Date: March 2011

Inspections: Cattle – Inspection Guidance: Cattle Inspections 2011 -

Revisions

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Section 1

Cattle Identification Inspections (CII) – Legislative requirements

1.1 European legislation

SGRPID carry out Cattle Identification Inspections (CII’s) under European legislation. Namely, Council Regulation 1760/2000 (formerly 820/97) and Commission Regulations 2630/97, 494/98, 1082/03 & 911/04.

This legislation is laid down in Scottish law under the following regulations:

- The Cattle Identification (Scotland) Regulations 2007 and;
- The Cattle Identification (Scotland) Amendment Regulations 2007

The purpose of this legislation is to ensure the Scottish herd complies with:

- The identification and tracing requirements for animal disease control;
- Public health protection.

1.1.1 The British Cattle Movement Service

We share the results of our cattle inspections with the British cattle Movement Service (BCMS). They maintain a data base of the required identification and tracing information. This data base is known as the Cattle Tracing System (CTS) and contains information relating to cattle born in Britain. BCMS produce a useful guide to cattle keeping requirements known as the Cattle Keeper’s Handbook.

1.1.2 National inspection rate

The legislation requires that SGRPID inspect a minimum of 3% of CPH holdings each inspection year.

1.1.3 Keeper’s presence

The person responsible for the animals is known as the keeper and is responsible for ensuring compliance with the regulations. They or their representative must be present during the inspection.

1.2 Animal location

The CII is concerned with cattle maintained on individual CPH locations not businesses. The animals must be present and recorded on the same holding. It is not sufficient to know that animals are somewhere on several locations within a business.

1.3 Main inspection elements

The Inspector must check all of the main elements of id & traceability on each CPH inspected. These are:

- passports;
- farm register;
- births, deaths and movements and;
• physical cattle check (confirms the accuracy of information on the cattle passport and in the herd register).

1.4 Notice of inspection

EC legislation requires that inspections should normally be carried out ‘unannounced’. Where the inspector finds it necessary to give notice, this must be limited to the very minimum necessary and only in exceptional circumstances exceed 48 hours.

1.5 Cattle tagging

Inspectors must check all cattle to ensure the keeper is complying with tagging legislation. CII regulations require inspectors to identify cattle by means of their official approved tags.

1.5.1 Tagging requirements for different age groups

The legislation specifies different tagging requirements depending on the age of the animal. These differences are detailed in Fig. 1 below.

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Tagging requirements</th>
<th>Tag Type</th>
<th>Example of tag format</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/10/1990</td>
<td>Identification must show the code of the holding where the animal was born</td>
<td>Ear tag or tattoo.</td>
<td>A1234 123, B654 3210, D123 123C</td>
</tr>
<tr>
<td>01/04/1995 to 31/12/1997</td>
<td>Only one tag required</td>
<td>Defra approved ‘UK alpha-numeric’</td>
<td>UKAB1234 56789, UK A1234 56789</td>
</tr>
<tr>
<td>01/01/1998 to 31/12/1999</td>
<td>Tag in each ear. Animal must retain the same unique identity throughout its life.</td>
<td>Defra approved ‘UK alpha-numeric’. Both tags display the same identity. One must be distance readable</td>
<td>UKAB1234 00789, UK A1234 00777</td>
</tr>
<tr>
<td>01/01/2000 (01/07/2000 made compulsory)</td>
<td>Tag in each ear. Animal must retain the same unique identity throughout its life. Includes UK followed by 12 numbers.</td>
<td>Defra approved ‘UK numeric’. Both tags display the same number. One must be distance readable</td>
<td>UK560705100255</td>
</tr>
</tbody>
</table>

Fig. 1

1.5.2 Approved tags logo

All ‘Official’ tags bear this logo

Fig. 2
1.5.3  Tag Application - Timing (animal born on or after 1 January 1998)

Cattle must be tagged with an approved eartag within the following deadlines.

- Dairy Animals – must be tagged in one ear within 36 hours of the calf’s birth. The second tag must be applied to the other ear within 20 days of the calf’s birth.
- Beef Animals – must be tagged in each ear within 20 days of the calf’s birth.

All cattle must be double tagged before leaving the holding of birth.

1.5.4  Retagging options for cattle born before 1 January 1998

Keepers may:

- apply a single replacement tag bearing the same number;
- apply a new single tag bearing a new number. The keeper must cross reference the new identity to the old in the farm records and the Certificate of Registration (CoR) and (if applicable) passport must be returned to the British Cattle Movement Service (BCMS) for amendment;
- apply a new set of double tags. The keeper must cross reference the new identity to the old in the farm records and return the CoR to BCMS for amendments. Subsequent replacements must bear the same number.

1.5.5  Lost or illegible tags

The keeper must replace lost or illegible tags within 28 days from date of discovery.

1.5.6  Security of un-used eartags

Keepers must store un-used eartags in a secure place. Where the tags are not being stored securely, advise the keeper that poorly secured eartags may be stolen and used fraudulently. Record your findings and the advice given in the Inspectors Comments in the Inspection report.

1.6  Document/passport requirements

Cattle passports enable the movement of animals to be traced quickly. Inspectors can confirm at a glance where an animal has been throughout its life.

All cattle born or imported into Great Britain since 1 July 1996 must have a cattle passport. The keeper must apply for a passport within 7 days of tagging the animal (and therefore a maximum 27 days from date of birth) and it must remain with the animal throughout its life.

Since 28 September 1998 passports have been issued by the BCMS, where before they were issued by GB Agriculture Departments. Passports issued to keepers remain the property of the GB Agriculture Ministers.

The carcases of animals which do not have properly completed passports are not eligible to enter the food chain.
1.6.1 Document types

- Certificate of Registration (CoR) (A4 size, white document) – issued to cattle born before 1 July 1996;
- CPS passport (A4 size green document) issued to cattle born between 1 July 1996 and 28 September 1998;
- CTS passport (cheque book style) issued to cattle registered after 28 September 1998;
- A single-page passport (CPP52) will be issued from 1 August 2011;
- Notice of Registration (NoR) issued where BCMS cannot establish full traceability or where the keeper has failed to register an animal within the 27 days of birth deadline.

The new single-page passports are issued for all cattle registered from 1 August 2011. BCMS issued the cheque book style passports for all cattle registered from 28 September 1998 until 31 July 2011. The old style (green) cattle passport continues to be in force for animals registered between 1 July 1996 and 28 September 1998. In addition BCMS issued cattle with Certificates of CTS Registration (CoRs). Both documents (passport & CoR) should accompany the animal when it moves. Cattle born or imported into Great Britain before 1 July 1996 will only have a CoR. They do not have passports unless their detail have been subsequently amended in which case replacement documentation will issue as a CTS type passport.

Keepers of cattle must ensure that passport applications are made within the time limits allowed. From 31 October 2003 a Notice of Registration (NoR) will be issued for cattle refused a passport due to late application. A NoR will be issued for any animals on the Cattle Tracing System (CTS) database that have previously been refused a passport. BCMS will also issue NoRs for animals where mandatory information cannot be confirmed.

Whilst the NoR will confirm that the animal is registered on the CTS, the animal will not be able to move from the CPH it is standing on unless under license, and then only normally direct to a slaughterhouse. This means that NoR animals cannot be moved between different CPH locations operated by a business. Animals with NoRs cannot enter the food chain.

1.7 Herd register

A cattle keeper must maintain their Herd Register at the individual CPH level. This register must include a record of:

- all cattle births (and imports);
- movements on and off the holding (CPH) and;
- deaths.

91.7.1 Keepers with more than one CPH

If a keeper only keeps a single set of records encompassing all their CPH locations the actual CPH location (and dates of ‘within business’ moves) of the animal must be readily identifiable from it.

It is a legal requirement that all movements between all CPHs are recorded in the herd register even if a BCMS links exists between the CPHs or if they are within the same business.
1.7.2 Forms and format

The register may be paper or computer based and must contain the information listed in Schedule 4 of the Cattle Identification (Scotland) Regulation 2007. There is no set rule to the format of the register and other documents can be used to identify the required information – for example diaries, day books, invoices etc. The register must be kept by current keepers for ten years and three years in any other case from the end of the last calendar year in which the last entry was made.

1.7.3 Information recorded

The keeper must record the following details for each animal kept;

- identification code (official tag number);
- date of birth;
- sex;
- breed of animal;
- for animals born on the holding, the genetic identity of the dam;
- ‘on’ date and where from;
- ‘off’ date and where to;
- date of death if animal died on holding.

1.7.4 Deadlines for recording Information

Registers must be completed within the following deadlines:

- 36 hours in the case of movements on or off a holding;
- 7 days for the birth of a dairy animal;
- 30 days for the birth of cattle not in a dairy herd;
- 7 days for death;
- 36 hours of replacing eartags.

The CII requirement is to check the records for all the animals currently on the holding (Annex A) and a check of records for animals that have left the holding prior to the inspection (Annex B).

1.8 Notifying BCMS

It is a legislative requirement that all cattle moves ‘on’ and ‘off’ a holding (CPH), or between herds, must be notified to the British Cattle Movement Service (BCMS) within 3 days. The only exception to this is if a BCMS link exists between the holding the animal moved from and the holding the animal moved to.

There are two types of links –

- Shared Facility Link – used to link holdings where facilities are shared on a permanent basis and where movements are frequent;
- additional Land Link – used to link holdings on a temporary basis (less than 365 days) e.g. seasonal grazings, winter housing.

Please note, as mentioned above, although ‘linked’ moves do not need to be reported to BCMS, the movement must be recorded in the herd registers.

Keepers can notify BCMS of cattle moves in the following ways:
• the BCMS Online service CTS Online;
• post via the movement cards from the cattle passports (postcards);
• E-mail using the Standard Interface Specification System;
• Telephone.

Scottish Livestock Markets and Abattoirs are legally responsible for notifying BCMS of moves through their premises. For the Scottish movement reporting regime, Markets and Abattoirs will facilitate the electronic notification of the following movements:

Markets – will notify all four moves = ‘off’ holding, ‘on’ & ‘off’ market & ‘on’ holding
Abattoirs – will notify the ‘off’ holding move alongside the ‘on’ abattoir move.

The keeper should not duplicate Scottish market/abattoir moves by also reporting them. Keepers are however responsible for reporting all private purchases and sales and moves to and from English markets/abattoirs.

1.9 AD-Hoc inspections

The legislation requires SGRP ID to conduct ID and Traceability checks following concerns raised by other organisations or members of the public. These can range from an individual animal check to a full Cattle Identification Inspection.

The inspection request will be sent to the Area Office mailbox initially. The local Cattle Inspections coordinator will allocate the case to an inspector and agree a course of action.

Only raise a full inspection request on SIACS where a whole herd inspection is specifically required.

Complete an Inspection report and capture as normal any Cattle Identification Inspections raised in this way. Additionally you must provide your coordinator with a written report addressing the issues referred to in the initial inspection request.

Where your check is limited to individual animals and you do not need to raise a full inspection request, provide your livestock coordinator with a written report addressing the issues referred to in the initial inspection request.

On receipt of your report the coordinator will relay your findings to the BCMS enforcement team (email to: BCMS.enforcement-referrals@bcms.rpa.gsi.gov.uk), and copy the report to the AIT Mail box and other relevant organisations.

1.9.1 Timescales

The service level agreement (SLA) timescales for completion of the ad hoc inspections are as follows:

Ad hocs marked as urgent – complete the inspection within 5 working days and return the written report to BCMS within 2 working days.

Ad hocs marked as non urgent – complete the inspection within 1 month and return the written report to BCMS within 8 working days.
Section 2
Integrated Bovine Inspections

Introduction

The Cattle Identification legislation is concerned with cattle maintained on individual CPH locations not businesses. However we carry out our cattle inspections at business level. This means we must inspect all the cattle kept by the business on all the holdings that make up that business. Although this complicates the inspection it allows us to integrate our inspection requirements under Single Farm Payment and Scottish Beef calf Scheme.

All CPH locations farmed by the same business are known as 'Pot' locations if the business has notified us of the association.

2.1 Business locations

The diagram below represents the various situations that can exist where a business operates more than one CPH location:

Which of the situations represented in Fig. 3 are Pot locations?

1. Main Farm Code  
   Pot Location

2. Permanent Sub Code declared in Single Application Form  
   Pot Location

3. Seasonal Sub Code declared in Single Applications Form  
   Pot Location
4. Retention location from SBCS claim  
   Pot Location

5. Current BCMS Link (1 has cattle at 5) 
   Pot Location (but needs to be manually added to request IBIP screen on SIACS)

6. Current BCMS Link (two way) 
   Pot Location (but needs to be manually added to request IBIP screen on SIACS)

7. Location only known to BCMS. 
   Not a Pot Location

(We probably will not know this location is in use. If the move OFF the main CPH was notified they should appear on Annex B)

8. Same as location 7 but with claimed animals. 
   Not a Pot location

9. Location not known to either SGRPID or BCMS 
   Not a Pot location

2.1.1 ‘Pot’ location discrepancies

• BCMS link in place

You find an animal at a different CPH from where CTS (and your Inspection report) expected it to be. The keeper has a BCMS link from the location notified to CTS to the holding on which the animal is standing.

Action

Ensure the keeper has correctly recorded the move in the herd register.
When recording in your Inspection report, treat as though you found the animal at the main CPH.

• No BCMS link in place

You find an animal at a different CPH from where CTS (and your Inspection report) expects it to be. The keeper has not set up a BCMS link. The location is a ‘Pot location’.

Action

• Ensure the keeper is registered with Animal Health as a keeper on all locations they keep cattle and request ‘sticky labels’ from BCMS for each of the relevant holdings;
• the Keeper may wish to discuss with BCMS whether or not it is possible to put a location link in place to avoid future errors;
• the keeper may wish to investigate whether or not SGRPID are able to amalgamate locations in line with Land and Business Change Guidance to avoid the need to notify moves between the locations.

For each move not notified to CTS:

1. ensure the keeper has correctly recorded the move in the herd register;
2. record the move in your Inspection report;
3. send appropriately completed movement card torn from the relevant passport or ensure the Keeper notifies the ‘On’ and ‘Off’ movement to BCMS

4. **1st offence only** - Override movement discrepancies; issue **Warning Letter (within business move)**, (Appendix 6)

5. subsequent offences – Do not override

2.1.2 **‘Determined’ movement dates**

You find an animal at a different CPH from where CTS (and your Inspection report) expects it to be. The keeper has not set up a BCMS link. The location where the animal is standing is a ‘Pot location’. The keeper has not recorded the move in the herd register.

**Action**

The off and on dates will need to be determined depending on what information is available to you. For instance –

If the keeper/producer keeps separate herd records for the different locations use the actual dates of movement.

- If separate herd records are not kept you should try and determine the date of movement from any available source e.g. diary, haulage slips etc. If the keeper remembers the movement date (for instance he remembers that the cattle moved “the day after the start of the grass let”). **This method of determination is only acceptable when the moves are within the same business and between pot locations. Any other moves require full documentary evidence.**
- If there is no way of determining the dates you should record the off date as the day after the last officially recorded event (birth date, calving date, on date). The on date to the new location must match.
- Ensure the keeper is registered with Animal Health as a keeper on all locations they keep cattle and request ‘sticky labels’ from BCMS for each of the relevant holdings;
- the Keeper may wish to discuss with BCMS whether or not it is possible to put a location link in place to avoid future errors;
- the keeper may wish to investigate whether or not SGRPID are able to amalgamate locations in line with Land and Business Change Guidance to avoid the need to notify moves between the locations.

For each move not notified to CTS:

1. Ensure the keeper has correctly recorded the move in the herd register;
2. record the move in your Inspection report;
3. send appropriately completed movement card torn from the relevant passport or ensure the Keeper notifies the ‘On’ and ‘Off’ movement to BCMS
4. **1st offence only** - Override movement discrepancies issue **Warning Letter (within business move)**, (Appendix 6);
5. **subsequent offences** – Do not override.

2.1.3 **Location scenario examples**

The attached PowerPoint presentation gives examples of ‘location scenarios’ and guidance on how data capture should be completed.
Section 4.8 explains the circumstances in which you may consider using override to avoid penalising errors.

### 2.2 Business / keeper name discrepancies

The inspection list issued to area offices identifies keeper details (from CTS) as well as producer details (from SIACS). The purpose of this is to allow you to identify mismatches, check the details at inspection and request follow up action if appropriate. It is important to understand that the registered keeper can, quite genuinely, be different to the owner (the producer) although in the majority of cases it is anticipated that they will be the same. “A keeper is any person responsible for animals permanently or temporarily”. The purpose of this exercise is to identify keeper information that is incorrect, and which needs amendment.

**Action**

1. At the start of the inspection verify if the keeper information on the front of the Inspection report is correct. If any of the information is not correct establish:
   
   - Keeper’s name and address;
   - the address of the holding on which the animals are kept.

   On return to the Office pass the revised details to Animal Health.

2. Get the keeper to sign Annex C and E of the Inspection report (and confirm status as appropriate e.g. partner, representative etc). Any enforcement action (serving CPP forms etc) should be pursued with the keeper of the animals. Please refer any cases of doubt to the CSD mailbox (via your co-ordinator).
Section 3

Introduction

This part of the guidance explains how to carry out the inspection ‘on the ground’.

The inspection process has three main elements each of which need to be understood. This guidance is divided into the three main sections as follows:

- Preparing for the inspection and contacting the farmer;
- On-farm inspection;
- data capture and follow up actions.

3.1 Preparation and contact (see also Aide memoir at para 3.7)

Before requesting the Inspection report, ensure all SBCS claims for the business are captured to ensure that the Inspection report contains the most up to date information.

3.1.1 The Inspection report

Click on this link to access the ‘Request and Print Inspection Pack’ desk instruction. Request an Inspection report just before you intend to start the inspection. Do not use an Inspection report requested more than 5 days in advance of the inspection start date. Inspection reports printed too far in advance of the actual start date will not include changes made to CTS after the ‘request Inspection report’ date and may not accurately reflect the SBCS claim position.

3.1.2 Unused Inspection reports

Arrange for your HAO to delete Inspection reports older than 5 days from the request dated (AgOs do not have access to this option). Retain the front page of the Inspection report on file along with the reason for deletion.

3.1.3 Enter all locations

Ensure you enter all locations associated with the business to be inspected into the ‘Request Inspection Pack’ screen (see Request inspection pack desk instruction).

Known SIACS locations will populate automatically from SAF and SBCS claims captured in the previous 12 months. You will need to enter other locations manually. Enter BCMS linked locations CPHs in case the keeper has notified moves to the linked location in error.

3.1.4 SBCS claims

Arrange the capture of all SBCS claims for the business to ensure that the Inspection report contains the most up to date information. If a claimed animal is not recorded on CTS as on the ‘location pot’, the animal will be populated on the Inspection report using SIACS data only (eartag, DOB as ‘11/11/11’, sex as appropriate and breed as ‘OO’).
<table>
<thead>
<tr>
<th>Jumbo Tag No.</th>
<th>Ear Tag No.</th>
<th>CTS EXP</th>
<th>Pass EXP</th>
<th>COR EXP</th>
<th>CCD EXP</th>
<th>NOR EXP</th>
<th>R EXP</th>
<th>E EXP</th>
<th>C EXP</th>
<th>A N I M</th>
<th>Birth Date/ On Date</th>
<th>Off Date/ Death Date</th>
<th>First Calving</th>
<th>S EXP</th>
<th>Breed</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK510675100122</td>
<td>11/11/11</td>
<td>M OO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fig. 4

Note – ‘SIACS animals’ displayed like this should be much less common and will only occur for SBCS claimed animals and only under very limited circumstances.

This only occurs when the eartag information captured is not valid (either because the Claimant has not provided a movement card but has instead incorrectly manually written the eartag number onto the claim or a manually written eartag has been incorrectly data captured).

**Action**

Update the Inspection report with the correct information and Override each amendment.

The animal details on the Inspection report are populated from current CTS information as follows –

Annex A - The details of all the animals currently recorded on CTS as being present on the CPH(s) requested.

Annex B – The details of animals that were born or moved on to the holdings and have subsequently moved off or died during the previous 12 months. Animals that are recorded on CTS as dead more than 1 month before the extract date will no longer be included for checking unless claimed for SBCS within the last 12 months. The first and second 10% samples are identified on separate sheets at the start of the Annex B print and you should check as per the guidance at para 3.20.

Ensure that you take supplies of the enforcement documentation required. Appendix 9 lists all relevant CPPS forms

**3.2 Staff required**

Once you have the Inspection report you should consider, along with your line manager, if the inspection (or parts of it) requires more than one inspector. You will need to consider the size of the inspection, previous inspection difficulties, health and safety issues etc.

If more than one inspector takes part in the inspection your line manager must sign the Inspection report (with reasons).

Complete the inspection in as short a time period as possible. You may need to liaise with colleagues in other area offices to achieve this where businesses have multiple holdings. Notify your livestock coordinator as soon as possible when extra staffing resources are required.
3.3 **Contact**

Initial contact with the keeper by phone or in person is an opportunity to get the inspection off to a positive start.

The following points should always be covered during the initial contact:

- You are talking to the keeper or person who is authorised to act on behalf of the keeper and the business;

- Keeper is made aware that all animals, documents and records must be inspected. Consider issuing the 'What to expect at a cattle inspection' letter at Appendix 1;

- You discuss the likely duration of the inspection (kept to a minimum);

- Highlight that the inspection will start with a record and document check followed by the physical inspection;

- Confirm the keeper can provide safe handling equipment and sufficient labour to complete the inspection in a safe manner;

- Keeper confirms the locations for all cattle kept by the business; and

- You discuss bio-security arrangements and, if appropriate, separation arrangements.

If the keeper raises animal welfare issues, reassure them that you will take their concerns into account during the physical inspection e.g. pneumonia, cows at point of calving etc.

3.4 **Announcement of inspection**

EC legislation states “On the spot checks shall in general be unannounced. Where advance warning is given, it shall be limited to the strict minimum necessary and as a general rule shall not exceed 48 hours”.

The expectation is that cattle inspections will be carried out unannounced (0 - 3 hours notice).

Greater than 3 hours notice; you must provide a full explanation on the inspection report.

If in exceptional circumstances a period of notice greater than 48 hours cannot be avoided (for example a recent bereavement or a cancelled ferry), line managers must be notified and the details must be clearly recorded on the Inspection report.

Notice given includes weekends and public holidays. Thus an inspection notified on a Friday for a Monday is over 48 hours notice.

Record the date and time that initial contact is made with the keeper/producer on page 1 of the Inspection report.

Where you have arrived on the farm unannounced and you cannot make contact with the keeper, it is reasonable to then give notice for the inspection (which should again not
exceed 48 hours) and record the reason for notice on the Inspection report. Every effort should be made to complete the inspection using the original pack.

Where it is not possible to notify the keeper/producer within 5 days of the Inspection report extract date, mark the Inspection report as ‘Abandoned’.

An abandoned inspection must be recorded in SIACS and a new Inspection report created. This demonstrates to audit an attempt has been made to complete the cattle inspection unannounced.

Once you have notified the keeper/producer of the inspection you must use the existing Inspection report irrespective of how long the delay in starting the inspection. Generating a new Inspection report will compromise the effectiveness of the inspection.

3.5  **SEARS**

As part of the SEARS initiative, it may be possible to carry out inspections in conjunction with State Veterinary Service (SVS) and Local Veterinary Inspectors (LVI) blood testing visits. Also, keepers may contact area office staff to inform them of blood testing dates. Staff should note the dates but must not give advance notification of the inspection. Records and document check can be carried out unannounced, in advance of the physical inspection / blood test.

**Do not distribute the selection list to anyone other than SGRPID Agricultural Staff.**

3.6  **Inspection refusal by keeper**

If a keeper refuses you entry to the holding, or refuses to allow you to go ahead when contacted over the phone, you should remind them that you have the right to enter the holding for the purposes of ascertaining whether there has been any contravention of the regulations.

The keeper should be warned that failure to comply may lead to a movement restriction on the herd, until you are able to satisfactorily carry out the inspection. Where subsidy claims are involved the producer should also be reminded that refusal of entry can lead to rejection of any claims submitted and also lead to prosecution. A producer’s Single Farm Payment will be affected by refusal to carry out an inspection.

You must notify your line manager and livestock co-ordinator immediately of the refusal of entry.

Thereafter your line manager will write to the keeper/producer formally warning them of the consequences of refusing the inspection and giving them reasonable notice to comply. If the keeper/producer still refuses the inspection the area PAO should write giving a further deadline to comply making it clear that this is the final opportunity.

Thereafter an ‘enforcement pro-forma’ and report should be sent to the AIT via the [RPID CSD Mailbox](#) with full details (see enforcement section at 4.11).

1st Warning letter

2nd Warning letter
Enforcement proforma

Examples that could constitute a breach of the keeper’s obligation to allow an inspection are:

- Failure to gather animals or provide labour.
- Failure to make appropriate provision for the examination of records.
- Instructing you to look at records/animals yourself and not providing the appropriate level of help/labour/co-operation.
- Abusive or aggressive behaviour and verbal badgering by the keeper, claimant and/or his representatives/staff with the (perceived) intention of disrupting the inspection and preventing you from carrying out your duties.
- Display or use of weapons including threats to use weapons. In these cases you must withdraw from the premises immediately and inform the area Principal Agricultural Officer.

3.7 Aide memoire

The following is intended as a practical reminder for use by inspectors when preparing for an inspection. It is not in order of importance.

**In Office**

- Screen Dump of MP2
- Add Pot Locations to the request screen
- Screen Dump of Inspection Request
- Waterproof Paper?
- ETAS Print for last 3 months
- Is the Inspection report younger than 5 days?
- Print of current Links
- Map of Holdings
- 13 Day Standstill Inspection preparation
- Is there a Separation Agreement in place
- Reason for Inspection letter on file for issue
- 2011 Holding letter on file for issue
- Check CTS Online Red animals
- Who completed previous inspection?
- Supply of CPP Forms
- Are there Electronic Records?
- Is there a TB test due?
- Lone Working procedure
- 2nd Person required?
- Disinfectant Equipment
- Local Knowledge

**On Farm**

- Make Contact and explain
- Reason for Inspection letter on file for issue
• Disinfect
• Is Separation Active
• Check the Handling Facilities
• Passports and Version Check
• Record Check
• Cattle Seen
• Double Tag Check
• Complete 13 Day Standstill Check
• Invoices/Knackery Lines
• TG1 / 3 Dear Keeper Letter left with the producer
• Issue CPPS 18 receipt
• Issue CPPS 27/28
• Complete CPP 12 for NOR’s
• Biosecurity
• 2011 Holding Letter to issue
• Sign Pack in both places
• Disinfect

3.8 Bio security

The guidance on ‘Biosecurity for Officials’ gives full details on disinfecting procedures for farm visits. Further guidance can be found on the SEARS Biosecurity video http://www.sears.scotland.gov.uk/Default.aspx. You should be familiar with, and follow, the content of the guidance.

Check if a separation agreement is in place and confirm with the keeper if the facilities are in use at the time of the physical inspection. The use of the facility may have a bearing on the physical inspection procedure.

3.9 Health and Safety

Inspecting cattle is potentially hazardous and staff are obliged to take reasonable care for the Health, Safety and Welfare of themselves and others who may be affected by their acts or omissions. It is a prime responsibility of Line Managers to ensure the Health, Safety and Welfare of their staff. Health and Safety guidance is covered in detail in the Health and Safety section of the Agriculture Schemes on-line guidance.

Tick and Lyme Disease


Your local Health & Safety Liaison Officers should be contacted if any further information or clarification is required.

3.10 On Farm inspection and checks

Inspection report.

There are four main sources of information that requires to be cross-referenced and potentially amended. These are -
• The documents (CTS passports, CPS passports, CoRs, NoRs and CCDs)
• the farm records
• the Inspection report
• the animals

3.11 Best practice

The Inspection report is designed with the intention that the inspection will begin with the records and in this way you can establish exactly what animals you expect to see as well as highlighting possible problems that may be found at the physical inspection. **It is also easier to do an inspection unannounced if it starts with the record and document check.** When it is unavoidable to do the cattle first, you should be extra careful when checking and recording the details.

The best practise guidance for completing the inspection is:

• Check the documents (passports, CORs, NORs, CCDs) against the IBI print;
• check the IBI print (Annex A and B) against the records;
• check invoices against the records;
• check the animals at the crush;
• reconcile any problems between records and animals and confirm that all records/documents and animals have been seen;
• consider implications of discrepancies;
• complete the on farm inspection in as short a time as possible;
• ensure that all discrepancies that result in a change to the Inspection report have clear and understandable comments.

This guidance is structured to discuss each of the above steps in order.

3.12 Document check

Check all the documents (CTS passports, CPS passports, CoRs, NoRs and CCD’s) presented by the keeper/producer against those expected to be found as listed on the Inspection report.

The ‘document’ columns on the Inspection report categorise the 5 different documents that can be expected to be found.

• CTS passports – passports issued since 28/9/98 (CPP 13);
• CPS passports – cattle born on or after 1/7/96 and up to issue of CTS passports (CPP1);
• Certificate of Registration (COR) – cattle born prior to the issue of CTS passports (herd registration project undertaken around 10/09/00) (CHR 3);

• Notice of Registration (NOR) – passport refused (CPP 35);

• Scottish Cattle Control Document (CCD) or English/Welsh Cattle Identification Document (CID) – male cattle born before issue of CTS passports (subsidy and movement document);

On the Inspection report, the ‘EXP’ box for each eartag is pre-populated with a tick for the document(s) expected to be found (from CTS data).

Tick the ‘FD’ (found) column for each document found for an eartag.
Enter a cross (X) in the ‘FD’ (found) column where no document is presented.
See section 4.8 entitled ‘Using Override’ for legitimate reasons for the keeper not presenting a document.

Where documents are found for animals not listed in Annex A, the inspector should check Annex B and record relevant details if found there.
If not found on either Annex A or Annex B, enter the document information onto the additional animals annex (as printed off automatically as part of the Inspection report).

BCMS allow keepers to notify cattle deaths online and by telephone. It is still the keepers responsibility to return documents for dead animals within 7 days of the animals death.

The Override (OR) column should be ticked for documents not found if there is an acceptable reason. This will include passports returned by the keeper to BCMS for amendment. (see section 4.8)

3.13 Animals which are not the keeper's responsibility

You may find animals listed on the Inspection report that are not the responsibility of the keeper/business being inspected. The occupier of the holding being inspected may not consider himself to be the keeper of these animals and the passports may not be on the holding.

You should check the following:

• Who is the owner of the animals?
• Is the owner still the registered keeper of the animals?
• Visual check (no need to crush) to see if the cattle appear to be correctly tagged.

If you are satisfied that these animals are not ‘under the control’ of the occupier of the holding you are inspecting you can then ‘dump’ them from the Inspection report (also applies to Annex B) with a reason why the animals have been dumped

If the above checks cause you to have concern about these animals you should discuss with your line manager/coordinator and it may be appropriate to raise a manual inspection for the owner/keeper of these animals.

Note - These ‘dumped’ animals may be subject to a separate inspection through the normal course of risk analysis selections for the appropriate keeper/producer. Please note – if you become aware of other animals on the holding that are not ‘part’ of another
registered holding with appropriate keeper details, you should follow this up as a separate exercise to ensure that CTS is updated with the relevant information.

3.14 Passport versions

The following codes are used on the Inspection report –

- Y Notice of Registration
- Y1 original CTS passport
- Y2 etc re-issued CTS passport
- CO original CPS passport
- B animal born pre July 1996 issued with a COR
- P1 re-issued CPS passport
- NA dead prior to registration

Check the correct passport version is presented. Earlier versions presented must be uplifted and if the correct version is not available do not tick the appropriate FD column. You should investigate this and establish when the latest version was issued. If it was issued during the period of current keepership we will penalise the keeper. If it was prior to his/her keepership you should apply an OR with an explanation in the comments section.

Duplicate documents - the following scenarios can exist and action to rectify the anomaly;

Scenario 1.

Two CoRs with two separate entries on the Inspection report.

Action

- Uplift all documents (except the CCD) and issue the keeper with a receipt (CPP 18);
- write a brief report detailing the full circumstances, as you know them;
- send the documents and report (together in the same polylopes) to the BCMS ‘Enforcement Team’ who will merge the two records and return a replacement to the keeper in the normal way;
- check if any progeny are on the business location you are inspecting. If so uplift for correction of the dam’s identity;

Scenario 2

One COR with two separate entries in the Inspection report. Duplicate CoR and CTS passport. Two separate CTS records. This would occur if there had been duplicate CoRs and one had been returned to BCMS for amendment and replaced with a CTS passport.

Action:

- Uplift all documents (except the CCD) and issue a receipt (CPP 18)
• Write a brief report detailing the full circumstances, as you know them.

• send the documents and report (together in the same polylopes) to the BCMS ‘Enforcement Team’ who will merge the two records and return a replacement to the keeper in the normal way;

• check if any progeny are on the business location you are inspecting. If so uplift for correction of the dam’s identity

Scenario 3

‘Duplicate’ COR and CTS passport with one entry in the Inspection report

Action

• Uplift CoR and return to BCMS with an explanatory note making clear that the animal is alive and keeper is in possession of a correct CTS passport;

• on receipt of the documents BCMS will investigate and amalgamate the calving history etc. and issue a new document to the keeper.

3.15 Record/herd register check

The purpose of this is to check the accuracy of the records against the Inspection report and make amendments where appropriate. It is a legal requirement under The Cattle Identification (Scotland) Regulations 2007 that the following details are recorded in the herd records –

• Eartag number (and replacement number/date replaced if born before 1/1/98);

• Date of Birth;

• Sex;

• Breed;

• On date and from where;

• Off date and to where;

• Dam ID (Home bred animals only); and

• Date of death (where animal dies on holding).

Tick the ‘REC’ (Records) column if all of these details are recorded in the herd record for the animal and then check if the details are correct.

3.15.1 Mandatory information missing

There will be instances where some of the mandatory information is missing from the herd register. You may be able to find the missing information in other documents that make up the overall ‘herd record’ e.g. diaries, day books, invoices etc. The herd register should be updated in such cases. There will be other instances when you cannot find the missing
information anywhere and you need to record this on the Inspection report against the individual animal comment - “mandatory information missing” (and list what is missing) and at the ‘Standard of records’ question in Annex C of the Inspection report.

Enter a cross (X) in the REC (Records) column of the Inspection report if you cannot find a record for the animal, or if any of the mandatory information is missing.

Mandatory information missing - Animals born on the holding and those that have been moved on should be considered separately as follows:

### 3.15.1.1 Animals born on the holding

These animals need to have an entry in the record that confirms all the information printed and recorded on the animals passport. You must be able to confirm the Eartag, DOB, Dam ID, Sex, Breed, Off movements (not internal business moves - see paragraphs 2.4 to 2.7) and death dates. If you **cannot confirm all** of these from the records you should consider the animal as ‘Not Found’ in the records.

**Action**

Enter a cross (X) in the REC column of the Inspection report against the animal concerned and list the missing information.

**NOTE** - You cannot use information from CTS or the passport to confirm missing information for homebred animals.

**The purpose of the inspection is to confirm CTS information from independent herd records, not the other way round.**

Cases where it is only the sex and/or breed that is missing can have these ‘missing’ details confirmed from the physical inspection of the animal and you can allow ‘minor updating’ of the records. Such animals should have comments made to the effect that “mandatory information was missing – i.e. sex and breed” These animals should be marked as found in the records and there is no need to uplift the passports (unless requiring correction).

For animals no longer on the holding (i.e. Annex B animals) it is likely that there will be no other way of confirming the missing information. As such, if **any** of the mandatory information is missing from the records you will need to mark these as ‘Not Found’ on the Inspection report.

Where the missing information in the records relates to Eartags, DOB or Dam ID, take the following action

- Uplift the documentation.
- Annotate the documents with “Issue NoR” and return to BCMS
- Complete CPP 18 form
- Complete CPPS 27/28 form for live discrepancies

The keeper can appeal the removal of passports and issuing of a NOR through the BCMS appeals procedure. Such action has obvious serious consequences for the keeper/producer and you should inform your line manager/ livestock coordinator of your actions.
3.15.1.2 Purchased Animals

The record requirement for purchased (non hombred) animals is less strict. Mark the animal as found in records if:

- Animals still on the holding - you find its eartag number and on movement date;
- Animals no longer on the holding - you find its eartag number, on movement date and off or death date.

Purchased animals require their sex, breed & date of birth information to be entered in the farm records. Dam IDs are not required. Ensure the keeper updates the animal records for animals still on the holding by using the information on the animals’ passport documentation.

Where the missing information in the records relates to Eartags and Movement Dates, take the following action:

- Uplift the documentation.
- Annotate the documents with “Issue NoR” and return to BCMS
- Complete CPP 18 form
- Complete CPPS 27/28 form for live discrepancies

When allowing minor updating, please record what information was missing for each animal in its individual comments field on the Inspection report. When you capture the inspection results, remember to issue the keeper a warning letter (Warning Letter) explaining the record keeping requirement for purchased animals.

Likewise you must never use movement information from CTS or the passport history to supplement missing movements from herd records for purchased / sold animals. You can use the handwritten summary page information of the CTS passport to confirm the movement date onto the holding.

Independent evidence such as purchase/sales invoices should be sought to verify on farm record accuracy.

3.16 Annex A – Animals that may be present on holding.

Check that all of the mandatory information in the records matches the details on the Inspection report.

Investigate any mismatch of information and update the Inspection report with the correct information from the herd records.

Any minor updating of the producer records will require a comment on the Inspection report. Once data captured, any changes you make to the Inspection report will update CTS. Changes to the Inspection report details and on farm records may come from (for example):

- Calving book;
- Milk records;
- Passport summary section;
- Farm diary;
- Invoices or knackery lines; and
- Physical inspection of the animal
In the absence of any other evidence the Inspection report needs to be amended. This should be done by the inspector and all documents (passports, CoRs, NoRs, CCD’s) should be uplifted, added to a CPPS18 and sent to BCMS for correction.

3.16.1 Animals notified on to the holding in error

You may occasionally find animals on the Inspection report that have been notified to the holding in error (incorrect market notification etc). If you are satisfied that the animal has been “moved” to the holding by BCMS in error you should dump the animal, enter “NOH” in the comments section and e-mail the BCMS Inspections Helpdesk at IAT.admin@bcms.rpa.gsi.gov.uk. File a copy of the email in your Inspection report.

3.16.2 Date of birth

Do not amend 11/11/11 dates for animals with a CoR. The keeper has 27 days to register a birth with BCMS. Where the records indicate the keeper has altered dates of birth to satisfy the 27 day registration criteria and thus obtain CTS passports as opposed to NORs you must:

- Uplift records and issue official receipt;
- uplift the relevant passports, annotate with “issue NOR” and issue CPPS18 receipt;
- correct the date of birth and send passports and CPPS18 to BCMS;
- issue a CPPS 27/28 movement restriction form;
- report findings to livestock coordinator and copy to Inspection report; and
- the PAO should report the matter to the local Trading Standards Officer and a copy of the report should also be sent to AIT Via the RPID CSD Mailbox.

If at the time of inspection the passports have not yet arrived on farm, BCMS should immediately be contacted and asked to stop processing the applications until they have received a copy of the report.

3.16.3 Moves on and off (dates and locations)

All movements (on and off a holding) must be reported to BCMS within 3 calendar days of the event occurring unless a BCMS link between holdings is in place (see section 1.11). Movements between separate locations still need to be recorded in the farm records even if there is a BCMS link.

3.16.3.1 Moves within the same business

The keeper must record in the herd register moves between separate CPHs within the same business. If there is only a single set of records kept the actual CPH location of the animal must be readily identifiable from the records.

Where the location of animals is not maintained in the records and this is the keepers first breach:

- apply an override to avoid SIACS applying a Cross Compliance penalty
- Issue the Warning Letter at appendix 6

If you find the same error at a future inspection, do not apply an override marker
3.16.3.2 Placement dates

Do not amend placement dates e.g. 10/09/2000, 13/07/2000, 14/07/2000 and 29/11/2000. BCMS also used other placement dates including the dates when cows first appeared as a dam on a calf registration form. Assume the ON date is a placement date if the animal is still on the holding where it was ‘registered’ for its COR. Also watch out for ‘Administrative’ moves ON which have been used when CPH’s are amalgamated. These should not be amended.

3.16.3.3 Moves off during Inspection

Movements off during the ‘inspection period’ will be recognised by SIACS validation and will not create an error i.e. if you mark the Inspection report as ‘document’ and ‘record’ seen but ‘animal’ not seen, as it has been sold in the interim, SIACS will recognise that this is a valid situation and not apply an error. Verify the move by examining the sale invoice and record the details at Annex D of your Inspection report.

Animals that died on farm should not be marked with an OFF date – only a death date.

3.16.3.4 Pre-August 1996 born animals

BCMS wrote to keepers to inform them that from 1 March 2011, animals born before 1 August 1996 (including animals with an 11/11/11 date of birth) could not move off the holdings specified in the letter except under licence from Animal Health.

Where the keeper obtains an Animal Health licence to move such animals, the keeper does not need to retain the licence after the move has taken place.

The keeper must notify BCMS of the move in the usual way. Similarly, on-farm deaths must also be notified to BCMS as usual. BCMS and Animal Health will cross check movements and licence applications. They will notify the appropriate Local Authority Trading Standards where unlicensed moves appear to have taken place.

Inspection procedures

A pre-August 1996 born animal is listed on your Inspection report but not presented during your inspection.

Action

- Confirm from the herd register the movement off or death date;
- Verify the date recorded by examining the sales invoice, knackery line or burial location plan if the holding lies within the Designated Remote Area (Section 3.30.1 refers).

If you cannot verify the off or death date from the records, invoice or location plan:

- Enter a worst case scenario (guidance at section 3.25) death date;
- Provide a clear and comprehensive comment in your Inspection report.

BCMS will investigate any potential breaches of the restriction notice and liaise with Local Authority Trading Standards who enforce the regulations.
If you uplift passports for pre-August 1996 born animals, ensure your comments on the passport receipt (CPP 18) are clear and comprehensive.

3.16.4  Death date

You will need to investigate cases where you find an unusually high number of death dates just prior to inspection. This may be because the keeper has recorded the dates incorrectly. Establish whether the dates recorded are accurate by examining knackery lines, veterinary invoices etc. If the herd records show that on-farm burial (in the Designated Remote Area) has taken place please see section 3.30 below.

Detail your investigations and record your findings in the ‘inspectors comments’ section of the Inspection report. If you are unable to confirm that the information is accurate, follow the ‘Worst Case Scenario’ guidance at section 3.25.

From 1st January 2009 the keeper is responsible for returning all documentation to BCMS for animals dying on their holding. Keepers sending over 48 month old animals for BSE testing should remove and complete a movement card from the passport to accompany the animal. They must return the completed passport to BCMS. On this basis you can no longer use the OR facility for non-reported on farm deaths after 1st January 2009.

3.16.5  Sex

Females will be displayed as either C for cow or H for heifer (depending on calving information held on CTS). Males will be displayed as M. The correct sex should be entered if the animal has been inspected and found to be different to that displayed on the Inspection report.

Note – you may identify potential sex problems from the records for double checking at the crush. Do not update Inspection report until sex is confirmed by physical inspection.

Incorrect passports should be uplifted for correction.

3.16.6  Breed

Inspectors should investigate any mismatches between the Inspection report and herd records during the physical inspection for Annex A animals.

For animals which are no longer on the holding, confirm breed from the herd records and update Inspection report accordingly. Include a comment to alert BCMS who will trace current keeper and arrange passport update.

3.16.7  Dam ID

Only update the Inspection report where the correct identity can be confirmed as follows -

DAM ID – procedure
<table>
<thead>
<tr>
<th>Found at inspection</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal on Holding</td>
<td>Passport/COR lifted for both and sent to BCMS for correction. Inspection report and Screen corrected with comments.</td>
</tr>
<tr>
<td>Dam on Holding</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal on Holding</td>
<td>Passport not lifted. No change to Inspection report or screen. Comments entered (Dam ID looks wrong but unable to confirm).</td>
</tr>
<tr>
<td>Dam off Holding</td>
<td></td>
</tr>
<tr>
<td>Animal off Holding</td>
<td>Correct Inspection report and screen with comments. Lift Dam passport/COR for correction.</td>
</tr>
<tr>
<td>Dam on Holding</td>
<td></td>
</tr>
<tr>
<td>Animal off Holding</td>
<td>No change to Inspection report or screen. Comments entered (Dam ID looks wrong but unable to confirm).</td>
</tr>
<tr>
<td>Dam off Holding</td>
<td></td>
</tr>
</tbody>
</table>

Re-tagged dams – if, during the course of an animal’s life, its Dam is re-tagged then the offspring’s passport does not need to be amended to reflect the new dam identity i.e. the offspring’s dam ID should be the ID of the dam as it was on the date the offspring was born.

### 3.16.8 Animal locations

Only record the animal’s location if it differs to that on the Inspection report or if you are adding an animal to the Inspection report. Record the location (CPH) of the animal as the location on which you inspected it.

Exceptionally, where the keeper has set up a link from one holding within the business to another, record the added animal’s location as the CPH from which the link has been set regardless of which of the linked locations you found the animal standing. (for example, the keeper has set up links from location A to location B and from location A to location C. Record all additional animals found at locations B and C as if they were standing on location A). If you do not do this it may result in an incorrect CTS record (the assumption being that the keeper would have intended to record the ON to the main location CPH and will record the OFF from the main location CPH).

### 3.17 Summary of Annex A checks

Confirm the correct information, update the Inspection report if necessary and uplift any passports that require amendment. Remember to leave the producer/keeper a receipt (CPP18) for all uplifted documents.

### 3.18 Annex B – Animals no longer on the holding

This lists animals that have left the holding in the previous 12 months. It does not list animals that are recorded as dead on CTS with a death date more than one month before the Inspection report extract date apart from SBCS claimed animals (see 3.18.2 below). The list is ordered by sex and then the date the animals left the holding.

#### 3.18.1 Sampling procedure

Annex B is split into three sections –

- First 10% selection for each location;
• second 10% selection for each location; and
• remaining 80% for each location.

3.18.2 SBCS claimed animals

The first and second 10% samples will concentrate on SBCS claimed animals which left the holding in the previous 12 months.

Check that the information in the records matches the details on the Inspection report. If they don’t, establish whether the records are incorrect or whether the Inspection report needs to be amended.

3.18.3 Procedure

1. Check the animals in the ‘First 10% selection’:
   • No errors found. No need to check the second 10% selection or the remaining selection;
   • error found (other than an error which would result in an LZ or OP code firing). Check the Second 10% selection.

2. Errors that you override or consider to be ‘Obvious Errors (OE) do not count as a sample failure. They do not trigger the next sample check. Also, if you identify an animal on the sample lists that has an LZ or an OP error this should not be counted as a sample failure.

3. Each time you request an Inspection report the 10% selection is unique and you should be aware of this if for some reason you need to request a new Inspection report for a partially completed inspection (the reasons for ever doing this should be very rare).

4. You may need to manually recalculate the number of animals to achieve the 10% checks if you dump some but not all animals from a location listed in annex B.

5. If you discover that animals have moved off the holding with incorrect sex or date of birth information on their passports (and the animal is still alive), send a report to IAT.admin@bcms.rpa.gsi.gov.uk detailing the problem and where the animals have move to. BCMS will trace the animal and if still alive, will correct the passport.

6. Animals found in the records should have the “REC” column ticked. Thereafter, check and correct (if necessary) the entries for date of birth, movements ON and OFF, date of death on farm, sex and dam ID in the same way as for Annex A.

7. Animals identified from the records as having moved off but are not included in Annex B may be on Annex A and should have the off date entered on Annex A. Be aware that you may discover animals that have moved on and then off and are on neither Annex A or B. These animals should be added to the Inspection report as ‘additional animals’ In all cases if there is a failure to notify the movement you should establish
who was responsible for making the movement notification and apply an override code if appropriate (see Using override guidance at section 4.8).

3.19 BCMS statements

BCMS sent statements of discrepancies to cattle keepers until November 2010. Keepers therefore may already be aware of errors and they may be trying to resolve them. If you find errors but the keeper can show that they were taking action to rectify them before being notified of your inspection, Override the error (see Using override guidance at section 4.8).

Examples of acceptable evidence of this may be;

- Sheets showing the corrections and confirmation email from BCMS that corrections have been received. Contact BCMS via IAT.admin@bcms.rpa.gsi.gov.uk;
- a record of a conversation with BCMS i.e. a HEAT call number (BCMS reference number). Seek a confirmation email from BCMS regarding HEAT reference animal details;
- confirmation from BCMS that they had received all or part of the information needed to correct the deficiencies;
- copy all communications with BCMS to your inspection file.

Ensure the keeper's discussions with BCMS relate to the same error you have found

Each case must be taken on its merits. Ensure you fully record the situation in your Inspection report

3.20 Invoice check

Inspect a representative sample of original purchase and sale invoices to check that the animal information (eartag details and date of movement etc) corresponds with the herd register and CTS information. The invoices you check must be relevant to your inspection and include the invoices pertaining to the Annex B first 10% sample animals. If you need to extend your annex B checks, you must inspect the invoices pertaining to these animals.

Note: The date of an invoice may not necessarily mean animals moved on the same day.

Invoices, knackery lines etc are useful sources of evidence when investigating missing or mismatching records of movement or death dates – use as part of your invoice check.

3.20.1 Data capturing knackery lines

Record Knackery lines at Annex D of your Inspection report in the same way as you would an invoice. Enter ‘S’ (sale) in the ‘Purchased from/Sold to’ column.

3.20.2 More than 5 invoices/knackery lines checked

Record at Annex D of your Inspection report the details of all invoices or knackery lines you examine. Where you check more than 5, record the details under ‘Managers reason for less than 5 invoices recorded above’. Use the heading “F6 - Additional invoices/knackery lines checked”
Use the ‘F6’ key to create additional lines to data capture more than 5 invoices or knackery lines

• Mark all invoices/knackery lines you examine as “Seen by SGRPID officer” and sign and date.
• If invoices are unavailable (for example at the accountant) you will need to see them before you can complete the inspection. Ask the keeper to present these within 5 working days
• You can only accept copies if the Accountant certifies them as ‘true copies’. Retain all copies on file.

3.21 Physical inspection of cattle

All cattle that are the responsibility of the selected keeper should be inspected to confirm the following

• Eartag number
• Sex
• Breed
• Age
• Animal Location

The keeper must provide suitable handling facilities and sufficient assistance to allow checking and assessment of the cattle. Bear in mind that Health and Safety and animal welfare issues may arise during the inspection.

Animals seen that match the list of eartags on Annex A of the Inspection report should have the “ANIM” column ticked. Any discrepancies found in relation to sex and breed or doubts over age should have the details on the Inspection report corrected or highlighted for further investigation.

Location discrepancies should be dealt with in accordance with the guidance in Section 2 and at section 3.16.3.

3.22 Double Tag sample check

At least 20 animals born post 1 January 1998 should have both tags checked to verify that they are tagged correctly (that is, the animal has two tags with the same identifier, one in each ear). These should be coded “DT” in the comments section of the Inspection report. If any TG2 (see section 3.23.1.2) errors are found in this sample then another sample of 20 should be checked. If another TG2 error is found in this sample then all of the post 1 January 1998 animals should be checked.

Note: Do not include any animals in your sample which are categorised as TG1 or TG3.

Do not extend your sample check if you find a TG1 or TG3 error.

CII regulations insist that all inspections are completed by the use of official tags.

However, it is recognised that there will be occasions when a problem exists that makes the reading of tags impossible, dangerous or would compromise the welfare of the animals. In such circumstances (which should be exceptional) the reading of the eartags can be delayed until such time as it is safe to do so. Alternatively (and again exceptionally) the use of management tags to carry out the inspection is acceptable as long as the inspector is
satisfied that the management tag/record system is accurate. The following criteria must be satisfied –

- Consistency in recording eartag formats correctly in the herd register i.e. absence of leading zero’s in pre BARIMO tags and the presence of UK’s and appropriate leading zeros in BARIMO tags.

- 20% of the cattle that carry management tags should be checked to confirm the animal ID is consistent with the management tags as shown in the records.

All cattle identified by management tag must be seen to also carry an official tag. If these conditions are met and management tags are used to confirm the official identity, the code MT should be written in the comments section of the Inspection report. Those making up the 20% cross check should be coded MTS in the comments section. Failure to meet any of these conditions mean that the inspection cannot be completed by the use of management tags and a full eartag check of the official ID will have to be carried out (with due regard for any welfare issues – delayed if need be).

3.23 Tagging discrepancies

Tagging requirements are described in Section 1.5 of this guidance.

There are two categories of tagging errors,

- Category 1 - Animals which have never been tagged or have been incorrectly tagged or have lost their identity: Unidentified or TG2.

- Category 2:- Animals which have lost their tags but not their official identity; TG1 or TG3.

All animals with outstanding tagging problems at the end of the inspection (apart from TG3 animals) must be entered on the CPPS 27 or 28 and need to be included in the live discrepancies calculation.

3.23.1 Category 1 tagging error

Is an immediate cross compliance breach and must have the error recorded on the Inspection report. If you are aware that the keeper inserted a tag for the first time at the inspection, record the animals as they were before the tag was inserted. Record an ‘Incorrectly tagged’ (TG2) error against the animal if the animals are older than 20 days.

3.23.1.1 Unidentified animals

An Animal is 'Unidentified' if:

- It is more than 20 days old and has never been officially tagged or;
- has lost its official identity and cannot be identified by any other means

Action

1. Ensure the keeper tags the animal with the next available numeric eartag number;
2. assess the animal's approximate age. Calculate a ‘nominal’ date of birth using your estimate of its age and the date you carried out the assessment. For example:
• age - approximately 2 years old;
• date animal inspected - 14/11/2011; therefore
• nominal date of birth = 14/11/2009.

3. use the nominal date of birth as the date the animal moved on to the holding;
4. ensure the keeper records the new identity and animal details (sex, breed, nominal
date of birth and on date) in the herd register; and
5. complete a CPP12 marked ‘Issue NoR’ and send to BCMS;

Exceptionally, where the keeper has no official tags available:

• mark with a spray/keel to temporarily identify the animal. Use the location CPH
followed by an individual sequential number (for example, 92/769/0007/1,
92/769/0007/2 and so on). Record as much information about the animal as you can
including sex breed, colour and approximate age. Add all identifying features to the
comments section. Consider taking a photograph of the animal if you are able to do
so. A full description of the animal may avoid dispute over the animal’s identity at the
re-inspection;
• issue the ‘Notice to Identify letter’ at Annex 3 of the Enforcement Guidance. (section
5);
• re-inspect the animal once it has been officially tagged;
• complete a CPP12 marked ‘Issue NoR’ and send to BCMS;
• Ensure the keeper records the new ‘Official’ identity and animal details (sex, breed,
nominal age and date on) in the herd register.

3.23.1.1.1 Recording unidentified animals

Add the Unidentified animals to the Inspection report using the new tag numbers. Record
each animal’s:

• Sex;
• breed;
• nominal date of birth;
• nominal date move on to the holding (same date as the date of birth);
• Dam Id as ‘Unknown’;

3.23.1.2 Incorrectly tagged animal (TG2 error)

Use the TG2 error code where you find an incorrectly tagged animal. The following lists the
types of faults we consider as TG2 errors;

• Only one tag ever applied to an animal born on or after 1st January 1998 and
which is more than 20 days old;
• primary/secondary tag mismatch. You must satisfy yourself from the available
evidence that you can match the animal to an official identity. Your comments
must clearly show how you identified the animal. If you are unable to confirm
the animal’s correct identity, treat as ‘Unidentified’ and follow the Unidentified animals
guidance at section 3.23.1.1;
• ‘official’ Alpha-Numeric tag applied to an animal which was born after 1 July 2000
(should be tagged with all-numeric tag); and
• Both tags in the same ear. However, do not record this situation as a TG2 error if
both tags were applied to one ear because of substantial damage to the other ear.
Record the animal as a TG2 error whether the keeper correctly tags the animal at inspection or not.

**Action**

- Ensure the keeper correctly tags the animal at inspection;
- record the TG2 error against the animals in your Inspection report **whether the keeper correctly tags the animal at inspection or not**;
- add a suitable comment describing the error; and
- If the error involved mismatching tags, your comments must show clearly how you were able to establish the animal’s original identity.

If the keeper is unable to correct the error at inspection, issue an Animal Movement Restriction Notice (CPPS27 or CPPS28 as appropriate). BCMS will not lift the restriction until the keeper informs them that the animal has been correctly tagged.

### 3.23.2 Category 2 tagging error

Animals that have been previously correctly tagged, have **lost** their tag (or tags) but not their identity, fall under category 2.

Only record as TG1 or TG3 if they are not retagged at the inspection.

#### 3.23.2.1 Both tags lost but original identity known (TG1 errors)

Do not use the TG1 error code if your examination of the available evidence leaves you uncertain (however slight) of the animal’s true identity. In this case treat the animal as ‘Unidentified’ and follow the guidance at section 3.23.1.1

Use the TG1 code where an animal born on or after 1st January 1998 has:

- both its tags;
- lost you are certain the available evidence matches the animal to an official identity. Your comments must clearly show how you established this match (for example management tag, freeze brand, accurate description, dam of known calf). **NB.** A process of elimination can only be used where there is only one animal left in this category.

- The keeper has not retagged the animal at the inspection following correct identity of animal by inspector.

**Action**

1. **Keeper correctly tags the animal at inspection**

Do not record the error. No further action necessary.

2. **Keeper does not tag the animal at inspection:**

   - record the TG1 error against the animal in your Inspection report with a suitable comment describing the error and how you were able to establish the animal’s original identity;
• record the fault against the animal on the producer’s copy of the crush list and issue it to the keeper;
• fill in both copies of the eartag error letter. Issue one copy to the keeper and file the other;
• issue an animal Movement Restriction Notice (CPPS27 or CPPS 28 as appropriate). BCMS will not lift the restriction until the keeper informs them that the animal has been correctly tagged;
• fill in an Eartag monitoring proforma (copy at Appendix 2).

The keeper needs to insert replacement eartags within 28 days of the inspection.

3.23.2.2 Missing one tag (TG3 errors)

Use this code where an animal born:

• on or after 1st January 1998 has lost one eartag and it has not been retagged at the inspection.
• before 1st January 1998 has lost its only official tag. It has not been retagged at the inspection, but still can be identified by other means (for example management tag, freeze brand, accurate description, dam of known calf). NB. A process of elimination can only be used where there is only one animal left in this category.

Action

1. Keeper correctly tags the animal at inspection

Do not record the error. No further action necessary

2. Keeper does not tag the animal at inspection:

• Record the TG3 error against the animal in your Inspection report;
• record the fault against the animal on the producer’s copy crush list and issue it to the keeper; and
• fill in both copies of the eartag error letter. Issue one copy to the keeper and file the other.

Animals born before 1st January 1998

• Can change identity and you should encourage the retagging of the animal at inspection with the next available numeric eartag number;
• uplift the documentation to send to BCMS for amendment. This will avoid having to record the animal as TG3; and
• if the keeper is unable to retag the animal at inspection, they must order a tag matching the animal’s existing identity.

3.23.2.3 Category 2 follow-up action

We allow a period of 28 days from the date of the physical inspection, to have the replacement eartag(s) inserted. Eartags replaced within this time scale will not count towards a Cross Compliance penalty. Eartags not replaced within 28 days will count as an intentional breach of Cross Compliance and carry a minimum 15% cross compliance penalty.
To monitor whether keepers are ordering replacement tags in the required time period:

- fill in an Eartag monitoring proforma (copy at Appendix 2).
- Update the Eartag Monitoring Spreadsheet for your Office. Appendix 3 lists the Objective IDs for each Office.

From the information entered, the spreadsheet will calculate the last day of the 28 day period and required action. That is, either carry out an ETAS check or re-inspection. The Cattle Inspection Data Capture program applies an automatic override against TG1 & TG3 error codes. If you find that animals have not been re-tagged within 28 days, arrange for your HAO or coordinator to unlock the inspection data capture and remove the override marker for the animals concerned. Use ETAS to check replacement eartag order dates against the inspection date. To allow us to do this, record the date the physical inspection of cattle ended at Annex C in the General Questions section in the Inspection report.

3.23.2.3.1 TG1 error- follow-up action

Number of TG1 animals found:

- One TG1
  
  Check against ETAS to ensure that both tags have been ordered within 28 days of the end of the physical stock inspection.
  
  - If the keeper ordered both tags within the 28 day deadline - no further action required.
  
  - If the keeper did not order the tags, inspect the animal as soon as possible after the 28 day period. Ideally you should give no notice of these re-inspections.

- Two or more TG1s
  
  - Check against ETAS to ensure that both tags have been ordered within 28 days of the end of the physical stock inspection; and
  
  - inspect the affected animals as soon as possible after the 28 day period has expired irrespective of the tags being ordered on ETAS. Ideally you should give no notice of these re-inspections.

Where you find an animal which has not been correctly tagged within the 28 day deadline, remove the OR from the TG1 code. Please contact AIT via the RPID CSD Mailbox before issuing an intentional breach letter.

Please see section 3.23.2.3.3 below where you find both TG1 and TG3 errors

3.23.2.3.2 TG3 error- follow up action

- Check all animals with a TG3 error against ETAS to ensure that the keeper has ordered the tags within 28 days of the physical stock inspection. If the keeper has ordered replacements no further action is necessary. If the keeper has failed to order the tags inspect the animals as soon as possible after the 28 day period. Ideally you should give no notice of these re-inspections. Where the TG3 error rate is 20% or more of the total number of animals seen at inspection, the affected animals must be inspected as soon as possible after the 28 day period has expired regardless if the tags have been ordered on ETAS. Where you find an animal which has not been
correctly tagged, remove the OR from the TG3 code. Your coordinator will notify AIT via the RPID CSD Mailbox that you intend to issue an Intentional Breach letter.

### 3.23.2.3.3 Both TG1 and TG3 errors Found – follow up action

If re-inspecting animals with TG1 errors (and there are fewer than 20% of animals with TG3 errors):

- inspect 10% of animals with TG3 errors as well (rounded up to the nearest whole number) to confirm retagging has been carried out.

If re-inspecting animals with TG3 errors (and there is one animal with a TG1 error):

- inspect the animal with a TG1 error to confirm the keeper has retagged the animal

### 3.24 Additional animals

If the animal does not appear on any list (but is found to be present on the holding), the details should be added to an additional animal Annex A proforma (copy below) with ‘FD’, ‘REC’ (if found in records) and ‘ANIM’ ticked.

You may find animals present that are not listed on the Inspection report for a variety of reasons i.e. –

- Moved on after the Inspection report extract date.
  - Add to additional animal Annex
- Newly born but not yet tagged (still within time scale).
  - Remind farmer to tag and register within time limits
  - Add general comment that “x (number) untagged calves seen at inspection – all within allowed tagging time scale”.
- Newly born, tagged but not registered.
  - Remind farmer to register within 27 days of birth
  - Add to additional animal Annex with description and known details
- Un-notified on movements.
  - Confirm dates and add to additional animal Annex
  - Apply OR if outwith keepers control (as per para 5.4)
- Un-identified animals.
• Identify with next available tag;
• Refer to ‘Enforcement guidance’ section for full details.
• Add to additional animal Annex

3.25 No Animal Found but you see a Document (Worst case scenario)

You find a document but the corresponding animal is not on the holding. Establish the date of movement, death or when it went missing, from the records.

If you cannot establish this information from the records, use the last officially recorded event as the death date. This is called the “Worst Case Scenario” (WCS) death date. It can only be the day after:

• The animal’s date of birth;
• the date of movement ON to the holding;
• the date of last recorded calving; and
• animal seen at a previous RPID inspection.

3.25.1 Recording ‘Worst Case Scenario’

• Enter the death date you opted to use in the herd register for the animal;
• Against the animal’s details on the Inspection report:;

• enter the death date you opted to use;
• enter “WCS” and the reason for the date selected in the comments section;
• Uplift the document for return to BCMS; and
• tick the FD and REC column and add an ‘X’ to the ANIM column.

BCMS will re-issue the passport if the missing animal subsequently turns up.

Following the physical check of the cattle, investigate and resolve as far as possible any queries.

3.26 Completing the Inspection report

• Annex C – complete general questions. Ensure the keeper signs and dates Annex C to confirm that you have seen all the documents, all the records and all the cattle. This is particularly important should any cases go to Formal Review;
• Annex D – record details of supporting documentation inspected (invoices etc);
• Annex E – general comments and notice given should be recorded. The keeper, producer and inspector should sign;
• Annotate records (including a printout of computer records) and vouchers checked with “Seen by RPID Officer” and sign and date; and
• Issue pre-printed eartag warning letter and producers copy of the crush list if TG1 and/or TG3 tagging discrepancies are outstanding.

If requested, you can give a copy of the Inspection report to the keeper.

3.27 Arranging issue of a NoR
• Complete CPP12 (Application for a Cattle Passport) as far as possible for any animal where you find its traceability has been compromised;
• note on CPP12 “Issue NoR”;
• uplift documentation and annotate with “For issue of NoR”;
• complete CPPS18 (white copy goes to keeper);
• complete CPPS27 (white copy goes to keeper);
• return copies of CPP 18, CPPS 27 and all documentation to BCMS; and
• retain copies of CPP 18, CPPS 27 etc on the inspection file.

3.28 Other breaches of Cross Compliance

If there is evidence of other breaches of Statutory Management Requirements, GAEC or Good Farming Practice, you should report these to your line manager, complete a breach report if appropriate and data capture the outcome.

3.29 Animal Welfare

If there is evidence of an animal welfare problem, the facts should be reported to the PAO who should seek advice from the Divisional Veterinary Manager (DVM). Where welfare is known to be a concern it can be helpful to arrange a joint visit with the DVM.

Staff should also note that in terms of the Dogs Act 1906 carcasses must not be left where dogs can gain access to them. Enforcement of these provisions is a police matter and details should be reported to the PAO who will liaise with the police and DVM as appropriate.

Postpone the physical inspection of cattle if a disease outbreak is notified or suspected at the inspection. Similarly, any potential welfare problem e.g. cows at point of calving, may mean that the eartag check should be postponed or exceptionally, completed by checking management tags (see section 3.22). The record check and eartag check of other non-vulnerable animals should proceed as normal.

3.30 On farm disposal of stock

The Animal By-Products (Scotland) Regulations 2003 prohibit the burial or burning of animal carcasses on farm. They stipulate that disposal should be by an approved route such as:

• Rendering
• Incineration via an approved incineration facility
• Local knackery, Hunt kennel or zoo

3.30.1 The Designated Remote Area (see map)

However the regulations provide for a derogation to allow the continued on-farm disposal of fallen stock in the ‘Designate Remote Area' provided an approved disposal route is unavailable.

This area which covers most of the Highlands and Islands and Argyll, is the only area in Scotland where the regulations permit on-farm disposal. Keepers who take advantage of this derogation must keep a location plan of all burials and a note of the type of animals buried.
Report any concerns you have about non-compliance to your coordinator who will consider notifying the Local Authority for follow-up enforcement action. The coordinator should copy the details of any cases referred to the Local Authority to the AIT via the RPID CSD Mailbox for consideration of action necessary for the breach in good farming practice.

3.31  BSE surveillance

Arrangements for casualty animals changed on the 1st January 2009 (Older than 48 months) and can be found on Objective at E607455 (mainland) & E607454 (islands).

3.32  Agri-environment schemes

Where the producer is participating in an agri-environment scheme and you suspect a breach of scheme conditions:

- Advise the producer of your findings;
- advise the producer you will arrange appropriate action under the relevant scheme; and
- report your findings to the scheme coordinator.

3.33 Duration of inspection

On Farm

Aim to complete the on farm inspection in as short a timeframe as possible and ideally within 28 days from start date. If the on farm inspection lasts longer than 28 days, enter comments in the inspectors comments (annex E).

In Office

Aim to complete the inspection data capture (Link to Inspection Data Capture Desk Instructions) and follow up of any outstanding discrepancies in as short a time period as possible and at most within 28 days from completion of the on farm inspection. This will meet the requirement to notify the farmer of non compliances within 1 month of completion of the inspection.

3.34 Completing your inspection - summary

At the end of the on farm part of the inspection you will have:

- Checked and corrected the animal lists on the Inspection report;
- added to the Inspection report clear and concise comments explaining the reasons for any changes you have made to the Inspection report. Your comments must be easily understood by your line manager, auditors and the keeper who will be signing the report;
- applied OR or OE codes where appropriate (see Override and Obvious Error guidance at sections 4.8 and 4.9);
- resolved any ‘live’ discrepancies where appropriate;
- uplifted any passports etc for correction by BCMS; and
- issued relevant enforcement forms
Inspection results may have serious implications for the farmer and inspections results not applied correctly will have serious implications for SGRPID and the industry as a whole. It is therefore vital that the required post inspection actions are completed quickly and accurately.

Part 4 of this document gives guidance on the actions you need to take to correctly complete the inspection.
Section 4 - Inspection Outcomes

The following aide memoir summarises the actions you need to take when you return to your office:

- Photocopy and post Passports along with CPPS 18 to BCMS
- Send CPPS 27/28
- Photocopy CPP 12 and post original to BCMS
- Issue Warning Letters
- Email BCMS with any issues
- Update ETAS Spreadsheet
- Update local inspection spreadsheet
- Pass to Admin to data capture (within 1 week)
- Check data capture and lock down inspection
- Issue Results Letter and file a copy in the inspections file
- Add letter issue date to pack
- ETAS check/Re-inspection

4.1 Inspection outcomes flow chart

The following diagram summarises the main post inspection requirements.

![Inspection outcomes flow chart](image-url)
4.2 Introduction

The following paragraphs provide guidance on each of the above and are divided as follows:

- Cattle Identification and Traceability
- Cross Compliance
- Scottish Beef Calf Scheme

4.3 Cattle identification and traceability

Discrepancies found at inspection, when data captured, will automatically be allocated a CII error code in SIACS (apart from TG codes which need to be entered manually). These codes are as follows -

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB</td>
<td>Date of birth has been amended on Inspection report</td>
</tr>
<tr>
<td>DD</td>
<td>Animal dead/missing and passport/COR not returned to BCMS prior to inspection.</td>
</tr>
<tr>
<td>FM</td>
<td>Late reporting of movement.</td>
</tr>
<tr>
<td>ID</td>
<td>Dam id error (other than space or leading zero issues)</td>
</tr>
<tr>
<td>LZ</td>
<td>Dam id error (space or leading zero issues)</td>
</tr>
<tr>
<td>MV</td>
<td>Movement details incorrectly recorded on CTS</td>
</tr>
<tr>
<td>NA</td>
<td>Documents present but animal not found</td>
</tr>
<tr>
<td>NF</td>
<td>Animal not found in farm records</td>
</tr>
<tr>
<td>NP</td>
<td>Animal found with no passport/COR</td>
</tr>
<tr>
<td>OP</td>
<td>Registered with an incorrect sex or breed</td>
</tr>
<tr>
<td>TG1</td>
<td>Post 1/1/98 animal that has lost both tags but can still be identified by other means.</td>
</tr>
<tr>
<td>TG2</td>
<td>Animal incorrectly tagged for age</td>
</tr>
<tr>
<td>TG3</td>
<td>Lost a tag but still identifiable (double or single)</td>
</tr>
</tbody>
</table>

The codes are sent to BCMS along with any changed data. BCMS review our inspection data along with data they already hold and decide whether it is appropriate to make an amendment to CTS. Error codes are recorded for future risk analysis and for statistical returns to the Commission.

The level of live CII errors determine whether it is appropriate to impose a whole herd movement restriction. You need to determine this in accordance with the table at paragraphs 4.10 and section 5 of this guidance.

4.4 Documentation that requires amendment

Notify BCMS of any animal identification failures discovered during the inspection. Uplift discrepant passports/CORs and send to BCMS for correction using the polylopes provided.

You should:

- Write corrections in red ink on the front of the passport and tick the back page;
- Add death details to the back page (if appropriate). Keeper sticker, signature and date;
- enclose a copy of the receipt left with the keeper (form CPPS18 or CPPS20 if used);
- Maximum of 10 passports per polylope; and
• Send to:

The Enforcement Unit
BCMS
Curwen Road
Workington
Cumbria
CA14 1DD

BCMS must be informed immediately after you confirm the existence of an unresolved discrepancy found at inspection. This is so that these animals can be flagged on the Cattle Tracing System to ensure that they are not eligible for export.

4.5 Exporting cattle

Animals born after 1st August 1996 are now eligible for beef exports from the UK provided they do not have a discrepancy marker placed against them. The scheme requirements are strict and subject to rigorous scrutiny. All animals entered for export need to be checked against CTS data and that data needs to be correct. If our inspection finds that some of the data is incorrect we need to inform BCMS immediately, via the CPPS forms, or the credibility of the database will be questioned. As such, any errors found which require information on CTS to be amended must be sent to BCMS as quickly as possible (either by returning passport/CoR documentation with corrections annotated and/or returning CPP 27/28’s.

Export critical errors are -

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB</td>
<td>Incorrect date of Birth on CTS</td>
</tr>
<tr>
<td>NA</td>
<td>No death date, no off date and no animal present (documents may or may not be found)</td>
</tr>
<tr>
<td>TG</td>
<td>TG1 and TG2 only (NOT TG3)</td>
</tr>
<tr>
<td>ID</td>
<td>Dam ID error (other than space or leading zero issues)</td>
</tr>
<tr>
<td>FM</td>
<td>Failure to report movement</td>
</tr>
<tr>
<td>NF</td>
<td>Animal not found in farm records</td>
</tr>
<tr>
<td>DD</td>
<td>Animal dead and passport/COR not returned to BCMS prior to inspection</td>
</tr>
<tr>
<td>MV</td>
<td>Movement details incorrectly recorded on CTS</td>
</tr>
<tr>
<td>NP</td>
<td>Animal found without passport/COR</td>
</tr>
</tbody>
</table>

The above codes will be displayed on the data capture program following validation.

4.6 Cross Compliance

We must check all cattle Inspections comply with Cross Compliance Verifiable Standard Statutory Management Requirements (SMR7). This means that if you find a breach of the Cattle Identification Regulations (CIR), we may have to apply penalties to claims made under the following Schemes:

- Single Farm Payment Scheme
- Scottish Beef Calf Scheme
- Less Favoured Area Support Scheme
- Rural Development Contracts – Land Managers Options
- Rural Development Contracts – Rural Priorities.
We will apply these penalties to the Cross Compliance ‘Scheme year’. This is the calendar year in which you **start** the cattle inspection.

We assess breaches of cross compliance against the following criteria –

- Intent
- Extent
- Severity
- Permanence
- Repetition

The CII errors generated at data capture are used to automatically calculate the Extent, Severity and Permanence of the inspection findings. A separate assessment needs to be made for errors that are considered to be Intentional.

Refer potential Repeat breaches to AIT via the **RPID CSD Mailbox**.

The following paragraphs describe how the Extent, Severity and Permanence are assessed. We call this process the ‘penalty calculator’ and it has been agreed with the other UK authorities.

The basis of the calculator tool is that each CII error has been allocated a score depending on its relative seriousness (these scores were agreed with ‘id and traceability’ policy units). An overall score is then calculated for the inspection and this determines the Severity. Each CII error has also been defined as having either an ‘On Farm’ or ‘Off Farm’ effect and this is used to determine the Extent.

The scores to be applied to each individual CII error are as follows –

### 4.6.1 Penalty Calculator 2010

<table>
<thead>
<tr>
<th>Code</th>
<th>Score</th>
<th>Extent Animal on the holding</th>
<th>Extent Animal Off the holding</th>
<th>Permanence</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Permanent</td>
</tr>
<tr>
<td>ID</td>
<td>0.7</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>LZ</td>
<td>Zero</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>NF</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Permanent</td>
</tr>
<tr>
<td>MV</td>
<td>0.4</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>DB</td>
<td>0.7</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>NP</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>DD</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Permanent</td>
</tr>
<tr>
<td>NA</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Permanent</td>
</tr>
<tr>
<td>OP</td>
<td>Zero</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>TG1</td>
<td># 1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>TG2</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>TG3</td>
<td># 0.4</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
</tbody>
</table>

**Fig. 8**

#TG1 & TG3 weightings only applied where an intentional breach has occurred i.e. eartags have not been replaced within 28 days of discovery at inspection.
4.6.2 Penalty Calculator 2011

<table>
<thead>
<tr>
<th>Code</th>
<th>Score</th>
<th>Extent Animal on the holding</th>
<th>Extent Animal Off the holding</th>
<th>Permanence</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM</td>
<td>1.0</td>
<td>Off-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>ID</td>
<td>0.3</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>LZ</td>
<td>Zero</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Permanent</td>
</tr>
<tr>
<td>NF</td>
<td>1.0</td>
<td>Off-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>MV</td>
<td>0.4</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>DB</td>
<td>0.7</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>NP</td>
<td>1.0</td>
<td>Off-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>DD</td>
<td>1.0</td>
<td>Off-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>NA</td>
<td>1.0</td>
<td>Off-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>OP</td>
<td>0.1</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rectifiable</td>
</tr>
<tr>
<td>TG1</td>
<td>#1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rect/Perm</td>
</tr>
<tr>
<td>TG2</td>
<td>1.0</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rect/Perm</td>
</tr>
<tr>
<td>TG3</td>
<td>#0.4</td>
<td>On-Farm</td>
<td>Off-Farm</td>
<td>Rect/Perm</td>
</tr>
</tbody>
</table>

Fig. 9

#TG1 & TG3 weightings only applied where an intentional breach has occurred i.e. ear tags have not been replaced within 28 days of discovery at inspection.

The scores allocated to each discrepancy found are added up, (including multiple errors for a single animal). We refer to this as the **absolute severity score**. The absolute severity score is then converted to a **percentage severity score** by dividing the absolute score by the number of “animals and records checked” and multiplying that figure by 100.

These two figures are then assessed against the threshold severity levels listed in the tables below and the highest is taken forward in determining the level of financial penalty. If the inspection result includes at least one ‘Off Farm’ error then the inspection is considered to have an ‘Off Farm’ extent.

<table>
<thead>
<tr>
<th>Percentage Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>% age Score</td>
</tr>
<tr>
<td>0.01 - 10</td>
</tr>
<tr>
<td>10.01 - 40</td>
</tr>
<tr>
<td>40.01 - 60</td>
</tr>
<tr>
<td>60.01 +</td>
</tr>
</tbody>
</table>

Fig. 10

<table>
<thead>
<tr>
<th>Absolute Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
</tr>
<tr>
<td>0.01 – 1.9</td>
</tr>
<tr>
<td>2.00 – 4.9</td>
</tr>
<tr>
<td>5.00 – 10.00</td>
</tr>
<tr>
<td>10.01 +</td>
</tr>
</tbody>
</table>

Fig. 11

4.7 Scottish Beef Calf Scheme (SBCS)

CII inspection results will apply to SBCS claims in two ways -
• A Cross Compliance penalty calculated from the Cross Compliance penalty matrix
• inspection findings are cross checked against SBCS claim information. A change made to a claimed animal’s details may affect its eligibility for SCBS. For instance, changing a movement off date may show the animal was not kept on the holding of birth for the required 30 days.

4.8 Using Override (OR)

CII errors can result in cross compliance penalties. However, where the error is outwith the keeper’s control, apply an override to the individual error to stop SIACS including the error in the penalty calculation. You must provide clear comments explaining the use of the OR code.

The following paragraphs give guidance on the correct use of this provision:

• Where you find a movement notification error establish who was responsible for making the notification to BCMS;

• Do not penalise keepers where you discover movement errors which are not the keeper’s fault.

Since 15 August 2001 Scottish Markets and Abattoirs have been legally responsible for notifying BCMS of moves through their premises. You can therefore apply override markers against incorrect movement notifications made by Scottish Markets or Abattoirs after 15 August 2001.

Do not override errors where the animals have not physically moved through the market (for example, where the Mart acts as agent) as in these circumstances the keeper remains responsible for the movement notifications;

To avoid SIACS applying a penalty when your inspection results are data captured, record the code OR (override) in the comments section of the Inspection report against the animal concerned. Add a comment specifying why OR is appropriate. You can apply an override code in the following circumstances:

• Passport not available at inspection because it is in transit to BCMS for amendment. Only override if you are satisfied the keeper sent the passport off before being aware of your intention to inspect;

• keeper can show they have notified BCMS of the missing information or discrepancy. This may be a BCMS reference number (known as a ‘Heat’ number) or a copy of correspondence between the keeper and BCMS. In all cases ask BCMS to confirm in writing that the correspondence was relevant to the problem you identified. Copy all correspondence to the inspection file;

• error found at a previous inspection but not updated on CTS;

• SIACS animals (Scottish Beef Calf Scheme) where DB and ID error codes ‘fire’ against the amended DOB and Dam Identification;

• Animal born before 1 January 1998 and the keeper has changed its original identity (you must find a cross reference between the old and new identities in the herd
• Animal born between 01/07/96 & 28/09/98 which the keeper you are inspecting purchased after 10 September 2000. You find a CoR but CPS passport is missing. Apply an OR marker for the missing CPS passport. Return the CoR to BCMS requesting they replace it with a CTS passport;

• Incorrect date of death or failure to notify on-farm death of animal uplifted for BSE Monitoring (Before 01 January 2009);

• Non-reporting of movements between internal business locations. First offence only. Do not apply OR markers to moves where we found the same fault at a previous inspection and issued the warning letter at Appendix 6 (guidance at Section 2 and 3.16.3.1);

• Non-reporting of movements of animals directly from/to non Scottish markets/abattoirs First Offence Only – Do not apply an OR marker where we found the same fault at a previous inspection and issued the warning letter at Appendix 6;

• SIACS will automatically apply OR markers when you record TG1 or TG3 errors. Remove these OR markers if you subsequently find the keeper did not retag the cattle concerned within 28 days of the end of the physical inspection. This will trigger an intentional breach.

Apply the OR to individual discrepancies and not the animal as a whole. Where it is used, enter a comment which identifies the specific discrepancy and explains clearly why you have overridden the fault.

4.9 Using Obvious Error (OE)

Where you find evidence that a mistake was an “obvious error”, apply an ‘Obvious Error to stop SIACS including the error in the penalty calculation. You must provide clear comments explaining why you used the OE code. To be an ‘Obvious error’ it must be ‘obvious’ how the error came about. It is not sufficient that you the error was obvious to you.

Some examples of Obvious errors are set out below:

• Worn and broken tags, and simple misreads (e.g. 0’s for O’s, 5’s for S’s etc) for both the animal inspected and dam ID.

• Transposed numbers including transfer of information e.g. the 12th in the records and the 21st on the database.

• Misreading of adjacent information in records.

• Twin calves where a bull and a heifer get mixed up.

Allocate the OE code against individual anomalies. Your Inspection report comment must clearly explain why you used the OE code.
4.10 ‘Live’ and export critical discrepancies

Discrepancies potentially impact in three main ways. The codes and potential impacts are as follows –

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
<th>Live Discrepancy.?</th>
<th>Export Critical?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB</td>
<td>Date of birth has been amended on Inspection report</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>DD</td>
<td>Animal dead and passport/COR not returned to BCMS prior to inspection</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>FM</td>
<td>Failure to report movement</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ID</td>
<td>Dam id error (other than space or leading zero issues)</td>
<td>Y*</td>
<td>Y*</td>
</tr>
<tr>
<td>LZ</td>
<td>Dam id error (space or leading zero issues)</td>
<td>Y*</td>
<td>N*</td>
</tr>
<tr>
<td>MV</td>
<td>Movement details incorrectly recorded on CTS</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>NA</td>
<td>Documents present but animal not found</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>NF</td>
<td>Animal not found in farm records</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>NP</td>
<td>Animal found with no passport/COR</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>OP</td>
<td>Sex or breed has been amended</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>TG1</td>
<td>Post 1/1/98 animal that has lost both tags but can still be identified by other means.</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>TG2</td>
<td>Animal incorrectly tagged for age</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Fig. 12

*Will only potentially count as a live discrepancy if the passport can be amended in accordance with the guidance at paragraph 3.16.7 (Dam ID).

The above discrepancies have a potential impact unless specific action is taken at the inspection as follows -

- If a discrepancy has a ‘cross compliance score’ it means that it will count towards the ‘penalty calculator’ as described at Section 4.6 unless it is appropriate to use the Over Ride or Obvious Error codes (as per section 4.8 and section 4.9);

- A ‘live discrepancy’ (that is, the problem cannot be resolved at the inspection) will count in the calculation to determine if a whole herd restriction is required (see section 5.2.3 Enforcement guidance). Note –

- If a discrepancy is Export critical it means that the animal is ineligible to be exported until such time as the error is resolved and the database can be corrected. Discrepancies need to be fast tracked to BCMS unless resolved during the inspection. For more detail please refer to Section 4.5 of this guidance.

Note - OR or OE do not have any effect on live discrepancies or Export critical errors.
All amended & added data, irrespective of what CII code applies will be cross checked against SIACS Scottish Beef Calf Scheme claim data. This may result in additional failures if scheme conditions have been breached e.g. MV for a date moved off change which was within the first 30 days after birth. Failures for inspection cross checks are allocated IB codes on the inspection letter.

**4.11 Movement Restrictions and Compulsory Slaughter**

The attached document is guidance regarding potential movement restrictions and compulsory slaughter of animals still on the holding that are found to have discrepancies.

These cases can be complex, contentious and can have serious consequences to the keeper and the normal operation of the business. It is expected that where whole herd restrictions or compulsory slaughter may become an issue, the case should be referred to the line manager and co-ordinator to ensure that correct procedures are followed and that the inspector has the necessary support.

Resolving the discrepancy before you complete your inspection will avoid the need for a movement restriction.

Complex cases where serious breaches are found or suspected, may require a ‘multi agency’ approach and some may take the form of an ‘investigation’ rather than a normal inspection. If you suspect that an ‘investigation’ approach is necessary you may need to temporarily withdraw from the inspection to seek further advice from line management, HQ, other agencies etc. If you require advice from HQ staff you should complete the attached pro-forma and send it (marked URGENT) with a full report to AIT via the RPID CSD Mailbox.

Click on link to Appendix 9 CII Enforcement proforma Enforcement proforma
Click on link to Section5 Enforcement Guidance

**4.12 The results of your cattle inspection leaflet**

The results of your cattle inspection letter

The leaflet (see Appendix 11) should be issued to all keepers where breaches were found and corrective action is necessary.
Section 5

ENFORCEMENT GUIDANCE

MOVEMENT RESTRICTIONS

AND

COMPULSORY SLAUGHTER
5.1 Introduction
During the course of the inspection the majority of discrepancies will be corrected, however there may be cases where discrepancies remain uncorrected at the end of the inspection. This section outlines the procedures to be followed for such “live” discrepancies and will enable the inspecting officer to assess the need for movement restrictions. These will apply to either individual animals, or where appropriate, to the entire herd.

These instructions also contain guidance on compulsory slaughter.

5.2 Background
The circumstances in which movement restrictions should be applied to either individual animals or to an entire herd are set out in Commission Regulation (EC) No. 494/98. The Cattle Identification (Scotland) Regulations 2007 and The Cattle Identification (Scotland) Amendment Regulations 2007 provide inspectors with powers to serve a notice restricting the movement of cattle to or from the holding, if they are satisfied that this is necessary for the proper enforcement of EC regulations. Provisions for compulsory slaughter of unidentified cattle are also contained within Commission Regulation (EC) No. 494/98 and The Cattle Identification (Scotland) Regulations 2007.

5.2.1 Leaflet
A leaflet – ‘The results of your cattle inspection letter (see Appendix 11) explains how the CII section of the inspection may result in movement restrictions/compulsory slaughter and what the keeper must do to correct any problems. This leaflet is available for Inspecting Officers to hand out at the completion of each inspection.

5.2.2 Calculating the failure rate
Under CII, all animals present on the holding are inspected. The failure rate to determine whether a movement restriction is imposed or not should be calculated from the live discrepancies expressed as a percentage of the total number of cattle in the herd. Make the calculation using the pro-forma at Annex 1.

5.2.3 Live discrepancies
Fig. 13 below details various possible scenarios that can result in movement restrictions and the corrective action which the keeper must take before BCMS will sanction lifting the movement restriction. The table is not exhaustive. If you come across other circumstances where you think a movement restriction may be appropriate, seek the advice of the AIT via the RPID CSD Mailbox.

<table>
<thead>
<tr>
<th>Live discrepancy</th>
<th>Action keeper must take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal not found in farm records and there is insufficient information available to correct the register (mandatory information missing)</td>
<td>*Correct farm record (Note: may not be possible for the keeper to correct these discrepancies and the movement restriction will remain in place until the animal dies or is moved under licence).</td>
</tr>
<tr>
<td>Failure to record movement or movement incorrectly recorded and there is insufficient information available to correct the register (mandatory information missing)</td>
<td>*Correct farm record (Note: may not be possible for the keeper to correct these discrepancies and the movement restriction will</td>
</tr>
<tr>
<td>Scenario</td>
<td>Action</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Animal has lost both its Official tags, its original identity is known but it has not been tagged at inspection (TG1).</td>
<td>Tag correctly</td>
</tr>
<tr>
<td>Animal not tagged correctly and the correct tags are not available to rectify the situation at inspection (TG2)</td>
<td>Tag correctly (single, double, etc.)</td>
</tr>
<tr>
<td>Alphanumeric tag in post 1 July 2000 animal and there are no numeric tags available for re-tagging at inspection (TG2)</td>
<td>Re-tag with numeric tags and cross-reference in records. Send passport for correction.</td>
</tr>
<tr>
<td>Over 20 day old animal, never officially tagged</td>
<td>Register animal on CTS (Note: The discrepancy is still ‘Live’ until BCMS issue documentation for the animal).</td>
</tr>
<tr>
<td>Animal which has lost its official identification, could not be identified by other means. Re-identified with official tags at inspection.</td>
<td>Register animal on CTS (Note: The discrepancy is still ‘Live’ until BCMS issue documentation for the animal).</td>
</tr>
<tr>
<td>Incorrect passport(s) that the keeper refuses to hand over</td>
<td>Send passport to BCMS for amendment (Note: The discrepancy is still ‘Live’ until BCMS issue correct documentation for the animal).</td>
</tr>
<tr>
<td>No passport and keeper does not complete a passport application form (CPP12) or cannot prove that animal has been refused a passport</td>
<td>Complete CPP12 or confirm passport has been refused (Note: The discrepancy is still ‘Live’ until BCMS issue documentation for the animal).</td>
</tr>
<tr>
<td>Failure to report movement and keeper refuses to hand over movement card</td>
<td>Report movement to BCMS</td>
</tr>
<tr>
<td>BCMS records show animal is dead but animal seen at inspection</td>
<td>Provide evidence to explain discrepancy</td>
</tr>
<tr>
<td>Keeper refuses to allow inspection to proceed (Consider whole herd restriction)</td>
<td>Allow inspection to proceed</td>
</tr>
</tbody>
</table>

Fig. 13

5.3 Restriction of individual animals

Where any of the scenarios listed in Fig. 13 apply, calculate the error rate using the pro-forma on Annex 1. If the number of animals seen with live discrepancies is less than 20% of the herd, impose an individual animal movement restrictions by issuing notice CPPS 27. You will require the following information:

- eartag number of the animal;
- age (or estimated age);
- breed; and
- sex

The final boxes should be used to identify the nature of the live discrepancy and the action required to lift the restriction. Examples of the wording to use in these boxes are given in Fig. 1 above. An individual Animal Movement Restriction Notice should be used to record all
the animals subject to restriction. Continuation sheet CPPS27A should be used if necessary.

The top copy of the notice should be handed to the keeper. A copy should be fast tracked to BCMS in a polylope with the CPP18 and discrepant passports. Retain a copy in the Area Office file.

5.4 Lifting individual animal movement restrictions

Individual animal restrictions imposed under a CPPS27 are not self-lifting so the keeper has to be aware of the action which needs to be taken to correct the discrepancy;

- the individual animal movement restriction can only be lifted once the fault(s) identified are corrected and the keeper notifies BCMS accordingly;
- the keeper needs to report the fact that the corrective action has been taken to BCMS;
- in order for the animals to potentially regain their eligibility for Export, the keeper should report the action taken to BCMS (via the Helpline on 0845 0501234), and supply details of:
  - Name;
  - CPH number
  - the ear tag numbers of the animals covered by the restrictions
  - Corrective action taken; and
  - the date that corrective action was taken.

- alternatively, the keeper can complete the form CPPS29 left with him by the Inspecting Officer and send the information to BCMS by post;
- if an animal has more than one discrepancy, they must all be resolved before the restriction can be lifted;
- RPID reserve the right to return and check that the discrepancy has been corrected and the movement restriction notice correctly observed or BCMS may ask RPID to carry out an Ad-hoc inspection for this purpose.

5.5 No official ear tags, treat as unidentified (see paragraph 5.11 below)

Where a passport has not been applied for, the animal’s movements are effectively restricted but it should still be listed on the CPPS27. Inspecting Officers should uplift a completed application form (CPP12) for the animal and forward to BCMS. Although late applications received at BCMS after the 31 October 2003 will result in refusal of the passport (subject to appeal), the application will ensure that the animal is registered on CTS as required by legislation. This will result in the animal being issued with a ‘Notice of Registration’ showing it is registered on CTS. Such animals will not be able to leave the holding, to be disposed of, except under license but can be retained and used for milking and/or breeding purposes.

5.6 Follow-up inspections

5.6.1 Follow up inspections to check that corrective action has taken place, and that the individual movement restrictions have been respected, may be requested on an ad-hoc basis by BCMS. Criteria applied would include seriousness and number of live discrepancies on the holding, historical data about the holding and recommendation made by the Area Office.
5.6.2 Where a re-inspection finds that a movement restriction has been broken, or there has been misrepresentation to BCMS of corrected discrepancies, the inspector should withdraw from the holding and report the facts to BCMS Enforcement Section immediately on 01900 702130. The facts should also be reported to your line manager and copied to the RPID CSD Mailbox. The inspector should restrict his activities to establishing whether appropriate corrective action has been taken. On no account should the keeper’s reasons for any non-compliance be questioned, as this would form the basis of any further investigation and interview under caution.

5.7 Whole herd restrictions off holding (CPPS 28)

- When live discrepancies for animals inspected exceed 20%

5.7.1 If the number of animals with live discrepancies exceeds 20% of the total number of animals currently on the holding a restriction must be placed on the movement off of all the animals on the holding. It should be noted that, unless movement restrictions are imposed for other reasons (for example, disease control), animals may still be moved onto the holding whilst the animals present on the holding are restricted.

5.7.2 For holdings with 10 animals or less, at least 3 animals will have to have a live discrepancy remaining before a whole herd restriction can be put in place.

5.7.3 Calculate the error rate using the pro-forma on Annex 1 provided for the purpose.

5.7.4 If the Inspecting Officer is satisfied that the 20% threshold has been exceeded, serve on the keeper a whole herd movement restriction CCPS28 immediately. Top copy to the keeper, one to BCMS and one for the office file. Ensure AIT are also copied into any correspondence with BCMS.

5.7.5 If the inspector feels that the imposition of the movement restriction might result in their safety being threatened, or if they have any other relevant concern, the inspector should leave the premises and consult their line management about back up. The herd movement restriction notice should, however, be served within the following 24 hours.

5.7.6 The imposition of a herd movement restriction will have an immediate effect on the eligibility for exporting any of the animals on the holding. To enable the CTS to be flagged, inspectors must immediately notify BCMS Enforcement Section by phone on 01900 702130 of the holding being placed under restriction. In addition a copy of the IBIP report should be forwarded to BCMS as soon as possible after the movement restriction notice is served.

5.7.7 The animals with live discrepancies have to be listed on the Annex CPPS28 Annex for the keeper along with details of the corrective actions required to remove these discrepancies.

5.8 Lifting a whole herd movement restriction (CPPS28)

When the movement restriction notice (CPPS28) is served, the keeper must be made aware of the action which needs to be taken to correct the discrepancy;

- the herd movement restriction can be lifted as soon as the proportion of animals with live discrepancies falls below the 20% threshold;
- the keeper needs to report the fact that the corrective action has been taken to BCMS;
- alternatively, the keeper can complete the form CPPS29 left with him by the Inspecting Officer and send the information to BCMS by post;
- if an animal has more than one discrepancy, they must all be resolved before the restriction can be lifted;
- RPID reserve the right to return and check that the discrepancy has been corrected and the movement restriction notice correctly observed or BCMS may ask RPID to carry out an Ad-hoc inspection for this purpose.

5.8.1 When a herd movement restriction has been lifted, individual movement restrictions will continue for animals which still have live discrepancies. Lifting of the herd restriction will be confirmed in writing by BCMS (copied to the Area Office) and will give details of individual animals remaining under restriction if any remain. No animals should move off the holding until this letter is received.

5.8.2 If an inspector finds that animals under restriction have been moved the facts should be reported BCMS Enforcement Section immediately on 01900 702130. The facts should also be reported to your line manager and copied to the RPID CSD Mailbox. The inspector should restrict his activities to establishing whether appropriate corrective action has been taken. On no account should the keeper’s reasons for any non-compliance be questioned, as this would form the basis of any further investigation and interview under caution.

5.8.3 The death of an animal under restriction must be reported to BCMS within 7 days as usual.

5.9 Whole herd restrictions off and onto the holding (CPPS 28)

- Where the keeper completely fails to record births, movements and deaths

5.9.1 Whole herd restrictions will only be applied if there is a complete failure to record births, movements and/or deaths of cattle. It is a more severe form of restriction insofar as a keeper would be prevented from moving any additional stock on to his holding as well as off.

5.9.2 It is not necessary to list all the ear numbers of the cattle on the holding but a general description i.e. 20 x Charolais bullocks, should be entered in the box on the CPPS 28 Annex - pro-forma on Annex 1

5.9.3 Where there is this level of non-compliance with the identification and traceability regulations serve on the keeper a whole herd movement restriction CCPS28 immediately. Top copy to the keeper, one to BCMS and one for the office file. Ensure AIT are also copied into any correspondence with BCMS.

Note: If a whole herd movement restriction is being issued for obstruction/refusal a CPP36 form must be issued NOT a CPP28 (see guidance regarding this)

5.10 Lifting a CPPS28

When the movement restriction notice (CPPS28) is served, the keeper must be made aware of the action which needs to be taken to correct the discrepancy;
• the herd movement restriction can be lifted as soon as the proportion of animals with live discrepancies falls below the 20% threshold;
• the keeper needs to report the fact that the corrective action has been taken to BCMS;
• alternatively, the keeper can complete the form CPPS29 left with him by the Inspecting Officer and send the information to BCMS by post;
• if an animal has more than one discrepancy, they must all be resolved before the restriction can be lifted;
• RPID reserve the right to return and check that the discrepancy has been corrected and the movement restriction notice correctly observed or BCMS may ask RPID to carry out an Ad-hoc inspection for this purpose.

5.10.1 When a herd movement restriction has been lifted, individual movement restrictions will continue for animals which still have live discrepancies. Lifting of the herd restriction will be confirmed in writing by BCMS (copied to the Area Office) and will give details of individual animals remaining under restriction if any remain. No animals should move off the holding until this letter is received.

5.10.2 If an inspector finds that animals under restriction have been moved the facts should be reported BCMS Enforcement Section immediately on 01900 702130. The facts should also be reported to your line manager and copied to the RPID CSD Mailbox. The inspector should restrict his activities to establishing whether appropriate corrective action has been taken. On no account should the keeper’s reasons for any non-compliance be questioned, as this would form the basis of any further investigation and interview under caution.

5.10.3 The death of an animal under restriction must be reported to BCMS within 7 days as usual.

5.11 Follow up

All holdings subject to whole herd movement restrictions under a CPPS28 will be revisited prior to lifting restrictions and those with a movement off restriction under a CPPS28 will be re-checked following a request from BCMS. Once the Inspecting Officer has visited the holding they should submit a written report to the BCMS recommending if the restriction should be lifted or left in place. Your line manager and AIT should also be copied into any correspondence with BCMS.

5.12 Breaches

If an Inspecting Officer finds that animals under restrictions have been moved the facts should be reported to the ACAO dealing with livestock matters and copied to the RPID CSD Mailbox. Details should also be reported to BCMS. HQ Policy will be consulted on what further action needs to be taken. Similarly, additional animals found during a re-visit, which have moved onto the holding in contravention of a movement restriction under CPPS28 should also be reported.

The death of an animal under restriction must be reported to BCMS within 7 days as usual.

5.13 Whole herd restrictions for refusal or obstruction of inspection (CPP36)

• Where the keeper completely refuses an inspection or obstructs completion of an inspection
5.13.1 The Cattle Identification (Scotland) Regulations 2007 state a keeper is committing an offence under section 14 Obstruction if he/she:

(a) intentionally obstructs any person acting in the execution of these Regulations;
(b) without reasonable excuse, fails to give to any person acting in the execution of these Regulations any assistance or information that that person may reasonably require for the purpose of carrying out functions under these Regulations;
(c) knowingly furnishes to any person acting in the execution of these Regulations any false or misleading information; or
(d) without reasonable excuse fails to produce any document or record when required to do so by any person acting in the execution of these Regulations, is guilty of an offence.

A person guilty of an offence under these Regulations is liable—

(a) on summary conviction, to a fine not exceeding the statutory maximum or to imprisonment for a term not exceeding 3 months or to both; or

(b) on conviction on indictment, to a fine or to imprisonment for a term not exceeding 2 years or to both.

Note: If at any time an inspector feels threatened, intimidated or is subject to aggressive behavior, they must leave the holding and inform their Line Manager/CII Lead immediately. An incident report should be completed. (see section 3.9 Health and Safety).

Obstruction can take a number of different forms:

- Failure to allow an inspection to commence within 48 hours (unless exceptional circumstances apply)
- Failure to gather animals/provide labor
- Failure to produce all records/passports
- Instructing inspector to look at animals themselves
- Abusive, aggressive behavior and verbal badgering with the intention of causing disruption
- Continual delaying tactics or a succession of excuses.

It is not acceptable for keepers to prolong an inspection indefinitely without good reason. If a keeper delays and you believe it to be unreasonable, then the obstruction procedures should be followed and a Whole Herd Movement Restriction (CPP36) imposed.

Note: These cases should always be brought to your Line Managers attention at the first opportunity or their equivalent in their absence.

5.13.2 Acceptable reasons for delaying an inspection

5.13.3 There will be scenarios where it is not convenient to carry out an inspection due to a valid reason. Such as bereavement, serious illness/hospital appointment and possibly because a TB test is scheduled and the keeper would prefer to gather the animals just once. Where possible in these situations the inspector should still be attempting to carry out a
check of the records within 48 hours and arranging with the keeper to inspect the animals within 3 weeks.

5.13.4 Procedure for dealing with delayed inspections for acceptable reasons

5.13.5 If an inspection is refused at point of inspection and the record check does not take place agree a convenient time and date with the keeper within the next 3 weeks and ensure you also send a letter confirming with the keeper when the inspection will be carried out. The keeper’s obligation to allow the inspection to take place and the consequences of not allowing the inspection to take place must be detailed in this letter.

The inspector should attempt the inspection at the time given in the letter. If the keeper then refuses to allow the inspection, a Whole Herd Movement Restriction (CPP36) must be issued immediately providing it is safe to do so. The keeper must be informed that he is in breach of CII regulations and that the Single Farm Payment may be withheld. IBCMS and the inspectors Line Manager must be informed immediately. If the inspector’s health and safety is compromised, the Whole Herd Movement Restriction can be posted rather than issued in person. One copy should be sent standard post and the other recorded delivery.

As soon as practicable, detailed factual notes should be made in a diary or numbered notebook. This should include any comments made by the keeper. The notes should be signed and dated by the inspector and an indication of the time should also be noted. This information is important if the case is forwarded to Trading Standards for possible prosecution.

Note: BCMS must be informed as soon as the Whole Herd Movement Restriction has been issued or posted to the keeper, and a copy sent to them immediately. AIT should be copied into any further correspondence with BCMS.

A second attempt to inspect the holding must be arranged with issue of a letter. This letter informs the keeper of the date and time of the inspection and also advises the keeper until the inspection is completed, the Whole Herd Movement Restriction remains in force. This letter also advises the keeper that the Single Farm Payment will be withheld.

If the keeper fails to allow the inspection to proceed after two visits to the holding, inform BCMS and ensure your line manager and AIT are copied into any correspondence with them. It is important to provide as much factual information as possible, as the case may be passed to Trading Standards for prosecution.

The inspection must be returned incomplete in accordance with the current procedure. If unsure contact AIT for further guidance.

Note: Cross Compliance Control documents should be completed in accordance with the CII Cross compliance reporting instructions. BCMS/AIT may refer the case to Trading Standards for potential prosecution and if the keeper is a Single Farm Payment claimant, the payment will be stopped or reclaimed.

5.14 Treats/Reports of violence

Obstruction may also occur when there is a threat of violence.

Reports of violence and aggression from customers are classified into 2 levels:
Level 1

<table>
<thead>
<tr>
<th>Verbal abuse</th>
<th>Use of abusive language directed at staff. The use of foul language in every day speech does not necessarily warrant classification as verbal abuse unless specifically designed to intimidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intimidation</td>
<td>Behaviour intended to intimidate and harass the individual, e.g. sexual harassment, bullying, encroaching personal space, aggressive body language.</td>
</tr>
<tr>
<td>Verbal threat</td>
<td>Use of threatening language, e.g. 'I'm going to hurt you', 'I know where you live' etc. This can be delivered face to face or over the telephone.</td>
</tr>
<tr>
<td>Physical threat</td>
<td>Use of threats directly against staff, e.g. 'I'll set my dogs on you', ‘I'm going to get my shotgun’ etc.</td>
</tr>
</tbody>
</table>

Level 2

<table>
<thead>
<tr>
<th>Actual physical harm</th>
<th>Physical contact that results in some harm to staff or damage to their property, e.g. clothing, equipment, car etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Held against will</td>
<td>Individual detained against their will, either physically, inside a building, or by having their vehicle movements restricted.</td>
</tr>
</tbody>
</table>

5.14 Obstruction scenarios

5.14.2 Scenario 2 – Refuses inspection with unacceptable reason/threat of Level 1 violence

If an inspector is
- refused at point of inspection and you deem it unreasonable or;
- you encounter a threat of violence that is categorised as Level 1
   a Whole Herd Movement Restriction (CPP36) must be issued immediately providing it is safe to do so. The keeper must be informed that they are in breach of the CII regulations and that their Single Farm Payment may be withheld. If the keeper still refuses, BCMS and a Line Manager/CII Lead must be informed immediately. If the inspector’s health and safety is compromised, the Whole Herd Movement Restriction can be posted rather than issued in person. One copy should be sent standard post and another copy sent recorded delivery.

Note: BCMS must be informed as soon as the Whole Herd Movement Restriction has been issued or posted to the keeper.

BCMS will agree a convenient time and date with the inspector and they will send an appointment letter advising the keeper when the inspection will be carried out. The keeper’s obligation to allow the inspection to take place and the consequences of not allowing the inspection to take place are detailed in the letter.
The inspector should attempt the inspection at the time given in the letter. If Level 1 violence or aggression was identified at the first inspection attempt, then the follow up inspection should be carried out with a colleague or Line Manager present.

If the keeper fails to allow the inspection to proceed after this visit, HQ/BCMS will then investigate further and decide whether to involve Trading Standards. It is important to provide HQ/BCMS with as much factual information as possible.

As soon as practicable, detailed factual notes should be made in a diary or numbered notebook. This should include any comments made by the keeper. The notes should be signed and dated by the keeper and an indication of the time should also be noted. This information is important if the case is forwarded to Trading Standards for possible prosecution.

The inspection must be returned incomplete in accordance with the current procedure. If unsure contact HQ for further guidance.

Note: Cross Compliance Control documents should be completed in accordance with the CII Cross compliance reporting instructions. HQ/BCMS may refer the case to Trading Standards for potential prosecution and if the keeper is a Single Farm Payment claimant, the payment will be rejected.

5.14.3 Scenario 3 – Refuses inspection with unacceptable reason and reports of Level 2 violence/abuse

If during an inspection

• you encounter a threat of violence/violent incident that is categorised as Level 2
a Whole Herd Movement Restriction (CPP36) must be issued immediately providing it is safe to do so. Where possible the keeper must be informed that he is in breach of CII regulations and that the Single Farm Payment will be stopped. BCMS and a Line Manager/CII Lead must be informed immediately. If the inspector’s health and safety is compromised, the Whole Herd Movement Restriction can be posted rather than issued in person. One copy should be sent standard post and another copy sent recorded delivery.

Note: BCMS must be informed as soon as the Whole Herd Movement Restriction has been issued or posted to the keeper.

A further inspection will not be attempted at this point. BCMS will send a letter outlining the keeper’s obligation to allow an inspection to take place. This letter clarifies the Whole Herd Restriction status and states that as they have refused to allow an inspection, obstructed the inspector, and/ or failed to give reasonable assistance, we will not pay the Single Farm Payment and other EU grants or subsidy payments claimed may be reduced or withheld, and we may recover any subsidy already paid.

5.15 Inspection of Animals under Difficult Conditions/Exceptional Circumstances

Note: Inspectors must only use the exceptional circumstances option after a full consultation of the facts with their Line Manager/CII Lead.

The need to complete an inspection should not be placed above the personal safety of the Inspector, handlers or the animals themselves.
If a problem exists that makes the reading or eartags impossible, dangerous or hazardous or would compromise the welfare of the animals, then, in exceptional circumstances, it is possible to take a different line than normal.

**Note:** This must be agreed by your Line Manager or CII Lead in advance. If they are unsure then HQ should be notified for guidance.

Such circumstances could include:
- dangerous bulls, or steers, that are not used to being handled;
- heavily in calf cows or heifers; and
- cows with very young calves at foot.
- animals on remote summer grazing where it is not possible to obtain a portable crush to safely read the tags;
- sick or diseased animals where there is a risk of spread of infection or zoonoses.

In these cases the inspector should take the following action:
- make a visual inspection and head count of all animals and where possible identify them by breed, colour, sex and the number present. If the animals have visible management tags or other identifying marks (e.g. freeze-brands) these should be recorded.
- the farm records and passports must support the identification and number of animals. Only when the head count etc. corresponds to remaining passports/records can this provision be used. A thorough factual report detailing the circumstances of the inspection and exactly what has been seen should be included on the inspection report.
- all other available animals should be fully inspected and used to satisfy the 10% double tag requirement wherever possible.
- where if has not been possible to read an eartag but the animal has been visually identified, the inspection report should clearly state that the tag was not read and the reasons why. When completing the inspection report the question “animal seen?” on Annex A should be answered “yes” but a comment **must** also be entered (e.g. “Dangerous suckler cow with new calf at foot therefore not possible to read eartag. Animal identified by breed/sex/age only. Action agreed with Line Manager/CII Lead”

**Note:** If the head count does not match the remaining passports and records this provision must not be used because there are clearly breaches of CII regulations. In these circumstances a full eartag check must be undertaken. Difficulty in obtaining suitable handling facilities and/or labour does not constitute “Exceptional Circumstances”, it is the keeper’s responsibility to provide adequate handling facilities and labour to ensure eartags can be read safely. Failure to produce all animals for physical inspection would constitute obstruction.

### 5.16 Keeper gone away

If the inspector has established that the keeper is no longer at the targeted CPH number every effort should be made where possible to gain the following details:
- when the keeper left the holding
- where the keeper has moved to
- new contact details for the keeper (forwarding address, contact number etc.)
- are there any animals on the holding and if so who do they belong to
- is anyone else using the holding and if they are, under what CPH
Details cannot be taken over the phone – a visit must still be made to confirm that there are no animals kept on the selected holding and if there are, who the keeper is and what CPH is being used. All details need to be reported to BCMS.

If the holding has been taken over by a new keeper but the CPH number remains the same then the inspection must still go ahead. A visit must be made to the holding to check if there are any animals present, and if animals are present it should be established who the keeper of the cattle is.

If the holding has been taken over and a new CPH has been issued then an inspection cannot take place, however a visit should be made to gain information bulleted above, in certain circumstances as ad-hoc inspection can be raised for the new CPH number.

If you require help in confirming or finding additional contact details for a keeper, you can contact HQ who will be able to assist.

If the keeper has left and no one has taken over the holding and there are no animals present but there are animals in Annex 1, FM discrepancies must be entered and a general comment should be added. BCMS will validate and move the animals to a dummy location and the holding will be deregistered.

If the previous keeper’s whereabouts has been established then, depending on circumstances they should be visited to check records for any animals appearing on Annex 1 or 2 as records should be kept for 10 years. If at any time you are unsure you should contact HQ for further guidance.

5.17 Keeper has died

If the keeper has died then if appropriate, the next of kin should be seen. If the next of kin or other representative has taken over the holding then the inspection can go ahead. A full report will be required and the family member must be advised to contact BCMS to amend the keepers name and details at the location.

If the business has not been taken over and all the livestock has been sold, a visit must be made to check any records on the holding.

If at any time you are unsure you should contact HQ for further guidance.

5.18 Untagged animals

Where inspectors are presented with animals that have previously been tagged, but have now lost their tag/s, they should make every effort to identify the animals e.g. by elimination, sex, breed description, link to dam etc. If the animal can be identified it can be re-tagged or replacement tags ordered depending on age. If the animal cannot be identified it has to be dealt with as in section 5.12. onwards.

5.19 Unidentified animals

If an Inspecting Officer discovers one or more animals of any age that comply with none of the requirements of the identification and registration rules, the inspector should mark each unidentifiable animal with a paint or keel mark. The keeper should secure each unidentifiable animal to enable this marking to be made safely. This action is required if all of the following apply:
1. If the animal is not officially tagged, or if born before The Cattle Identification Regulations 1998 (as amended) applied, not identified in accordance with the relevant cattle tagging order; and
2. the animal’s birth or movement onto the holding is not recorded in the farm register; and
3. The animal does not have the relevant paperwork.

Note: Obviously the requirement to tag the animal at (i) is fundamental to being able to meet (ii) and (iii).

Cases where you find unidentified animals will generally fall into two categories and they should be handled as follows:-

5.19.1 Those cases involving unidentified animals excluding feral herds or herds where there has been a serious breakdown in tagging, registration and record keeping.

Action
- Issue letter at Annex 3 giving the producer 14 days to comply with at least one of the requirements listed in paragraph 12.2.1 to 12.2.3 above.
- Revisit the farm at the end of this period to establish whether the keeper has taken appropriate action.
- If the farmer has taken no action to comply with the identification and registration rules the Inspecting Officer should contact HQ to receive confirmation that a Notice to Identify Cattle CPPS 30 and, if appropriate, CPPS 30A should be issued.

5.19.2 Feral herds and herds where there has been a serious breakdown in tagging, registration and record keeping. In this type of case it is important that all interested bodies, including vets and the local authority, are informed of the circumstances at the outset.

Action
- At the initial visit issue a CPPS 28, lift any passports and records and submit a report to HQ giving full details of the case. As well as giving factual detail, the report should include, if appropriate, the Inspecting Officer’s view on the keeper’s state of mind.
- Your report should also state whether the keeper is willing to slaughter his animals on a voluntary basis or whether he is willing to officially tag his animals and apply for NoRs.
- Send your report via your coordinator to the RPID CSD Mailbox.
- If appropriate, continue with the inspection but do not issue any further enforcement notices until a response has been issued by HQ.
- If it is decided to proceed with enforcement action the Inspecting Officer should complete and serve the ‘Notice to Identify Cattle’ CPPS30 and CPPS30A if necessary, listing each unidentifiable animal by its temporary mark and a general description. This notice also restricts the movement of these cattle from the holding.

5.19.3 If Inspecting Officers feel that the imposition of the notice might result in their safety being threatened, or have any other relevant concerns, they should leave the premises and notify their PAO. However, the notice should be served within the following 24 hours. The notice to identify cattle must be served on the keeper. In doing this the keeper must be made aware that:
• if none of the actions identified on the notice are carried out within 2 working days, the animal will be destroyed without compensation, and that he will be responsible for meeting the cost of slaughtering the animal and disposing of the carcass; and
• if at least one of the actions identified on the notice is carried out within 2 working days then the animal will not be destroyed but will remain under official movement restriction until all of the actions specified are carried out to RPID’s satisfaction.

In all cases, the keeper should be notified that the animal must be tagged in accordance with Regulation 5.part 3 of the Cattle Identification (Scotland) Regulations 2007 (as amended), using officially approved ear tags. If born before 1 January 2007, the animal must be tagged in accordance with the relevant cattle tagging order.

5.20 Re-inspection

A further inspection should be planned as soon as possible after the 2-day period has expired. If the keeper has taken sufficient action to partially comply with the identification and registration requirements e.g. officially tagged the animal, he may be told that the animal will not be slaughtered. The keeper should complete a CPP12 with the details he can supply for each of the animals that have been officially tagged. These forms should be lifted by the Inspecting Officer and sent to BCMS so that a CPP 35 Notice of Registration can be issued.

The CPP35 registers the animal on the Cattle Tracing System and makes it clear that the animal cannot be moved off the holding, except under a licence issued by BCMS. The animal can however stay on the holding for breeding or milking and its official identity can be used as the dam identity for its offspring.

5.21 Arrangements for slaughter

If, after the 2 working day period, the keeper has not taken adequate action to partially comply with the identification and registration requirements, the matter should be referred to HQ for clearance to slaughter. HQ Policy will take legal and veterinary advice on next steps and will advise accordingly. Next steps may involve the Inspecting Officer serving a Notice of Removal of Cattle for Compulsory Slaughter (CPPS31) on the keeper. A continuation sheet (CPPS31A) should be used where necessary.

The disposal of the animals may involve transport of the live animals to a place where they can be slaughtered. A movement licence should accompany the cattle and this document will be issued by the DVM. Where the animals are slaughtered on the farm the Inspecting Officer should complete a Transport Certificate see Annex 2. The farmer should retain one copy of this certificate and the other two copies should be handed to the lorry driver.
<table>
<thead>
<tr>
<th><strong>British Cattle</strong></th>
<th>CATTLE IDENTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement Service</td>
<td>INSPECTION</td>
</tr>
<tr>
<td></td>
<td><strong>Scottish Government Rural Payments and Inspections Directorate</strong></td>
</tr>
</tbody>
</table>

---

**CALCULATION OF HOLDING ERROR RATE FOR POSSIBLE MOVEMENT RESTRICTIONS**

1. **Holding Number**

2. **Total No of animals on the holding with live discrepancies remaining**

   DIVided BY

3. **Total No. of animals on the holding.**

   X 100

   %

4. 20% or under – no whole herd restriction. Impose individual animal movement restrictions (CPPS27/CPPS27A)

5. Over 20% - impose whole herd restriction (CPPS28/CPPS28 Annex)

6. Minimum No of animals for which discrepancies must be corrected to lift herd movement restriction
ANNEX 2

RECORD KEEPING REQUIREMENTS UNDER THE ANIMAL BY-PRODUCTS (SCOTLAND) REGULATIONS 2003 FOR FARMERS SENDING STOCK SLAUGHTERED ON-FARM FOR DISPOSAL OFF-FARM

• The quantity of the material (e.g. how many)

• The description of the material, (e.g. species, age, gender) and, if applicable, the ear-tag number

• Premises from which the material was uplifted

• The date on which the material was taken from the premises

• The name and address of the carrier

• The name and address of the receiver and, if applicable, its approval number (if known)
Insert Name and Address of Keeper

Dear

**Notice to Identify Cattle**

At the Cattle Identification Inspection that was carried out at your holding on..........there was/were .....animal(s) that did not appear to comply with the identification, recording or registration legislative requirements.

As keeper of the above animal(s) I would remind you that you have a legal responsibility to ensure that all cattle on your holding are tagged appropriately, their full details are recorded in the farm register, they are registered with BCMS and have an appropriate passport or Notice of Registration (NOR).

As the above animal(s) did not meet any of the above requirements I am therefore giving you advance notice that unless you make arrangements, **within 14 days of this letter**, to identify it/them then a formal Notice to Identify Cattle (CAPPS 30/30A) will be served on you which will give you a further 2 days to identify the animal(s) in accordance with the regulations. If none of the requirements to identify the animal are complied with within 2 days of the Notice to Identify Cattle being served the animals will be destroyed without compensation.

The details of the animal(s) that require to be identified are set out below.

Yours sincerely

<table>
<thead>
<tr>
<th>Temporary Mark</th>
<th>Approx Age</th>
<th>Breed</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied By Inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cattle Identification (Scotland) Regulations 2007, as amended.

In terms of paragraph 20 (or para 21 if no NoR) of Schedule 3 of the Cattle Identification (Scotland) Regulations 2007 as amended, the following animal(s) is/are hereby licensed to move from CPH XX/XXX/XXXX (Full postal address) to the agreed location CPH XX/XXX/XXXX (Full postal address) for slaughter / welfare reasons. The animal(s) will move on (date).

Details of cattle to move:-

<table>
<thead>
<tr>
<th>Official Identity</th>
<th>Breed and /or colour</th>
<th>Sex</th>
<th>Date of birth or approximate age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I agree that the above description accurately identifies the animal being moved.

Signature of Keeper:       Date:

Signature of SGRPID Officer:   Date:
## CII Enforcement pro-forma

<table>
<thead>
<tr>
<th>CPH Number</th>
<th>Name of Keeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td>CPHs of any CTS Linked Holding</td>
<td></td>
</tr>
<tr>
<td>Area Office Contact name</td>
<td></td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Date Inspection Started</td>
<td></td>
</tr>
<tr>
<td>Date Inspection Completed</td>
<td></td>
</tr>
<tr>
<td>Is the keeper co-operating?</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>
| If ‘No’ have you reminded the keeper that there is a legal requirement and failure to do so may result in legal action? | YES/NO
VERBAL/WRITTEN (please attach copy) |
| Has a movement restriction been imposed? | NO/YES DATE - |
| CPPS28   | CPPS28 Annex       | CPPS27 (Delete as appropriate) |
| Have you written to the keeper informing him what he is required to do to have the movement restriction lifted? | NO/YES (If yes please enclose a copy of the letter) |
| Is the Local Authority involved? | YES/NO |
| Name of LA |               |
| If Yes – name of LA contact |            |
| LA contact number |            |
| Is BCMS involved? | YES/NO |
| If Yes – name of BCMS contact |            |
| BCMS contact number |            |
| Date proforma completed and sent to HQ. |            |
Please complete attached page with any further details

Provide a brief summary of the outcome of the inspection. This should include a list of the issues for which you are seeking advice. Please provide as much information as you can for each issue. You may also wish to refer to previous correspondence and include relevant file minutes/e mails. Please also comment on previous inspection outcomes – was there serious problems? Are there animal welfare issues? Is there any previous/current legal action? Are there any special circumstances that may account for the keepers performance? (ill health, domestic problems etc).
What to expect at a cattle inspection

Dear

Your cattle inspection

This note explains why we need to visit you, what we will do at a cattle inspection, and how you can help to make the inspection run smoothly.

Why we need to visit you

The Cattle Identification (Scotland) Regulations 2007 provides an identification & traceability system for cattle in Great Britain. The purpose of the regulation is to help control animal diseases and protect public health.

We inspect 3% of cattle keepers each year to ensure that the regulation requirements are met and that the information held on the Cattle Tracing System is accurate. Inspections are generally unannounced, but as we usually start our inspection checking records & passports, you will have plenty of time to collect your cattle for inspection.

What we will do

We will arrive with an inspection pack which lists all the animals that the Cattle Tracing System (CTS) shows are on your holding(s), and all the animals which have moved off in the last 12 months.

We will use this pack and check:

- all passport documentation in your possession,
- your herd register (“farm records”),
- a sample of purchase & sales invoices to verify entries made in your herd register,
- the eartags, breed, age and sex of all animals at a physical inspection.

When an inspector makes these checks, s/he will be looking for evidence that you,

- tag your cattle correctly and keep unused tags safely,
- correctly register animal’s details with the British Cattle Movement Service (BCMS),
- keep your herd register up-to-date,
• inform BCMS of all births, imports, movements (on & off) and deaths of cattle on your holding(s) within the required deadlines,
• have in your possession all the valid documentation for all the cattle for which you are the keeper,
• don’t hold documentation for animals that you don’t have,
• replace missing ear tags within 28 days of discovery.

When we have completed the inspection we will give you the opportunity to provide written comments on the inspection pack. Once we have entered the results of your inspection on to our computer system we will send you a results letter to summarise your inspection. This letter will explain any problems found and their consequences.

How you can help

• make sure that your records and documents are always up to date, logically laid out, neat and close at hand,
• always accompany the inspecting officer during the inspection,
• make sure the facilities for handling livestock are suitable, well maintained and safe,
• use the BCMS’ internet program “CTS Online” to regularly check your animal information held on CTS. The program highlights anomalous animal records which you can then help to fix,
• replace lost or illegible ear tags within 28 days of discovery,
• check and amend your BCMS statement to correct any mistaken on CTS.

The BCMS “Cattle keeper’s handbook” (issued to all cattle keepers) is a comprehensive guide to the requirements for keeping cattle in Great Britain. Additional copies can be obtained by calling the BCMS helpline on 08450501234.
## Eartag monitoring pro-forma

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Farm Code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BRN</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inspection ID</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inspector</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date physical (crush) inspection ended</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date replacement tags should be ordered by (28 days from date inspection ended)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of animals physically checked</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of TG1 errors found</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of TG3 errors found</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TG1 action</strong></td>
<td>as required</td>
</tr>
<tr>
<td><strong>TG3 action</strong></td>
<td>as required</td>
</tr>
<tr>
<td><strong>Re-inspection</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ETAS check</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date ETAS checked</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date tags ordered</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ETAS outcome - Have all tags been ordered within 28 days?</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>Record eartags not ordered below and arrange re-inspection</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ear tags not ordered</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date unit visited to check if animals are correctly retagged (if required)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Result of re-inspection</strong></td>
<td>Pass</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 3

#### Eartag Monitoring Spreadsheet Object Ids

<table>
<thead>
<tr>
<th>Description</th>
<th>Object Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2009 - CSD REF 7822 - Cattle Inspections - Eae...</td>
<td>C1445499</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Ayr</td>
<td>Q2616</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Ayr</td>
<td>E107549</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Benbecula</td>
<td>E107554</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Dumfries</td>
<td>E107556</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Elgin</td>
<td>E107557</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Galashiels</td>
<td>E107558</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Golspie</td>
<td>E107561</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Grampian</td>
<td>E107573</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Hamilton</td>
<td>E107559</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Inverness</td>
<td>E107575</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Kirkwall</td>
<td>E107560</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Lerwick</td>
<td>E107562</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Lerwick</td>
<td>E193561</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Oban</td>
<td>E107564</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Perth</td>
<td>E107567</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Portree</td>
<td>E107565</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Stornoway</td>
<td>E962063</td>
</tr>
<tr>
<td>Eartag monitoring spreadsheet - Stornoway</td>
<td>E107566</td>
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<tr>
<td>Eartag monitoring spreadsheet - Thurso</td>
<td>E107571</td>
</tr>
<tr>
<td>May 2010 - CSD REF 8903-Livestock Inspections-STORN...</td>
<td>C1728356</td>
</tr>
</tbody>
</table>
Appendix 4

Refusal to allow cattle inspection (1st letter)

Dear

REFUSAL TO ALLOW CATTLE IDENTIFICATION INSPECTION

We visited your premises on the date to carry out an inspection of your cattle and farm records but you refused to co-operate with this inspection.

By law we must carry out cattle identification inspections to check that the rules for identifying and reporting movements of cattle are being met. We therefore have a right to visit farms to make sure that the rules for identifying cattle and keeping records are understood and are being followed. When we visit a farm we check that

- farm records show which animals are present on the holding;
- births, movements and deaths are correctly recorded;
- all animals are tagged, and match the animal’s identification document;
- all identification documents are present and correct for the animals on farm;
- timescales for identifying cattle and recording details have been met;
- no identification documents are retained for animals no longer on the holding.

I have re-arranged an inspection for your holding to take place on date beginning at time. You are expected to fully comply with this inspection. Failure to allow an inspection to take place can result in,

- a movement restriction being placed on your holding;
- refusal of subsidy payments which you may be entitled to.

If you have any questions please call us on the above telephone number, quoting your main farm code number which is above. Our office is open from 8.30am to 5.00pm, Monday to Thursday, and from 8.30am to 4.30pm Friday.

Yours sincerely,

Line Manager’s Name
Appendix 5

Refusal to allow cattle inspection (2nd letter)

Dear Name, -

Refusal to Allow Cattle Identification Inspection

We visited your premises on the date and again on the date to carry out an inspection of your cattle and farm records. On both occasions you refused to co-operate and allow an inspection to take place.

Part 4, paragraph 14 of the Cattle Identification Regulations 2007 states:

“Any person who—

(a) intentionally obstructs any person acting in the execution of these Regulations;

(b) without reasonable excuse, fails to give to any person acting in the execution of these Regulations any assistance or information that that person may reasonably require for the purpose of carrying out functions under these Regulations;

(c) knowingly furnishes to any person acting in the execution of these Regulations any false or misleading information; or

(d) without reasonable excuse fails to produce any document or record when required to do so by any person acting in the execution of these Regulations,

is guilty of an offence.”

An inspection of your holding will take place on date beginning at time. You are expected to fully comply with this inspection. This is your final opportunity to allow us to complete our cattle inspection. I must warn you that if you do not allow this inspection to go ahead, we will start formal enforcement procedures against you under the above named regulation.

If you have any questions please call us on the above telephone number, quoting your main farm code number which is above. Our office is open from 8.30am to 5.00pm, Monday to Thursday, and from 8.30am to 4.30pm Friday.

Yours sincerely,

Principal Agricultural Officer
Appendix 6

Moves within same business warning letter

Dear

CATTLE IDENTIFICATION INSPECTION

We recently visited your holding to carry out a cattle inspection under the Cattle Identification (Scotland) Regulations 2007 (as amended) on DD Month YYYY. During the inspection we found animals at a different location (CPH) from where the Cattle Tracing System (CTS) expected them to be. The animal(s) were found at location --/---/---- but recorded on CTS as being at location --/---/----.

Under schedule 2 of the Regulations you have a responsibility in law to ensure that cattle movements on to, from and between CPHs which you farm, are notified to the CTS. Because you have not told CTS of movements within your business locations, you have breached this regulation. I am issuing this written warning to tell you that further breaches in reporting this type of movement may result in,

- the application of a cross compliance financial penalty to your single farm payment and/or
- further formal proceedings under the above named legislation.

What do I need to do to avoid penalties?

All cattle movements between separate land locations (CPHs) within your business must be reported to the CTS within 3 working days, unless you have an approved BCMS link in place. This includes movements between subsidiary farms, land which you may rent or any seasonal grazings that you take.

If you occupy two or more holdings which have separate farm code numbers, and do not wish to record movements between them to CTS or in your farm records, you can ask us to amalgamate them under one farm code number; usually your main farm code. It may not always be possible to do this, but if successful, your new holding will be viewed as one location for identification, traceability and disease control purposes. To make an application to amalgamate farm code numbers please contact us at the above address.

Yours sincerely

For PAO
Dear

Cattle Inspection 20XX  
Moves to/from non Scottish markets/slaughterhouses - Warning letter

I refer to your recent cattle inspection that was started on DD Month YYYY. At the inspection we found that some moves to/from non Scottish slaughterhouses and/or markets had not been notified to BCMS.

You are legally required to tell BCMS about the movement of cattle within three days. For moves involving non Scottish slaughterhouses or markets it is the Scottish producers responsibility to notify moves.

This written warning is to make you aware that further breaches in reporting this type of movement may result in

- The application of cross compliance penalty to your Single Farm Payment
- Enforcement proceedings under the cattle traceability legislation.

If you have any questions on this matter you can contact myself on the numbers listed above.

Yours Sincerely

PAO
Cattle Inspection 20XX  
The Farm Records you need to keep - Warning letter

I refer to your recent cattle inspection that was started on DD Month YYYY. At the inspection it was identified that your records did not meet the requirements set out in The Cattle Identification (Scotland) Regulations 2007, Part 3 Paragraph 8 Schedule 4.

You must keep records of all cattle births, movements and deaths, which include details of:
- the ear-tag number;
- the date of birth;
- the sex;
- the breed;
- the dam identity;
- the date of movements ‘on’ and ‘off’ your holding; and
- the details of where the animal has moved to or from.

You must keep a record of all cattle movements even if you don’t have to report them to BCMS. You must also record links with other farms in your farm records, and movements between your farm and the link farm.

The record may be paper or stored on a computer and must record details of births, deaths and movements on and off the holding.

You must keep farm records for 10 years from the end of the calendar year in which the last entry was made.

**Deadlines**
You must complete your farm records within the following deadlines.
- 36 hours in the case of movements ‘on’ or ‘off’ a holding.
- 7 days for the birth of a dairy animal.
- 30 days for the birth of cattle not in a dairy herd.
- 7 days for a death.
- 36 hours for replacement ear tags.

We recommend you update your records as soon as possible after the event as this makes it easier to keep your records accurate.

This **written warning** is to make you aware that further breaches in reporting this type of movement may result in
- The application of cross compliance penalty to your Single Farm Payment
- Enforcement proceedings under the cattle traceability legislation.

If you have any questions on this matter you can contact myself on the numbers listed above.

Yours Sincerely PAO
List of BCMS forms

- **CPP1**  Old-style cattle passport on a blue and green A4 sheet. Issued between 1 July 1996 and 28 September 1998

- **CPP1b**  Movement licence. Form needed to move an animal that does not have a passport to a hunt kennel or knacker’s yard. The animal must not enter the human food chain

- **CPP9a**  Application for a replacement passport

- **CPP12**  Application for a cattle passport. These are pre-printed with the animal’s ear-tag number and the details of the holding E466225

- **CPP13**  Chequebook-style cattle passport issued to cattle born after 28 September 1998

- **CPP52**  Single-page passport issued from 1 August 2011

- **CPP16**  Application for a cattle passport for imported animals

- **CPP18**  Cattle Identification Inspection: Report Form 1. Document receipt

- **CPPS27 E315620**  Notice restricting the movement of individual cattle – Objective ID

- **CPP27A E315623**  Notice restricting the movement of individual cattle, continuation sheet – Objective ID

- **CPPS28 E315631**  Whole herd movement restriction notice – Objective ID

- **CPPS28 Annex E315633**  Whole herd movement restriction notice – Objective ID

- **CPPS29 E315635**  Notice of compliance – Objective ID

- **CPPS29A E315638**  Notice of compliance, continuation sheet – Objective ID

- **CPP30/ CPPS30 E315640**  Notice to identify – Objective ID

- **CPPS30A E315643**  Notice to identify – Objective ID

- **CPP31/ CPPS31 E315645**  Notice of removal of cattle for compulsory slaughter – Objective ID

- **CPPS31A E315646**  Notice of removal of cattle for compulsory slaughter – Objective ID

- **CPP35**  Notice of registration (NoR). Issued when a passport is refused. The animal is registered on the Cattle Tracing System. The animal may only be moved
under licence to a knacker’s yard or hunt kennel. The animal must not enter the human food chain

- **CPP36** Notice restricting the movement of all cattle ‘on’ and ‘off’ the holding following inspection refusal by the Keeper (Guidance to be updated) – Objective ID E1247822
The results of your Cattle Identification inspection

The inspection of cattle on your holding is now complete. The purpose of our inspection was to confirm your compliance with the Cattle Identification Regulations. This leaflet explains the corrective action you require to take for the problems we have identified.

1. Passport documentation taken for amendment

The inspector may have collected passports documentation from you because errors were found on them during the inspection. If this is the case, we will have given you a receipt for the documents. They will be corrected and returned to you by the British Cattle Movement Service (BCMS) without charge. Please check them carefully as they come back, and contact the BCMS helpline if they are not correct or you do not receive your passports within 4 weeks. You cannot move these animals until their passports are returned to you with all details correct.

2. Individual animal movement restriction (form CPPS 27)

Where more serious problems were found with the tagging, farm records or registration of your animals, and these remain uncorrected at the end of the inspection, the inspector will have imposed movement restrictions on the individual animal(s) concerned. Movement restrictions will also be imposed on any animal(s) for which you have refused to hand over passport documentation containing errors. Please note:

- You are not allowed to move such animals from your holding until you resolve the problem(s).

- The Movement Restriction notice will explain what you need to do to correct the problem. You must tell BCMS when you have corrected the fault(s) with the animal(s).

- An inspector may return to check that problems have been resolved and that the movement restriction has been complied with.
Appendix 11

DTC

Complete a Double Tag Check on all or at least the first 20 animals born since 01/01/1998 with 2 tags

Y

No further DTC are required. Update Inspection Report Form DTC for each animal.

N

Can you confirm that the 20 sample contained no TG2's?

Y

Add the TG2 to the inspection report form and CPPS 27/28. Check the next 20 animals born since 01/01/1998 with 2 tags. Confirm there are no other TG2's in the second sample.

N

● Double Tag Check all animals born since 01/01/1998 with 2 tags.
● Update Inspection Report form DTC for each animal.
● Add the TG2 animals to the Inspection Report Form and CPPS 27/28 and send CPPS 27/28 to BCMS.
Dam ID

Is the animal home bred?

Y

Does the Farm Record match the Inspection Report?

Y

- Accepted as Correct
- Add a comment to the inspection pack if minor updating of the farm record occurs

N

Is the animals Date of Birth pre 01/07/1996?

Y

- No requirement to record Dam ID for animals born before 01/07/1996. Accepted as Correct

N

Is the error a missing UK or leading 0's?

Y

Animal on and Dam on the holding?

Y

- Correct the inspection pack (ID/LZ) and uplift the passport to correct. Consider OE
  - Issue CPPS 18 receipt, send Passport and CPPS 18 to BCMS.
  
  or if Mandatory Information Missing (NF)
  - Uplift the passport.
  - Annotate the passport "Issue NOR".
  - Amend DAM ID on passport with "UNKNOWN"
  - Issue CPPS 18 receipt.
  - Issue CPPS 27/28 movement restriction.
  - Make the producer aware of the DNA appeal procedure.
  - Send passports, CPPS 18 and CPPS 27/28 to BCMS.

N

Animal off and Dam on the holding?

N

Animal on and Dam off the holding?

Y

Animal off and Dam off the holding?

N

Are the records correct? Check calving books, milk records, pedigree certificates, retagging record and other on farm records to establish the correct Dam ID.

Is the Inspection report confirmed as correct?

Y

N

No change to inspection pack, insert comment "Dam ID looks wrong but unable to confirm"
**Locations**

- **Was the animal found to the expected location?**
  - **Y**
    - **Correct the location on the Inspection Report (FM).**
    - **OR** and add comment if SH/MK error.
    - email BCMS at IATAdmin@bcms.rpa.gsi.gov.uk to remove incorrect movement.
    - Send ON movement card to remove live discrepancy, otherwise CPPS 27/28
  - **N**
    - Establish the OFF date from the records or use a Determined Date for animals seen.
    - Enter the OFF date in the inspection report and place ✗ in Passport and Animal Seen box.
    - Add the Ear Tag No. to Additional Animal / F4 Annex with the Passport Record and Animal ticked ✅.
    - Insert the ON date and CPH of the new location
    - Where a CII code fires apply an OR and add comment for the 1st offence as this is a Pot Location
    - Tear 2 movement cards from the passports, request the producer to sticker and sign the movement cards for an OFF move and for the ON move to the new location.
    - Issue a warning letter.
    - If the movements are not notified these are "Live Discrepancies" and need to be recorded on a CPPS 27/28 and sent to BCMS

- **Was the location the animal was found at covered by a current BCMS link to the MLC?**
  - (Keeper is required to record movements, if not done so consider warning letter. Hire Bulls are not covered with a Link.)
  - **Y**
  - **N**

- **Has the animal been reported to the wrong location on the correct date?**
  - **Y**
  - Correct the location on the Inspection Report (FM).
  - **OR** and add comment if SH/MK error.
  - email BCMS at IATAdmin@bcms.rpa.gsi.gov.uk to remove incorrect movement.
  - Send ON movement card to remove live discrepancy, otherwise CPPS 27/28
  - **N**
    - Establish the OFF date from the records or use a Determined Date for animals seen.
    - Enter the OFF date in the inspection report and remove ticks from Passport and Animal Seen.
    - Add the Ear Tag No. to Additional Animal / F4 Annex with the Passport Record and Animal ticked ✅.
    - Insert the ON date and CPH of the new location
    - Where a CII code fires apply an OR and add comment for the 1st offence as this is a Pot Location
    - Tear 2 movement cards from the passports, request the producer to sticker and sign the movement cards for an OFF move and for the ON move to the new location.
    - Issue a warning letter.
    - If the movements are not notified these are "Live Discrepancies" and need to be recorded on a CPPS 27/28 and sent to BCMS.
Passports

Is animal registered?

Y

N

Is the animal over 27 days old?

Y

N

Is there a passport present for the animal?

Y

N

Born since 28/09/1998?

Y

N

This animal should have a CPP 13 cheque book style passport or CPP 52 A4 single sheet unless this has been replaced with a CPP 12 NoR.
- Check the version number against the Inspection Report Form.
- If different, (NP) place a X in the box for CTS and uplift the passport adding it to a CPPS 18 receipt.
- Add the animal to a CPPS 27/28

N

Born between 01/07/1996 and 27/09/1998?

Y

N

This animal should have a CPP 12 for the animal entering the known information.
- Advise the producer about the DNA Appeals procedure.
- Add the animals details to the farm records and Inspection Report Form.
- Add to the CPPS 27/28
- If DOB unknown enter "nominal" DOB
- If Dam Id unknown enter "UNKNOWN".
- Annotate CPP 12 with "Issue NoR".

N

Born before 01/07/1996?

Y

N

Add the animals details onto the pack, no need to OR the passport found box as no code will fire if there is no passport found. Dairy animals must be entered in the farm records within 7 days of birth, 30 for beef animals.

Y

Add a X in the Fnd box. Apply OR if the passport is off farm for a legitimate reason, record reason and any Heat reference from BCMS.
- Add animal to CPPS 27/28

N

This animal should have a COR and Green Style passport unless this has been replaced with a CPP 12 NoR.
- If missing either, (NP) place a X in the box for CPS or COR or both and uplift the other half of the passport adding it to a CPPS 18 receipt.
If purchased after the COR exercise the Keeper may not have been given both parts. Uplift whatever present and send to BCMS for CPP 13 to be issued OR can be applied.

N

This Animal should have a COR only, unless replaced by a NoR. No accurate DOB or Dam Id recorded. Place ✓ in the COR Fnd box.
Has the animal been seen at inspection?

Y

Has the passport been found on farm?

Y

Uplift passport.
- Enter death date or WCS, add sticker and signature to back page.
- Add details to inspection report if not in annex A or B
- Add details to CPPS18

N

Update the inspection report (DD), comment that the date was found in records.
- Consider Knackery line for voucher check.

N

If over 24 months by 30/01/2002 apply OR as Knackery responsibility - After 01/01/2009 it is the producers responsibility to report deaths.

No OR
- Update the inspection report (DD), with the Worst Case Scenario Death Date.

Worst Case Scenario can only be the day after; Date of Birth, ON date, Latest Calving or Last Inspection.

Since 30/01/2002 cattle over 24 months were knackery responsibility to notify death.
Since 01/01/2009 it is the responsibility of the producer to notify all deaths.
Breed

Does the Farm Record match the Inspection Report?

- Accepted as Correct

Y → Is the animal homebred?

N → Can the breed be verified at the crush or from service records?

Y → Can the breed be verified at the crush?

Y → Minor update the farm record with a comment on the inspection report.

N → Do not update the inspection report unless the breed can be confirmed at the crush.

N → Where farm record is correct, update the inspection report form (OP).

- Uplift passport for correction.
- Annotate the passport with breed changes.
- Issue CPPS 18 receipt.
- Send CPPS 18 and passport to BCMS.
Sex

Does the Farm Record match the Inspection Report?

- Accepted as Correct

Can the sex be verified at the crush?

- Update the farm record and include comment on the inspection report.

Has the physical inspection confirmed CTS as correct?

- Where farm record is correct, update the inspection report form (OP), consider OE for twins.
- Uplift passport for correction
- Annotate the passport with changes
- Issue CPPS 18 receipt
- Send CPPS 18 and passport to BCMS

- Do not update the inspection report unless the sex can be confirmed at the crush.
### Date of Birth

Does the Farm Record match the Inspection Report?

- **Y** 
  - Accepted as Correct
  - **Y** 
    - Is the animal homebred?
      - **Y** 
        - Was the animal born post 01/07/1996?
          - **Y** 
            - Are the records correct? Check calving books, milk records, pedigree certificates, diaries to establish the correct DOB. Can you identify the correct DOB and confirm this at the crush?
              - **Y** 
                - Confirm the age of the animal at the crush.
                - Update the inspection report and consider reporting to AIT if the date has been manipulated to obtain a cattle passport.
                - Uplift passport and annotate with correction if available (DB).
                - Include details on CPPS 18.
              - **N** 
                - If the passport is yet to be issued for newly registered calves, contact BMCS to prevent the passport being issued and add to CPPS 27/28.
          - **N** 
            - Update the farm record from passport or invoice and add comment to the inspection report.
      - **N** 
        - Can the records be updated from the animals Passport?
          - **Y** 
            - Update the farm record from passport or invoice and add comment to the inspection report.
          - **N** 
            - Comment "Mandatory information is missing" against each animal and Annex C in the inspection report.
  - **N** 
    - **Accept, No requirement to record DOB prior to 01/07/1996**

- **N** 
  - **Comment**

Mandatory Information Missing. (DB)
- Uplift the passport.
- Annotate the passport "Issue NOR".
- Issue CPPS 18 receipt.
- Complete CPP 12 Passport Application Form for the ear number, include "11/11/1111" in DOB section.
- Annotate CPP 12 "Issue NOR".
- Issue CPPS 27/28 movement restriction.
- Make the producer aware of the DNA appeal procedure.
- Send passports & CPPS 18, CPP 12 and CPPS 27/28 to BCMS.
Does the Farm Record match the Inspection Report?

- Accepted as Correct

Y

Does the animal appear on Annex A or Annex B?

N

- Confirm that the animal is no longer on the holding.
- Update the inspection report (FM or MV) or add a comment where minor updating of farm record occurs.
- Apply OR and comment where CII code fires if Scottish SH / MK error since 15/08/2001 or animal has moved to a pot location.
- If moved within the business update the inspection report with the F4 procedure.
- Consider invoice for voucher check.

Annex A

Annex B

- Check the invoice, other farm records to establish correct OFF date.
- Update the inspection report (FM or MV) or add a comment where minor updating of farm record occurs.
- Consider invoice for voucher check.
- Apply OR and comment where CII code fires if Scottish SH / MK error since 15/08/2001 or animal has moved to a pot location.
**ON Date**

**Does the Farm Record match the Inspection Report?**

- **Accepted as Correct**

**Is the date a placement date (10/09/00) or Admin Move?**

- **Y**
  - **Y**
  - **N**

**If the ON movements have not been notified add the animals to the inspection report and send ON movement cards to BCMS, Apply OR and comment where CII code fires if Scottish MK error since 15/08/2001.**

- **N**
  - **Y**
  - **N**

**Has there been movements identified which have not been reported to BCMS?**

- **Y**
  - **Y**
  - **N**

**Is the animal homebred?**

- **Y**
  - **Y**
  - **N**

- **N**

**If seen, confirm the location of the animal at the crush.**

**Check the handwritten passport summary for show moves, other farm records to establish correct ON date.**

**Update the inspection report (FM or MV) or add a comment where minor updating of farm record occurs.**

**Apply OR and comment where CII code fires if Scottish SH / MK error since 15/08/2001.**
Does the animal comply with the table below?

**No further action**

- This is recorded as **TG2** error.
  - Add the animal onto a CPPS 27/28 until corrected.

**Is the animal incorrectly tagged as it enters the crush and can be categorised below?**

- Both tags in 1 ear, other ear not ripped,
  - Alpha Numeric tags used in an animal born since 01/07/2000,
  - Requires 2 tags but only ever received 1 (older than 20 days old),
  - Requires to be double tagged but neither are distance readable.
  - Primary and Secondary tag mismatch but still identifiable.
  - Mark as **TG3**, comment on how the animal was identified if born before 01/01/1998.
  - If management tags used, record the tag number.
  - Add to the producers crushlist if not corrected by the end of the inspection.
  - Consider a comment if over 10%

**Is the animal missing 1 tag?**

- Mark as **TG1**, comment on how the animal was identified.
  - If management tags used, record the tag number.
  - Add to the producers crushlist if not corrected by the end of the inspection.
  - Add to CPPS 27/28 until corrected.
  - Consider a comment if more than 2 TG1’s

**Is the animal missing 2 tags but identifiable by other means?**

- This animal is unidentifiable.
  - Tag with the next available number or exceptionally Mark the animal with C/P/H-01. Consider taking a photo.
  - Assess the approximate age, calculate the "Nominal" date of birth.
  - Complete a CPP 12 form using "Nominal" DOB and UNKNOWN as the DAM Id annotating the CPP 12 with "Issue NoR".
  - Use the "Nominal" DOB as the ON date.
  - Make the producer aware of the DNA appeal procedure.
  - Add the animal to the CPPS 27/28.
  - Add the animals details and new identity into the farm records, Sex, Breed, "Nominal" DOB, "Nominal" ON date and Dam ID Unknown
  - WCS any unresolved entries in the inspection report, uplift any spare passports from the farm adding these to the CPPS 18 receipt.
<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Tagging Requirements</th>
<th>Example of Tagging Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Born Between 15/10/1990 - 01/04/1995?</td>
<td>Ear Tag or Tattoo (or both)</td>
<td>A1234 123</td>
</tr>
<tr>
<td>Born Between 01/04/1995 - 31/12/1997?</td>
<td>At least 1 ear tag with a unique alpha-numeric identity. Starts UK</td>
<td>UK A0123 12345</td>
</tr>
<tr>
<td>Born Between 01/01/1998 - 01/07/2000?</td>
<td>Ear Tag I each ear, identity remains with animal for its lifetime, and at least 1 distance readable</td>
<td>UK A0123 12345</td>
</tr>
<tr>
<td>Born Since 01/07/2000?</td>
<td>Ear Tag, 1 each ear, identity remains with animal for its lifetime. All Numeric and at least 1 distance readable</td>
<td>UK6666666500110</td>
</tr>
<tr>
<td>Born on Dairy within 36 Hours?</td>
<td>Must have 1 Tag Fitted</td>
<td>UK6666666500110</td>
</tr>
<tr>
<td>Born in last 20 Days?</td>
<td>Must have both Tags Fitted</td>
<td>UK6666666500110</td>
</tr>
</tbody>
</table>