

# 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](http://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