



Quality Welsh Food Certification Ltd
Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2HE
Phone (01970) 636688 Fax (01970) 624049 Email enquiries@qwfc.co.uk

Applying for Certification

Who is eligible?

Any producer of Beef &, or Lamb in Wales is eligible to apply for Certification under the **Farm Assured Welsh Livestock Scheme Standard**.

Any producer of an agricultural or horticultural product or processor of Organic produce in Wales is eligible to apply for Certification under the **Welsh Organic Scheme Standard**.

Certification under the Scheme will only be granted if, on assessment, the farm is seen to comply with the relevant Scheme Standards covering production principles, animal welfare, hygiene and environmental controls.

How do I become Farm Assured?

The process involves completing an **Application Form** &, if applying for the **Welsh Organic Scheme**, a **Conversion Plan**.

The information provided will be reviewed to confirm your eligibility. An Assessment of your business will then be carried by one of our Assessors to confirm that it fulfils, & can continue to fulfil, the requirements of the Scheme Standard. You will be advised of any aspects that do not conform to the Scheme Standard and these will need to be rectified before Certification is granted. Following this the business will be re-assessed at the interval specified in the Scheme Standard, however it may be selected for an additional Assessment at anytime.

How do I apply?

It is essential that you read the Scheme Standard document for the Scheme you are applying for, to ensure that you are ready to make your application and are fully prepared for the assessment. Please complete the **Application Form** and **Conversion Plan** if required, additional information may be provided on a separate piece of paper.

Certification Fees are payable by direct debit, see below for details. Please complete the **Direct Debit Mandate** and return it with your application.

You will be contacted within 14 days of our receiving your Application to confirm eligibility & an Assessor will subsequently contact you to make arrangements to visit your farm. If you cannot agree a suitable date for Assessment within a reasonable period of time, then we will write to you to ask you to contact us when you are ready for assessment.

When do we pay?

Fees are payable by direct debit, details of current fees can be found on the **Scheme Fees Leaflet**.

Fees will be debited from the account on or after the 28th of the month in which you applied and annually thereafter. A VAT invoice will be sent to you for your records.

Am I ready to apply?

You will want to be sure you are ready for the Assessment before you apply. The Scheme Standard should be read carefully & any potential non-conformances rectified before Assessment.

Some non-conformances may require a further Assessment to verify Corrective Action and this may incur a cost to you. To avoid this, you should attend to any matters that may not conform to the Scheme Standard **before** Assessment.



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When do I receive my Certificate?

Once conformance to the **FAWL Scheme Standard** has been verified you will be sent a **Letter** to confirm Assured Status & you will be listed as an Assured Producer on the FAWL Website. This entitles you to sell your stock as Assured by the FAWL Scheme Standard.

Once conformance to the **Welsh Organic Scheme Standard** has been verified you will be issued with a **Certificate of Conformity** valid for one year.

What if we have several units?

If the business has several units but remains under the same operational control, one Assessment is normally sufficient but it may be necessary to undertake a longer Assessment that will cost more. You will be contacted to agree to this before we proceed.

Re-assessment?

The business will be re-assessed at the interval specified in the Scheme Standard, to confirm continuing compliance and a small section of Producers are selected, at random, for an additional Assessment. If, during a re-assessment, the same non conformance is raised as had been previously found QWFC may require the producer to provide more evidence of how the business can conform with the Scheme Standard on a on-going basis & it may be necessary to undertake a further Assessment, which will be at the expense of the Producer. Your Certification may be withdrawn at any time, if it is found that you have a critical non conformance with the Scheme Standard or are found to be in breach of QWFC Scheme Regulations.

Further Information

Copies of the documents referred to & other details information on the operation of the Farm Assured Welsh Livestock Scheme. & the Welsh Organic Scheme may be found on our websites www.qwfc.co.uk, www.fawl.co.uk; www.welshorganic.co.uk or contact us directly on 01970 636688.