



Livestock Markets & Collection Centres Standards 2008



VERSION 2.1

**Implementation
February 2010**

*Please note: the only changes in
this document from version 2.0
are concerning Standard 5.2*





LIVESTOCK MARKET & COLLECTION CENTRE STANDARD

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LIVESTOCK MARKET & COLLECTION CENTRE STANDARD

INTRODUCTION

ABM – representing Red Tractor Beef and Lamb

Assured Food Standards (AFS), the assurance organisation has restructured with six sector schemes integrating more closely behind the Red Tractor logo. The re-organised Assured Food Standards (AFS) will manage the standards underpinning assurance on behalf of the whole food chain.

ABM acts as the Beef and Lamb Sector Board for AFS and is responsible for:

- Setting Red Tractor beef and lamb assurance standards throughout the whole chain farm, transport, markets and abattoirs).
- Licensing standards to various Certification Bodies (who will inspect and certify against them) and ensuring consistent delivery of assurance across all providers.
- Maintaining a central database of all procedures and businesses certified against the Red Tractor standards.
- Promoting the benefits of assurance to both producers and businesses within the beef and lamb supply chain and to external bodies such as Government, NGO's, Consumer organisations, etc.
- Working with other beef and lamb assurance bodies throughout the UK to develop a commonly accepted approach to assurance

Standards

All ABM standards cover three main areas:

- Food Safety and Traceability
- Animal Welfare
- Environmental Protection

The livestock market & collection centre scheme is an integral link in the beef and lamb assurance chain. Significant numbers of livestock are still sold through livestock markets, or marketed through collection centres, hence the need for them to be included in the whole chain approach.

These standards have been developed by the ABM Technical Advisory Group (TAG) which is made up of representatives and experts from within the industry (for a list of the ABM TAG members please visit the Market Members Area on the website – www.abm.org.uk).

Critical Failure Points

Throughout this document, there are several standards that are identified as Critical Failure Points. Non-conformances raised against any of these standards will result in immediate suspension from the ABM Livestock Market & Collection Centre Scheme.



Records

Each standard that requires the market to hold a record is marked with a ® and Appendix 12 provides a full list of all records required. Records on computer are acceptable as long as they contain all the required information and are fully complete. The computer or printed copies of records must be made available to inspectors who will need to check their content.

Self-Assessments

It is strongly recommended that auctioneers carry out a self-assessment of the market premises against the standards prior to the inspection taking place. Tick boxes are positioned next to each standard and if completed should avoid any non-conformances being raised by the inspector.

ABM Record Templates

To help the markets and collection centre meet all the record keeping requirements of these standards, ABM has produced record templates which can be used. Each appendix highlights where an ABM record template has been produced and these are available from the ABM website www.abm.org.uk or by contacting the ABM office.

Required publications

ABM acknowledges that it is now possible to gain access to many publications electronically. Therefore, it is acceptable for required publications to be available electronically, as long as the market/collection centre staff can demonstrate to the inspector that it is available. If publications have to be made available to other relevant personnel then the market/collection centre operators must either provide a printed version for them or make sure they have access to it electronically. Access to the required publications are available electronically from the ABM website www.abm.org.uk.

Prosecutions

Auctioneers/collection centre operators shall notify their Certification Body of any prosecutions brought or likely to be brought against them with respect to any issues covered in the ABM Livestock Market & Collection Centre Scheme and including food safety, animal health, animal welfare, animal identification and movements, trade description, animal transport or environmental legislation. Auctioneers/collection centre operators will be asked to sign a declaration relating to prosecutions in their application forms, inspection non-conformance reports and renewal application forms. Any information received will be treated on a case-by-case basis.

Feedback

ABM is committed to ensuring that inspection and certification against ABM standards is delivered in a professional and efficient way. We would welcome any feedback producers have on the standards, inspectors or certification bodies. See Appendix 13 for a Feedback Form.



ABM Policy Statement

It is a policy of the ABM Standards is that all livestock markets must:

- comply with all current legislation
- possess and be aware of all relevant Codes of Practice/Guidance
- ensure the health and welfare of the stock based on The Five Freedoms:

- | |
|---|
| <ol style="list-style-type: none">1. freedom from thirst, hunger and malnutrition;2. freedom from discomfort;3. freedom from pain, injury or disease;4. freedom from fear and distress;5. freedom to display most normal patterns of behaviour. |
|---|

- ensure that full traceability systems are in place
- be managed by competent auctioneers/managers and trained site staff
- ensure the safety and welfare of animals on site
- ensure the environment is protected and cared for
- ensure that all relevant staff have an understanding and access to a copy of the standards.

ABM Livestock Market & Collection Centre Standard

Scope and Objectives:

- The ABM Livestock Market & Collection Centre Standard covers all livestock markets and other animal gatherings including collection centres as described by the Animal Gatherings Order.
- At all times food safety, animal welfare and traceability are of high importance.
- The Site Operators must be fully compliant with all current relevant legislation.
- The standard aims to provide significant guidance to assist in the interpretation and incorporation of the ABM Scheme within the everyday operation of the market or gathering.

Standard:

- All sites must comply with all the standards, except where marked for markets or collection centres only, when these standards are only applicable to the sector referred to.
- The site operator must be responsible for ensuring that all records are up-to-date and available to Inspectors.

Definitions:

- The “site” refers to the premises defined under the Animal Gatherings Order or in Northern Ireland, the Sales, Markets and Lairs Order 1975 and the Diseases of Animals Order 1981.
- The “site operator” is the person or company in charge of the activities on the site
- “Site staff” refers to all employees under the control of the “Site operator” and directly involved with the handling of livestock.
- “All staff” refers to all employees of the company including secretarial and/or administrative staff.

1.0 EMPLOYEES

- All employees must be competent when handling livestock and must be aware of the requirements for compliance with the Standard.

| Std No | Standard | Guidance | Self Assessment |
|--------|--|---|--------------------------|
| 1.1 | <p>An Animal Health and Welfare Officer (AHWO) and deputies (if required) must be appointed and available at all times when animals are on the premises.</p> <p>CRITICAL FAILURE POINT</p> | <p><i>The AHWO and deputies must have the authority to take any necessary action involving the health and welfare of animals within the premises. Where the size/daily throughput of business or frequency of gatherings so requires, suitably qualified deputy AHWOs must be appointed to take responsibility for particular classes of livestock or particular sections of the site.</i></p> | <input type="checkbox"/> |
| 1.2 | <p>The AHWO must be properly qualified.</p> | <p><i>Qualifications accepted are an NVQ or equivalent training. Any equivalent qualifications/training must involve some external input e.g. trading standards, veterinary direction etc.</i></p> | <input type="checkbox"/> |
| 1.3 | <p>The AHWO must be responsible for the health, hygiene and welfare of stock whilst they are on the premises.</p> | <p><i>The responsibilities must include</i></p> <ol style="list-style-type: none"> <i>1. Preparation of the premises for the days operations;</i> <i>2. Loading and unloading;</i> <i>3. Penning;</i> <i>4. Ensuring that food and water is provided as required if necessary</i> <i>5. Ensuring that proper arrangements have been made for the timely removal of stock from the premises or that suitable lairage is provided on site.</i> | <input type="checkbox"/> |

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|--------------------------------------|--|---|--------------------------|
| <p>1.4 <i>Revised</i></p> | <p>The site operator must keep a record of any complaints received and action taken. ®</p> | <p><i>Relevant complaints include those concerning personnel, members of the public, livestock and/or vehicles. The record must contain date and details of complaint and any corrective action taken. See Appendix 1.</i></p> | <input type="checkbox"/> |
| <p>1.5</p> | <p>The AHWO must be acquainted with and able to contact at least one nominated vet (or veterinary practice) who can be called immediately if there is any concern about an animal's health or welfare.</p> <p>CRITICAL FAILURE POINT</p> | | <input type="checkbox"/> |
| <p>1.6</p> | <p>The name(s) of the current AHWO and Deputies, the Local Authority Inspector (LAI) and Animal Health Divisional Office (AHDO), together with contact details must be displayed in a publicly visible manner.</p> | <p><i>The notice must, as a minimum, be displayed in or near the site office and in livestock areas.</i></p> | <input type="checkbox"/> |
| <p>1.7</p> | <p>Site operators must only employ site staff who are competent in the proper handling of animals under their control and who move animals in a compassionate manner.</p> | <p><i>Site staff including seasonal staff must have adequate and relevant experience in handling stock.</i></p> | <input type="checkbox"/> |
| <p>1.8</p> | <p>All regular and permanent staff must have started a relevant NVQ course or equivalent within 12 months of starting work</p> | <p><i>The Site Operators must be able to demonstrate that staff have completed or are undertaking a relevant NVQ or equivalent. Equivalent courses can be run 'in-house' with external input, e.g. from the local Trading Standards officer, vet or training institution. As a minimum, a copy of the 'syllabus' or training schedule must be retained on site.</i></p> | <input type="checkbox"/> |
| <p>1.9</p> | <p>A record of all staff and known contact with livestock must be kept. ®</p> | <p><i>This must include all staff employed by the business, including administrative staff and their known contact with livestock outside the market. See Appendix 2.</i></p> | <input type="checkbox"/> |

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| <p>1.10</p> | <p>A record of training must be kept for all site staff handling livestock. ®</p> | <p><i>This must include all training (both in-house and external training course for both) for full time and seasonal staff, confirmation that all new staff have undergone immediate induction prior to commencing work and confirmation that they have received, signed for and understood the DEFRA Welfare of Animals in Livestock Markets Code of Practice. See Appendix 3</i></p> | <input type="checkbox"/> |
| <p>1.11</p> | <p>All site staff must be clearly identified during operational hours.</p> | <p><i>They must wear a uniform smock, armband, label or other noticeably identifiable clothing to differentiate them from other site users. The AHWO must also be easily identifiable.</i></p> | <input type="checkbox"/> |
| <p>1.12</p> | <p>The name of the AHWO(S) and Deputies must be notified to the AHDO.</p> | <p><i>This must be updated when the AHWO responsibilities pass from one person to another or if any other changes occur.</i></p> | <input type="checkbox"/> |

2.0 PREMISES CONSTRUCTION

- The site and facilities must ensure that no injury or harm is caused to livestock.

| Std No | Standard | Guidance | Self Assessment |
|--------|---|--|--------------------------|
| 2.1 | All sites must be Licensed by the relevant authority in accordance with the relevant legislation and must be fully compliant will the licence conditions. CRITICAL FAILURE POINT | <i>In England and Wales the licence must be issued by Defra under the Animal Gatherings Order; in Northern Ireland, DARD must issue the licence under the Sales, Markets and Lairs Order 1975 and the Diseases of Animals Order 1981.</i> | <input type="checkbox"/> |
| 2.2 | All pens must be adequate for the animals in them. | <i>Adequate means that construction must be such to prevent animals jumping out or getting their heads and legs stuck.</i> | <input type="checkbox"/> |
| 2.3 | There must be no sharp edges or projections likely to cause injury or harm to animals anywhere on the site to which livestock has access. | <i>This must include broken metal bolts, loose sheeting and other constructional defects that may cause harm.</i> | <input type="checkbox"/> |
| 2.4 | All surfaces within the site, where animals move must be non-slip. | <i>Concrete must be well scored. Straw or similar material must be used in addition if surfaces become dangerous due to urine, faeces, rain, frost or other hazard. All surfaces must be well maintained so as to ensure the safe movement of livestock over the surface. When designing new premises or upgrading existing ones, the positioning of drains and/or covered grates in areas where animals are being moved or held is to be avoided.</i> | <input type="checkbox"/> |
| 2.5 | There must be sufficient and suitable loading/unloading facilities with the minimum possible incline so as not to cause injury or harm to livestock | <i>Suitable facilities including ramps must allow for the inspection of animals, adequate side protection, and allow vehicles to meet the requirements of WATO 2006. Current legislation gives a maximum external ramp angle of 29 degrees for all species. The Welfare of Animals (Transport) Order 2006 states that any vehicle built on or after the 5th January 2007 must have a maximum ramp angle of 26 degrees for cattle and sheep, and 20 degrees for pigs and calves.</i> | <input type="checkbox"/> |

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| 2.6 | There must be an available supply of clean water and feed to enable all livestock to be provided with food and water so as to not suffer from hunger and thirst. | <i>A supply of feed and water must be available as necessary, but does not require all animals to permanently be provided with feed and water whilst on the premise unless their health and welfare determines otherwise.</i> | <input type="checkbox"/> |
| 2.7 | An adequately designed and maintained facility must be provided for the inspection of animals for identification or veterinary purpose. | <i>Adequate inspection facilities are a crush or race in which the animals can be safely restrained.</i> | <input type="checkbox"/> |
| 2.8 | The site must have an identified isolation pen, and the means to identify a pen containing an unfit, ill or diseased animal. | <i>The isolation pen must be available for immediate use. It must be of solid impervious construction with separate drainage, or suitable access to a drain without passing other pens. If an animal is deemed unfit to be moved to the isolation pen there must be signs readily available to indicate that the animal within the pen is in isolation.</i> | <input type="checkbox"/> |
| 2.9 | The site must be maintained in a clean and sanitary condition at all times, using DEFRA or DARD (NI Only) approved disinfectants. | <i>This includes all pens, sale rings, lairage facilities and all other parts of the site. Cleansing and disinfection must be completed after the last animal has left the site and before an animal gathering is held on the site again.</i> | <input type="checkbox"/> |
| 2.10 | The site must have an up-to-date record of all cleaning and disinfecting activities. ® | <i>Record must include as a minimum date and disinfectant used. See Appendix 4.</i> | <input type="checkbox"/> |

3.0 ARRIVAL

- Only livestock which is deemed fit for onward consignment can be accepted onto the site.

| Std No | Standard | Guidance | Self Assessment |
|--------------------|---|--|--------------------------|
| 3.1 | The site operators must have procedures for dealing with unfit, ill or injured animals, and maintain records of all instances where an animal is precluded from sale/onward consignment or/and a vet contacted. ® | <i>Unfit animals include those who are diseased, ill, injured, lame, deformed, emaciated, weak or exhausted, or animals likely to give birth whilst at the site. The animals must be isolated and appropriate action taken. The procedures must have a named emergency slaughter man or knacker to safely and legally dispose of carcasses. The record must detail the date, ID of the animal and action taken, e.g. vet called. See Appendix 5.</i> | <input type="checkbox"/> |
| 3.2 | Lactating females with overstocked udders must be milked on site before further movement. | | <input type="checkbox"/> |
| 3.3 | Calves must not be accepted on site/for sale if under seven days old or if it has an unhealed navel. | | <input type="checkbox"/> |
| 3.4 Market Only | Calves must not be accepted for sale if they have been offered for sale in any market in the previous 28 days. | <i>The previous movements are shown on the Cattle Passport.</i> | <input type="checkbox"/> |
| 3.5 | Calves under 10 days of age must not have travelled more than 100km (approx 62 miles). | <i>This can be verified via the Cattle passport and animal transport certificates.</i> | <input type="checkbox"/> |

4.0 LAIRAGE

- The lairage of any animal must have due regard for food safety, animal welfare and traceability.

| Std No | Standard | Guidance | Self Assessment |
|--------|---|--|--------------------------|
| 4.1 | Site staff must not mix species in the same pen, nor mix animals of significantly different sizes, temperaments or status. | <i>This included not mixing assured and non-assured animals, animals of differing health status and specifically pigs from different farms. The mixing of other different consignments of stock should also be avoided.</i> | <input type="checkbox"/> |
| 4.2 | Horned and unhorned cattle must not be mixed, unless they have been reared together. | | <input type="checkbox"/> |
| 4.3 | Adult bulls must be penned separately except when they have been reared together or, if halter broken, they are secured by the head. | | <input type="checkbox"/> |
| 4.4 | Fractious stock must be penned so as to avoid injury to themselves or other stock. | <i>Where possible, fractious stock must be kept in conditions which minimise the risk of injury to themselves, other stock or people. This may means they are kept separate from other stock, although they can be kept with other stock of the same species if this is necessary to avoid harm to site staff or other stock. It is preferred that fractious animals are kept with animals from the same holding although this may not be possible if animals are brought in on their own. Ideally a written plan should be available of how to deal with fractious stock.</i> | <input type="checkbox"/> |
| 4.5 | Animals with young at foot must not be kept in the same pen as any other animals, unless they have always been running together. | <i>In any event, stock with young at foot must not be penned in such a manner that distresses either the young or the dam.</i> | <input type="checkbox"/> |
| 4.6 | Covered accommodation must be provided for the sale of lactating or pregnant dairy cows, calves, all pigs; and unaccompanied lambs under four weeks of age. | | <input type="checkbox"/> |

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| 4.7 | No animals must be unnecessarily exposed to the weather, or be kept in inadequately ventilated premises | <i>Unnecessary exposure would be if covered accommodation was available but not used in the case of bad weather for example.</i> | <input type="checkbox"/> |
| 4.8 <i>Revised</i> | An adequate supply of suitable, dry bedding must be provided for: calves; dairy cattle in milk or in calf; all pigs and lambs under four weeks of age. | <i>Bedding must be maintained throughout the period in which animals are present.</i> | <input type="checkbox"/> |
| 4.9 | Calves must not be tied by the neck, muzzled, held by the tail or 'wheel-barrowed'. | <i>If string is used for identification purposes it must be removed before animals leave the site.</i> | <input type="checkbox"/> |
| 4.10 | Calves must be penned so that they all can lie down together. | | <input type="checkbox"/> |
| 4.11 | Pigs must be penned so that they all can lie down together. | | <input type="checkbox"/> |
| 4.12 | Boars over six months must be penned on their own unless raised in compatible groups or they are accustomed to one another. | | <input type="checkbox"/> |
| 4.13 | The distance moved by livestock around the site must be minimised. | <i>This includes the distance moved from unloading bay to pen and from pens to sale rings (where appropriate).</i> | <input type="checkbox"/> |
| 4.14 | Excessive force must not be used at any time on livestock. | <i>Behaviour of personnel must not cause unnecessary suffering or distress to livestock. The AHWO must take appropriate action with persons abusing this standard.</i> | <input type="checkbox"/> |
| 4.15 | Electric goads must not be used except where guidance allows and in any case not excessively. CRITICAL FAILURE POINT | <i>The use of goads is not allowed on pigs. If necessary as a last resort, electric goads may only be used on the hind quarters of cattle over 6 months which are refusing to move forward where there is space for them to do so. The AHWO must take appropriate action with persons abusing this standard.</i> | <input type="checkbox"/> |

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| 4.16 | Sticks must only be used as an extension of the arm to guide, persuade and encourage livestock. | <i>Sticks used must not be capable of causing damage to animals i.e. not have sharp points, nails etc. Alkethene pipe must not be used. The AHW0 must take appropriate action with persons abusing this standard.</i> | <input type="checkbox"/> |
| 4.17 | Sheep must not be pulled or dragged by the fleece, horns or legs. | <i>The AHW0 must take appropriate action with persons abusing this standard.</i> | <input type="checkbox"/> |
| 4.18 | Pigs must only be moved by the sensible use of boards. | <i>The AHW0 must take appropriate action with persons abusing this standard.</i> | <input type="checkbox"/> |

5.0 SALE/TRANSFER OF OWNERSHIP

| | | | |
|--------------------------------|---|--|--------------------------|
| 5.1 Market Only | Auctioneers must announce at the time of sale, and include in pre-sale publications and pass to purchasers all information that is relevant to the animals. | <i>Relevant information is: farm assurance status, health and welfare status, medicine withdrawal periods, feeding regimes.</i> | <input type="checkbox"/> |
| 5.2 Revised | Site operators must verify the assurance status of livestock / livestock vendors, if livestock is to be marketed as farm assured. Where livestock is marketed as farm assured for slaughter, the residency period must be verified. | <p>Assurance Status <i>Assurance status can be verified by using the Red Tractor Checker Service (www.abm.org.uk), FAWL checker (www.fawl.co.uk), QMS checker (www.qmscotland.co.uk) and NI BL FQAS checker (www.lmcni.com).</i></p> <p><i>Acceptable verification procedures could also be:</i></p> <ol style="list-style-type: none"> <i>a) Checking the farm assurance status of vendors (only those marketing livestock as farm assured) at the time of sale on the assurance scheme checkers listed above.</i> <i>b) The use of a signed farmer declaration statement or form on or attached to the entry form (see Appendix 16 for example) together with a review of the most up-to-date suspension list at the time of sale. (When the declaration form has not been completed the livestock can only be sold as assured if the operator has verified the assurance status of the vendors selling</i> | <input type="checkbox"/> |

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| | | <p><i>stock by another means which should be noted on the declaration form.) Faxed signed declaration forms/ statement (on entry form) are acceptable if the vendor is not present at the market.</i></p> <p><i>It is recommended that operators using this declaration form and suspension list procedure also check a small sample (5%) of regular vendors per month on the on-line checker services or directly with the certification bodies.</i></p> <p>Residency Period <i>Livestock intended for slaughter must have been resident on assured holding(s) for 90 days (cattle) or 60 days (sheep) to be marketed as farm assured. Markets can verify this by asking for a declaration from the farmer that residency requirements have been met (see example in Appendix 16), or can verify it by looking at movement dates in the passport etc.</i></p> <p><i>This standard does not apply to collection centres when there is no transfer of livestock ownership.</i></p> |
| 5.3 Market Only | Unless a statement is made to the contrary, animals must not be offered for sale if they have not completed the specific withdrawal period from medical treatment. | Site operators must make vendors aware of this condition of sale. |
| 5.4 | Site operators must ensure that animals are not kept unnecessarily on site, especially pregnant or lactating females and very young animals. | |
| 5.5 Market Only | Market operators must ensure that all calves are removed from the sale premises within 4 hours of the time when the last sale by auction of a calf has taken place on that day. | |



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| 5.6 | Where animals are required to be lairaged overnight the site operators must have suitable pens allocated. | <i>The AHWO must take due care and consideration for the welfare of animals and compliance with the ABM standards, including access to food and water and bedding. This standard can incorporate overnight lairage facilities off site, provided this is notified to the inspection body and visited during the inspection.</i> | <input type="checkbox"/> |
| 5.7 | Contact details, in the case of emergency, must be displayed on the entrance gates to the site. | <i>The contact details must be for a responsible person and / or veterinary practice or the Police if prior arrangements have been made with them.</i> | <input type="checkbox"/> |
| 5.8 <i>New</i> | Site operators must keep a record of all animals knowingly presented for sale/onward consignment within a withdrawal period. ® | <i>Records can be kept of individual instances (See Appendix 6) or shown through catalogues determining conditions of sales that may result in animals on the site during a withdrawal period.</i> | <input type="checkbox"/> |
| 5.9 <i>New</i> | In the case of pigs, Food Chain Information must be obtained from the seller and collated appropriately for transfer to the relevant buyer. | <i>Food Chain Information is required under the Food Hygiene Regulations for pigs from January 2008. See Appendix 7 for a template form.</i> | <input type="checkbox"/> |

6.0 DOCUMENTATION

- Documentation must be kept in accordance with legislative requirements.
- Documentation must allow for full traceability of livestock.
- Ensure the company is kept informed of legislation/industry developments.

| Std No | Standard | Guidance | Self Assessment |
|-------------------|--|--|--------------------------|
| 6.1 | Site operators must collect and complete, as necessary, all passports, movement forms and other documents particular to any animal, and will ensure that they are passed on, if appropriate, to purchasers as required by legislation. ® | <i>Site operators must fully comply with the Cattle Identification Regulations 2007 and the Cattle Identification (Amendment) Regulations 2007 and The Sheep and Goats (Records, Identification and Movement (England) Order 2007. In Northern Ireland the relevant legislation is the Cattle ID (Notification of Births, Deaths and Movements) Regulations (NI) 1998 and the Sheep and Goats Identification and Movement (Amendment) Order (NI) 2006</i> | <input type="checkbox"/> |
| 6.2 | Site operators must notify the British Cattle Movement Service (BCMS) or APHIS (NI Only) of all cattle movements onto and off the site. | | <input type="checkbox"/> |
| 6.3 | Site operators must keep accurate, up-to-date, detailed records of all transactions and movements of animals through their premises to ensure that all traceability requirements are met. ® CRITICAL FAILURE POINT | <i>Such records must include, for each lot offered for sale or onward consignment, the names and addresses of vendors and purchasers, and details of the lot.</i> | <input type="checkbox"/> |
| 6.4 | Pigs must arrive at market having already been slap marked. | <i>Weaners or store pigs sold through a market cannot retain their assurance status.</i> | <input type="checkbox"/> |
| 6.5 <i>New</i> | All documents and records must be kept as required by legislation or for a minimum of 12 months, whichever is greater. | <i>All documents and records must be kept in a legible format and must be reviewed and maintained and available for inspection on request. Statutory record keeping is predetermined by legislation and relevant documents and records must be kept for the required periods. Where this is less than 12 months, the requirements of this standard must be adhered to and the records/documents kept for a minimum of 12 months. Documents/records not covered by legislation must be kept for a minimum of 12 months.</i> | <input type="checkbox"/> |

7.0 TRANSPORTATION

- Livestock transport must ensure that food safety and animal welfare is maintained at all times.

| Std No | Standard | Guidance | Self Assessment |
|-------------------|---|--|--------------------------|
| 7.1 | Vehicle washout and disinfecting facilities must be provided on the premises. | | <input type="checkbox"/> |
| 7.2 | All vehicles must be cleaned and disinfected either on or off site. Declarations must be kept for 3 months. | <i>Vehicles must be cleansed and disinfected as required under the current, relevant legislation.</i> | <input type="checkbox"/> |
| 7.3 | All livestock to be sold/moved for onward consignment as farm assured must be transported to and from the market on ABM approved (or equivalent) transport. | <i>Assured farms may use their own vehicles to transport their own stock under the farm assurance scheme rules. Where commercial hauliers are used to transport stock to the markets, site operators must retain a copy of haulier's details (inc ABM/ABP Livestock Transport Scheme Membership No).</i> | <input type="checkbox"/> |
| 7.4 | Site operators must have a mechanism through which they can verify the assurance status of a haulier. | <i>A verification system is available through the Red Tractor Checker Service (via www.abm.org.uk), NI BL FQAS checker (www.lmcni.com), telephone link to certification bodies or database supplied by certification bodies.</i> | <input type="checkbox"/> |
| 7.5 | AHWO's must ensure that procedures are in place to record and report any vehicles that are deemed unfit for transport or with visible construction defects to the site operators who must then take appropriate action. | <i>All incidents must be reported in the complaints file. ABM recommends that all complaints of incidences where vehicles are seen to be unfit for the transport of livestock and Animal Welfare is deemed to be compromised be reported directly to the ABM Office.</i> | <input type="checkbox"/> |
| 7.6 <i>New</i> | There must be procedures in place to report welfare issues back to the haulier and or farmer. | <i>This does not need to be a written procedure, as long as any incidences are report back to the haulier or farmer.</i> | <input type="checkbox"/> |

8.0 BIOSECURITY AND PUBLIC SAFETY

- Biosecurity and Public Safety are critical to food safety, animal welfare and traceability.

| Std No | Standard | Guidance | Self Assessment |
|------------|---|--|--------------------------|
| 8.1 | Procedures must be in place to ensure that public access to the livestock must be kept to a minimum. | <i>Access must be available for all those involved with the running of the site and the movement or trading of stock.</i> | <input type="checkbox"/> |
| 8.2 | Notices must be displayed to prevent unnecessary public access. | | <input type="checkbox"/> |
| 8.3 | Site operators must have procedures in place so that anyone, including the general public, who wantonly or unreasonably annoys an animal, is to be removed from the premises. | | <input type="checkbox"/> |
| 8.4 | The site operators must ensure that appropriate toilet and washing facilities are available for staff and the general public. | <i>Facilities must be clean and well maintained.</i> | <input type="checkbox"/> |
| 8.5 | Facilities, including footbaths, for cleansing and disinfecting footwear must be provided at entrances and exit points of the animal area. | <i>The site operators must discourage and take appropriate action against, any person with visibly contaminated clothing and footwear entering the animal area.</i> | <input type="checkbox"/> |
| 8.6 | Dogs must be kept under control at all times. | | <input type="checkbox"/> |
| 8.7 New | Site operators must have a written Biosecurity Policy and the procedures detailed therein must be implemented. ® | <i>The biosecurity policy must identify the risks of disease being introduced onto the site relating to animals, vehicles and personnel moving in and out the site and detail the procedures that are in place for minimising the risk. As a minimum sites must have cleaning and washing facilities and appropriate disinfectant available for vehicles coming from or going to livestock farms or collection centres. Hose pipes, sprayers, power washers are all acceptable methods. The Biosecurity procedures in the Animal Gatherings Order licence, or the Sales, Markets and Lairs Order 1975 and the Diseases of Animals Order 1971(Northern Ireland only), must be adhered to and ABM recommends that the DEFRA Biosecurity in Livestock Markets information and/or the DARD Biosecurity Code for NI Farms is also adhered to. Appendix 8 provides examples of points to be covered in a biosecurity policy.</i> | <input type="checkbox"/> |

9.0 ENVIRONMENT

- All activities must ensure that due care and consideration is taken for the surrounding environment.

| Std No | Standard | Guidance | Self Assessment |
|-------------------|--|---|--------------------------|
| 9.1 | A vermin control programme must be implemented and recorded. ® | <i>Internal or external control must be recorded including the name of the person in charge of putting down bait. Appendix 9 provides an example pest control record.</i> | <input type="checkbox"/> |
| 9.2 | Waiting times for vehicles delivering livestock must be minimised. | <i>This is especially important at sales/gathering where extra large numbers, or extreme weather conditions, are involved and animal welfare would benefit from advanced planning of arrival times.</i> | <input type="checkbox"/> |
| 9.3 | All bedding materials, muck, effluent, bovine/ovine milk, carcasses and rubbish must be disposed of under the current, relevant legislation. | <i>Evidence of a licence to spread muck, discharge licence, registered tip or other method must be documented. Regulations for on site storage on material must be followed.</i> | <input type="checkbox"/> |
| 9.4 | The site operators must have a contingency plan for dealing with fires, escaped animals and other emergencies. ® | <i>Appendix 10 provides an example contingency plan including where contact details are sited, especially when personnel are off site (see standard 1.6)</i> | <input type="checkbox"/> |
| 9.5 <i>New</i> | The site operators must have an emergency contact list and ensure that all staff are aware of it. ® | <i>Appendix 11 provides an example emergency contact list.</i> | <input type="checkbox"/> |

10.0 LOGOS

| | | | |
|--------------------|---|---|--------------------------|
| 10.1 <i>New</i> | The ABM logo may only be displayed on sites, which are current, valid members of the scheme. CRITICAL FAILURE POINT | If a site is withdrawn or suspended from the scheme the ABM Market sign and other uses of the logo must be taken off display and destroyed. | <input type="checkbox"/> |
|--------------------|---|---|--------------------------|

ABM LIVESTOCK MARKET and COLLECTION CENTRE STANDARDS

APPENDICES

These appendices have been produced to provide additional guidance for site operators and staff in certain areas relevant to the ABM standards.

Policies

In some cases examples of relevant policies have been outlined in these appendices. In the absence of any current policy present on the site, site operators may use these examples as a base for starting their own specific site policy.

Records

In some cases there are examples of records that are acceptable. These records have been filled in to give examples of what is needed to meet the requirements of the relevant standard. The data within the records is 'EXAMPLE DATA' only and ABM is not responsible for any inaccuracies it may contain. Where the site does not already have a certain record in place they are encouraged to either develop their own based on the appendices in this document or alternatively obtain the template record from the Markets area on the ABM website.

ABM Record Templates

To help businesses meet all the record keeping requirements of these standards, ABM has produced record templates that can be used. Each appendix highlights where an ABM record template has been produced and these are available from the ABM website www.abm.org.uk or by contacting the ABM office

Please note: The policies and records contained in these appendices are not prescriptive and if businesses have records or policies of their own already in place, as long as they meet the minimum requirements of these ABM standards, they are acceptable.

ABM
PO Box 5273
Winterhill House
Milton Keynes
MK6 1HL

Tel: 01908 393750
Fax: 01908 691092
Email: abmsec@abm.org.uk
Website: www.abm.org.uk

Appendix 1 - Complaints/Corrective Action Record (Standard 1.4)

A complaints record is required to demonstrate that all complaints are taken seriously and to provide a record of any action taken as a result.

If a letter of complaint is received then a copy of the letter is sufficient and should be kept with this record. Where no written complaints have been received by the site, the table below is sufficient to demonstrate that a means of recording any complaints received in future is available.

| Date | Received From | Nature of Complaint | Action Taken | Authorised by |
|------------------------|--------------------------|---|--|----------------------|
| <i>03 August 2007</i> | <i>Trading Standards</i> | <i>Dirty Foot dips.</i> | <i>Foot dips cleaned and refreshed.</i> | <i>J Smith (AHO)</i> |
| <i>05 October 2007</i> | <i>A Seller</i> | <i>Excessive use of sticks on cattle.</i> | <i>Review training and remind staff.</i> | <i>J Smith (AHO)</i> |
| <i>26 October 2007</i> | <i>A Buyer</i> | <i>Stock incorrectly sold as assured</i> | <i>Review verification process</i> | <i>J Smith (AHO)</i> |
| | | | | |
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Appendix 5 - Record of Unfit, Ill, Injured or Deceased Animals (Standard 3.1)

| Date | Type of stock | Animal ID | Lot No/Vendor | Description of problem (symptoms/injury/illness etc.) | Action | Authorised by |
|-------------|----------------------|--------------------|----------------------|--|---------------------------|----------------------|
| 03/08/2007 | 4 Suffolk Lambs | UK 123123 | | Lameness | Isolation, contacted vet. | J Smith (AHO) |
| 05/08/2007 | Holstein Steer | UK012345 100111 | | Severe cut to right hock | Contacted vet | J Smith (AHO) |
| 04/09/2007 | Limousin Cow | UK563210 200222 | | Abscess under left eye | Contacted vet | J Smith (AHO) |
| 02/11/2007 | 1 Texel Ram | UK321321 | | Orf | Contacted vet | J Smith (AHO) |
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Appendix 7 Food Chain Information Template (Standard 5.9) (courtesy of BPEX) for markets to use for the collation of Food Chain Information for dispatch with consignments of sold pigs moving on to a slaughterhouse. Partially completed FCI forms from the supplying farms can be attached to this.

| FOOD CHAIN INFORMATION – PIGS (For use by authorised market or collection centre only) | | | | | |
|--|--|--------------|--|-------|--|
| Name & Address of Market/Collection Centre | | | | | |
| Contact Person | | Phone number | | Email | |
| Market Vet | | Phone number | | Email | |
| Name & Address of destination slaughterhouse | | | | | |

| Slapmark | Number of Pigs | If the herd is in the ZAP Scheme, please give current ZAP score. | Have withdrawal periods for veterinary medicines and other treatments been met? Y/N | If the answer is 'Y' to any of these questions please attach details | | | | Type of pigs mark 'X' | | | Production System mark 'X' | | | |
|----------|----------------|--|--|--|--|---|--|-----------------------|--------------|------------|--|--|--------------------------|-------------------|
| | | | | Have any been treated with veterinary medicinal products or other treatments in the past 28 days? Y/N | Are any showing signs of abnormality? Y/N | Is the holding area under restrictions for animal health or other reasons? Y/N | Has any analysis of samples shown that any animal may have been exposed to substances likely to result in residues in meat? Y/N | Finished Pigs | Sows & boars | Wild boars | Born & reared under controlled housing | Born outdoors and reared under controlled housing conditions since weaning | Born and reared outdoors | All other systems |
| | | | | | | | | | | | | | | |
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Appendix 8 Biosecurity Policy (Standard 8.7)

This is an example of points which may need to be covered in your biosecurity policy but any plan needs to be site specific. ABM recommends that you complete the Risk Assessment template provided (see Template 7).

Establish procedures to be followed by you and your staff, and follow them at all times.

Arrival of stock

- Establish a policy for ensuring the disease status of incoming stock is known (where appropriate)

Vehicles

- All animal transport vehicles must be fully cleaned and disinfected before and after use.
- Hose pipes, sprayers, power washers are all acceptable methods.

Visitors

- Control access to the public and use your own site staff whenever possible

Staff issues

- When you employ staff, ensure that they:
 - have the appropriate licence/training as required
 - have appropriate induction training.....
 - Wear a uniform to differentiate them from other site users (e.g. vendors).

Appendix 10 – Contingency Plan (Standard 9.4)

This is only an example and advice from the local authority should be sort when developing specific contingency plans for the market.

| In the case of: | Action to be taken: |
|------------------------|----------------------------|
| FIRE | |
| ESCAPED ANIMAL(S) | |
| MEDICAL | |
| | |
| | |

Appendix 11 - Useful Information in case of emergency (Standard 9.5)

EMERGENCY CONTACT TELEPHONE LIST

Emergency Services Dial 999

| | |
|---|---|
| Market Address: <i>LIVESTOCK MARKET</i> | Market Tel No: 01234 567890 |
| Postcode: AB12 3CD | Directions to Market: <i>Out of High Town on main road to Low Town. Take first right signed to East Town. Take second left into Low Road. Market is on right hand side.</i> |
| Location of nearest telephone: <i>In market office.</i> | |
| Location of nearest water supply <i>Shed next to market office.</i> | Location of electricity meter <i>In market office.</i> |

Telephone Numbers

Doctor:

Dr Kind: 01111 222333

Veterinary Surgeon:

High Town Vet Practice: 01111 444555

Knackerman:

Electricity Board:

Gas Supply Company:

Water Supply Company:

Health & Safety Executive:

*Info Line 0845 345 0055 **

Environment Agency:

*General Enquiries 08450 506 506 **

** These are correct contact details at the time of print.*

Appendix 12 – Required Records Checklist

This appendix details the records required by the ABM Livestock Market and Collection Centre Scheme. Copies of some of these templates are available on the Markets area of the ABM website.

REQUIRED RECORDS

| ✓ Record | Related Standard | Template Number* |
|---|-------------------------|-------------------------|
| <input type="checkbox"/> Complaints/Corrective action record | 1.4 | 1 |
| <input type="checkbox"/> Record of Staff | 1.9 | 2 |
| <input type="checkbox"/> Training and Experience record | 1.10 | 3 |
| <input type="checkbox"/> Site Cleansing and disinfecting record | 2.10 | 4 |
| <input type="checkbox"/> Record of unfit, ill, injured and deceased animals | 3.1 | 5 |
| <input type="checkbox"/> Withdrawal period record | 5.8 | 6 |
| <input type="checkbox"/> Movement records | 6.1 | - |
| <input type="checkbox"/> Sale/Transfer documents | 6.3 | - |
| <input type="checkbox"/> Vehicle cleansing and disinfecting record | 7.2 | - |
| <input type="checkbox"/> Food chain information | 5.9 | 7 |
| <input type="checkbox"/> Biosecurity Policy Risk Assessment | 8.7 | 8 |
| <input type="checkbox"/> Pest control record | 9.1 | 9 |
| <input type="checkbox"/> Contingency plan | 9.4 | 10 |
| <input type="checkbox"/> Emergency contact telephone list | 9.5 | 11 |

*** Templates are available on ABM website.**

Appendix 13 – Feedback Form

ABM is actively trying to help its' producers to fulfil the requirements of the standards and communicate the benefits of being assured to a wide audience of both customers and consumers. In order for ABM to ensure that the inspections are conducted properly we would like you fill in the following short questionnaire. This form also provides you with an opportunity to convey your thoughts on both the standards and the inspection process directly to ABM.

1. When were you last visited for a surveillance inspection by your certification body?

Date:

2. How long did the assessor spend on site?

Approximate time:

3. How thorough did you find the inspection? (Please tick one answer)

Very thorough Thorough Satisfactory Rudimentary

4. Do you have any additional comments about your surveillance visit or certification process?

5. Do you have any comments about the standards/scheme?

Name: _____

Business Name: _____

Assurance Number: _____

Tel: _____ Email: _____

**Please return to: ABM, PO Box 5273, Milton Keynes, MK6 1HL
or email abmsec@abm.org.uk**

Appendix 14 – Glossary of Acronyms

| | |
|-------|--|
| ABM | Assured British Meat |
| AFS | Assured Food Standards |
| AGO | Animal Gatherings Order |
| AHDO | Animal Health Divisional Office |
| AHWO | Animal Health and Welfare Officer |
| BCMS | British Cattle Movement Service |
| CPD | Continual Professional Development |
| DEFRA | Department for Environment, Food and Rural Affairs |
| LAI | Local Authority Inspector |
| NGO's | Non-Governmental Organisations |
| NVQ | National Vocational Qualification |

Appendix 15 - Useful Contact Details

This page provides a list of all the contacts you may need with regards to your ABM Livestock Market and Collection Centre assurance. Further links can be found on the "Useful Links and Contacts" page of the main ABM website.



Assured British Meat (ABM)
PO Box 5273,
Milton Keynes, MK6 1HL
Tel: 01908 393750
Fax: 01908 691092
Email: abmsec@abm.org.uk
Website: www.abm.org.uk



BCMS
Curwen Road, Workington,
Cumbria, CA14 2DD
Tel: 0845 050 1234

Email: bcms-enquiries@defra.gsi.gov.uk
Website: www.bcms.gov.uk



Defra
Area 6C, Nobel House, 17
Smith Square, London SW1P
3JR
Tel: 0207 238 5406
Email:
helpline@defra.gsi.gov.uk
Website: www.defra.gov.uk



Assured Food Standards (AFS)
4th Floor, Kings Building
16 Smith Square,
London SW1P 3JJ
Tel: 020 7630 3320
Email: enquiries@redtractor.org.uk

Defra Publications
Admail 6000, London, SW1A
2XX
Tel: 08459 556000

ABM CERTIFICATION BODIES



CMi Plc
Long Hanborough
Oxford
OX29 8SG
Tel: 01993 885600
Fax: 01993 885603
Email: enquiries@cmi-plc.com



PAI Ltd
The Hamlet, Hornbeam Park,
Harrogate, North Yorkshire,
HG2 8RE
Tel: 01423 878878
Fax: 01423 878870
Email: enquiries@thepaigroup.com



SAI Global / FABBL
PO BOX 165
Winterhill House, Milton Keynes
MK6 1PB
Tel: 01908 249973
Fax: 01908 249965
Email: agrifood@saiglobal.com



Northern Ireland Food Chain Certification (NIFCC)
Operations Centre, Lissue House
31 Ballinderry Road, LISBURN,
Northern Ireland, BT28 2SL
Tel: 028 9263 3017
Fax: 028 9263 3003
Email: info@nifcc.co.uk

Appendix 16 – Farm Assurance Declaration Form Template to be Completed by Vendors

The following wording (or similar) should be included on either the Sales Entry Form, or be included as a separate form that attaches to the entry form. The form/ statement must be completed for every time a vendor presents livestock for sale.

If the livestock you are selling are from a holding which is **currently** farm assured, please complete the following information.

Affix current
farm
assurance
sticker here

Livestock for slaughter

Have the animals you are selling been on your farm assured holding (or a series of farm assured holdings) for the required assurance residency period? (delete as appropriate)

Cattle – 90 days Yes / No / Some of those entered for sale
Sheep – 60 days Yes / No / Some of those entered for sale

Failure to affix a sticker and complete the above information (as appropriate) will result in the animals being classed as non Farm Assured at the time of sale.

It is the responsibility of the vendor to provide true and complete details regarding Farm Assurance. In the case of any Farm Assurance details provided by the vendor being incomplete or incorrect, the purchaser of the Lot(s) may at their discretion lodge a claim, in which case the vendor may be liable.

I declare that the Farm Assurance details I have included on this form at the time of signing are true and correct.

Signed Print Name Date

**Assured British Meat
PO Box 5273
Milton Keynes
MK6 1HL**

**Tel: 01908 393750
Fax: 01908 691092
Email: abmsec@abm.org.uk**