

Agricultural Operations Scheme



INCLUDING MODULES FOR

- Application (and Storage) of Granular and Liquid Fertilisers
- Application (and Storage) of Plant Protection Products
- Application (and Storage) of Slug Pellets
- PAS 100 Composts
- PAS 110 Digestates
- Assured Bio-solids and Agricultural By-Products



Version 7: 1 January 2021



National Association of
Agricultural Contractors

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NAAC Assured Land-Based Contractor (Agricultural Operations) Standard

VERSION 7
1 January 2021

1. Aims

Quality control, safety, professionalism and traceability are essential elements in carrying out agricultural operations and the NAAC has taken a proactive role in establishing an independently audited quality standard for contractors carrying out agricultural operations. This will cover the quality of service which the contractor provides and will be known as the NAAC Assured Land-Based Contractor (Agricultural Operations) Standard. Agricultural Operation contractors and their customers must co-operate to ensure a safe, professional operation can take place. This Scheme offers customers genuine assurance about the activity of contractors. Contractors will only be certificated if they can meet the appropriate standards.

In addition to the NAAC's Agricultural Operations Specific Standard, the contractor must also have been assessed against the NAAC Assured Land-Based Contractor (Generic) Standard in the current scheme year. Ideally, both audits will be carried out together. Please note, certification cannot be granted without conformity with the generic and agricultural operation standards.

2. Scope

This scheme applies to contractors who carry out agricultural operations on-farm that also include: application (and storage) of granular and liquid fertilisers; application (and storage) of plant protection products (PPP); application (and storage) of slug pellets; PAS 100 composts; PAS 110 digestates; assured bio-solids and agricultural by-products.

Agricultural by-products (slurry, dirty water and solid livestock manure), sewage sludge (when used in accordance to the Sludge (Use in Agriculture) Regulations 1989), materials classified as wastes by the Environmental Permitting (England and Wales) Regulations 2010 and Waste Framework Directive legislation, as well as materials which have met specific criteria and achieved 'end of waste' or 'product' status are included in the scope.

To achieve 'end of waste' or 'product' status, compost must be BSI PAS 100 certified and in England and Wales it must also comply with the Compost Quality Protocol (QP). To achieve 'product' status in Northern Ireland, compost and digestate must also be certified to the Compost and Anaerobic Digestate Quality Protocols, respectively. The QP's are applicable in England, Wales, and Northern Ireland. In Scotland, compost must be certified to BSI PAS 100 and SEPA's Regulatory Position Statement for Compost, for 'product' status. The equivalent for digestate is required, and digestate must be certified to BSI PAS 110 and SEPA's Regulatory Position Statement for Digestate, for 'product' status in Scotland. Waste materials that are permitted to be spread under Environment Agency U10, U12 and U13 registered waste exemptions and Environment Agency standard rule 2010 No.4 and standard rule 2010 No.5 (waste list A only for standard rule 2010 No.5) for mobile plant operations are also included in the scope. This scheme aims to promote a co-ordinated, traceable route between farmer and contractor.

3. Objectives

The NAAC scheme is designed to help contractors involved in agricultural operations to identify the hazards and critical control points of the process. The scheme aims to help the person carrying out the operation to fully understand, and to be able to show full understanding of, the operation and the critical control points of that process. These critical control points will include:

- Ensuring that personnel involved in the operations are suitably skilled.
- Ensuring that machinery is regularly and appropriately maintained and cleaned;
- Adopting production processes, such as record keeping, which ensures full traceability;
- Identifying and controlling hazards which might occur.

The scheme will establish a framework of good and safe working practices, to be verified by independent external assessors that will enable members of the scheme to provide a safe, traceable and professional agricultural contracting service to meet the requirements of national quality assurance programmes.

4. Requirements

All clauses of the agricultural operations standard are compulsory; the additional specific modules are compulsory if the contractor carries out these operations. Compulsory standards must be met in full at all times for sites to be granted or to retain their certification. Contractors must also comply with national law.

5. Multiple Depots

A depot is defined as a separate satellite base which includes a chemical store/independently operating office. Where contracting operations have multiple depots, each depot must be audited annually as a part of the Agricultural Operations scheme standards.

6. Operating Procedures

Certification to this standard 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 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 and, where appropriate, approved scheme marks. The mark is the property of NAAC and is issued, under licence, through the certification body.

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NAAC Assured Land-Based Contractor (Agricultural Operations) Standard

Std No.	Agricultural Operations Specific Standard	Guidance for Contractors
A 1.0 Farmer Supplied Inputs/Responsibility		
A 1.1 REVISED	The contractor must obtain the following information before any work is carried out: • Designated responsibility for waste produced from the operations carried out by the contractor; • Clear and detailed instruction on the operation(s) to be carried out by the contractor (ideally using maps); • Any hazards that may affect the contractor carrying out the operation such as; ○ Members of the public/public footpaths/ public roads ○ Steep slopes/ manhole covers ○ Overhead power cables ○ Underground services ○ Drains/ watercourses ○ Children playing The contractor can obtain this information verbally from the farmer/customer. (refer essential guidance - HSE's Farmwise HSG270) Recommendation: It is recommended that a written customer proforma is used containing the above information and it is signed by the farmer/ customer before any work is carried out.	The assessor will ask how this is carried out.
A 2.0 Waste		
A 2.1	Waste for which the contractor is responsible, must be disposed of in accordance with: • Code of Practice for Using Plant Protection Products • Environment Agency recommendations • Local waste disposal contractor.	The assessor will ask how you dispose of the waste and will check waste transfer notes.
A 3.0 Record Keeping		
A 3.1	Records must be kept up-to-date and retained for a minimum of 12 months.	The assessor will ask to review your records.

A 4.0 Fertilizer Storage and Usage		
A 4.1 REVISED	Any persons advising on the usage of fertilisers must be a Fertiliser Advisers Certification and Training Scheme (FACTS) Qualified Adviser and should keep up to date with current membership of the BASIS Professional Register.	If advice is given by the contractor or by a third party on behalf of the contractor then the advisors name and FACTS professional register number must be recorded on the training records (refer G 2.5) Guidance: <i>FACTS Qualified Advisers are issued with annual ID cards as confirmation of their qualified status. An adviser's status may be also be confirmed by contacting BASIS on 01335 340858 or help@basis-reg.co.uk</i>
A 4.2 REVISED	If the contractor is storing fertiliser then the following criteria must be met: - The fertiliser should be stored on a hard, dry surface; at least 10m from a watercourse and at least 50m from a well, spring, drain or borehole. Nitrogen based fertilisers must be stored in a way that minimises the risk of theft: - In a secure building or compound where there is no public access - Sheeted if not in a building - Located away from and not visible from a public highway - Not stored in fields overnight - Checks are made to ensure manufactured fertiliser has not been tampered with, moved or stolen - Any theft or losses are reported to the police immediately (Tel: 101) - Physical stock checks are carried out weekly and recorded. <i>Contractors must also have access to a copy and take note of the NaCTSO Fertiliser Security 5 Point Plan 'Secure your Fertilizer' - see Essential Documents)</i>	The assessor will ask to see where the fertiliser is stored. Guidance: <i>FIAS guide to storing fertilisers</i> https://www.youtube.com/watch?v=O_uGt4TI_Veg
A 4.3 REVISED	Contractors storing certain fertilisers, under the Dangerous Substances (Notification and Marking of Sites) (NAMOS) Regulations 1990, as amended 2013, have a requirement to notify the relevant authorities and display warning signage at the site entrances. Contractors storing 25 tonnes or more in total of material classified as Dangerous Substances (including fertilisers with an oxidiser hazard warning symbol on the bag or container) must: Notify both the HSE and the local Fire and Rescue Service	The assessor will ask to see and access the contractor's fertiliser store.

	- Place a “Dangerous Substance” hazard warning sign at all access points to the site, together with 5.1 Oxidizing Hazard Symbol on the exterior of the fertiliser store.   Contractors storing 150 tonnes or more of fertilisers which contain Ammonium Nitrate where the Nitrogen content is greater than 15.75% must: - Notify the local Fire and Rescue Service. <i>It is recommended that a fertiliser storage site map reference is provided for emergency services (six figure Easting and Northing reference i.e. 123456/456789) or use What3words or similar.</i>	
A 4.4	Liquid fertiliser must be stored in secure tanks away from water courses. <i>(if the tanks are not bunded to Environment Agency standards then they must have lockable or removable taps and sight glasses must be secured to prevent accidental and malicious spillage)</i>	The assessor will ask to see the fertiliser storage tanks.
A 4.5 REVISED	Fertiliser spreaders must be calibrated each time a different product is used. This can be carried out in-house.	The assessor will ask to see calibration records for the fertiliser spreader. *
A 4.6 REVISED	Headland kits, or other equivalent mechanism, must be fitted to the fertiliser spreader to prevent spreading fertiliser into ditches, margin and stream etc.	The assessor will ask to see the fertiliser spreader.
A 4.7	Contractors must record the date, type, rate of all fertiliser applied to each field, operators name and machine used.	The assessor will ask to see records for fertiliser applications. *
A 4.8 NEW	If a contractor supplies fertiliser, as part of their service, they must be able to demonstrate that manufacturer fertiliser is responsibly sourced and traceable (eg from a Fertiliser Industry Assurance Scheme [FIAS] approved supplier).	The assessor will ask if fertiliser is supplied by the contractor and where it is sourced. Further information: www.aictradeassurance.org.uk/fias

A 5.0 Crop Spraying with Plant Protection Products (PPP)		
A 5.1	If the contractor carries out crop spraying, then they must meet the standards in APPENDIX: Module 1.	
A 6.0 PPP Storage		
A 6.1	If the contractor stores PPP's then they must meet the standards in APPENDIX: Module 1.	
A 7.0 Slug Pellet Application and Storage		
A 7.1	Contractors applying slug pellets must do so in accordance with the best practice advice (see essential documents). See Get Pelletwise .	The assessor will ask how this is carried out.
A 7.2	Contractors must hold an up to date PA4 Certificate of Competence as issued by the NPTC. <i>(holders of a PA1 and PA2 certificate issued before 1 June 1994 are certified to apply slug pellets, holders of a PA1 and PA2 certificate issued after 1 June 1994 need to complete PA4 to be certified to apply slug pellets)</i>	The assessor will ask to see a certificate of competence for all staff carrying out slug pelleting (refer G 2.5).
A 7.3 NEW	Contractors applying slug pellets must be members of the National Register of Sprayer Operators (NRoSO).	The assessor will ask to see their membership card for NRoSO, also the inspector assessor will ask to see proof that continued professional development points are being collected/obtained, a record of CPD points must be kept on file.
A 7.4	Slug pellet applicators must be calibrated before use according to product and rate to be applied. This can be carried out in-house.	The assessor will ask to see calibration records for the slug pellet applicator*.
A 7.5 NEW	Slug pellet applicators must be NSTS tested once and thereafter NSTS tested once every 6 years, unless the equipment is less than 5 years old on the 26th November 2016. <i>(Including Electric Spinning Disc and Hydraulic/ PTO Fertiliser Spreaders)</i>	The assessor will ask to see valid NSTS certificates.
A 7.6	All slug pellets used must hold a 'valid' approval and a Ministerially Approved Pesticide Product (MAPP) number.	The assessor will ask how this is achieved.
A 7.7	Slug pellets must be kept in a dry, pest free lockable area.	The assessor will ask to see where the slug pellets are stored.

A 8.0 Spreading of Compost, Digestates, Assured Biosolids and Agricultural By-Products		
A 8.1	If the contractor carries out application of PAS 100 Composts, PAS 110 Digestates, Assured Bio-Solids and Agricultural By-Products then they must meet the standards in APPENDIX: Module 2.	
A 9.0 Essential Documents		
A 9.1 REVISED	The following documents must be available at the main office headquarters: • NAAC Assured Land-Based Contractor Generic and Agricultural Operations Sector Specific Standards (latest versions) • HSE's Farmwise (HSG270): https://www.hse.gov.uk/pubns/priced/hsg270.pdf • National Counter Terrorism Security Office Secure Your Fertiliser: https://www.gov.uk/government/publications/secure-your-fertiliser/secure-your-fertiliser • Fertiliser notifications guidance can be found in INDG467, www.hse.gov.uk/pubns/indg467.htm • Slug Pellets – Metaldehyde Best Practice Advice, <i>The Voluntary Initiative, 2017</i>: https://voluntaryinitiative.org.uk/media/1076/metaldehyde-wpas-27-july-2017.pdf • <i>MSG Get Pelletwise: MSG Stewardship Guidelines</i> : https://www.getpelletwise.co.uk/home/msg-guidelines/ • Code of Practice for Using Plant Protection Products revised 2006, A4 166pp, PB 11090 • Protecting our Water, Soil and Air.	Ideally keep a 'document library'* together at the main office. Electronic versions are acceptable.

APPENDIX : MODULE 1
Assured Land-Based Contractor (Agricultural Operations) Standard
Crop Spraying with Plant Protection Products (PPP)

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Module 1: NAAC Assured Land-Based Contractor (Agricultural Operations) Crop Spraying Standard

Std No.	Crop Spraying Standard	Guidance for Contractors
CS 1.0 Personnel		
CS 1.1	Staff carrying out agricultural spray operations must have appropriate documented skills and training, including Pesticides Application (PA) certificates. <i>All sprayer operators must have PA1 and additional PA Certificates of Competence, as appropriate, as issued by the City & Guilds NPTC certificates or equivalent.</i>	The assessor will check the sprayer operator's certificates. (refer G2.5)
CS 1.2	All sprayer operators must be members of the National Register of Sprayer Operators (NRoSO).	The assessor will ask to see their membership card for NRoSO, also the inspector assessor will ask to see proof that continued professional development points are being collected/obtained, a record of CPD points must be kept on file.
CS 1.3	Any person(s) who advise on the use of pesticides and their rate of application must have a BASIS Certificate in Crop Protection and be a member of the BASIS Professional Register.	If there is a requirement for a BASIS certificate in crop protection, then the assessor will ask to see the certificate. The certificate number should be recorded in the training records (refer G 2.5).
CS 2.0 Sprayer Testing		
CS 2.1	All PPP applicators (excluding knapsack sprayers) must be National Sprayer Testing Scheme (NSTS) certified on an annual basis (different rules apply to slug pellet applicators refer 7.4). <i>(If the NSTS certificate runs out within two weeks of the Crop Spraying Audit then the assessor will require a copy of the pass certificate for the sprayer once it has passed the NSTS test)</i>	The assessor will ask to see the up to date NSTS sprayer certificate.
CS 2.2	Regular nozzle checks must be carried out to ensure chemicals are applied in line with their statutory requirements; records of these calibrations must be kept.	The assessor will ask to see records of when these calibrations are carried out*.
CS 2.3 NEW	Knapsacks and hand-held sprayers must be checked (in-house) annually to ensure safe and efficient operation (as a minimum) and results should be recorded. <i>Useful checklist can be found at:</i> https://www.nsts.org.uk/Portals/1/Images/NSTS%20Hand%20sprayer%20check%20list%20V_06_18_1.pdf	The assessor will ask to see records of hand-held annual checks.

CS 3.0 Pesticide Storage		
CS 3.1	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 2. <i>(Where the contractor provides the chemical as part of the service then a BASIS registered store is not required).</i>	If the contractors chemical store is BASIS registered, then the assessor will ask for a valid up-to-date BASIS certificate for the chemical store. If it is not BASIS registered the assessor will assess the contractors' chemical store, this will be carried out using the criteria in APPENDIX 2.
CS 3.2	The contractor must have a spillage procedure in place. Copies of the spillage procedure must be present in chemical store, crop spraying equipment and water bowsers.	The assessor will ask to see a copy of the spillage procedure*.
CS 3.3 REVISED	Contractors storing 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 (Storekeepers certificate) or an equivalent qualification. Contractors should have a suitably trained nominated storekeeper if supplying chemical as part of the service. <i>(This allows contractors to meet the legal requirement that reasonable precautions are taken to ensure that: storage, handling and disposal of products, their remnants (old products and unused tank mixes) and packaging; and cleaning of equipment do not endanger human health or the environment.)</i>	If relevant the assessor will ask to see the storekeepers certificate number, this number must be recorded in the training records refer A 1.1.
CS 3.4 NEW	The company store must have an up-to-date stock list.	The assessor will ask to see the stock list for the chemical store*.
CS 3.5 NEW	Products having exceeded their storage life must be segregated and disposed of safely and in accordance with legislation.	The assessor will ask how this is achieved.
CS 4.0 Transporting Pesticides		
CS 4.1	Transporting and use of pesticides must be carried out in accordance with the "Code of Practice for Using Plant Protection Products (refer essential documents CS 13.1).	The assessor will ask how the chemicals are transported.
CS 4.2	Pesticides must be transported in a secure, leak proof container.	The assessor will ask to see how the chemical is transported.
CS 4.3	The pesticide transport container must be locked if left unattended with pesticide inside at any time.	The assessor will make sure that container can be locked in the event of it being left unattended.

CS 4.4 REVISED	Pesticides and used PPE must not be carried in any vehicle cab.	The assessor will ask to see the protocol within the quality control plan refer G 6.0*.
CS 5.0 Filling Procedure		
CS 5.1	A visual risk assessment must be carried out before mixing pesticides and filling the sprayer to ensure there are no risks to watercourses, ditches and drains.	The assessor will ask how this is carried out (refer G 6.0) quality control plan*.
CS 5.2	Sprayers must not be filled directly from a watercourse or mains supply. The sprayer must be filled from a bowser or tank using a non-return valve.	The assessor will ask what procedure is used to fill the sprayer.
CS 5.3	When filling the sprayer, it must be done according to the statutory conditions stated on the pesticide labels.	The assessor will ask how this is achieved refer quality control plan (refer G 6.0).
CS 5.4	Where fitted, the sprayer pesticide induction hopper or close transfer systems must be used to add chemical to the sprayer tank.	The assessor will ask to see the facilities that are used for adding chemicals to the sprayer
CS 6.0 Chemical Container Cleaning		
CS 6.1	All pesticide containers emptied by the contractor as part of the spray operation must be triple rinsed. Where fitted, this must be carried out using the induction bowl facilities on the sprayer and all container washings must be added to the tank of the sprayer when filling. <i>(Guidance on container cleaning is available in Voluntary Initiative Library C.S. 13.1)</i>	The assessor will ask to see how this is achieved refer quality control plan (refer G 6.0).
CS 6.2 REVISED	Once cleaned the empty pesticide container must be stored upright and in a secure compound ready for collection. Foils must be kept separately in a sealed leak-proof bag.	The assessor will ask to see how empty containers and foils are stored securely and separately.
CS 6.3	Responsibility for the empty pesticide containers, caps, foils and packaging must be designated between contractor and farmer/customer. This must include disposal of the waste refer C S 10.1. <i>(This can be achieved by asking each customer to sign and complete a written proforma refer CS 10.1)</i>	The assessor will ask how the responsibility of the waste is communicated between contractor and farmer/customer.
CS 7.0 Spray Operation		
CS 7.1	All pesticides must be applied according to their statutory conditions, including LERAPS (Local Environment Risk Assessment for Pesticides). <i>(Statutory conditions are found on the chemical label). Refer essential documents and guidance CS 13.1.</i>	The assessor will ask how this is achieved.

CS 7.2	Preventative measure must be taken by the contractor to reduce spray drift such as: • Boom height; • Forward Speed; • Nozzle selection.	The assessor will ask what steps are taken to reduce the risk of spray drift prior to starting work.
CS 7.3	No spray application should be carried out in temperatures above 30°C, as there is a high risk of spray droplets rising in the warm air.	The assessor will ask to see records of the temperature for each field at the time of the spray application; this must be recorded on the field records for each field sprayed refer CS 12.1.
CS 7.4	Pesticides must not be applied if the ground is • waterlogged; • flooded; • snow covered / frozen; • or when heavy rain is forecast.	The assessor will ask what procedure is carried out if any of the conditions listed occur refer quality control plan refer G 6.0.
CS 8.0 Sprayer Cleaning		
CS 8.1	Between applications of different pesticides spray operators must make sure that the inside of the tank is washed with clean water. A cleaning agent may also be required to clean the sprayer (cleaning agents must also be MAPP approved) <i>All washings produced as a result of tank cleaning must be re-applied to the crop sprayed with the same chemicals (as long as it does not exceed the maximum stated dose) or, they can be applied to an un-treated/designated area of the last field treated.</i>	The assessor will ask about the cleaning procedure that is in place, this should be outlined in the quality control plan (refer G 6.0).
CS 8.2	Where the exterior of the sprayer cannot be cleaned in the field, the washings must be collected and safely disposed of. Sprayer washings can be collected and sprayed back on the crop or, a bio-bed can be used.	The assessor will ask what procedure is used to clean the sprayer; this should be outlined in your quality control plan (refer G 6.0). *
CS 9.0 Operator Contamination		
CS 9.1	The contractor must have a written procedure in place to deal with operator contamination. <i>(For further guidance refer Code of Practice for the Use of Plant Protection Products in essential documents).</i>	The assessor will ask to see the written procedure in the quality control plan.
CS 9.2	All staff involved in the spray operation must be made aware of and understand the operator contamination procedure.	The assessor will ask how this is communicated to the staff.

CS 10.0 Designated Responsibility		
CS 10.1	The contractor must obtain the following information before any work is carried out: • Designated responsibility for the empty chemical containers, lids, foils and packaging; • Designated responsibility for the notification of neighbours; • Responsibility of notifying the local beekeepers 48 hours in advance of applications of pesticides; • It is the responsibility of the farmer to notify the contractor of any LERAP's, buffer zones, stewardship strips and set-aside that may affect the spray operation; • It is the responsibility of the farmer/customer to notify the contractor of any special mixing procedures; • It is the farmers responsibility to give clear instructions including: • Fields for treatment; • Pesticides to use; • Dosage required; • Application technique (i.e. spray rates/litres per hectare); • Footpath/rights of way; • Special requirements for example spraying near houses or school; • Potential hazards such as overhead power lines. The contractor can obtain this information verbally from the farmer/customer. <i>Recommendation: It is recommended a written customer proforma is used containing the information below and is signed by the customer before any work is carried out.</i>	The assessor will ask how this is carried out. This can be achieved by asking each customer to sign and complete a written proforma*. The written proforma's should be retained on file for inspection.
CS 11.0 Disposal of Waste		
CS 11.1	If the empty pesticide containers, lids, foils and packing are taken away by the contractor as part of the service then they must be disposed of in accordance with: • Code of Practice for Using Plant Protection Products (Defra) • Environment Agency recommendations • Any manufacturers' guidelines (e.g. returnable's) • Local waste disposal contractor. (Guidance can be found on the Voluntary Initiative Website)	The assessor will ask how the contractor disposes waste pesticide packaging.

CS 12.0 Record Keeping		
CS 12.1 Updated	Pesticide application records must be given to the customer and a summary retained by the contractor for at least 3 years, they must include: • Date and time of application • Crop and crop variety • Wind speed, wind direction and weather conditions • Operators name/NRoSO number • Sprayer NSTS number • Field Name and Size • Name of chemicals and rates of application • Water volume applied/ha • Nozzle type • Special precautions (like Lerap) • Harvest interval (if applicable).	The assessor will ask to review your records*.
CS 13.0 Essential Documents		
CS 13.1 REVISED	The following documents must be available at the main office headquarters: • NAAC Assured Land-Based Contractor Generic and Agricultural Operations Sector Specific Standards (latest versions). • Code of Practice for Using Plant Protection Products Defra, revised 2006, A4 166pp, PB 11090. • Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (The Yellow Code). A4 67pp, PB3529. • Voluntary Initiative, Good Neighbour Initiative: Spraying Responsibly. • Horizontal Boom Sprayers, LERAP. 2001, A4 8pp. (See also Arable Scheme interim arrangements Lerap information). RECOMMENDED • Voluntary Initiative Library of Publications.	Ideally keep a 'document library'* together at the main office. Electronic links are acceptable.

APPENDIX: MODULE 1
NAAC Assured Land-Based Contractor (Agricultural Operations) Standard
Plant Protection Products (PPP) Storage
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The following PPP storage criteria must be met to pass the NAAC Assured Land-Based Contractors (Agricultural Operations) Standard; unless the company is operating a BASIS registered store (refer CS 3.1).

Appendix 2: NAAC Assured Land-Based Contractor (Agricultural Operations) Pesticides Storage Standard

PS 1.0 General		
PS 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 assessor will assess the suitability of store construction.
PS 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 assessor will make sure that the bund is in the correct place.
PS 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 assessor will visually make sure the bund in place is sufficient in size.
PS 1.4 REVISED	The bund must be manufactured from materials that are resistant to liquids. The bund must be constructed from the following: • Metal (with special relevance to cabinet and chest stores) • Concrete° • Brick° • Stone Slab° ° Rendering or sealing maybe required, especially on the joints and this may need to be fire-resistant.	The assessor will assess the bund to make sure he is satisfied that the bund will retain any pesticide spillages.
PS 1.5	The floor must have no cracks and its sealant must be in good condition	The assessor will make sure that there are no cracks in the floor that could lead to further contamination.
PS 1.6	All windows/doors/lids must be locked when not in use.	The assessor 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.
PS 1.7	Sufficient lighting must be provided so that chemical labels can be clearly read.	The assessor will make sure that there is sufficient light in the pesticide store.
PS 1.8	Water pipes must not be routed through the bunded area.	The assessor will make sure that there are no water pipes running through the bunded area.
PS 1.9	The store must protect the pesticides from frost. Any heating equipment must not have an exposed element.	The assessor 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.

PS 2.0 Signs		
PS 2.1  General Danger (BS 5378)	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.	The assessor 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.
PS 2.2  No Smoking  No Naked Lights	The “No Smoking” and “No Naked Flames” signs must be mounted on the exterior of the chemical store door.	The assessor will check to see these signs are on the door of the pesticide store.
PS 3.0 Fire-Fighting Equipment		
PS 3.1 REVISED	Fire extinguishers, of an appropriate type for all the chemicals stored, must be present in the chemical store and labelled with the last date of inspection.	The assessor will make sure that there is a fire extinguisher in the pesticides store, and it has been regularly checked and maintained according to manufacturer guidelines.
PS 3.2  Fire extinguisher location sign	Fire-fighting equipment location signs must be in place.	The assessor will make sure that fire extinguisher location signs are in place.

PS 4.0 Personal Protective Equipment (PPE)		
PS 4.1	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: • Face shield • Coverall • Apron • Boots • Protective Gloves.	The assessor will check that all items on the list are available in-store.
PS 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 PPP store that require the use of RPE then it must be available in the pesticide store and the assessor will check this.
PS 4.3	The PPE and RPE must be kept in a dry, clean, well ventilated locker or separate container.	The assessor will make sure that the PPE and RPE are kept clean and dry and away from the pesticides.
PS 5.0 Emergency Spillage Clean Up Equipment		
PS 5.1	The company must have a spillage procedure in the chemical store.	The assessor will ask to see a copy of the spillage in the chemical store *.
PS 5.2	An inert absorbent material must be kept in the store in case of a spillage or leakage. <i>The following are suitable:</i> • Sand • Granules • Cat Litter.	The assessor will check that there is a suitable inert compound available in the pesticide store.
PS 5.3	A brush with soft bristles and a shovel must be kept with the absorbent material to help in the cleaning up process.	The assessor will make sure they are available in the store.
PS 5.4	Heavy duty impermeable bags with ties must be kept in the pesticide store to contain any spillage waste.	The assessor will make sure they are available in the store.
PS 6.0 Store and Product Management		
PS 6.1	All labels on the pesticide containers must be legible.	The assessor will make a visual check to make sure the containers and their labels are in good condition.
PS 6.2	All pesticides and adjuvants must carry a MAPP number on the label.	The assessor will make a visual assessment on the containers to make sure they are approved.
PS 6.3	Any leaking containers must be put into a sealed	The assessor will ask what is done

	impervious container and kept within the bunded area.	with leaking containers.
PS 6.4	Stock rotation must be practiced keeping all pesticides within their storage life.	The assessor will ask how this is completed.
PS 6.5	Products having exceeded their storage life must be segregated and disposed of safely and in accordance with legislation.	The assessor will ask how this is achieved.
PS 6.6 REVISED	The company store must have an up-to-date stock list, a copy of which must be available in a location away from the store.	The assessor will ask to see the stock list for the chemical store*.
PS 6.7 REVISED	All dry formulations must be stored above liquid formulations.	The assessor will make sure that all dry chemicals are stored above the liquid chemicals.
PS 6.8	Good store management should be adopted; herbicides, fungicides and insecticides should be kept segregated within the store.	A separated area within the store will be sufficient; this will be checked by the assessor.
PS 6.9	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 assessor.
PS 6.10	Sodium Chlorate must be kept segregated from other products.	A separated area within the store will be sufficient; this will be checked by the assessor.
PS 6.11	All doorways must be kept clear.	The assessor will make sure that the doorways are clear.
PS 7.0 Loading and Un-loading Areas		
PS 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 assessor will check for an impermeable floor.
PS 7.2	Pollution prevention items must be available such as drain bungs, sandbags and a spillage kit.	The assessor will ask to see evidence.

APPENDIX: MODULE 2

Assured Land-Based Contractor (Agricultural Operations) Standard Application of PAS 100 Composts, PAS 100 Digestates, Assured Bio-solids and Agricultural By-Products

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AP 1.0 Information Exchange and Responsibilities		
AP 1.1	The contractor must retain a written record of an exchange of information and the responsibilities agreed between them and the land manager before they begin work. The declaration must be regularly reviewed, at least annually and updated if necessary. The record must be signed by the contractor as well as the land manager.	The assessor will ask to see your records of the information exchanged and responsibilities agreed with the land manager.
AP 2.0 Biosecurity		
AP 2.1	If contractors transport and spread material between farms (importing/exporting), they must take all necessary steps to minimise the risk of disease transfer. Contractors must use suitable, safe and well-maintained equipment to transport material between farms so it can be securely contained. The exterior of any vehicles and equipment used must be cleaned to minimise disease transfer. If it is necessary to clean a vehicle or equipment at the land manager's premises, the location and facilities to be used must have been agreed with them before work begins (refer standard AP 1.1).	The assessor will make a visual check of available equipment. The assessor will ask to see written agreement from the land manager that facilities can be used at their premises (refer to standard AP 1.1).
AP 3.0 Health & Safety		
AP 3.1	If contractors use gas concentration monitors or meters they must be used as part of a documented safe system of working procedure. Gas concentration monitors must be maintained and calibrated according to the manufacturer's instructions or at least annually. Maintenance and calibration records must be retained.	If you use gas concentration monitors or meters, the assessor will ask to see your safe system of working procedure and calibration records.
AP 3.2 REVISED	If contractors or their workers are exposed to poultry dust (if they remove residual litter from poultry houses, load collection lorries or trailers), are exposed to spores and dust produced when moving compost, or sewage dust or any other dusts from handling materials, where RPE is required they must follow the measures in HSE publication AIS39 Controlling exposure to poultry dust https://www.hse.gov.uk/pubns/ais39.pdf: - ensure adequate ventilation of the work area; - wear suitable filtering RPE which is FFP2 or FFP3 marked or;	The assessor will ask to see your records that demonstrate how RPE is selected, stored, cleaned and maintained. https://www.hse.gov.uk/agriculture/poultry/guide.htm The assessor will ask how workers are trained and instructed and supervised on how to use it correctly. https://www.hse.gov.uk/agriculture

	- wear a powered filtering hood or visor with a particle filter which is TH2 or TH3 classified. If the RPE relies on a good face seal to be effective (disposable dust mask, half and full face mask) the equipment must be face-fit tested every time it is worn and before the wearer is exposed to poultry dust. The RPE manufacturer's instructions should be followed on how to check pre-use fit. RPE must not be removed during the work activity where there is a risk of exposure to dust. Contractors must replace RPE filters as per the manufacturer's instructions and throw away disposable RPE at the end of each day, or before if it is heavily soiled. Replacement equipment must be readily available. Nuisance dust masks must never be used to provide protection against harmful dust particles. The contractor must retain records that demonstrate how the RPE used is selected, maintained and how workers are trained/instructed in its correct use and maintenance.	e/poultry/toolboxtalk.pdf
AP 3.3	Contractors and their workers must have access to suitable hygiene facilities. The contractor and their workers must leave equipment and work wear at the workplace to avoid those who live with them from coming into contact with harmful substances or contracting a disease from soiled clothing.	The assessor will ask to see the hygiene facilities available and/or written agreement from the land manager that facilities can be used at their premises (refer standard AP 1.1). The inspector will ask to see where work wear is stored.
AP 3.4	Individuals that work with sewage/bio-solids must have up-to-date tetanus and polio vaccinations. The risk assessment should determine whether Hepatitis B immunisation is required and/or if there is a risk of contracting Leptospirosis.	The assessor will ask to see your employee vaccination records. The assessor will ask to see your risk assessment.
AP 3.5	Contractors must have an operator decontamination procedure in place if severe contamination occurs during the work activity. The procedure must form part of the overall contingency plan (refer to standard AP 4.1). Before work begins, the contractor must agree the facilities that can be used at the land manager's premises if the contractor or their workers become severely contaminated with any material (refer standard AP 1.1). All workers must be aware of the operator decontamination procedure and must receive instructions on how the procedure should be followed.	The assessor will ask to see your operator decontamination procedure (as part of your contingency plan - refer to standard AP 4.1). The assessor will ask to see written agreement from the land manager that facilities can be used at their premises (refer to standard AP 1.1). The assessor will ask how the operator decontamination procedure is communicated to staff and will ask to see staff

		training records.
AP 4.0 Plans and Records		
AP 4.1	The contractor must have a contingency plan in place which outlines what is to be done in the event of a pollution incident. The contractor must make the contingency plan known to the land manager as part of their information exchange before work activity begins (refer to standard AP 1.1). Before any work activity begins the contractor must agree and arrange with the customer access to, and use of, the equipment and materials that can be used in the event of an incident, for example where there is a requirement to plug drains, block ditches or contain spillages (refer AP 1.1). All workers must be aware of and receive instructions on how the contingency plan must be practiced. The contingency plan must include the Environment Agency's hotline number: 0800 80 70 60.	The assessor will ask to see your contingency plan. The assessor will ask to see written evidence that the contingency plan has been made known to the land manager and equipment and facilities can be used at their premises in the event of a pollution incident (refer to standard AP 1.1). The assessor will ask how the contingency plan is communicated to staff and will ask to see staff training records.
AP 4.2	The contractor must obtain a written 'work instruction' from the land manager before the work activity begins and retain the instruction on record. A work instruction must be obtained and kept on record for each work visit. The work instruction record must include: - the date the instruction was provided; - the land manager's name and business name; - the name, address and contact details of the individual/business supplying the material (where the material did not originate from the farm to which it is to be spread); - the type of material which is to be applied; - the quantity of material to be applied, the application area and the application rate; - the location where the material is to be applied (the land manager should provide a farm map with field names – refer to standard AP 1.1); - where applicable, the quantity and type of material to be positioned in temporary field heaps; - where applicable, the location where material is to be located in temporary field heaps (the land manager should provide a map with field names - refer to standard AP 1.1); - where applicable, any certain conditions and instructions that the contractor must comply with to ensure the requirements of an environment permit or registered waste exemption held by the land manager are met. A copy of the environmental permit or waste exemption should be attached to the work instruction record;	The assessor will ask to see work instruction records provided to you by the land manager.

	x. where applicable, any certain conditions and instructions that the contractor must undertake to ensure the requirements of the Sludge (Use in Agriculture) Regulations 1989 and Nitrate Vulnerable Zone rules are met; xi. where applicable, any certain conditions and instructions that the contractor must comply with to ensure the requirements of specific 'end of waste' criteria are met; xii. where applicable, any actions required to minimise public nuisance that may arise from the spreading activity; xiii. any changes to the exchange of information and responsibilities agreed in advance which are relevant to the contractor's work activity (refer to standard AP 1.1).	
AP 4.3 REVISED	The contractor must provide the land manager and/or material supplier with a signed record of the work they have completed and retain a copy for their own records. The record must include: i. the date the work was undertaken; ii. the land manager's name and address; iii. where applicable, the name and address of the individual/business supplying the material (where the material did not originate from the farm it was spread on); iv. where applicable, the actions taken to minimise public nuisance and residential housing or recreational areas in close proximity to the spreading site (refer to standard AP 8.1); v. the findings from the field inspection including assessment of land slope, ground cover, proximity to surface water, weather conditions, soil type, soil condition (soil moisture deficit and soil structure) and the presence of land drains other than a sealed impermeable pipe (refer to standard AP 8.2), boreholes and wells; vi. field operation spot checks and where applicable, corrective action taken (refer to standard AP 8.4); vii. the type of material which was applied; viii. the quantity of material applied, the application location, the application area covered, the application rate; ix. the application equipment used; x. where applicable, the quantity and type of material positioned in temporary field heaps; xi. where applicable, the location of material positioned in temporary field heaps (the contractor must indicate where they have positioned temporary field heaps on the land manager's map and the date the heap was started) (refer to	The assessor will ask to see a copy of records.

	standard AP 1.1); xii. where applicable, the certain conditions followed to ensure the requirements of an environment permit/deployment notification held by the contractor were met. A copy of the environment permit/deployment notification should be attached to the record of work completed; xiii. where applicable, the certain conditions followed to ensure the requirements of an environment permit or registered waste exemption held by the land manager were met; xiv. where applicable, the certain conditions followed to ensure the requirements of the Sludge (Use in Agriculture) Regulations 1989 and Nitrate Vulnerable Zone rules were met; xv. where applicable, the certain conditions followed to ensure the requirements of specific 'end of waste' criteria were met; xvi. unexpected decisions/actions taken and rationale for doing so.	
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AP 5.0 Regulatory Controls

AP 5.1	If the contractor holds an environmental permit for mobile plant, work activity must not begin until the Environment Agency has agreed a deployment notification for the site where the material will be spread. The land manager must be provided with a copy of the deployment notification before work commences and as part of the work completed record (see standard AP 4.3). The contractor must adhere to any certain conditions and instructions from the land manager if their work activities are covered by a registered waste exemption or environmental permit held by the land manager. The land manager must provide a copy of the waste exemption or environmental permit to the contractor as part of the written work instructions to them (refer to standard AP 4.2). If the contractor spreads sewage sludge/bio-solids, they must adhere to any certain conditions and instructions from the land manager as well as the water company and/or sludge supplier. The land manager must outline the specific conditions and instructions required of the contractor as part of the written work instructions to them (refer to standard AP 4.2).	The assessor will ask to see work instruction records and work completion records which must include copies of deployment notifications, waste exemption and environmental permits and/or the certain conditions and instructions that the contractor must follow.
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AP 6.0 Equipment and Machinery

AP 6.1	The contractor must maintain the application equipment according to manufacturers' instructions and adjust equipment according to instructions from the land manager specific to the work instructions; importantly the application	The assessor will make a visible check of available equipment.
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	rate and appropriate bout width (refer to standard AP 4.2).	
AP 6.2	Application equipment used for spreading liquid material must be equipped with a flow meter.	The assessor will make a visible check of available equipment.
AP 6.3 REVISED	If contractors use broadcast equipment to apply <u>liquid</u> slurry, they must spread it at a trajectory as low as possible and with large droplets. <i>The use of splash plates is no longer recommended and will be phased out by 2025 in favour of low emission spreading to reduce emissions, air pollution and the risk of surface run-off into water.</i>	The assessor will ask if this equipment is used and what steps are taken to ensure atomisation and drift are minimised.
AP 6.4 NEW	If contractors use broadcast equipment to apply liquid digestate, they must spread it at a trajectory as low as possible and with large droplets. The use of splash plates is no longer recommended and will be phased out by January 2022 in favour of low emission spreading to reduce emissions, air pollution and the risk of surface run-off into water. After 31 December 2021, liquid digestate must be spread with low emission spreaders.	The assessor will ask if this equipment is used and what steps are taken to ensure atomisation and drift are minimised. From 1 January 2022, the inspector will need confirmation that all digestate is spread using only low emission spreaders.
AP 6.5	If contractors use open slot shallow injectors (up to 50 mm deep) or deep injectors (over 150 mm deep), where it is safe to do so, they must inject across the slope as opposed to up and down. Contractors must not inject into porous backfill over field drains or below the active roots of the crop. Where deep injectors are used, the field must not be land drained, the soil should have a soil moisture deficit of > 20mm and it must not be severely cracked.	The assessor will ask if this equipment is used, if so, the inspector will ask how this is achieved.
AP 6.6	If contractors use equipment such as a tank stirring device to break down formed crusts and stir sediment or an umbilical pipe system to pump liquid material directly to a tractor mounted applicator in the field they must ensure any residue inside it, or on it, is contained and does not enter ditches and surface waters which might risk environmental pollution.	The assessor will ask if this equipment is used, if so, the inspector will ask how this is achieved.
AP 6.7	If a testing service to determine the nitrogen content of organic material is offered by the contractor, the testing equipment must be calibrated on a regular basis, or at least annually. Each calibration must be recorded. A representative sample should be obtained for analysis. Where liquid materials are to be tested, they should be mixed thoroughly before a sample is taken.	The assessor will ask to see calibration records and ask how the contractor would take a material sample for testing.
AP 7.0 Temporary Storage of Material in Fields		
AP 7.1 REVISED	Contractors must only deposit material in temporary field heaps that is solid enough to be stacked in a free-standing pile and where effluent does not freely drain from it. Organic manure material should be stacked in narrow	The assessor will ask to see a copy of the work completed record that you provided to the land manager (refer AP 4.3).

	densely packed A-shaped heaps. Field heaps must <u>not</u> be positioned: - within 10 metres of field drains; - within 10 metres of surface water; - within 50 metres of a spring, well or borehole; - near ruts of tracks that could provide a pathway for effluent to enter ditches, surface waters or damage habitats; - on land likely to become waterlogged or likely to flood; - in an area that would cause public nuisance. The contractor must record the quantity of material, the type of material and the location of material positioned in temporary field heaps (the contractor must indicate where they have positioned temporary field heaps on the land manager's map) (refer to standard AP 4.3). Heaps must be regularly checked for leaks, addressing any issues that arise immediately.	
AP 8.0 Field Operations		
AP 8.1	Before the work activity begins, the contractor must consider sensitive receptors at the spreading site; including those identified in any risk assessment or deployment documents and take steps to minimise the risk of environmental pollution and public nuisance. The contractor must communicate any concerns that arise from their consideration of sensitive receptors with the land manager and record the outcome of any discussions in the work completed record (refer to standard AP 4.3). The contractor must record residential housing or recreational areas close to the spreading site and how they have taken steps to minimise public nuisance in the work completed record (refer to standard AP 4.3).	The assessor will ask how sensitive receptors are assessed. The assessment results and actions taken to minimise public nuisance and the effect on other receptors must be recorded in the work completed record (refer to standard 4.3).
AP 8.2 REVISED	Contractors must carry out a field inspection before spreading activity begins to assess the risk of pollution from run-off entering surface water or via drainage systems. Contractors must consider the slope of the land (particularly if it is greater than 12 degrees, equivalent to 20% or 1 in 5), ground cover, proximity to surface water, weather conditions (spreading should ideally take place in cool, windless and damp conditions and not when there is frost, snow and heavy rain), soil type, soil condition (soil moisture deficit and soil structure) and the presence of land drains (other than a sealed impermeable pipe). IF A SIGNIFICANT RISK OF WATER POLLUTION IS IDENTIFIED, MATERIAL MUST NOT BE SPREAD.	The assessor will ask to see the results of a field inspection, this must be included in the work completed record you provide to the land manager.

	The contractor must record the findings from the field inspection in a work completed record (standard AP 4.3).	
AP 8.3	Contractors must not apply more than 50m ³ of liquid material per hectare in a single application, or less if the soil conditions (soil moisture deficit and structure) pose a risk of pollution.	The assessor will ask to see a copy of the work completed record that you provided to the land manager.
AP 8.4	The contractor must conduct on-going monitoring whilst field operations are in progress to ensure the risk of pollution is minimised. The checks and corrective action taken, where applicable must be recorded in the work completed record (refer to standard AP 4.3). Equipment and machinery must be checked regularly to ensure an absence of splits or leaks. This will be of particular importance following the repositioning of machinery and equipment, for example umbilical system supply pipes. The field site where material is spread must be checked regularly to ensure that the application rate is appropriate to the soil conditions. Contractors must check for ponding or pooling of liquid material in the field whilst spreading and adjust application rates if required. Contractors must check watercourses, field drain outfalls, springs and boreholes (where possible) in close proximity to the spreading site to ensure they are free of the material being spread.	The assessor will ask to see a copy of the work completed record that you provided to the land manager.

APPENDIX

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 SCI.

APPLICATION

1. Contractors wishing to be certified to the Standards should join online (go to www.naac.co.uk/albc for link to application form).
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 online form in full and submit with payment.
4. By joining the Scheme, contractors agree to be bound by the Scheme standards and operating procedures and SCI Certification Obligations and Rules. 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 – SCI will contact the applicant to arrange the audit. Audits will be booked within a maximum of 14 calendar days of the application being received. Assessments will be carried out against the standards in force at that time. Fees must be paid on application and renewal, prior to the audit taking place.
6. Renewal for Existing members – Renewal of Certification will be conditional upon the receipt of the appropriate fee, and confirmation that the contractors will continue to follow the Standards and operating procedures. On renewal, an annual audit will take place within 8-14 months of the previous audit.

INDEPENDENT ASSESSMENT

7. Routine surveillance assessment will be carried out annually.
8. Once the application or renewal has been accepted, arrangements will be made within 14 days for an assessment visit to be booked.
9. Assessment visits will normally be by appointment with the contractor. However, SCI reserves the right to make short notice or unannounced visits.
10. All participants agree to give employees and agents of SCI 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, SCI 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 ALBC 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 SCI once any non-conformance(s) has been remedied and submit documentary evidence. SCI 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 SCI. Once a Certificate has been issued, a contractor may promote themselves as 'assured' and will be included in the List of Assured Contractors on the NAAC website: <https://www.naac.co.uk/listofalbc/>

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. SCI 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 SCI. 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 SCI.

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 SCI. 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 SCI. If an appeal is turned down, any costs reasonably incurred through the operation of the panel will be borne by the contractor.

USE OF TRADEMARK 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, '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. The Assured Land-Based Contractor Logo may only be used by contractors who are audited and certificated under the ALBC standards (as in points 1-17 above).

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 month's 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 Red Tractor) 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. SCI) 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



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