



- 1.5 The 10% minimum level of livestock inspections must be carried out when a claim is in retention. While we will try to minimise disruption, we have little scope to change the timing of many inspections. This can be a particular problem for sheep inspections where the retention period runs from 5 February to 15 May.
- 1.6 For Agri-environment schemes we need initially to appraise applications. Further inspections will be made to confirm that areas are being managed according to the agreed prescriptions or that capital works have been completed satisfactorily, and that the general environmental conditions have been complied with. For ABDS, we require to ensure that the works claimed are as specified in the approved application.  
For Agri-environment and forestry schemes applications approved under the Scottish Rural Development Plan (SRDP), ABDS and LFASS, the inspection will include a check on compliance with Good Farming Practice.
- 1.7 We are required by the EU to carry out inspections without any advance notice or, where this is not possible to give minimum notice usually not exceeding 48 hours. We appreciate that this can cause problems but we have very little discretion in this respect.

## **2. WHEN WE ARRIVE AT YOUR FARM**

- 2.1 Explanation/Introduction - We will provide a clear explanation of why we are there, the format of the inspection, which scheme(s)/ regulations are involved, and what will be required.
- 2.2 Timing - We will give an indication of how long the inspection will take, although this will to some degree be dependent on our findings.
- 2.3 When the inspection has been completed you will be given a summary of the main inspection findings and any potential implications for your subsidy or grant payments. You will also be given the opportunity to provide written comments on the inspection report form.
- 2.4 If a problem is identified, it may not always be possible on the day of the inspection to work out the precise implications of all findings and, in such cases, you will always receive a detailed explanation in writing as soon as it is possible to do so.
- 2.5 If in any of the inspected fields, changes are required to existing field boundaries, SEERAD will arrange for a revised map of your fields to be sent to you. You will not be asked to complete a Field Maintenance Request form.

- 2.6 If you are not satisfied with our decision or explanation please ask for clarification. If necessary, ask to be referred to a senior member of staff at the Area Office. If you are still not satisfied with this explanation and wish the decision to be reviewed you can appeal under the EU Agricultural Subsidy Schemes Appeals procedure, within 60 calendar days from the date of our decision letter. An information leaflet and application form is available from Area Offices and from the Appeals Secretariat (telephone number 0131 244 6578). Please note that the appeals procedure does not handle complaints about standard of service and does not cover ABDS.

### 3. **LIVESTOCK RECORD KEEPING**

- 3.1 The checking of records and all supporting documentation is now central to our inspection procedures, and you should be prepared for this. We realise this is possibly the aspect of inspection which can cause producers the most concern, and we hope that the following general points will act as a guide to what is required:
- Livestock records should be up to date, continuous, in date order, and record all movements on and off the holding and all births and deaths.
  - Information should be held in the standardised Herd Registers for Male and Female Bovine Animals and the Flock Record recently issued by this Department or in a similar format.
  - Supporting documentation such as sales invoices, purchase notes, slaughter certificates and sheep movement documents etc should also be available for checking. This is a standard part of our record checks.
  - For cattle, all Passports, Cattle Control Documents (CCDs) and Certificates of Registration (CORs) for older animals, will also be required for checking.
  - As well as recording movements, sales, purchases, deaths etc, the Flock Record should contain a note of counts during the year, eg at shearing or tugging, and these should be reconciled with the running totals in the Flock Record.
- 3.2 Checking cattle records, particularly for large herds, can be a lengthy process stretching over a period of days. We would prefer to carry out this work on farm but frequently it makes more sense that we take your records back to our office for checking. If you think that this would cause you less disturbance feel free to ask that we do so.

#### 4. **HOW YOU CAN HELP**

- 4.1 Take care to ensure claims are completed accurately and that you keep a copy of them for reference.
- 4.2 Ensure all records and documents in support of the claim are up to date and close to hand.
- 4.3 Be prepared to present your animals for inspection and ensure your stock handling facilities are suitable and well maintained to minimise risk to yourself, your stock and our staff.
- 4.4 You will be invited to accompany the inspector on all field inspections and we encourage you to do so, as you can then discuss any issues as they arise. Your assistance will be required for all livestock inspections and you should make available sufficient manpower and time for this purpose wherever possible.
- 4.5 CTS on line can be used to check all cattle information held by the BCMS for your holding ([www.bcms.gov.uk](http://www.bcms.gov.uk)). Help is also available to correct any errors, by calling the BCMS helpline on: 0845 050 1234 you can also e-mail BCMS at [enquiries-bcms@defra.gsi.gov.uk](mailto:enquiries-bcms@defra.gsi.gov.uk)