



2021 Auction Market & Collection Centre

Standards

QMS



These Standards are independently assessed on behalf of QMS by an accredited certification body (CB). For more information on the relevant CB, please see the document, 'The role of the Certification Body', at www.qmscotland.co.uk/whole-chain-assurance
Updated February 2021 (effective date 1/4/2021)



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These Standards do not seek to duplicate existing published documents on husbandry and welfare. Reference should be made to these documents as appropriate.

You can read the relevant rules and guidance on our website. Where possible, this guide also provides details of where you can find more information, guidance and the checklist:

ASSESSMENT CHECKLIST

When you see this sign, please refer to the Assessment Checklist on **page 6** to mark your progress.

RECOMMENDATION

Recommendations, suffixed with R alongside the relevant standard to which they relate, are advisory clauses only and do not require any corrective action.

MORE INFORMATION

More information is available to view.

PAPERWORK

This symbol indicates that a template or document is available for view.



At a glance

THE AUCTION Market & Collection Centre Assurance Scheme is an essential element in the **Quality Meat Scotland (QMS)** 'whole chain' consumer assurance programme.

To carry the Scottish red meat industry's three premium brands **Scotch Beef PGI**, **Scotch Lamb PGI** and **Specially Selected Pork**, livestock must have been born, reared and slaughtered in Scotland and spent their entire life on QMS Scotch Assured holdings.

This whole of life brand eligibility is delivered by a suite of six assurance schemes: **Cattle & Sheep, Pigs, Feeds, Haulage, Auction Market & Collection Centre** and **Processor**. Whole chain assurance underpins the integrity of these premium brands and provides reassurance to consumers of provenance, highest standards of production, animal welfare and wellbeing, to deliver a quality eating experience.

SCOTCH ASSURED
Cattle & Sheep

QUALITY ASSURED
Pigs

Quality Meat Scotland
ASSURANCE SCHEMES

SCOTCH ASSURED
Processor

SCOTCH ASSURED
Feeds

SCOTCH ASSURED
Auction Market & Collection Centre

SCOTCH ASSURED
Haulage

Whole Chain Assurance from Quality Meat Scotland

Approved members of the Auction Market & Collection Centre Assurance Scheme

handle and trade the cattle, sheep and pigs which are destined for the **Scotch Beef PGI**, **Scotch Lamb PGI** and **Specially Selected Pork** brands. Auction markets and collection centres play a key role in minimising the stress involved to the livestock which are traded through their system. In conjunction with the other QMS whole chain assurance schemes, specific codes of practice for handling and selling of livestock have been developed.

Whole chain assurance underpins the integrity of these premium brands and provides reassurance to consumers of

provenance, highest standards of production, animal welfare and wellbeing, to deliver a quality eating experience.

The QMS Animal Welfare and Wellbeing Charter recognises the five freedoms of animal welfare and wellbeing:

Freedom

- from hunger and malnutrition
- from discomfort
- from pain, injury or disease
- to express normal behaviour
- from fear and distress.

Approved members of the Auction Market & Collection Centre Assurance Scheme handle and trade the cattle, sheep and pigs which are destined for the **Scotch Beef PGI**, **Scotch Lamb PGI** and **Specially Selected Pork** brands.

Auction markets and collection centres play a key role in minimising the stress involved to the livestock which are traded through their system. In conjunction with the other QMS whole chain assurance schemes, specific codes of practice for handling and selling of livestock have been developed.

The overall strategy of QMS is to develop, support, promote and protect a profitable and sustainable Scottish Red Meat Industry and a commitment to animal welfare and wellbeing is a key factor in this strategy and of paramount importance in ensuring the highest product quality.

The QMS Animal Welfare and Wellbeing Charter recognises the five freedoms of animal welfare and wellbeing:

- Freedom from hunger and malnutrition
- Freedom from discomfort
- Freedom from pain, injury or disease
- Freedom to express normal behaviour
- Freedom from fear and distress.

This is a guiding principle for all QMS assurance schemes, which are supported and approved by the Scottish SPCA, Scotland's independent animal welfare charity.

More information can be found here [www.qmscotland.co.uk/sites/default/files/QMS%20Animal%20Welfare%20Wellbeing%20Charter%20\(March%202015\).pdf](http://www.qmscotland.co.uk/sites/default/files/QMS%20Animal%20Welfare%20Wellbeing%20Charter%20(March%202015).pdf)

Assessment Checklist ⚠



This checklist will help to prepare for the assessment visit. It is not an exclusive list and should be used in conjunction with the Standards.

Standard Information		✓
1.1	Ensure scheme standards are available to all relevant staff.	
1.2	A record of all personnel (which includes job title) working for the Auction Market must be in place and available for inspection.	
1.3	Emergency contingency plan in place and available for inspection.	
1.4	Records of all animals entering and leaving their premises kept and available for inspection.	
1.6	Records of all animals entering and leaving the lairage facility, retained for a period of 3 months and available for inspection.	
2.1	Ensure current records of stock are maintained by using the live SPECC checker and updates of farm assurance membership from QMS approved sources.	
2.3	Traceability checkers must be used correctly to determine the status of the stock.	
2.5	Food Chain Information records retained for a minimum of 3 months and available for inspection.	
3.1/3.2	Cleansing and disinfection policy in place and available for inspection.	
3.3	Biosecurity notices in place.	
3.4	Adequate cleansing and disinfection facilities for livestock vehicles in place.	
4.1/4.2	The names of the AWO and BIOS must be clearly displayed in the principal auction market office and training records available for inspection.	
4.3	Training records for relevant personnel up to date and available for inspection.	
5.1	The animal welfare/medical record book and available for inspection.	
5.3	Written procedure in place to notify purchasers of stock, that it is the responsibility of the buyer to ensure that any animals destined for the food chain are outwith any withdrawal period.	
5.4	Adequate accommodation for sick or injured animals (isolation pen).	
5.9	Clean stock policy in place.	
6.3	Handling aids used on site must be suitable for the species and used appropriately.	
8.4	Adequate lighting in premises.	
9.1	Buildings maintained, cleansed and disinfected between sales.	
9.3	Suitable handling facilities available.	
9.4	Suitable loading facilities available.	
10.1	Complaints register maintained and available for inspection.	

QUALITY MEAT SCOTLAND AUCTION MARKET & COLLECTION CENTRE ASSURANCE SCHEME STANDARDS



The following Standards are effective from 1 April 2021.

The Standards are in two sections: Standard Detail and Requirement. Paragraphs in blue text are for members’ information only and do not form part of the assurance assessment.
Recommendations, suffixed with R, are advisory clauses only and do not require any corrective action.
Scheme members must ensure compliance with all relevant legislation, operating to the highest standards of animal welfare, traceability and biosecurity, to uphold the reputation and integrity of the Auction Market & Collection Centre Assurance Scheme, the Scottish red meat industry and Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands. These Standards fully align with Scottish Government’s *Best practice for livestock in auction markets 2014*
www.qmscotland.co.uk/auction-market-standards

1. Records and Traceability

Auction markets and collection centres must play their part in ensuring that accurate traceability records are readily available. Livestock traceability is not only important for controlling animal health and disease but is also crucially important to maintain and enhance customer confidence in the Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands.

STANDARD DETAIL		REQUIREMENT	
1.1	The auction market/collection centre and all relevant staff must have access to the current version of the QMS Auction Market and Collection Centre Standards.	A copy of the QMS Auction Market and Collection Centre Standards should be held on site (up to date, hard or electronic copy) and be accessible to key staff.	⚠
1.2	A record of all personnel (which includes job title) working for the Auction Market/Collection Centre must be in place.	Relevant documents must be available for inspection.	⚠
1.3	A written contingency plan must be available and known to all relevant staff.	The contingency plan must include what action is to be taken in the event of: <ul style="list-style-type: none">• Animal disease outbreak• Escape of animals• Fire• Delays in onward transport• Extreme weather conditions. A template can be found in appendix 5 or www.qmscotland.co.uk/auction-market-standards	⚠ ℹ
1.4	Auction markets and collection centres must maintain records of all animals entering and leaving their premises and must notify the relevant species movement organisation, e.g. British Cattle Movement Service (BCMS) and ScotEID of these movements. The auction market/collection centre must act as a Critical Control Point (CCP) for all sheep moving through their premises.	Relevant documents must be available for inspection.	⚠
1.5	Each CCP must have a contingency plan in place describing the action to be taken in the event of equipment failure, power failure and other CCP related issues.	The contingency plan may be verbal or written and contingency planning requirements can be obtained from IAAS.	
1.6	Auction markets and collection centres must maintain separate records of animals entering and leaving their lairage facility.	Records must be available for inspections and to be retained for a period of 3 months.	⚠

ℹ MORE INFORMATION

www.qmscotland.co.uk/auction-market-standards

2. Assurance Status

STANDARD DETAIL		REQUIREMENT	
2.1	Auction markets must maintain current records of stock based on the live Scotch Potential Eligibility Cattle Checker (SPECC) and updates of farm assurance membership which are received on a regular basis from QMS approved sources. See Appendix 4 for an explanation of these different assured statuses.	Stock are consigned as follows: Cattle: Scotch Potential Eligible (SPE) Farm Assured (FA) Non-Assured (NA) Sheep: Scotch Assured (SA) Farm Assured (FA) Non-Assured (NA)	⚠
2.2	All Scotch Potential Eligible (SPE), Scotch Assured (SA), Farm Assured (FA) and Non-Assured (NA) calves, store and prime sale livestock must be clearly and correctly identified.	All animals must be clearly and correctly identified on entry into the sales ring and on sales invoices. This applies to all calves, store and prime sale stock. Scottish animals assured under the Red Tractor Assurance Dairy Farm Scheme are eligible to be sold as Scotch, if they are sold on to a QMS assured farm at under 100 days of age.	
2.3	Traceability checkers must be used correctly to determine the status of the stock.	For Cattle: <ul style="list-style-type: none">All auction markets must use the Live Scotch Potential Eligibility Cattle Checker (SPECC)Where internet is not available or poor, auction markets must use the QMS PGI Checker as a secondary check for cattle (scanning all barcode moves)If required, a further check can be made by contacting the approved certification body (CB). For further information regarding the CB, visit www.qmscotland.co.uk/whole-chain-assurance For Sheep: <ul style="list-style-type: none">All auction markets must use the QMS PGI CheckerIf required, a further check can be made by contacting the approved certification body (CB). For further information regarding the CB, visit www.qmscotland.co.uk/whole-chain-assurance During Assessments, auction market staff must demonstrate use of both checkers and demonstrate weekly updating of the QMS PGI Checker.	⚠
2.4	Farm Assured livestock being transported to and/or from the auction market/collection centre under the instruction of the auction market/collection centre, must be transported by an approved member of the QMS Haulage Assurance Scheme or an equivalent scheme (such as Red Tractor Haulage Assurance Scheme).		
2.5	All livestock sold for slaughter must be accompanied by Food Chain Information. Auction markets must retain Food Chain Information records for a minimum of 3 months.	Evidence of this must be available for inspection.	⚠



3. Biosecurity and Disease Control

Effective biosecurity and cleanliness are a very important part of maintaining high standards of biosecurity and low incidence of transmissible disease in Scotland. Biosecurity is the process which, when done well, closes pathways and eliminates opportunities. Cleanliness, hygiene, disinfection and separation are the basics in stopping the spread of any disease.

STANDARD DETAIL		REQUIREMENT	
3.1	Auction market and collection centre operators must have a written cleansing and disinfection policy in place, which outlines arrangements for minimising biosecurity risks.	Relevant documents must be available for inspection.	⚠
3.2	Auction markets and collection centres must provide cleansing and disinfection points for all stockpersons and visitors entering the livestock area, to comply with current biosecurity legislation.	Provision of: <ul style="list-style-type: none">Boot cleaning and disinfecting facilities (footbaths, buckets, hand brushes, foam matting) at the entrance and exit points of the livestock areas.	⚠
3.3	Biosecurity notices must be displayed in prominent positions.	<ul style="list-style-type: none">Signs to encourage persons to enter the livestock areas with clean boots only and use the provided boot cleaning and disinfecting facilities.	⚠
3.4	Auction markets and collection centres must provide adequate washing and disinfection facilities for the cleansing of livestock vehicles. Seasonal markets must have alternative washing and disinfection arrangements in place.	The area must be: <ul style="list-style-type: none">On hard-standing (concrete, tarmac or similar) and capable of cleansing and disinfection.	⚠
3.5	Livestock must be segregated to prevent nose to nose contact between sale and non-sale stock in auction markets.		
3.6R	RECOMMENDATION It is recommended that livestock are moved off the auction market/collection centre premises as soon as possible.		👁

4. Personnel

STANDARD DETAIL		REQUIREMENT	
4.1	An Animal Welfare Officer (AWO) and a Biosecurity Officer (BIOS) must be appointed in every auction market/collection centre. The named AWO and BIOS must have a nominated replacement for times when they are unavailable.	Details and relevant training records available for inspection.	⚠
4.2	The names of the AWO and BIOS must be clearly displayed in the principal auction market/collection centre office.	Details clearly displayed in relevant locations.	⚠
STANDARD DETAIL		REQUIREMENT	
4.3	All relevant personnel must have received training to ensure competence in animal handling and welfare and should demonstrate knowledge of all work tasks and activities they are required to carry out.	The auction market/collection centre must ensure that training is carried out either through in-house courses or external training companies. Staff should attend regular refresher training courses. All training must be recorded. A template can be found www.qmscotland.co.uk/auction-market-standards	⚠ 📄



➔ 4 Personnel (continued)

4.4	All auction market personnel, including casual personnel, who handle livestock must be clearly identified.	Market staff should be distinguishable from other people attending the market, e.g. coats, badges or sweatshirts.
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📘 MORE INFORMATION

www.qmscotland.co.uk/auction-market-standards




5. Animal Welfare

STANDARD DETAIL		REQUIREMENT	
5.1	Any animal deemed unfit for sale must be notified by the AWO to the relevant authorities and the appropriate action taken to ensure that all parties concerned are notified.	Incidents must be recorded in the animal welfare/ medical record book and available for inspection.	⚠️
5.2	Auction markets/collection centres must have a nominated veterinary surgeon who can attend the market/ collection centre at very short notice, if necessary.	Details must be recorded in the contingency plan (see Standard 1.3)	
5.3	Auction markets must have a written procedure in place which notifies purchasers of stock, sold through store or breeding sales, that it is the responsibility of the buyer to ensure that any animals destined for the food chain are outwith any withdrawal period. This includes the seller's use of antibiotics, anthelmintics or sheep dip, prior to sale.	Relevant documents must be available for inspection.	⚠️
5.4	The auction market/collection centre must have adequate dedicated accommodation for sick or injured animals (an isolation pen).	The facility must: <ul style="list-style-type: none">• Be clearly marked and identified• Have solid sides• Be well bedded or have rubber matting to provide comfort to animals. Where an animal is sick or injured and unable to move, signs must be available to identify any facility as holding an animal in isolation/segregation.	⚠️
5.5	Any sick or injured animals must be placed in an isolation pen, if movement does not compromise their welfare further, and receive immediate appropriate treatment in order to avoid unnecessary pain or distress.	Animals that are treated must be accurately identified in order that medicine withdrawal periods can be observed. Such treatments must be recorded in the animal welfare/ medical record book, which must be available for inspection.	
5.6	Any animal unfit for further transport, which cannot be treated, must be humanely destroyed by an appropriately qualified person.	Examples of appropriately qualified personnel: <ul style="list-style-type: none">• Fallen stock collector• Vet• Trained slaughter person that has been identified or nominated by the market.	
5.7	Calved dairy cows and heifers, calves, motherless lambs less than 4 weeks old and pigs must be provided with covered accommodation, which must have solid sides and be free from draughts.		



5.8	All livestock must be loaded, unloaded and handled with due regard for the animal's welfare.		
5.9	The auction market operator/collection centre must promote and operate a clean stock policy.	This should encourage farmers to ensure their animals are clean, healthy and free from excessive skin contamination.	⚠️
5.10	Where stock are kept in fields or lairage, they must have access to feed and water.		

6. Animal Handling and Penning

STANDARD DETAIL		REQUIREMENT	
6.1	Auction markets/collection centres must be designed and operated with the aim of moving animals through their system in order to minimise stress to the animals.		
6.2	Throughout the auction market/collection centre, animals must be handled calmly and systematically in an unhurried manner.	Livestock are handled in a quiet manner, without frightening, excitement, mistreatment or force.	
6.3	Handling aids used on site must be suitable for the species and used appropriately.	Examples of handling aids that can be used on site are: <ul style="list-style-type: none">• Paddles• Rattles• Flags (used as an extension of the arm to guide livestock)• Wooden sticks (cattle and sheep only), with no sharp points (used as an extension of the arm to guide livestock)• Boards (pigs).	
6.4	Where auction market/collection centre personnel use electric goads, these must only be used by a suitably trained person and only where absolutely necessary as a last resort, to ensure that animal welfare is not compromised.	They can only be used on the hindquarters of any bovine animal over the age of 6 months or adult pigs which are refusing to move forward when there is space for them to do so. A documented procedure must be in place for their use.	
6.5	The market operator must have a dog handling policy in place.	Only working dogs, under proper control, should have access to the penning and loading areas.	
6.6	If held overnight, there must be adequate room for all the animals in a pen to comfortably lie down at one time and have access to food and water.		
6.7	Pens must be of a suitable size for the animals contained in them and must not be overcrowded.		
6.8	Bulls must be penned appropriately.	Mature bulls must be penned separately or tied by the head or neck and young non-breeding bulls must be penned separately or together in their own rearing groups.	
6.9	Horned cattle must be penned separately, or in their own peer groups.		
6.10R	 RECOMMENDATION It is recommended that procedures are in place to cover any stock that come under a 13-day standstill to ensure appropriate separation takes place.		

7. Feed and Water Provision

STANDARD DETAIL		REQUIREMENT
7.1	Livestock arriving in the auction market prior to sale day or remaining after the sale must be fed, watered and bedded twice a day.	
7.2	The auction market must ensure that enough water is provided, to prevent animals becoming thirsty.	An arrangement must be in place for an alternative water supply in the event of mains water supply failure.
7.3	All feed materials must be stored in accordance with good practice, to prevent contamination by domestic animals, birds or rodents.	Storage must be suitable to prevent contamination by domestic animals, birds or rodents.
7.4	All purchased compound feeds, blended feeds and feed materials (straights and feed blocks) purchased by the auction market must be sourced from a merchant/manufacturer who is an approved member of the QMS Feeds Assurance scheme and approved under the AIC's Universal Feed Assurance Scheme or equivalent.	

8. Flooring and Bedding

STANDARD DETAIL		REQUIREMENT
8.1	All flooring must be non-slip and provide a stable surface.	Sale rings and areas used to move and hold stock, must be managed throughout the sale period to ensure the surfaces accessed by stock provide a non-slip, stable and clean environment.
8.2	Where bedding is required, it must be maintained to ensure it remains clean, dry and replenished as necessary, with no concrete showing.	
8.3	A dry bedded area must be provided for animals which require covered overnight accommodation.	
8.4	Lighting within the premises must be provided which is sufficient to load and unload stock safely and allows for inspection and care of the animals while on the premises.	Lighting must be sufficient to load and unload stock safely and allows for inspection and care of the animals while on the auction market/collection centre premises.



9. Facilities

STANDARD DETAIL		REQUIREMENT
9.1	All buildings must be maintained and be in a good state of repair and weatherproof.	Adequate cleansing and disinfection must take place between sales.
9.2	All equipment must be properly installed, regularly maintained and in good working order.	
9.3	All handling facilities, pens and passageways must be free from sharp edges or projections, to prevent injury to livestock.	
9.4	Loading bays must be designed to prevent injury to livestock.	They must allow ease of movement of stock and have non-slip ramps with side protection where appropriate.

10. Complaint Handling, Compliance with the Law and Scheme Reputation

All businesses must have a system in place for managing complaints received against them that are relevant to the requirements of the Auction Market & Collection Centre Assurance Scheme Standards. This system must include a method of recording, investigating and resolving any complaints against the business. The reputation and integrity of the Auction Market & Collection Centre Assurance Scheme and QMS are paramount, and members must not do anything, or permit anything to be done, which harms them.

STANDARD DETAIL		REQUIREMENT
10.1	The Auction Market/Collection Centre operator must maintain a record of any relevant complaints received.	The record must include the date, name of the complainant, the nature of the complaint and the action taken to prevent recurrence. Relevant complaints are those which relate to the scope of the QMS Auction Market Scheme i.e. animal welfare, cleanliness, traceability or meat quality.
10.2	Members must not commit any offence or otherwise be in breach of any legal requirement relating to the provenance, production, wellbeing or welfare of livestock and must not engage in any practice which brings the Auction Market & Collection Centre Assurance Scheme or QMS into disrepute. This includes threatening and unprofessional behaviour towards any QMS representative or its assurance contractor's personnel or contracted personnel.	



Standards Setting Committee

The following Standards Setting Body committee was responsible for the development of these Standards:

Committee Member	
Scott Henderson	Chair/QMS Board Member
Donald Young	IAAS
Robin Anderson	IAAS
Tom Gatherer	Scottish SPCA
William McCulloch	Lawrie & Symington
Hamish Waugh	Farmer
Neil Wilson	IAAS
Derek Armstrong	Haulier
Scott Donaldson	IAAS
Mick Park	APHA
John Thomson	IAAS
Hugh Fraser	NFUS

Advisor to the committee	
Kathryn Kerr	QMS Head of Brands Integrity
Billy Neilson	Certification body Assessor
Doug Stevens	Certification body Technical Manager



Appendix 1: How the Scheme Works

An overview of how to join the QMS Auction Market & Collection Centre Assurance Scheme and how to remain an approved member is provided below.

Introduction
QMS reviews and sets the Auction Market & Collection Centre Assurance Scheme Standards. Assessments are contracted to an independent inspection and certification company. This company is accredited by the United Kingdom Accreditation Service (UKAS) to ISO/IEC 17065, the international standard for product conformity certification. QMS has agreed procedures for these assessments with the certification body, which is regularly (at least once each year) audited by UKAS to ensure these procedures are maintained.

How to Join the Scheme
An application form to join the scheme can be downloaded from www.qmscotland.co.uk/auction-market-standards

Assessments
New applicants will be assessed within 4 weeks of receipt of their completed application form and cleared payment. The interval between assessments for existing scheme members may vary slightly from year to year to allow the business to be seen at different times. New applicants will only become assured after any non-compliances have been rectified and corrective actions

reviewed, after which the certification body will send a letter confirming **approval status** and issue a Certificate of Conformity. Auction Market & Collection Centre Scheme members may be subject to spot check visits to ensure ongoing compliance with Scheme Standards. The assessor must be given access in order to conduct these visits. For detailed information on the farm assessment visit and what happens after the assessment has been conducted, please refer to the separate document *QMS Auction Market & Collection Centre Assurance Scheme – Assessment Information*, available at www.qmscotland.co.uk/auction-market-standards

Membership Renewal - Payment of Annual Membership Subscription
Scheme membership renewal notices are issued annually in **July** and will indicate the due date for receipt of payment of the annual membership subscription. If payment has not been received by the due date advised on the final reminder letter, the **approved status** of the membership will be withdrawn. It will then be necessary to reapply to join the scheme, pay a full subscription fee by Direct Debit, undertake a reassessment and a new membership number will be issued.



Appendix 2: Certification Regulations

Members should refer to the Certification Regulations for operational details of the Certification Scheme (i.e. conditions of membership, obligations, assessment process, certification decisions, appeals procedures etc.). These can be accessed at www.qmscotland.co.uk/auction-market-standards

General points to note:

Changes of Business Details

If there are any changes to the member's business which are relevant to membership of the QMS Auction Market & Collection Centre Assurance Scheme, you must notify the certification body or QMS.

External Complaints

Occasionally, a complaint may be received about a Scheme member's Auction Market or Collection centre business(es). On behalf of QMS as Scheme Owners, the certification body has a procedure in place which is designed to investigate legitimate complaints that may affect the reputation and integrity of the Scheme, QMS brands and also protects members from unjustifiable discrimination.

Where an animal welfare issue has been identified, a Scottish SPCA inspector will normally accompany an assessor to investigate the complaint. If involved with a complaint, we would appreciate cooperation with this process.

Opportunity to Appeal Decisions

Should a member (existing or new applicant) be unhappy about the assessment outcome and/or the certification decision, the Appeals procedure is detailed in Section 13 of the Regulations.

Prosecutions

It is a requirement of the Scheme that any current, past or pending prosecutions relating to the business(es) are reported to the certification body without undue delay.

Failure to do so could result in the withdrawal of QMS Auction Market & Collection Centre Assurance Scheme Membership and Certificate of Conformity.

Withdrawal of Membership

The certification body is entitled to withdraw a member's Certificate and Membership of this Scheme should it become aware of breaches to any requirements specified in the Certification Regulations.

Cancellation of Assessments

Should a member cancel an assessment within 48 hours of the confirmed assessment date, without good reason, the certification body reserves the right to reclaim the cost of the cancelled assessment from the member.

Appendix 3: Brand Eligibility Criteria for Scotch Beef and Scotch Lamb

Since 1996, the Scotch Beef and Scotch Lamb brands have held the coveted European Protected Geographical Indication (PGI) status which legally protects the brand names from imitation by meat from outwith Scotland or from products claiming Scotch status.

To carry the Scotch Beef PGI and Scotch Lamb PGI brands, cattle and sheep must have been born, reared and slaughtered in Scotland and Scotch assured from birth.

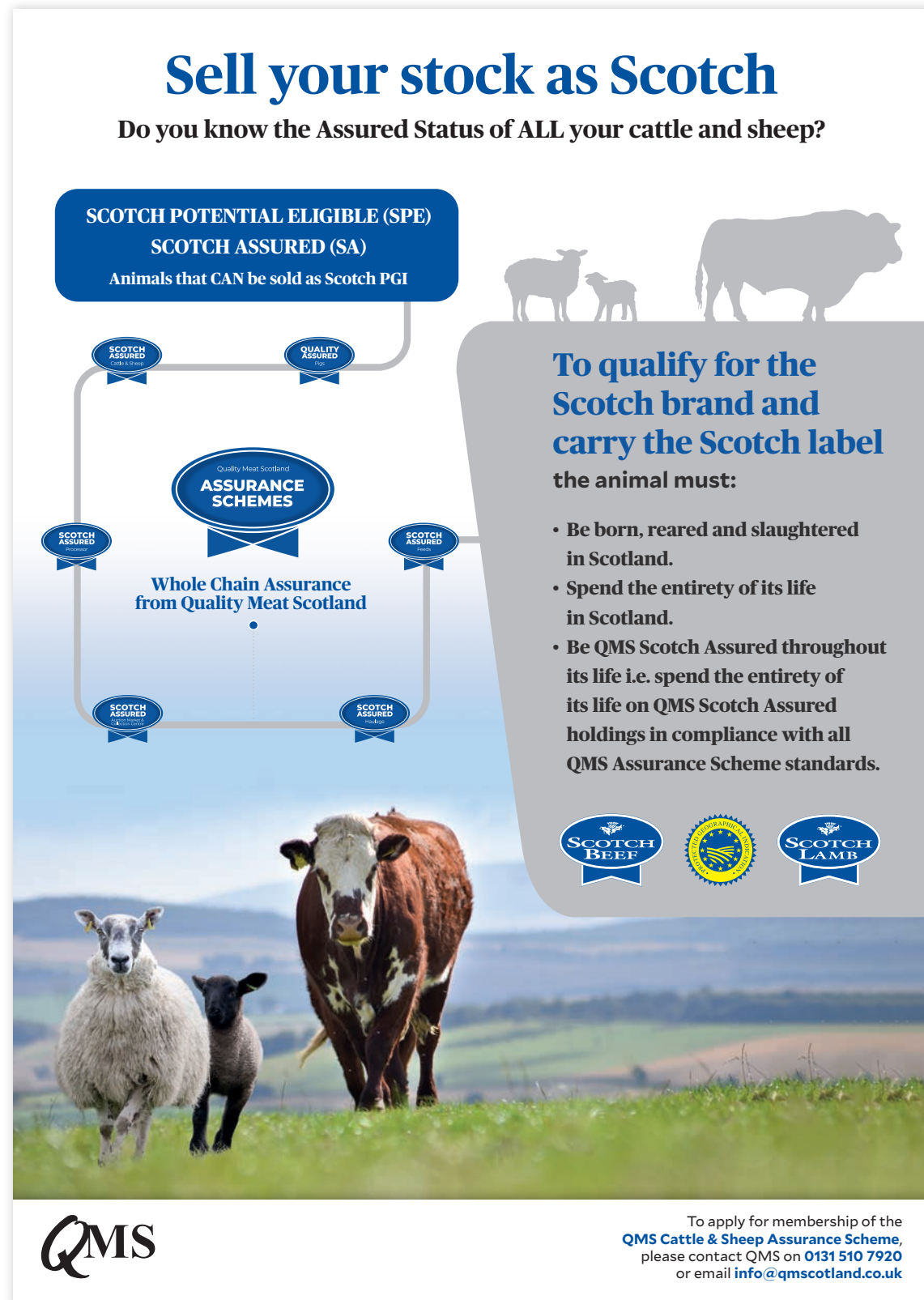
In addition, for meat from the animal to be eligible to carry Scotch Beef PGI branding, at slaughter the animal must be:

- Over 12 months of age
- Under 16 months if a young bull
- Under 48 months if a steer or a heifer
- Not have had a calf or be in calf.

Scottish animals assured under the Red Tractor Assurance Dairy Farm Scheme are eligible to be sold as Scotch if they are sold onto a QMS assured farm at under 100 days of age.

It is illegal to transport heavily pregnant females where more than 90% of the expected gestation period has passed and at slaughter such animals are ineligible for Scotch branding.

Appendix 4: Whole Chain Assurance



Appendix 5: Emergency Contingency Plan Template

The following template can be used to indicate what action is to be taken in the event of any incidents. Entries are included as examples only.

Emergency Contact	Contact Details
Auction Market Owner/Manager	
Auction Market Business Out of Hours	
Veterinary Surgeon	
Electricity Supplier	
SEPA	
Scottish Water	

[illegible]



Appendix 6: Staff Training Record

For each staff member, complete a training record. Ensure copies of relevant certificates are kept.

Name:		Start Date:		Role/Key Task	
Experience:					
Training/Event Date(s)	Type of Training/Event	Training Provider	Other (e.g. Review Dates if applicable)		

Name:		Start Date:		Role/Key Task	
Experience:					
Training/Event Date(s)	Type of Training/Event	Training Provider	Other (e.g. Review Dates if applicable)		

Appendix 7: Guide to current legislation and codes of practice

Applicable to auction marts operating in Scotland

The Markets, Sales and Lairs Order 1925 (as amended) adlib.everysite.co.uk/adlib/defra/content.aspx?id=000IL3890W.184SZDS7RTA5OM	The Cattle Identification (Scotland) Amendment Regulations 2007 www.legislation.gov.uk/ssi/2007/312/contents/made
The Markets, Sales and Lairs (Amendment) Order 1996 www.legislation.gov.uk/uksi/1996/3265/introduction/made	The Cattle Identification (Scotland) Amendment Regulations 2011 www.legislation.gov.uk/ssi/2011/412/contents/made
The Welfare of Animals at Markets Order 1990 (as amended) www.legislation.gov.uk/uksi/1990/2628/contents/made	The Pigs (Records, Identification and Movement) (Scotland) Order 2011 www.legislation.gov.uk/ssi/2011/327/contents/made
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Applicable to auction marts operating in England

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Advice and guidance on protecting animal welfare on farms, in transport, at markets and at slaughter
www.defra.gov.uk/food-farm/animals/welfare/transport/competence-cert

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