

Renewing your membership

Assessments

We must carry out your assessment **within 12 months** of renewing your membership. Assessments typically take around **two-and-a-half hours** depending on the size and type of operation.

Compliance

Your assessor will provide you with a copy of their **assessment report**. This will tell you which, if any, standards you have not met (**non-compliances**) and what **evidence** you need to send us, like an invoice or photo, to show that you have made the required changes.

You have **up to four weeks** from the date of your assessment to make any changes and send us your **completed report** and evidence.

Your assessor cannot advise you on how to make the required changes.



Monitoring

Once you have renewed you may receive a **monitoring visit** from an **RSPCA farm livestock officer**. These monitoring visits are **compulsory** and provide an additional level of assurance. Please be aware that these visits **can be unannounced**.

You'll find more information about monitoring on the Be RSPCA Assured website: www.berspcaassured.org.uk/monitoring

Preparing for your assessment

To ensure your assessment can be completed as quickly as possible please **check the following**:

- 1** You have read and met the relevant **RSPCA welfare standards**
- 2** You have a suitable **person available** to accompany your assessor
- 3** You have the following **documents available**:
 - Defra advisory booklets
 - Veterinary health plans
 - Veterinary medicine and treatment records
 - Farm policies
 - Training records
 - Production records

'When it comes to ethical claims made by food and drink companies ... concerns over animal welfare top the list.'

Mintel, Consumer Trust in Food, July 2015

Remember

You must read and **comply with all the relevant RSPCA welfare standards** before applying and being assessed, and maintain those standards throughout your membership.

Your assessment

On arrival your assessor will confirm their identity, sign the visitors book and ensure they comply with biosecurity.

1 They will **start by confirming** the following:

- assessment process
- standards to be assessed
- site information
- who will accompany them
- your report is confidential
- what happens following assessment

2 **During your assessment** your assessor will:

- look at the condition of your animals
- inspect production and service records
- speak to other stock people

3 **Following your assessment** your assessor will need time to complete their report. They will then:

- discuss their findings
- ask you to sign their report
- advise you of next steps

NSF Certification will decide whether to **issue a certificate** based on the **assessor's report** and, if applicable, **evidence** of any changes having been made.

Remember

If anything changes after you have renewed – for example your contact details, facilities, vehicles, management, location, stocking density – or you take a break in production, please **let us know** in writing straightaway.



Top tip

If you're **not sure whether you meet a standard** or how to meet a standard, don't wait until your assessment. Just **give us a call** and one of the team will be happy to help.

Adding a site or unit

If you wish to add an **additional site, unit or vehicle** etc. at a later date you will need to **submit a new application** and payment. The new certificate will **expire on the same date** as any existing certificates. This is so all sites can be reassessed at the same time.

Remember

Cancellations received **less than 48 hours** before the inspection **may incur a cost** of £119