

**Rural Payments & Inspections Division
Sheep & Goat Identification Inspection (SGII) Report Form - (SG1)**

For Office Use

Capture Completed By: _____

Date: _____

Main Location Code (CPH):

BRN:

Business Name:

Responsible Person:

Map Ref of Main Unit:

LIS Inspection Reference:

Date Details Extracted:

Date Report Printed:

Selection Type:

Cross Border Business:

England

N.Ireland

Wales

Business Details

Telephone Number(s)

Inspection History

Inspection Reference:

Inspector:

Date Inspection Started:

Date Inspection Completed:

Previous Enforcement:

Previous SMR 8 Breach:

Previous BWL:

Inspection Findings Report Issue Date: _____

Amended Inspection Findings Report Issue Date: _____

Section B: Annual Inventory - return date

CPH	Ewe lambs not put to ram and ram lambs	Ewe lambs put to ram	Females used for breeding	All other sheep	Goats	Total Sheep & Goats

Section C: On Farm Inspection Details

	Date	Comments
Inspection Notified <i>Please add a comment if this date is prior to the inspection pack extract date, or if this date is more than 5 days after the inspection pack extract date</i>		

Notice Of Inspection
 1= Unannounced (0-3 hours); 2= 3-24 hours; 3= 24-48 hours; 4= >48 hours.

If 2, 3 or 4, you must provide a valid reason. For 4, state the amount of notice given.

	Date	Comments
Inspection Started On Farm		
Inspection Completed On Farm <i>Comments required if greater than 7 days between inspection start date and completed on farm date</i>		
Lost tags: Re-inspection / proforma returned date		

Persons Present

Status	Present at Inspection	Status	Present at Inspection
Main RPID Inspector			
Owner/Keeper			

Section D: Requirement for full sheep and goat inspection

I confirm that the business is the keeper of the sheep/goats or has kept sheep/goats in the last 3 years and the 'what to expect at inspection' letter has been issued.

(SG2 inspection required)

I confirm that the business has not kept sheep/goats in the last 3 years and that the sheep/goats currently on the holding(s) belong to the businesses listed in the table below.

(SG2 inspection not required)

I confirm that the business has not kept sheep/goats in the last 3 years and that the movements on the 2 location report have been made by the businesses listed in the table below.

(SG2 inspection not required)

I confirm that the business has not kept sheep/goats in the last 3 years and that there are no sheep/goats currently on the holding(s) or movements on the 2 location report.

(SG2 inspection not required)

CPH	Business Name	CPH	Business Name	Comments

Inspector signature:

Date:

Business representative signature:

Date:

Rural Payments & Inspections Division

Sheep & Goat Identification Inspection (SGII) Report Form - (SG2)

Location CPH

Address

Location flock mark

Other CPHs included as part of this SG2 inspection report (where records or animals were inspected)

CPH	Concession holding? (5 mile or crofting concession) Y/N	CPH	Concession holding? (5 mile or crofting concession) Y/N	CPH	Concession holding? (5 mile or crofting concession) Y/N

Section E: Number of animals expected

E1 - Has the number of animals expected & found been accepted as verification that the keeper has maintained accurate records?

If no, comment below.

Yes No (if no, SMR 8 breach must be recorded in Annex D).

Comments must be entered to explain **any** difference between figure projected and actually counted. Comment on nature, breed and management of flock and specify whether black loss would be expected on farm.

E2 - Was the death rate within reasonable limits for the locality?

If no, comment below.

Yes No

Comments

E3 - Was the birth rate within reasonable limits for the locality?

If no, comment below. (Comments must be entered to explain how the birth rate was established).

Yes No

Comments

Section H: General questions

Use of a Business Warning Letter can be considered if a record has been kept at a business basis rather than per individual holding, first offences only. Enforcement action must be taken where a 'No' answer, to any question, is recorded. If SMR 8 breaches are found, these must be recorded in Annex D.

	Yes	No	N/A	Comments
H1 - Were records provided for inspection?		<input type="checkbox"/>		
H2 - Have the holding and keeper details been recorded?		<input type="checkbox"/>		
H3 - Has a record of identification been maintained?		<input type="checkbox"/>		
H4 - Has a record of replacement identification been maintained?		<input type="checkbox"/>		
H5 - Has a record of deaths been maintained?		<input type="checkbox"/>		
H6 - Have complete movement details been recorded for movements ON/OFF the holding?		<input type="checkbox"/>		
H7 - Have distinct movement records been kept for each holding used?		<input type="checkbox"/>		
H8 - Was an annual inventory figure recorded in the holding register or returned to RESAS?		<input type="checkbox"/>		
H9 - Was an annual inventory recorded or returned to RESAS for each holding in use?		<input type="checkbox"/>		
H10 - Did the annual inventory in the holding register match the return made to RESAS?				
H11 - Were official approved eartags stored in a safe place?				

Section H: General questions

	Yes	No	N/A	Comments
<p>H12 - Were all lost eartags replaced at the inspection? If no, issue a 28 day tagging letter and proforma.</p>				
<p>H13 - Was animal husbandry/welfare satisfactory? If no, complete a cross compliance referral form and report to APHA.</p>				
<p>H14 - Were live discrepancies on each holding below 20% at conclusion of inspection? If no, a movement restriction is required.</p>				
<p>H15 - Are there signs of any cross compliance breaches, other than those which relate to SMR 8? If yes, refer to the cross compliance mailbox.</p>				
<p>H16 - Are any of the SMR 8 breaches discovered at the inspection considered to be intentional? If yes, gather as much information as possible regarding the intentional breach(es). Discuss your findings with the sheep inspection coordinator and send a report outlining your findings to AIT.</p>				

Section I: Replacement tag policy

I1 - Was a SMR 8 breach recorded for lost tags or failure to maintain a record of replacement identification?
If yes, please complete the questions below.

Yes No

I2 - How often does the keeper check their animals for missing official identifiers and what is their replacement tagging procedure?

Comments (include what the keeper is doing when checking and when - e.g. when gathered for clipping in July)

I3 - What is the keepers explanation for any missing official identifiers discovered at inspection? (e.g. fences/whins/bad batch of tags)

Comments (bad batch - encourage keeper to feedback issues to tag manufacturer. Request evidence if this was already raised with the tag manufacturer).

Section J: Record of enforcement action

J1 - Was the keeper compliant with the 5 key requirements? Yes No
 If No, answer J2.

J2 - As a result of this inspection, the following enforcement action under the Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009 was deemed necessary (tick all that apply). Details are recorded in Section K.

Guidance Written warning Referral for prosecution

J3 - The following additional letters were also issued at inspection:

Letters issued during on farm inspection	Tick as Applicable	Date issued
28 Day Replacement Tag Letter & Proforma		
Deferred Inspection - Valid Reason Given		
Deferred Inspection - No Valid Reason Given		
Further Deferred Inspection - Obstruction		
Obstructed Inspection - Unacceptable Behaviour		
Movement Restriction Notice		

Section K: Summary of Enforcement action

Summarise below the inspection findings that relate to enforcement only, include any guidance issued and detail any follow up action agreed. This table will populate onto the inspection results letter for issue, boxes left blank will indicate compliance with that requirement.

Records (includes Annual Inventory)

Tagging

Keeper Registration

Completion of Movement Documents

Notifying Moves to SAMU

Section L: Inspection comments

SGRPID inspector comments:

Signature:

Print Name:

Date:

Grade:

Keeper/Business representative's comments:

I confirm that I have presented all farm records, supporting documentation and animals for the holding(s) under inspection and I have read the inspection findings (Sections J, K and Annex D).

Signature:

Date:

Print Name:

Status:

Annex A: 2 Location movement reports

Totals from 1st December

	Original	After verification of 2 location report
Sheep/Goats moved ON		
Sheep/Goats moved OFF		

Annex C: Active Farmer / Minimum Agricultural Activity Questions

Is the business a claimant?

Yes No

If yes, you must answer the AF/MAA questions.

Q1 Is the business carrying out any activities on the negative list?

Yes No N/A

Q2 Does the supporting documentation checked confirm the applicant is an active farmer?

Yes No N/A

Annex C: Active Farmer / Minimum Agricultural Activity Questions

Q3a Is the applicant meeting the agricultural activity rules on Region 1 land declared?

Yes No N/A

Detail the farming enterprises being undertaken.

Q3b Is the applicant meeting the minimum agricultural activity rules on Region 1 land claimed with a PA code?

Yes No N/A

Detail the farming enterprises being undertaken.

Q4a On predominantly R2/R3 declared land (ie over 50%), is the applicant meeting the agricultural activity rules?

Yes No N/A

Detail the activity being carried out on the R2 / R3 land and the evidence gathered from the livestock records.

Annex C: Active Farmer / Minimum Agricultural Activity Questions

Q4b On R2/R3 claimed land, is the applicant meeting the 0.05LU/ha minimum agricultural activity requirement?

Yes No N/A

Detail at the CPH level.

Q5 On R2/R3 claimed land, is the applicant meeting the 183 day minimum agricultural activity requirement?

Yes No N/A

Detail at the CPH level.

Annex C: Active Farmer / Minimum Agricultural Activity Questions

Supporting Documentation

(P = Purchase, S = Sale, D = Death, K = Knackery, M = Market, PR = Private, SH = Slaughter house)

Invoice Date	Invoice Number	Transaction P/S/D	Movement K/M/PR/SH	Do business details on invoice match the business details on the inspection report? (Y/N)	Do animal details on the invoice match the keepers record? (Y/N)	Comment

Reason for less than 5 invoices checked

Annex D: Cross compliance breach findings

Condition Breached:

Intent Negligent or Intentional	Extent On Farm or Off Farm	Severity Very Low, Low, Medium, High	Permanence Permanent or Rectifiable	Reoccurrence 1st, 2nd, 3rd offence etc

Comments:

Condition Breached:

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Annex D: Cross compliance breach findings

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Comments:

Condition Breached:

Intent Negligent or Intentional	Extent On Farm or Off Farm	Severity Very Low, Low, Medium, High	Permanence Permanent or Rectifiable	Reoccurrence 1st, 2nd, 3rd offence etc

Comments:

Your ref: MLC:
Our ref: BRN:

Dear Keeper

The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009

During the physical inspection of your animals on _____ sheep were presented with lost official identifiers, as detailed on the enclosed **Official Identification Compliance proforma**.

Under the above regulations you have an obligation in law to replace lost tags as soon as possible, or at the latest, before the animal is moved from the holding; and no later than 28 days of discovering the loss.

I discussed your replacement requirements with you at the inspection and enclose a **Replacement Tagging summary table** (annex 1) and a **Replacement tagging flowchart** (annex 2) which you may find useful.

You must now take remedial action to ensure your animals are correctly identified.

What you need to do

You must –

- Re identify these animals within 28 days of the date of the physical inspection.
- Record the date of replacement, the replacement identification number and the previous number (if known) within 48 hours of re identification taking place.
- Sign and date the enclosed '**Official Identification Compliance proforma**' and return it to me either by e-mail, fax or post as soon as possible. My contact details are shown at the top of this letter.

I will monitor the Ear Tag Allocation System (ETAS) to check that you order official identifiers within the above timescales.

You should be aware if you do not fit the official identifiers within 28 days of discovery, SGRPID may consider this to be a breach of Statutory Management Requirement 8 (SMR 8) under Cross Compliance. An SMR 8 breach will reduce any Common Agricultural Policy (CAP) support scheme payments due to you in the calendar year of inspection. SGRPID may also take legal enforcement action if appropriate.

Name

Date

The keeper of the animals/keepers representative

Name

Signature

Date

Yours sincerely,

Principal Agricultural Officer

Your ref: MLC:
Our ref: BRN:

Dear Keeper

The Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009

During the physical inspection of your animals on _____ sheep were presented with lost official identifiers, as detailed on the enclosed **Official Identification Compliance proforma**.

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I will monitor the Ear Tag Allocation System (ETAS) to check that you order official identifiers within the above timescales.

You should be aware if you do not fit the official identifiers within 28 days of discovery, SGRPID may consider this to be a breach of Statutory Management Requirement 8 (SMR 8) under Cross Compliance. An SMR 8 breach will reduce any Common Agricultural Policy (CAP) support scheme payments due to you in the calendar year of inspection. SGRPID may also take legal enforcement action if appropriate.

Name

Date

The keeper of the animals/keepers representative

Name

Signature

Date

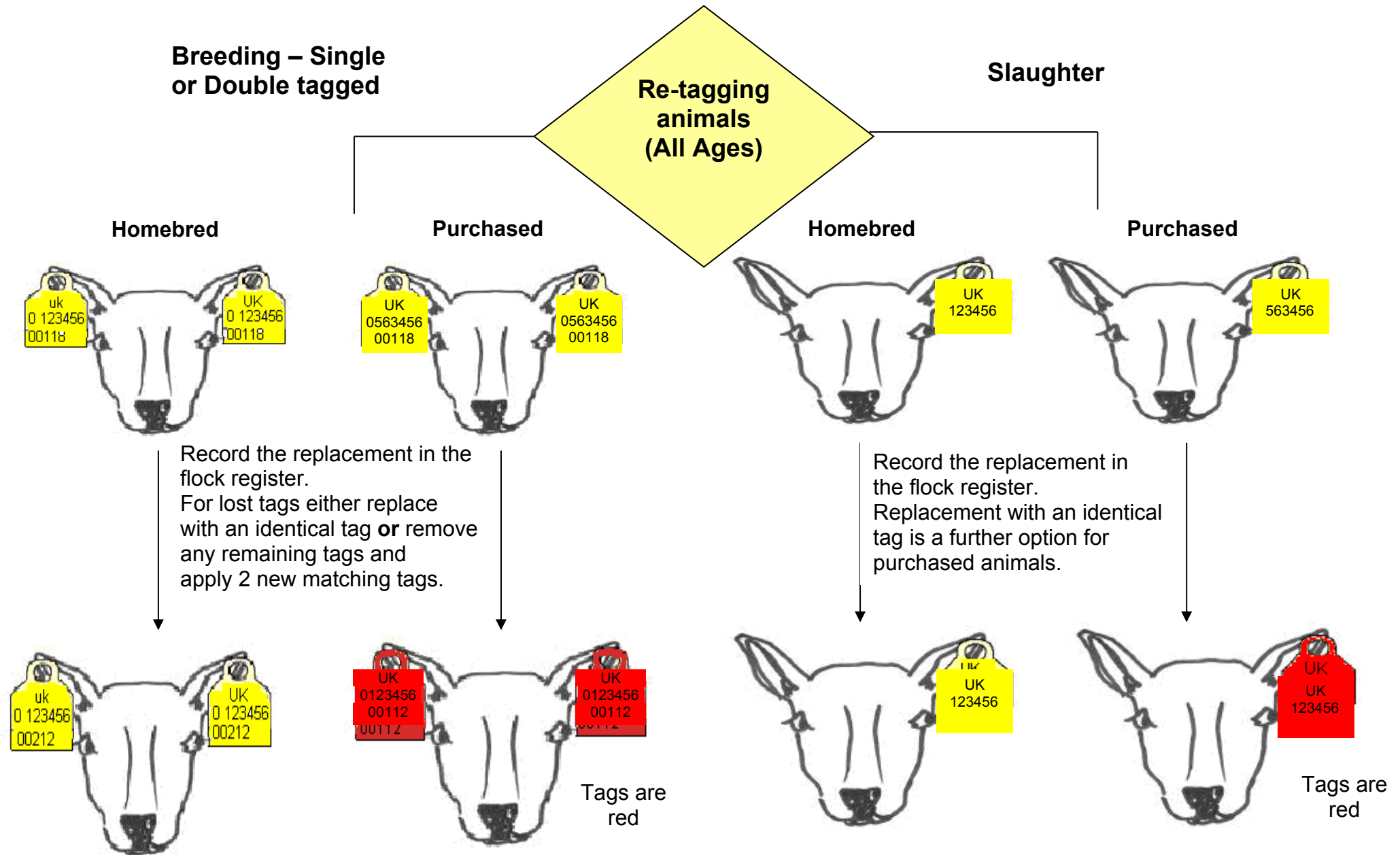
Yours sincerely,

Principal Agricultural Officer

Annex 1: Replacement Tagging Summary Table

		Animal on holding of birth	Animal not on holding of birth
<p>Breeding sheep Born after 31/12/2009.</p> <p>Original identification: Two matching tags, with five digit individual numbers. One of the tags electronic.</p>	<p>If one tag is lost or illegible and another tag remains</p>	<p>Remove the remaining tag and apply two new matching tags. One of these tags must be electronic.</p> <p>OR</p> <p>Replace the lost tag with a tag showing the animal's original identity.</p> <p>Record the replacement in the holding register.</p>	<p>Remove the remaining tag and apply two new matching tags which must be red in colour. One of these tags must be electronic.</p> <p>OR</p> <p>Replace the lost tag with a tag showing the animal's original identity.</p> <p>Record the replacement in the holding register.</p>
	<p>If both tags are lost or illegible</p>	<p>Apply two new matching tags. One of these tags must be electronic.</p> <p>OR</p> <p>Apply two matching tags showing the animal's original identity, if known. One of these tags must be electronic.</p> <p>Record the replacement in the holding register.</p>	<p>Apply two matching red replacement tags. One of these tags must be electronic.</p> <p>OR</p> <p>Apply two matching tags showing the animal's original identity, if known. One of these tags must be electronic.</p> <p>Record the replacement in the holding register.</p>
<p>Animals less than 12 months of age, intended for slaughter before 12 months of age.</p> <p>Original identification: Single electronic tag showing only the flock mark.</p>	<p>Tag is lost.</p>	<p>Apply a new slaughter tag. This tag must be electronic.</p> <p>Record the replacement in the holding register.</p>	<p>Apply a red replacement slaughter tag. This tag must be electronic.</p> <p>OR</p> <p>If the original flock mark is known, replace with a tag showing the original flock. The tag must be electronic.</p> <p>Record the replacement in the holding register.</p>
<p>Animals born before 1/1/2010 or goats.</p> <p>Original identification: Two tags with six digit individual numbers if born since 1/1/2008.</p> <p>OR</p> <p>Single tag either UK baseline or S baseline with six digit individual number. May also have S movement tags showing only flock mark.</p>	<p>If one tag is lost or illegible and another tag remains</p>	<p>Remove the remaining tag and apply two new matching tags. One of these tags may be electronic, or matching pairs of conventional tags can be used.</p> <p>OR</p> <p>Replace the lost tag with a tag showing the animal's original identity.</p> <p>Record the replacement in the holding register.</p>	<p>Remove the remaining tag and apply two new matching tags which must be red in colour. One of these tags may be electronic, or matching red conventional tags can be used.</p> <p>OR</p> <p>Apply two matching tags showing the animal's original identity, if known. One of these tags may be electronic, or matching red conventional tags can be used.</p> <p>Record the replacement in the holding register.</p>
	<p>If all tags with individual numbers are lost or illegible</p>	<p>Apply two new matching tags. One of these tags may be electronic, or matching conventional tags can be used.</p> <p>OR</p> <p>Apply two matching tags showing the animal's original identity, where this is known. One of these tags may be electronic, or matching conventional tags can be used.</p> <p>Record the replacement in the holding register.</p>	<p>Apply two new matching tags. The tags must be red in colour. One of these tags may be electronic, or matching conventional tags can be used.</p> <p>OR</p> <p>Apply two matching tags showing the animal's original identity, if known. One of these tags may be electronic, or matching red conventional tags can be used.</p> <p>Record the replacement in the holding register.</p>

Annex 2: Replacement tagging



**Official Identification
Compliance proforma – return form**
(Keepers copy)

To inform SGRPID of the compliance of
The Sheep and Goats (Records,
Identification and Movement) (Scotland)
Order 2009.

To be completed by inspector

Name			
Address			
MLC			

During the inspection of your animals on _____ a number were found to have lost their official identifiers, detailed in the table below. Under the above regulations you have an obligation in law to replace identifiers as soon as possible, or at the latest, before the animal is moved from the holding; and no later than 28 days of discovering the loss.

Number of lost/illegible identification mark discrepancies (per holding):-

CPH	Number of animals	CPH	Number of animals	CPH	Number of animals

Inspectors Signature

Date

Keeper statement of compliance (To be completed by the keeper)

'I have carried out the remedial action to ensure these animals are correctly identified and recorded the use of replacement identification in my holding register'.

Keepers Signature

Date

Status

The signed proforma must be returned to _____, by _____. The contact information is provided at the top of this proforma.

**Official Identification
Compliance proforma – return form**
(Inspectors copy)

To inform SGRPID of the compliance of
The Sheep and Goats (Records,
Identification and Movement) (Scotland)
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To be completed by inspector

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Address						
MLC						

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'I have carried out the remedial action to ensure these animals are correctly identified and recorded the use of replacement identification in my holding register'.

Keepers Signature

Date

Status

The signed proforma must be returned to _____, by _____. The contact information is provided at the top of this proforma.

What to expect at a sheep and goat inspection

Dear Keeper

Your sheep and goat inspection

This document explains why we need to visit you, what we will do at a sheep and goat inspection and how you can help to make the inspection run smoothly.

Why we need to visit you

The Sheep and Goat (Records, Identification & Traceability) (Scotland) Order 2009 provides an identification & traceability system for sheep and goats in Scotland. The purpose of the regulation is to help control animal diseases and protect public health.

We inspect 3% of sheep and goat holdings each year to ensure that the regulatory requirements are met and that the information held on the movement database for sheep and goats (ScotEID) is accurate. Inspections are generally unannounced, but as we usually start our inspection checking the holding register and movement documents, you will have time to gather your sheep and goats for inspection.

As part of this inspection, an Active Farmer/Minimum Agricultural Activity check will be undertaken if you are in receipt of any Common Agricultural Policy (CAP) scheme payments.

What we will do

We will arrive with an inspection pack which includes the details held by ScotEID of movements of sheep and goats off and on to your holding(s).

We will use this pack and check:

- your holding register (“farm records”)
- all movement documents in your possession
- at a physical inspection, headcount all your sheep and goats and a sample of eartags on the holding(s) they are located on

When an inspector makes these checks, they will be looking for evidence that you:

- identify your sheep and goats correctly and keep unused eartags safely
- keep your holding register up-to-date
- maintain a record of identification
- maintain a record of replacement identification

- inform ScotEID of all movements (on & off) your holding(s) within the required deadlines
- replace missing eartags within 28 days of discovery

When we have completed the inspection we will give you the opportunity to provide written comments on the inspection pack. Once we have entered the results of your inspection on to our computer system we will send you a results letter to summarise your inspection. This letter will explain any problems found and their consequences.

How you can help

- make the inspecting officer aware of any health and safety risks on your farm and direct the officer around your farm
- make sure the facilities for handling livestock are suitable, well maintained and safe
- gather and present livestock in a safe and secure manner to allow the inspector to confirm the official identification of animals as required by the inspector
- make sure that your records and documents are always up to date, logically laid out, neat and close at hand
- use the ScotEID database to regularly check your movement information is up to date
- replace lost or illegible eartags within 28 days of discovery

There will be situations where on the grounds of animal welfare and/or human health and safety concerns sheep cannot be presented for physical inspection at the time of the RPID inspection. If you are of the opinion that on the grounds of animal welfare and/or human health and safety concerns that some / all sheep cannot be presented for physical inspection explain your concerns to the inspector and propose an alternative date for consideration by RPID.

The Sheep and Goat Identification and Traceability – Guidance for Keepers in Scotland is a comprehensive guide to the requirements for keeping sheep and goats in Scotland and is available online at:

<http://www.gov.scot/Topics/farmingrural/Agriculture/animal-welfare/IDtraceability/SheepandGoats>