeiriad/address/ cph	cyfeiriad/address/ cph	human/self	A123 BCD	
01/07/23	gwerthu/sold	10	wyn beŵyw/ ewe lambs	gweler y rhestr sydd ynghlwm wrth y cofnod/trwygwydd / see list attached to record/licence		cyfeiriad/address/ cph	cyfeiriad/address/ cph	human/self	A123 BCD	
01/07/23	gwerthu/sold	2	mamogaiad difa/ cull ewes	UK 123456 01234; UK 123456 01233		cyfeiriad/address/ cph	cyfeiriad/address/ cph	human/self	A123 BCD	

* 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.

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

Tag Replacement Record

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

Dyddiad / Date	Rhif y tag blaenorol (os yn hysbys) Previous tag number (if known)		Rhif y tag Cyfnewid Replacement tag number	
	Rhif Diadell / Gelfre UK UK Flock / Herd Number	Rhif Adnabod Unigol / Individual Identification Number	Rhif Diadell / Gelfre 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) (homebred - 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) (homebred - 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)

Ar y dallad geni / On holding of birth			
Oedran Age	Math o dag Tag Type	Opslynnau cyfnewid Replacement Options	Lliw'r tag Tag Colour
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. Tynnu'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.	

Ddim ar y dallad geni / Not on holding of birth			
Oedran Age	Math o dag Tag Type	Opslynnau cyfnewid Replacement Options	Lliw'r tag Tag Colour
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. Tynnu'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.	

Upgrading Animals

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	

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

Annex 4 - Medicine administration record

Enw'r cyffur mifeodydd / 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 fwyd' / Date Withdrawal Period End	Enw'r sawl a 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
Clk	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

Annex 7 - SFS Activity Diary

Examples of where an Activity Dairy is required:

Universal Code:

- **Soil Protection:**
 - Maize grown on flood-prone land (record cover crop establishment and maintenance).
 - Cultivation to leave rough surface (requires risk assessment and RPW notification).
- **Biodiversity & Habitats:**
 - Ditch clearance on habitat land (record dates and details).
 - Rolling or chain harrowing on habitat land (15 Mar–15 Jul).
 - Application of farmyard manure or lime on habitat land (where permitted).
 - Spot spraying for injurious weeds or invasive species on habitat land.
- **Landscape Features:**
 - Hedgerow cutting/trimming outside permitted periods (with exemptions).

Universal Actions:

- **UA5: Habitat Maintenance:**
 - Record habitat management activities (e.g., rush cutting, scrub removal).
 - Hay meadow management:
 - Date livestock removed (by 15 May).
 - Hay cutting and removal dates.
 - Aftermath grazing dates.
- **UA6: Temporary Habitat Creation:**
 - Record creation and management of temporary habitat options (e.g., sowing dates, cutting dates).
- **UA8: Hedgerow Management:**
 - Record hedgerow cutting/trimming dates and any tree planting within hedgerows.

When the inspector calls

OS Sheet Reference	SN1234 - 5678	Field name (Optional)	Corner Field	Habitat Classification	Hay Meadow	
Date	Activity	Map ID	Length / Quantity / Rate	Product	Method	Comment
2 nd April 2026	Turn in 25 sheep	HS001	Whole field (4.50ha)	-	-	
25 th April	Remove 25 sheep	HS001	Whole field	-	-	Turned off for hay
8 th May	Spot spraying thistles	HS001	0.02ha	Grazon Pro	Knapsack	
9 th July	Cut hay	HS001	2.50ha		Tractor & Mower	
19 th August	Turn 15 sheep in	HS001	Whole field			
17 th September	Remove 15 sheep	HS001	Whole field			
24 th September	Chain Harrowing	HS001	Whole field		Tractor & Chain Harrow	

*This is an example of an Activity Diary completed per individual field, but you can keep an Activity Diary in any format provided it contains details all the relevant details i.e date activity took place, field parcel number, activity undertaken etc.

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

Annex 9 - Animal Health Improvement Cycle



Veterinary Certification – To be signed once steps Measure and Plan have been completed

I confirm that (please tick relevant boxes):

- I have conducted the steps Measure and Plan of the AHIC with my client.
- I am registered on the AHIC approved vet database and have completed mandatory training to be able to complete AHICs for my clients

AND

- The practice delivering this service is responsible for 24-hour care, clinical services and antibiotic prescribing on this farm

OR

- I am a veterinary consultant who provides regular herd or flock health advice to this farm. I am in contact with the veterinary practice that provides 24-hour care for the livestock and will keep them informed regarding the outcomes of the AHIC process

Veterinarian Signature:*

RCVS Number:*

Date:*

When the inspector calls



Please state approximate numbers of the applicable stock types:

Stock Type	Present on Farm?	Total Number of Animals	Number of Breeding Females
Sheep	<input checked="" type="checkbox"/>	320	200
Beef	<input checked="" type="checkbox"/>	50	
Dairy	<input checked="" type="checkbox"/>	450	250
Other	<input type="checkbox"/>		

Please state stock type if other:

Farm Assured: * Yes No

If Farm Assured, which scheme:

- FAWL
- Red Tractor
- Organic (any scheme)
- Other (please specify):

If not Farm Assured, Vet Attestation completed? Yes No

If Vet Attestation has been completed, Vet Attestation Number (VAN):

Antibiotic usage completed? *

Yes – WLB Calculator

Page 3 of 14



- Yes – Nottingham Calculator
- Yes – Medicine Hub
- Yes – On paper
- Yes - Other (please specify):
- No

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Part 2: Measure, Plan, Act and Review

Step 1-Measure

Obtain key livestock production and health data for one or two Production Health Metrics (PHMs) and analyse this in the context of the farm's goals and needs, including working towards optimum performance. These are the ones that will have the greatest impact on productivity, health and welfare of the animals, and where improvements are realistically achievable. Record these in the table below. As a guide some potential PHMs can be found in Appendix 1 or you and your vet can select your own.

For these **Production Health Metrics** (PHMs) identified for improvement agree realistic targets.

Date Measure step completed: Completed on Farm: Yes No

Stock Type	PHM (including measurement units)	Baseline Value (Tick if estimate)	PHM Selected (Tick if 'ygs')	PHM Number	PHM Target Value	Comments
Dairy	Calving Block	<input checked="" type="checkbox"/> 75% o few 12 wyths	<input checked="" type="checkbox"/>	1	90% within 9 weeks	
Dairy	Body condition score	<input checked="" type="checkbox"/> 3 x 1.5 15 x 2.0 60 x 2.5 107 x 3.0 65 x 3.5	<input checked="" type="checkbox"/>	2		Target 90% of cows to be 2.5 neu 3.0
		<input type="checkbox"/>	<input type="checkbox"/>			



Step 2 - Plan

For each selected PHM, agree up to 4 actions, that if completed, will have a positive impact on the PHM value. Please also agree how these actions will be recorded.

Date Plan step completed: Completed on Farm: Yes No

PHM 1 * PHM Name:Calving Block.....

Actions	Agreed Action	How will this be recorded?	Timeframe
A1.1*	Optimise condition at drying off	Body condition scores recorded at drying off and monthly	Oct – Dec 2025
A1.2	Monitor for heats ahead of matings	Synchro collars	April – June 2026
A1.3	Check all cows 3 weeks post calving for metritis or endometritis	Routine weekly <u>vets</u> visits during calving season	Feb – March 2026
A1.4			



Step 3 – Act Step

The farmer (with vet's guidance as necessary) carries out agreed actions over the agreed timeframe and records actions as agreed in the 'Plan' step.

PHM 1 PHM Name:Block calving.....

Action Number	Action	Action Completed	Date (if completed)	Farmer Comments	Veterinary Comments
A1.1*	Optimise condition score at drying off	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>	31/12/2025		
A1.2	Monitor for heats ahead of matings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partly <input type="checkbox"/>			
A1.3	Check all cows 3 weeks post calving for metritis or endometritis	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partly <input type="checkbox"/>			
A1.4		Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>			



PHM 2 PHM Name:Body condition scoring.....



Actions	Agreed Action	How will this be recorded?	Timeframe
A2.1	Monitor body condition score	Body conditions scores are recorded at drying off and monthly	October – December 2025
A2.2			
A2.3			
A2.4			





Step 3 – Act Step

The farmer (with vet's guidance as necessary) carries out agreed actions over the agreed timeframe and records actions as agreed in the 'Plan' step.

PHM 1 PHM Name:Block calving.....

Action Number	Action	Action Completed	Date (if completed)	Farmer Comments	Veterinary Comments
A1.1*	Optimise condition score at drying off	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>	31/12/2025		
A1.2	Monitor for heats ahead of matings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partly <input type="checkbox"/>			
A1.3	Check all cows 3 weeks post calving for metritis or endometritis	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partly <input type="checkbox"/>			
A1.4		Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>			



PHM 2 PHM Name:Body Condition Score.....

Action Number	Action	Action Completed	Date (if completed)	Farmer Comments	Veterinary Comments
A2.1*	Monitor Body Condition scores	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>	31/12/2025	Baseline measurements for dry period 2025	
A2.2		Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>			
A2.3		Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>			
A2.4		Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>			



Step 4 - Review Step

Vet review of progress and impact. If the agreed target(s) have been made, the cycle starts again. If not, the plan is revised, and the steps repeated until improvements have been achieved.

Date Review step completed: Completed on Farm: Yes No

	Baseline PHM Value	Value at Review Step	% Change	Actual Change	Emission Mitigation KG/Co2e (if known)	PHM Improvements Achieved? (Yes/No)	PHM Repeated for next AHIC? (Yes/No)	Comments
PHM 1 * Block calving (% of cows calving within [defined period])	75% within 12 weeks	85% within 9 weeks 92% within 12 weeks	+ 123%			Not quite	Yes	Good improvement but still some cows taking longer to get in calf than target
PHM 2 <u>Body condition score</u>	3 x 1.5 15 x 2 60 x 2.5 107 x 3 65 x 3.5	1 x 1.5 10 x 2 85 x 2.5 114 x 3 40 x 3.5	67% - 80%			No	Yes	Good improvement but not quite hitting targets yet



Veterinary Summary Comment

a. Overview of progress and impact:

Body condition scoring has helped towards the tightening of the calving pattern along with the other measures put in place with improvements seen but there is room for more improvement next year with continuation of the actions.

b. Veterinary advice for next steps:

Continue with work done



Part 3 – Veterinary Certification - To be signed once all 4 Steps have been completed

I confirm that (please tick relevant boxes):

- I have examined all 4 steps of my client's AHIC and completed the review step with them.
- I am registered on the AHIC approved vet database and have completed mandatory training to be able to complete AHICs for my clients

AND

- The practice delivering this service is responsible for 24-hour care, clinical services and antibiotic prescribing on this farm

OR

- I am a veterinary consultant who provides regular herd or flock health advice to this farm. I am in contact with the veterinary practice that provides 24-hour care for the livestock and will keep them informed regarding the outcomes of the AHIC process

Vet Name:

AA Veterinarian

Veterinarian Signature:

Vet Practice:

A1 Vets

Date:

14/01/2027

RCVS Number:

RCVS 007



Part 4 – Farmer Declaration

I confirm that the **Measure, Plan, Act and Review** steps have been completed and this AHIC Report exists to verify this, for audit purposes.

Farmer Signature :

Date:

OR

The steps were not completed because: *(RPW may require further information)*

Farmer Signature :

Date:



Appendix 1 – Production Health Metrics

General	Dairy	Beef	Sheep
Growth rate (kg/day) in [defined population]	Heat detection (% of [defined population] served by Day 80)	Pregnancy rate (%)	Scanning rate (% of [defined population])
Mortality (% of defined population)	Pregnancy success (Number of overall services/ number confirmed pregnant (services per conception), over a defined period)	Calving period (% of cows calving within [defined period])	Lamb survival (% of live lambs surviving until weaning)
Prevalence of [insert disease/condition] (% of [defined population])	Age at service (replacement heifers) (% of eligible heifers served by 15 months of age)	Still birth rate (%)	Lameness (% of [defined population])
Incidence of [incidence of disease/condition] (% of [defined population])	Mean age at first calving (age (months) of heifers at calving (within a defined time period)	Calf mortality (%)	Culling rate (% of [defined population])
Antibiotic use (mg/PCU)	Calving block (% of cows calving within [defined period])		
	Transition success (% of calved cows that reach 30 DIM)		
	Milk fever (% of [defined population])		
	Abomasal displacement (% of [defined population])		
	Body Condition Score		
	Passive colostral antibody transfer		
	Calf viability (stillborn) (% of [defined population])		
	Calf survival (% of [defined population])		
	First lactation success (% of calved heifers that enter a second lactation)		

Annex 10 - Biosecurity Assessment for Incoming Stock



Biosecurity Assessment for Incoming Stock (BAIS) - SHEEP

Annual veterinary consultation to establish protocol for management of biosecurity risks for incoming stock (i.e. purchased animals and those returning to the main holding. This assessment should take approximately 1 hour).

Part 1 – Farmer and Vet details

Vet Name: *	Vet Practice: *	Farmer Name: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Farm Address: *	Postcode: *	
<input type="text"/>	<input type="text"/>	
CRN Number: *	CPH Number: *	Date of Assessment: *
<input type="text"/>	<input type="text"/>	15 th March 2025
Farm Type: *	Farm Assured? *	
Hill <input checked="" type="checkbox"/> Upland <input type="checkbox"/> Lowland <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



Part 2 – Evaluation (this section is intended as a guide and is optional if this information is held elsewhere e.g. flock health plan or other Biosecurity assessment resource)

Brief description of farming practice including replacement, grazing, and buying in policies:

Animal movements onto your holding

1.	Have you purchased any stock in the last 12 months?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have any of your own stock returned to the main holding in the last 12 months (e.g. from summer grazing/rearing?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	Do you use common land/shared grazing?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input checked="" type="checkbox"/> Never

Replacement of breeding stock

4.	Do you breed your own replacement breeding animals?	<input type="checkbox"/> Yes, all of them <input checked="" type="checkbox"/> Yes, and some are bought in <input type="checkbox"/> No – all are bought in <input type="checkbox"/> N/A – I don't buy in replacement breeding stock (go to Q7)
5.	Do you use AI or a breeding male or both?	<input type="checkbox"/> AI <input checked="" type="checkbox"/> Ram <input type="checkbox"/> Both
6.	Do you borrow/hire rams?	<input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input checked="" type="checkbox"/> Never



Purchased stock

7.	What type of animals do you purchase?	<input checked="" type="checkbox"/> Breeding rams <input type="checkbox"/> Breeding ewes <input checked="" type="checkbox"/> Breeding ewe lambs <input type="checkbox"/> Lambs (pre- <u>weaning</u>) <input type="checkbox"/> Store lambs <input type="checkbox"/> N/A – I don't buy in any animals (go to Q14)
8.	Do you purchase stock from accredited sources?	<input type="checkbox"/> Always <input checked="" type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.	Do you purchase stock direct from farm?	<input type="checkbox"/> Always <input checked="" type="checkbox"/> Sometimes <input type="checkbox"/> Never
10.	Do you purchase stock through a market?	<input type="checkbox"/> Always <input checked="" type="checkbox"/> Sometimes <input type="checkbox"/> Never
11.	Do you ask the seller if they are monitoring for 'iceberg diseases'?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
12.	Do you ask the seller what vaccines they use?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
13.	Do you ask any other health questions?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Returning stock

14.	Do you send your own animals away to someone else's farm for grazing/rearing (e.g. tack or common grazing)?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input checked="" type="checkbox"/> Never
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Isolation and testing

15.	For how long do you isolate incoming stock?	<input type="checkbox"/> 1 week <input type="checkbox"/> 3 weeks <input checked="" type="checkbox"/> Until after the first lambing <input type="checkbox"/> I don't isolate incoming stock
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16.	Where do you isolate incoming stock?	<input type="checkbox"/> In their own group in a field with at least a 3 m gap boundary fence <input checked="" type="checkbox"/> In their own group in a field <input type="checkbox"/> Housed or yarded <input type="checkbox"/> I don't isolate incoming stock
17.	What testing is performed on animals coming on to your farm?	<input type="checkbox"/> Testing related to accreditation <input type="checkbox"/> Other testing _____ <input checked="" type="checkbox"/> None

Biosecurity risk summary for this farm:

The biosecurity risk is moderate. The flock is open and buys in replacements, sometimes direct from farm and sometimes via a market. Therefore, there is a disease risk. The farmer asks health questions of the seller, but may still buy stock despite not having any health information. Common grazing is not used which improves the biosecurity of the farm and the bought in ewes are kept in a separate group until after their first lambing. This significantly reduces the entry of infectious causes of abortion into the flock.



Part 3 - Flock Protection (mandatory)

How is the flock protected against the following incoming diseases? Areas of high risk with minimal or no current risk reduction measures should be entered as agreed Priority Action points.

Disease	Current practice	Action required?
Protection from sheep scab	All incoming sheep dipped with OP on arrival. Rams are risk assessed and quarantined. Occasionally ELISA blood test used to screen for scab antibodies.	<input type="checkbox"/> Priority for Action <input checked="" type="checkbox"/> Review at next assessment
Protection from anthelmintic resistant endoparasites	None	<input checked="" type="checkbox"/> Priority for Action <input type="checkbox"/> Review at next assessment
Protection from incoming <i>Haemonchus contortus</i>	None	<input checked="" type="checkbox"/> Priority for Action <input type="checkbox"/> Review at next assessment
Protection from liver fluke and/or triclobandazole resistant fluke	Treated with triclobandazole (Fasinex)	<input checked="" type="checkbox"/> Priority for Action <input type="checkbox"/> Review at next assessment
Protection from infectious transmissible sheep diseases, e.g. BTV, OPA, MV, Ovine Johnes, Border disease, CLA, 'pink eye',	None	<input checked="" type="checkbox"/> Priority for Action <input type="checkbox"/> Review at next assessment
Protection from infectious causes of lameness i.e. novel foot rot strains, CODD	None	<input checked="" type="checkbox"/> Priority for Action <input type="checkbox"/> Review at next assessment
Protection from infectious causes of abortion (i.e. EAE, Campylobacter)	Ewes vaccinated with enzovax before tupping	<input type="checkbox"/> Priority for Action <input checked="" type="checkbox"/> Review at next assessment



Part 4 – Priority Actions (mandatory)

Using the guidance, or information from other biosecurity reviews that you have done for this farm, define the Priority Actions agreed and how these will be recorded.

Agreed Priorities for Action (include class of stock and seasonal differences where appropriate)	Method of Recording
<p>Protection from liver fluke and/or triclabendazole resistant fluke. Currently incoming stock are treated with triclabendazole. This doesn't protect against TBZ resistant fluke</p> <p>Discuss with vet regarding class of stock and time of year. Advised use closantel treatment on arrival and repeat this treatment in 6 weeks. Ensure stock are kept away from snail habitats during this time.</p>	<p><input checked="" type="checkbox"/> In medicines log <input type="checkbox"/> In flock health plan <input type="checkbox"/> In movement records <input type="checkbox"/> In biosecurity action log <input type="checkbox"/> Other _____</p>
<p>Protection from anthelmintic resistant endoparasites. Currently no incoming stock are wormed.</p> <p>Advised treat all incoming stock with at least one novel anthelmintic wormer and ideally a second wormer from a different class both on arrival.</p>	<p><input checked="" type="checkbox"/> In medicines log <input type="checkbox"/> In flock health plan <input type="checkbox"/> In movement records <input type="checkbox"/> In biosecurity action log <input type="checkbox"/> Other _____</p>
<p>Protection from infectious causes of lameness i.e. novel foot rot strains, CODD. Ensure incoming stock are isolated for at least 3 weeks. Advised to do the following: Identify any lame sheep and diagnose the cause of lameness (speak with vet) and treat the individual lame animal. Footbath in a disinfectant all sound sheep. Repeat in 48 hours. If possible inspect all feet of incoming stock.</p> <p>Consider vaccinating new stock with foot rot vaccine on arrival if this is part of the flock health plan and the time is appropriate.</p>	<p><input checked="" type="checkbox"/> In medicines log <input type="checkbox"/> In flock health plan <input type="checkbox"/> In movement records <input checked="" type="checkbox"/> In biosecurity action log <input type="checkbox"/> Other _____</p>



Part 5 - Verification:

Veterinary Surgeon - I have completed the Biosecurity Assessment for Incoming Stock (BAIS) plan for incoming animals with the keeper above, and provided advice on Priority Actions to be carried out for each incoming animal/group of animals.

Veterinarian Signature:

Date:

Farmer - I have discussed and agreed the biosecurity actions and priorities for my farm with my vet. I will complete the Biosecurity Action Log as required.

Farmer:

Date: