

**NAAC Assured Land-Based Contractor (VERIFIED SEED) Specific Standard
October 2007**

Std No.	Mobile Seed Processing Specific Standard
S 1.0 Personnel	
S 1.1	Staff processing seed must have appropriate documented skills and training to match the scale, risks and complexity of the seed processing operation. The company is required to keep records of all training.
S 1.2	For operations where more than one person is involved, there must be an organisational chart detailing all persons working in seed processing and the tasks that they are authorised to perform.
S 1.3	Everyone involved in seed processing must be able to demonstrate competence in seed processing upon inspection.
S 2.0 Machine Manager	
S 2.1	From 1 st April 2006, each machine to be in the control of a machine manager who must have PA 1 and PA 11 certificates of competence, unless trained prior to 1 st April 2006, when staff can hold PA11 only.
S 2.2	Machine manager's duties shall be incorporated in his Job Description.
S 2.3	Machine managers shall take at least one refresher training course a year as part of their Continued Professional Development (CPD).
S 3.0 Health and Safety	
S 3.1	<p>If a mechanical lifting device (i.e. loader or forklift) is required during the seed cleaning / treating service then the machine manager or a member of the team may use the loader/forklift if they have the following:</p> <ul style="list-style-type: none"> • An up-to-date National Proficiency Test Council (NPTC) fork-lift Certificate; and • An induction to the machine in question by the owner of the machine or the authorised deputy; and • The farmers / customers permission.

S 3.2	An incident and accident report sheet must be kept.
S 4.0 First Aid and Fire Extinguishers	
S 4.1	One member of the crew must have an up-to-date certificate of competence in First Aid at work. They must gain the certificate from a training organisation approved by the Health and Safety Executive (HSE). The certificate lasts for three years after which a refresher course is required.
S 4.2	On each processing machine there must be a First Aid kit, including eye irrigation equipment (within its expiry date). A record of its location must be retained in the office and all staff must be made aware.
S 4.3	At least one fire extinguisher must be kept on each machine. A record of its location must be retained in the office and all staff must be made aware.
S 5.0 Hazard Analysis and Quality Control	
S 5.1	A designated person must be assigned to take responsibility for quality control. This person must be at a managerial level and must be trained and competent, and their duties must be incorporated in his/her job description.
S 5.2	A designated person must be responsible to produce, approve, implement and review a written Quality Control plan. This must contain: <ul style="list-style-type: none"> • details of the whereabouts of various documentation or record keeping systems; • identification of any hazards that must be prevented, eliminated or reduced to acceptable levels; • information on any critical points in the manufacturing process that could give rise to hazard and undue risks, together with controls; • details of cleaning operation protocols, to include machinery and equipment; • procedures for ensuring pesticides are approved, also procedures for stock rotation and disposal of out-of-date products; • a summary of the operational procedures in place to ensure the desired quality of seed cleaning and or dressing; • details of the sampling frequency, and procedures; • a written procedure for clean down for processing machinery to prevent cross-contamination between batches / farm.
S 5.3	Record any departure from procedures agreed in the Quality Control plan.

S 6.0 Seed Testing	
S 6.1	An effective seed-testing service must be offered. This can either be through a recognised testing centre or in-house by a trained tester.
S 7.0 Grain Quality	
S 7.1	<p>The machine manager must complete the following before any seed treatment process is carried out:</p> <ul style="list-style-type: none"> • Visually check the seed lots to be treated • Advise the farmer if the moisture content is above the guidelines recommended on the seed treatment label. Record the moisture content in the work sheet.
S 7.2	<p>The machine manager must record the following on the work sheet before any seed processing takes place:</p> <ul style="list-style-type: none"> • Admixture • Injurious weed seeds such as wild oats, cleavers, etc • Sprouted seed • Anything else he considers relevant e.g. ergot • Any previous pesticide treatment reported by the farmer/grower, such as pre-harvest Round-up or similar; • Sampling (refer 8.1) <p>Complete and sign the work sheet and ensure that the farmer or his representative countersigns.</p>
S 8.0 Sampling	
S 8.1	Two 1kg samples must be taken, one before the seed treatment process and then one after the process. The farmer must be given 500g of each sample and the remaining 500g must be retained by the company for six months.
S 9.0 Machinery and Equipment	
S 9.1	Each machine must be permanently identified (eg registration number or serial number) and a register of machines must be kept.
S 9.2	Machinery must be maintained in a clean condition and in a good state of repair. Records of cleaning must be kept.

S 10.0 Electrical Installations	
S 10.1	<p>All machines must have an Electrical Installation Certificate and a Periodic Inspection Report as prescribed in the national standard for the safety of electrical installations BS7671.</p> <p>The Electrical Installation Certificate must be signed by the person or persons responsible for the design, construction and inspection and testing of the electrical installation work. Such person or persons must be fully conversant with all relevant requirements of BS7671 and must have exercised an appropriate level of control over the work for which they are responsible.</p> <p>The Periodic Inspection Report must include any deficiencies from BS7671 and quantify the urgency of any recommended action. Persons signing Periodic Inspection Reports and involved in the associated inspection and testing must be fully conversant with BS7671. The report will state the recommended interval before the next inspection.</p>
S10.2	If mains electricity is being used from farm sources, the machine manager must agree with the site manager their respective areas of responsibility for electrical safety.
S 10.3	Before operation every day, the machine manager must check that cables and terminals are not in any way worn or damaged; If any fault is noted the machine manager must ensure that suitable repairs are carried out before commencing work.
S 10.4	The machine manager must ensure that service cables from generators are protected from interference from any source, especially from being driven over, at all times.
S 11.0 Use of Seed Treatment (Pesticides)	
S 11.1	A BASIS Certificate in Crop Protection must be held by each person who plays any part in advising on the pesticides to be used and their rate(s) of application.
S 11.2	A BASIS Certificate in Crop Protection (Seed Treatments) is required for all staff advising on seed treatments.
S 11.3	All pesticides / seed treatments must hold a valid 'approval' and Ministerially Approved Pesticide Product (MAPP) number and be within their storage life.
S 11.4	Transporting and use of seed treatments must be carried out in accordance with the "Code of Practice for Using Plant Protection Products (refer S 20.0).




S 12.0 Storing Seed Treatments (Pesticides)	
S 12.1	The contractor's chemical store must be BASIS registered if the contractor sells or supplies any pesticides. If the company does not sell or supply then the chemical store must meet the criteria in APPENDIX 1.
S 12.2	Companies storing over 200 litres / 200 Kgs of chemical for sale or supply must have a nominated storekeeper who holds a BASIS Certificate of competence in the Storage and Handling of Crop Protection Products (store keepers certificate).
S 12.3	The company store must have an up-to-date stock list.
S 12.4	Products having exceeded their storage life must be segregated and disposed of safely and in accordance with legislation.
S 12.5	The company must have a spillage procedure in place. Copies of the spillage procedure must be present in the chemical store and with the seed processing equipment.
S 13.0 Farmer Supplied Ingredients/Responsibility	
S 13.1	<p>The farmer / grower must provide a signed proforma and the machine manager must have a copy stating:</p> <ul style="list-style-type: none"> • If any treatment, whether pesticide or gas, has been applied to the grain since harvesting, stating the trade-name of the product and rate and date of application • If supplying packaging, that it is wholly free of any materials formerly contained within it and that the packaging is durable, clean and free of any faeces material • Variety(s) and the tonnage(s) to be processed • A clean safe area will be provided for the contractor. • The storage of the cleaned/treated seed will be the farmer's/customers responsibility • Designated responsibility for waste.
S 13.2	The contractor should request that the farmer customer provide contractors with a clean, safe work area.
S 14.0 On-Site Processing	
S 14.1	<p>There must be sufficient natural light and/or artificial light to carry out the processing seed service safely.</p> <p><i>Adequate lighting on the processing machine is acceptable.</i></p>


S 14.2	<p>Work sheets must be used, they must record:</p> <ul style="list-style-type: none"> • Name of the machine manager • Operator's name • Where possible, field of origin/batch number • Variety • Dressing Applied and rates of Application. • Processing equipment cleaning records <p><i>(Plus the information required in S 7.1, 7.2, 8.1)</i></p>
S14.3	<p>A copy of the finished work sheet must be provided to the farmer/customer. A copy should be retained by the contractor.</p>
S 14.4	<p>If a seed dressing is not being applied then the machine must not allow grain to enter the chemical treatment sector. A secure bypass must be used so that there is no possibility of contamination occurring.</p>
S 15.0 Identification of Finished Seed	
S 15.1	<p>Finished seed must be clearly labeled; this label must include the NAAC Verified Seed scheme mark along with the Contractor Verified seed membership number.</p>
S 16.0 Storage of Finished Seed	
S 16.1	<p>The farmer customer must take sole responsibility for the on-farm storage of the finished seed.</p>
S 17.0 Waste	
S 17.1	<p>Responsibility for any waste (including packaging, screenings etc) must be designated between contractor and farmer/customer.</p>

S 18.0 Disposal of Waste	
S 18.1	<p>Seed-treatment packaging must be disposed of in accordance with:</p> <ul style="list-style-type: none"> • Code of Practice for Using Plant Protection Products (Defra) • Environment Agency recommendations • Any manufacturers' guidelines (e.g. returnable's) • Local waste disposal contractor
S 19.0 Record Keeping	
S 19.1	Records must be kept up to date and retained for at least 12 months.
S 20.0 Essential Documents	
S 20.1	<p>The following documents must be available at the main office headquarters:</p> <ul style="list-style-type: none"> • NAAC Assured Land-Based Contractor Generic and Seed Sector Specific Standards (latest versions). • Defra: Code of Practice for Using Plant Protection Products. <i>Defra, revised 2006, A4 166pp, PB 11090 (CD-ROM version is also acceptable)</i> • Industry Guidance, Safety on Farms – A Shared Responsibility. • Code of Good Agricultural Practice for the Protection of Water (The Water Code) <i>MAFF, revised 1998 A4 97pp, PB058</i>

APPENDIX 1
Pesticide Storage Criteria

1.0 General		
1.1	The walls and the floor of the pesticide store must be constructed from a material that will withstand fire for 30 minutes.	The inspector will check and make sure that the walls are made from materials that will withstand fire for 30 minutes
1.2	The bund must be located around the periphery of the store or must be an integral part of the store (i.e. the walls and the floor form part of the bund).	The inspector will make sure that the bund is in the correct place.
1.3	The bund must be able to contain 110% of the total quantity of chemical stored. This figure will increase to 185% in an environmentally sensitive area.	The inspector will visually make sure the bund in place is sufficient in size.
1.4	<p>The bund must be manufactured from materials that are resistant to liquids.</p> <p>The bund must be constructed from the following:</p> <ul style="list-style-type: none"> • Metal (with special relevance to cabinet and chest stores) • Concrete° • Brick° • Stone Slab° <p>° Rendering or sealing maybe required especially on the joints.</p>	The inspector will asses the bund to make sure he is satisfied that the bund will retain any pesticide spillages.
1.5	The floor must have no cracks and its sealant must be in good condition	The inspector will make sure that there are no cracks in the floor that could lead to further contamination.
1.6	All windows/doors/lids must be locked when not in use.	The inspector will check that all windows can be securely locked and all doors have a secure lock in place and both are locked when the store is not in use.
1.7	Sufficient lighting must be provided so that chemical labels can be clearly read.	The inspector will make sure that there is sufficient light in the pesticide store.

1.8	Avoid water pipes running through the bunded area.	The inspector will make sure that there are no water pipes running through the bunded area.
1.9	The store must protect the pesticides from frost, if any heating equipment is required then only use equipment that does not have an exposed element.	The inspector will make sure that the pesticides are protected from frost and if any heating equipment is being used it does not have any exposed elements.
2.0 Signs		
2.1	<p>The general danger sign must appear on the exterior of the chemical store. If the chemical store forms a part of a larger building then a general danger sign must be mounted on the exterior of larger building by the entrance.</p>  <p>General Danger (BS 5378)</p>	The inspector will make sure that the General Danger sign is located on the chemical store or it appears on the outside of the larger building in which the pesticides store forms a small part.
2.2	<p>The “No Smoking” and “No Naked Flames” signs must be mounted on the exterior of the chemical store door.</p>  <p>No Smoking</p>  <p>No Naked Lights</p>	The inspector will check to see these signs are on the door of the pesticide store.

3.0 Fire Fighting Equipment		
3.1	Fire extinguishers must be present in the chemical store and labeled with the last date of inspection.	The inspector will make sure that there is a fire extinguisher in the chemical store and it has been regularly checked and maintained according to manufacturer guidelines.
3.2	<p>Fire fighting equipment location signs must be in place.</p>  <p>Fire extinguisher location sign</p>	The inspector will make sure that fire extinguisher location signs are in place.
4.0 Personal Protective Equipment (PPE)		
4.1	<p>Appropriate PPE for the products contained in the store must be available on-site. The PPE listed below must be chemically resistant and contaminant free:</p> <ul style="list-style-type: none"> • Face shield • Coverall • Apron • Boots • Protective Gloves 	The inspector will check that all items on the list are available in-store.
4.2	Respiratory Protective Equipment (RPE) must be available on-site if any of the products stored require the use of breathing apparatus.	If there are products in the chemical store that require the use of RPE then it must be available in the pesticide store and the inspector will check this.
4.3	The PPE and RPE must be kept in a dry, clean, well ventilated locker or separate container.	The inspector will make sure that the PPE and RPE are kept clean and dry and away from the pesticides.

5.0 Emergency Spillage Clean Up Equipment		
5.1	An inert absorbent material must be kept in the store in case of a spillage or leakage. <i>The following are suitable:</i> <ul style="list-style-type: none"> • Sand • Granules • Cat Litter 	The inspector will check that there is a suitable inert compound available in the pesticide store.
5.2	A brush with soft bristles and a shovel must be kept with the absorbent material to help in the cleaning up process.	The inspector will make sure they are available in the store.
5.3	Heavy duty impermeable bags with ties must be kept in the pesticide store to contain any spillage waste.	The inspector will make sure they are available in the store.
6.0 Store and Product Management		
6.1	All labels on the pesticide containers must be legible.	The inspector will make a visual check to make sure the containers and their labels are in good condition.
6.2	All pesticides and adjuvants must carry an MAPP number on the label.	The inspector will make a visual assessment on the containers to make sure they are approved.
6.3	Any leaking containers must be put into a sealed impervious container and kept within the bunded area.	The inspector will ask what is done with leaking containers.
6.4	Stock rotation must be practiced in order to keep all pesticides within their storage life.	The inspector will ask how this is completed.
6.5	All dry formulations must be stored above liquids.	A visual assessment by the inspector will be carried out to make sure that all dry chemicals are stored above the liquid chemicals.
6.6	Herbicides must be kept segregated from other products.	A separated area within the store will be sufficient; this will be checked by the inspector.

6.7	Flammable products must be segregated from other products in an area with the general danger sign clearly marked.	A separated area within the store will be sufficient; this will be checked by the inspector.
6.8	Sodium Chlorate must be kept segregated from other products.	A separated area within the store will be sufficient; this will be checked by the inspector.
6.9	All doorways must be kept clear.	The inspector will make sure that the doorways are clear.
7.0 Loading and Un-loading Areas		
7.1	The floor of the loading and un-loading areas must be impermeable; to reduce the risk of further contamination and to ease the cleaning process.	The inspector will check for an impermeable floor.
7.2	Pollution prevention items must be available such as drain bungs, sand bags and a spillage kit.	The inspector will ask to see evidence.

APPENDIX 2

Operating Procedures

Certification to these standards is conditional on a successful initial assessment visit and surveillance assessments thereafter. The certification system is an independent third party system for determining conformity with product standards. The certification system requires examination of product, the production process, the production environment, and assessment of the quality management system. Acceptance after initial assessment is followed by ongoing surveillance. The certification system is linked to a Certificate of Conformity, documentation and where appropriate approved scheme marks. The mark is the property of NAAC and is issued, under licence, through CMi Certification.

APPLICATION

1. NAAC/CMi Certification will send contractors wishing to be certified to the Standards an application pack and supporting literature.
2. Contractors should normally make an application in respect of all their enterprises which they run as a single business. However, this is not compulsory.
3. Contractors should complete the relevant form in full and submit it to the NAAC together with the appropriate fee. The owner of the business or a duly authorised employee must sign the form(s).
4. By signing and returning an application form contractors agree to be bound by the Scheme standards and operating procedures. The scheme owners reserve the right to alter the standards and operating procedures for schemes where, at their absolute discretion, they consider it necessary to do so and changes will be notified.

MEMBERSHIP

5. New Applicants - Applications will be renewed every October and assessments will be carried out against the standards in force at that time. Fees payable will be notified and may reflect a payment for a past year.
6. Renewal for Existing members– Renewal of Certification will be conditional upon the receipt of the appropriate fee on or before 1 October in the year prior to the season to be assured, and a signed declaration that the contractors will continue to follow the Standards and operating procedures.

INDEPENDENT ASSESSMENT

7. Routine surveillance assessment will be carried out annually
8. Once the application or renewal form has been accepted, arrangements will be made for an assessment visit.
9. Assessment visits will normally be by appointment with the contractor. However, CMi Certification reserves the right to make short notice or unannounced visits.
10. All participants agree to give employees and agents of CMi Certification reasonable access to their business and relevant sites to carry out the assessment visits required. Failure to do so will result in the suspension of membership. Reasonable notice will be given of any routine assessment visit.

11. Once the assessment visit has been completed, CMi Certification will either issue the applicant with a 'notice to remedy' for non conformances or forward the assessment report for certification.
12. Certificates may be granted to participants who have had an assessment against the appropriate NAAC Standard and have closed any non-conformances identified at the assessment
Non conformances may be closed by submission of documentary evidence or by revisit. Non-conformances must be closed within 3 months of an initial assessment or 28 days for any subsequent annual assessment.
13. The contractor should inform CMi Certification once any non-conformance(s) has been remedied and submit documentary evidence. CMi Certification may then arrange for a site revisit in circumstances where product integrity may be compromised. The costs associated with these procedures, including any additional visits will be borne by the contractor, but will be kept as low as reasonably possible.
14. Assessors may refuse to carry out an assessment in the presence of a third party who they believe will, intentionally or otherwise, influence its outcome in an inappropriate manner.
15. Certificates will be issued when the contractor meets the certification requirements. Certificates are not transferable and remain the property of CMi Certification. Once a Certificate has been issued, a contractor may promote themselves as 'assured'.

SUSPENSION/TERMINATION OF MEMBERSHIP

16. Failure to supply satisfactory documentary evidence within 3 months of the initial assessment or 28 days of a surveillance assessment or pass a revisit where necessary will result in the contractor being suspended, and the database altered accordingly, until accepted back into the scheme by a revisit or the end of the scheme year at which time they will be deemed to have lapsed. All revisit costs will be borne by the contractor.
17. CMi Certification reserves the right to suspend or withdraw certification when it considers that it is necessary to do so, such as in the event of a serious food safety issue or the Scheme being brought into disrepute. The suspension will remain in force until either the contractor is accepted back into full membership (by revisit or submission of documentary evidence) or until the end of the scheme year when membership will lapse.

APPEALS

18. In the event that a contractor feels he/she has been incorrectly assessed during an assessment visit, he/she has the option to ask, within 14 days, for a re-assessment by another assessor appointed by CMi Certification. If the contractor's complaint is upheld, there may be no cost for this and any suspension of membership that may have been imposed will immediately be lifted. If the findings of the original assessment are corroborated, or if it is clear that the company has taken action in the interim that will materially affect the outcome of the re-assessment, the cost of the visit will be borne by the contractor. Any requests for re-assessment visits will be undertaken as soon as possible by CMi Certification.
19. If a contractor still feels that he/she has been incorrectly assessed following the procedure outlined in the above clause, he will have the option of having their appeal heard by a panel convened for this purpose by CMi Certification. A contractor may either put their own appeal to the panel or nominate someone to do so on their behalf. In the latter case the contractor will still be expected to attend the panel session. Both parties will endeavour to keep costs to a minimum. In the event that an appeal to the panel is upheld, all costs reasonably incurred by the appellant will be met by CMi Certification. If an appeal is turned down, any costs reasonably incurred through the operation of the panel will be borne by the contractor.

USE OF TRADE MARK AND/OR LOGO

20. Contractors certified to the standards shall be permitted to indicate that they hold a certificate and, for that purpose only, shall be permitted to use on stationery, publicity materials, exhibition stands and signage, the Verified Seed 'Trade Mark' and/or the Assured Land-Based Contractor 'Logo' in accordance with any directions given from time to time by the Company with regard to the use of the Trade Mark and/or the Logo. Certified participants agree to observe all such directions.
21. The above consent, in so far as it applies to use of the Trade Mark, is limited to using the entire designation "Assured Land-Based Contractor" and, in so far as it applies to using the Logo, is limited to using the Logo in an identical form to that used by the Company. The consent is personal to the certified participant and may not be transferred or licensed to any other person.
22. Certified participants shall not use (or authorise or license others to use) the Trade Mark and/or the Logo in any way outside the scope of the above consent and they shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the Trade Mark and/or the Logo nor file or cause to be filed any trade mark or company name registration applications containing or confusingly similar to the Trade Mark and/or the Logo. The certified participant will not oppose or cause any opposition to be filed to any trade mark applications filed by the NAAC, register the Trade Mark and/or the Logo anywhere in the world nor otherwise cause any question to be raised concerning the company's ownership of the Trade Mark and the Logo.
23. NAAC reserves the right to withdraw from any certified participant the permission granted hereunder, after giving one months' notice or upon immediate notice if the certified participant fails to observe the directions of the Company with regard to the use of the Trade Mark or the Logo or if certification is suspended or terminated for whatever reason.

CONFIDENTIALITY

24. For the purposes of paragraphs 24, 25, 26 and 27 all references to agents of NAAC refer only to those persons appointed, employed or contracted by NAAC to provide computing and/or database services or in connection with such services as are required to maintain the database referred to in paragraph 24.
Details of registered participants are held on a database. Where an enquirer is able to quote the name and address or name and registration number of a certified participant NAAC or its agents will confirm the member's status as follows: 'Full Member' or 'Suspended Member'. The date of the last assessment visit may also be given. Subject to paragraph 24 no other specific information will be given without the permission of the certified participant.
25. NAAC and its agents reserve the right to also release information from its database about the certification status of a member to a person (for example such as Assured Food Standards) with a legitimate interest in knowing that information if proof of certification might be in the member's interest. The member accepts that information about his lack of certification status may be revealed under the provisions of this paragraph.
26. NAAC may produce and publish statistical reports drawing upon aggregated Scheme data so that individual data cannot be traced back to individual applicants or members.
27. Membership data may be retained on the above mentioned databases and will be treated as specified above for a reasonable time after a person has ceased to be a member of NAAC or one of its land based contractors schemes.

DISCLAIMER

28. Under no circumstances will NAAC or its employees or agents (e.g. CMI Certification) be liable for any losses, damage, charges, costs or expenses of whatever nature (including consequential loss) which any contractors may suffer or incur by reason of or arising directly or indirectly out of the administration by NAAC or its employees or agents or the performance of their respective obligations in connection with the standards save to the extent that such, loss, damage, charges, costs and, or, expenses arise as a result of the finally and judicially determined gross negligence or willful default of such person.
29. If any competent authority considers that any of the operating procedures are unreasonable, then the operating procedures shall be taken to be varied in such a way as shall make them reasonable but no other part of the operating procedures shall be affected.
30. These operating procedures represent the entire understanding between the contractors and NAAC and each contractor acknowledges that they have not relied upon any other statement (written or oral) in applying to be certified to the standards.