

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 A: Pre Inspection Checklist

| CPH | Holding Type | Holding Registered for sheep/goats? | Inspected Keeper registered on holding? | Flock/mark of CPH | Location concession? | Annual Inventory | | Inspected keeper using this holding for sheep/goats? | Comments on use of holding |
|-----|--------------|-------------------------------------|---|-------------------|----------------------|------------------|-------|--|----------------------------|
| | | | | | | Sheep | Goats | | |
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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 |
|-----|--|----------------------|---------------------------|-----------------|-------|---------------------|
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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 <i>1= Unannounced (0-3 hours); 2= 3-24 hours; 3= 24-48 hours; 4= >48 hours.</i> | | <i>If 2, 3 or 4, you must provide a valid reason. For 4, state the amount of notice given.</i> |
|---|--|--|

| | 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 | | | |
| | | | |
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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 |
|-----|---------------|-----|---------------|----------|
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Inspector signature:

Date:

Business representative signature:

Date:

Rural Payments & Inspections Division

Sheep & Goat Identification Inspection (SGI) 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 |
|-----|---|-----|---|-----|---|
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Section E: Number of Animals Expected

| | A | B | C | D | E | F | G |
|--------|--|---|--|--|--------|------------|-------------------|
| CPH | Annual Inventory (from SG1 or comment to explain why the holding register figure was used). | Number Moved ON (from verified 2 location report). | Births or Number of ewes to tup _____ x Estimated Lambing % _____ = | Number Moved OFF (from verified 2 location report). | Deaths | Projection | Number Counted |
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| Total: | | | | | | | |

(H) Difference in number (between totals of column F & G)

(I) % difference (H/F*100):

%

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 F : Physical Inspection

Sample 1 (An entry in column D, E, F, G or H will require an SMR 8 breach to be recorded (in Annex D). If animals with lost tags are found in the sample, section I must be completed).

[illegible]

Section F : Physical Inspection

Sample 2 (This table should only be completed if the initial sample was extended).

[illegible]

Section G : Physical Inspection

Individual identities of homebred animals not found in the records (unexpected animals).

[illegible]

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 |
|--|-----|----|-----|----------|
| H12 - Were all lost eartags replaced at the inspection? If no, issue a 28 day tagging letter and proforma. | | | | |
| H13 - Was animal husbandry/welfare satisfactory? If no, complete a cross compliance referral form and report to APHA. | | | | |
| H14 - Were live discrepancies on each holding below 20% at conclusion of inspection? If no, a movement restriction is required. | | | | |
| 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. | | | | |
| 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. | | | | |

Section I : Replacement Tag Policy

I1 - Was a SMR 8 breach recorded for lost tags or failure to maintain a record of replacement identification?

Yes ☐ No ☐

If yes, please complete the questions below.

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 | | |
| Acceptable refusal letter | | |
| Acceptable refusal follow up letter | | |
| Obstruction letter | | |
| 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

2 Location report -

Date extracted from ScotEID:

All movements on and off the holding do not relate to the inspected business: ☐

WB:Within Business

MD:Movement Document

MDC:Movement Document Complete

HR:Holding Register

AC:Amend Code

| ScotEID database information | | | | | | | | To be completed by Inspector | | | | | | |
|------------------------------|-----|-----|-----------|-----|---------|-------|---|------------------------------|----|----|-----|----|----|--|
| Type | Qty | S/G | Mov. Date | CPH | Address | Reads | % | Made by inspected business? | WB | MD | MDC | HR | AC | Comments (including Lot Nos. where applicable and details of any holding register discrepancies) |
| | | | | | | | | | | | | | | |
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Totals from 1st December

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

Annex A : 2 Location Movement Reports

2 Location report -

Date extracted from ScotEID:

All movements on and off the holding do not relate to the inspected business: ☐

WB: Within Business

MD: Movement Document

MDC: Movement Document Complete

HR: Holding Register

AC: Amend Code

| ScotEID database information | | | | | | | | To be completed by Inspector | | | | | | |
|------------------------------|-----|-----|-----------|-----|---------|-------|---|------------------------------|----|----|-----|----|----|--|
| Type | Qty | S/G | Mov. Date | CPH | Address | Reads | % | Made by inspected business? | WB | MD | MDC | HR | AC | Comments (including Lot Nos. where applicable and details of any holding register discrepancies) |
| | | | | | | | | | | | | | | |
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Totals from 1st December

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

Annex B : ETAS Reports

..... Date extracted from ScotEID:

| Date | CPH | Quantity | Order Type | Tag spec | Single/ Double | Species | Id Numbers |
|------|-----|----------|------------|----------|-------------------|---------|------------|
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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 |
|--------------|----------------|-------------------|--------------------|---|--|---------|
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Reason for less than 5 invoices checked

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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: | | | | |
| 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: | | | | |

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: | | | | |
| 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: | | | | |

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: | | | | |
| 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: | | | | |

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: | | | | |
| 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: | | | | |