



LEAF Marque Global Standard

Version 12.0, issued 01/10/14

The LEAF (Linking Environment And Farming) Marque is an assurance system recognising sustainably* farmed products. It is based on LEAF's Integrated Farm Management (IFM) principles. All LEAF Marque certified farms are independently inspected.

Integrated Farm Management

Integrated Farm Management (IFM) is a whole farm business approach that delivers sustainable* farming. IFM uses the best of modern technology and traditional methods to deliver prosperous farming that enriches the environment and engages local communities.

*"LEAF's sustainable farming - is an approach that works to deliver a site-specific farming system that supports the integration of and needs of the environment, farm economic viability and society over the long term".

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LINKING ENVIRONMENT AND FARMING
Integrated Farm Management

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DRAFT Change History

Version Number	Date of publication	Changes
1/10/14 v.12.0	1/10/14	New LSFR reference; textual edits; 2 upgrades of CPs. Whole Farm Conservation Plan has been renamed, 'Landscape and Nature Conservation and Enhancement Plan'.



www.leafmarque.com

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LEAF Marque is now an associate member of **ISEAL**, achieving **ISEAL** membership is a considerable accomplishment for international multi-stakeholder sustainability standards and accreditation bodies. **ISEAL** members boast a high credibility among businesses, governments and other stakeholders due to their compliance with **ISEAL's** Codes of Good Practice and because they have credible systems in place that are essential for delivering social, environmental and economic impact.

ISEAL membership involves progressive compliance with **ISEAL's** Standard-Setting, Impacts and Assurance Codes, verified through independent evaluation and peer review, as well as a commitment to continuous learning. **ISEAL** members form a network of standards organisations that collaborate, innovate and drive the sustainability standards movement forward. For more information please see: <http://www.isealalliance.org/>

The following global standards are generic and apply to all sectors of agriculture and horticulture.

NB: The English version of the Standard is the definitive version and therefore any issues of interpretation from other translations need to be referred to this version. Version 12.0 is structured to represent the Integrated Farm Management (IFM) sections of LEAF's IFM wheel. The LEAF Marque Standard will be regularly reviewed in collaboration with the following organisations, all of which are part of the Technical Advisory Committee and also the TAC working group:

- The Royal Society for the Protection of Birds
- Department of environment, farming and rural affairs (Defra)
- Environment Agency
- National Soil Research Inst.
- WWF
- Alpha Agronomy
- Farming Wildlife Advisory Group (FWAG) Association
- NSF Certification Ltd
- United Kingdom Accreditation Service(UKAS)
- Blue Skies Holdings
- Marks & Spencer PLC
- Practical Solutions International
- Natural England
- Waitrose Ltd
- Crop Protection Association
- SAI Global Assurance Services Ltd
- University of Hertfordshire
- SFQC Ltd
- GWCT

LEAF Marque is very grateful for their help in the continued development of the standard and in their advisory role.

LEAF Marque standards will be regularly reviewed and the recommended questions may become mandatory. It should also be noted that as LEAF Marque is additional and complementary to other farm assurance schemes (including GLOBALGAP integrated standards, GLOBALGAP Option 2 and GLOBALGAP benchmarked schemes), there will inevitably be some duplication.

It is important that the LEAF Marque Standard is applied to the whole farm, under the management of the member's business; this includes land that is let and land that is rented (standards apply to the business's areas of responsibilities).

A LEAF Marque certificate will cover the whole farm; including, sites and fields managed centrally and not be limited to defined crops or enterprises within the farming business.

Within the audit evidence the letters P, R and V indicate (P)hysical, (R)ecord and (V)erbal.

To qualify to use the LEAF Marque Logo the business must comply fully with all the Critical Failure Points (CFP) within this standard and only after inspection and certification by an authorised inspection and certification body that has issued the farm a certificate. The Recommended (R) control points are either new or established control points that may become Critical Failure Points (CFP's) in the future. There are also Non Applicable (N/A) control points.

The current certification bodies and the countries where they operate are on the LEAF Marque website www.leafmarque.com.

Inspections must take place annually, ideally at the same time as the foundation assurance schemes, or as a stand-alone inspection.

Your certification body will have access to your **LEAF Sustainable Farming Review (LSFR)** prior to the inspection taking place; this will be authorised by LEAF only when you have registered your LEAF Charity membership number with your certification body.

More information about LEAF Marque can be obtained from the website www.leafmarque.com or by contacting:

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LEAF Marque assessment points and guidance notes

	<p>Assessment points</p> <p>This standard should be adopted in conjunction with the completion of the LEAF Sustainable Farming Review (LSFR) and the “<i>additional guidance notes for the LEAF Marque standard</i>”. The LEAF website also contains useful information on how to adopt Integrated Farming and the membership rules for LEAF Marque certification. Throughout this standard reference is made to the use of a comprehensive farm map (or maps) to indicate key features on specific control points.</p>	<p>CFP – Critical Failure Point or N/A R - Recommended</p>	<p>LEAF Sustainable Farming Review (LSFR) reference</p>
<p>1 Organisation and Planning</p>			
<p>1.1</p>	<p>Have you completed a full LEAF Sustainable Farming Review (LSFR)? You must complete a LEAF Sustainable Farming Review (LSFR) every year. You must have the LEAF Sustainable Farming Review Performance Graphs (as in the basic or full report) and your actions (as in the Action Plan or Action Plan Review); these can be downloaded from the LSFR as well as the Record of Completion for the LSFR. Completing the LSFR will enable you to review your farm against best practice and measure yourself against other LSFR users. LEAF Producer Groups need to complete a LSFR for their LEAF Producer Group. The LSFR is available online at http://www.leafuk.org/myleaf/services/review.eb Evidence: The certification body will have access to the LSFR prior to inspection and be able to assess compliance to LEAF Marque standards and inspect the actions. (R)</p>	<p>CFP</p>	
<p>1.2</p>	<p>Are you a certified full member of an appropriate assurance scheme for each enterprise on the farm? (if covered by a national assurance scheme and is appropriate in economic terms) Products supplied locally for local consumption may be exempt if the outcome of these activities is not detrimental to the farm as a whole. Integrated Farm Management (IFM) is a whole farm policy. You must therefore have appropriate assurance for each enterprise on your holding. For example, if you have potatoes and cereals, you must be a member of the appropriate schemes for both enterprises, such as GLOBALGAP (Cereals) or GLOBALGAP (FV) or other schemes that are benchmarked as equivalent to GLOBALGAP. Where GLOBALGAP or equivalent is used, all producers must receive an annual audit and achieve certification. The LEAF Marque standard must be applied to all enterprises and land in the control of the farming business. Land and the crops grown on land that is rented to another farming business is not covered by the certificate that is held by the LEAF Marque certified farming business. However the Landlord (certificate holder) must adhere to the standard in their areas of responsibility on that land. Local is defined as within your community. Evidence: You will need to see membership certificates and you may be able to check membership register if access has been granted. As a guide the enterprise must be a commercial enterprise contributing to the farming business as a whole. Crops grown for family use are excluded. (R)</p>	<p>CFP</p>	<p>OP.OQ.03</p>
<p>1.3</p>	<p>Have you completed your ‘farm details and product information and area’ section of your ‘My Profile’ of myLEAF? You must complete this section and print off a copy and keep it on file. This needs to be kept up to date with details about your farm(s) and what you grow. Once you have updated or completed your details, you won’t need to do it again for all other LEAF services i.e. LEAF Sustainable Farming Review, Green Box, LEAF Marque. The information you give us will help us to provide you with relevant information for your farm business as well as communicate about the increasing number of farmers practising Integrated Farm Management and becoming LEAF Marque certified and the range of products available carrying the LEAF Marque logo. Evidence: Check the printed copy of the farm data and see it is up to date. Check Class, Enterprise, Unit and Quantity.(R)</p>	<p>CFP</p>	<p>OP.BI.01 OP.BI.02</p>
<p>1.4</p>	<p>Have you completed and or updated the LEAF Marque Warranty Chain Agreement for the current year? You must complete the LEAF Marque Warranty Chain Agreement on an annual basis and update during the year if there are any changes. <u>You must enter all the crops you grow or animals you rear in the ‘Products you grow’ section.</u> Only products that carry or are destined to carry the LEAF Marque logo need to be entered in the ‘Products you sell’ section. If there is uncertainty then you must enter the product and your customer. This is available on your myLEAF account http://www.leafuk.org/myleaf/profile.eb a printable copy should be retained. Evidence: Check copy of Warranty Chain Agreement or evidence of online completion, check date of last update. Check ‘Products You Sell’ customer information on agreement to identify where the</p>	<p>CFP</p>	<p>OP.OQ.19</p>

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	logo has been applied and in packhouse if appropriate. (R).		
1.5	<p>Is all produce registered in the Warranty Chain Agreement, in the products you sell or are despatched from the farm, intentionally segregated and identifiable to the end customer as LEAF Marque certified and show the LEAF Marque certificate number?</p> <p>You should identify all produce as LEAF Marque certified to enable proper traceability and identification of LEAF Marque produce. You should also include your LEAF Marque certificate number. This allows your customers to confirm they are purchasing certified product from certified farms, improve the traceability of the product and allow customers to check your current status. The information may be on the header or footer of the invoice and need not be on the item or product line. This assessment point applies to producers once they are certified and should be implemented immediately certification is confirmed. With LEAF Producer Groups this can be completed as a group function.</p> <p>Evidence: Check despatch notes and invoices for LEAF Marque identification and certificate number against the Warranty Chain Agreement. This assessment point will not apply for the first visit. (R)</p>	R	OP.OQ.19
1.6	<p>Do you have a Farm Environmental Policy?</p> <p>The key to achieving sound environmental performance is about communicating to everyone involved in your business what you are trying to achieve. You must have a Farm Environmental Policy that is communicated to all staff. It must be documented and form the basis for the farm's objectives and targets. The policy must</p> <ul style="list-style-type: none"> • contain reference to IFM, • meet all regulatory and legislative requirements, • include references to : - <ol style="list-style-type: none"> 1. Effective resource management through reducing and reusing waste; reducing raw material consumption; 2. Eliminating or minimising appropriate polluting releases to the environment i.e. energy, water, soil, air, 'greenhouse gas' (GHG) mitigation (e.g. ruminant diets); 3. Optimising energy and water efficiency; 4. Minimising adverse environmental effects. <p>The policy must show commitment to continuous improvement and form the basis for the farm's objectives and targets. It must be relevant to the company's activities and be documented. It must also be integrated with the Landscape and Nature Conservation and Enhancement Plan and reference the use of the LEAF Sustainable Farming Review.</p> <p>Evidence: Check policy. (R)</p>	CFP	OP.OQ.07
1.7	<p>Do you have a documented Farm Environmental Plan setting out your short and long-term environmental objectives?</p> <p>You must develop from your Environmental Policy a documented Plan that sets out your short-term and long-term (1 to 5 years) environmental objectives. The Plan must include aspects such as energy, water, soil, air, 'greenhouse gas' (GHG) mitigation practices and other aspects of the business that impact on the environment. It must also include non-food enterprises that impact on the business. The LEAF Sustainable Farming Review can form the basis for this plan. It must also be integrated with the Landscape and Nature Conservation and Enhancement Plan.</p> <p>Evidence: Check plan includes aspects such as energy, water, pollution and other aspects of the business that impact on the environment. The LSFR Performance Graph with a comprehensive set of targets for action for each section would be sufficient. (R)</p>	CFP	OP.OQ.08
1.8	<p>As part of the plan, are targets set to improve and enhance the environment?</p> <p>You must set targets, with a timescale, to improve and enhance the environment. This must include a link to your Landscape and Nature Conservation and Enhancement Plan, but must also include targets on energy, water, soil, air, 'greenhouse gas' (GHG) mitigation. The targets must be measurable and linked to monitoring when appropriate.</p> <p>Evidence: Check plan for environmental targets on water, soil, air and energy use. There must be reference to the Landscape and Nature Conservation and Enhancement Plan. The LEAF Sustainable Farming Review Actions and Performance Graphs and action plan can form the basis for this Plan. Check for evidence that the business has considered all aspects of the environment.(R)</p>	CFP	OP.OQ.08
1.9	<p>Is there an annual review and update of the Farm Environmental Policy and Plan?</p> <p>You must review your Farm Environmental Policy and Plan to ensure that it is relevant and being implemented. This must be every year and a record must be kept of this review. Following the review any amendments must be made and highlighted.</p> <p>Evidence: Check for record of review and any necessary update. The LEAF Sustainable Farming review Actions and Performance Graph must be used as an aid to the review. Check implementation</p>	CFP	OP.OQ.07

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	of Plan. (R)		
1.10	<p>Is the Farm Environmental Policy signed and understood by permanent members of staff?</p> <p>You must ensure that staff (including departmental management staff where appropriate) have received and understood the Farm Environmental Policy and Plan and asked them to sign / mark to this effect. The Policy must be displayed for everyone to read and where staff induction training takes place, be part of it. All permanent staff to sign document: Key policies need to be driven from the top management of the business: This will enable all staff even within larger organisations to be aware of LEAF membership and opportunities.</p> <p>Evidence: Check record of staff (including departmental management staff where appropriate) signing / marking the policy. This only applies to permanent staff in the operation, but the policy must be displayed for all staff to see. Ask staff to check understanding. (R) (V)</p>	CFP	OP.OQ.07
1.11	<p>Have you communicated your Farm Environmental Policy to your suppliers and contractors?</p> <p>You must communicate the Farm Environmental Policy to key suppliers and contractors who are directly involved in the farming business, especially where they have an impact on the business's environmental performance. They must be made aware of its content and their responsibility to help achieve its aims and objectives.</p> <p>Evidence: Check that policy has been communicated to suppliers and contractors. i.e. copy letters, meetings minutes etc. (R)</p>	CFP	OP.OQ.07
1.12	<p>When purchasing new equipment or designing new buildings do you look for water and energy efficient products?</p> <p>When purchasing new equipment or designing new buildings you should look for the best available and appropriate technology. This should include water and energy efficient products / designs; you should justify your decision based on economic and environmental criteria, without forgetting animal welfare issues. A written policy to show your commitment to reduction of energy through proper purchase decisions should be present and can be part of your Farm Environmental Policy.</p> <p>Evidence: Check for written policy. This should be part of the Farm Environmental Policy. (R)</p>	R	OP.OQ.07 EE.EQ.03 WM.WQ.01
1.13	<p>Do you clearly identify and document market outlets and requirements for your products prior to production, and integrate this within your enterprise planning process?</p> <p>Understanding and delivery of your customers' requirements is essential. Customers' requirements in terms of quality and quantity and environmental considerations must be documented, and you need to show how you intend to meet these requirements through your production plan. This will help to reduce overproduction and waste in the food chain and help towards a more viable business. With LEAF Producer Groups this can be completed as a group function.</p> <p>Evidence: Records to show customer requirements are incorporated into production. Customer contracts or sales plans can be good evidence. Check LEAF membership certificate and report to identify all products grown.(R)</p>	CFP	OP.OQ.02
1.14	<p>Is there a record of all received complaints, and documentary evidence of appropriate actions?</p> <p>You must record all complaints from external customers and stakeholders i.e. neighbours and the general public. Ensure that complaints and actions taken are recorded and communicated to the relevant people.</p> <p>Evidence: Check records for complaints and action taken. (R)</p>	CFP	OP.OQ.10
1.15	<p>Do you give regular training or awareness events to relevant staff on the principles and practices of Integrated Farm Management (IFM)?</p> <p>Farm staff that have a critical impact on your business (including contractors) must be made aware of your commitment to IFM. There are many comprehensive benefits that result from staff training e.g. increased job satisfaction and motivation. This must be done on a regular basis and at least annually. Regular team meetings can be useful to discuss with relevant members of staff IFM principles and practices employed on farm and identify with them opportunities for improvement and an increased awareness of IFM. Please check additional guidance notes and LEAF website resources to aid understanding about IFM. http://www.leafmarque.com/leaf/mediacentre/video.eb</p> <p>Evidence: Check the farm staff record of training and individual staff members' attendance and any discussion or improvements that have arisen from the training. (R) (V)</p>	CFP	OP.OQ.09
1.16	<p>Have you completed a carbon budget for the farm business?</p> <p>A carbon budget is an inventory of the balance between the processes releasing carbon into the atmosphere roughly balanced by processes that remove carbon and store it in the soil and vegetation. The Additional Guidance Notes will help to guide you. http://www.farmingfutures.org.uk/sites/default/files/casestudy/pdf/FF_FS4_Mitigation_WEB_Oct%202008.pdf</p> <p>Evidence: Check the carbon budget document. (R)</p>	R	PC.PQ.06
1.17	<p>Have you completed a Health and Safety risk assessment in the last 12 months?</p> <p>People are key to the safe and efficient operation of any farm. Health and Safety is of paramount importance not only for the health and wellbeing of all staff and visitors to the farm site but also for</p>	CFP	OP.OQ.012

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	<p>the reputational risk to the farm business. A Health and Safety risk assessment must be conducted across the whole of the business including all farm operations and interactions with the general public. The written risk assessment can be a generic one but it must be appropriate for conditions on the farm.</p> <p>Evidence: Check the Health and Safety risk assessment has been completed for all operations. Check through assessment to see risk register has been completed. Ask staff about their understanding of reducing risk in the day to day operations. (P) (R) (V)</p>		
	2 Soil Management and Fertility		
2.1	<p>Do you have a Soil Management Plan (including a descriptive map)?</p> <p>Soil mapping is a process that involves identifying and recording the soil types and their condition across the farm. Combining this with other field conditions such as slope helps identify areas with risk to soil health such as compaction, slumping, erosion, loss of organic matter, run-off, leaching and flooding. Where these risks are identified, control strategies must be developed. You must record this assessment using techniques such as mapping (with explanatory notes) and record any control strategies in a Soil Management Plan. Communicate areas of risk to staff and contractors to enable them to carry out operations appropriately. Consult the IFM Handbook for further details. Soil Management Plans are an important part of the LEAF Sustainable Farming Review (LSFR). See also Soil Management Improvement Action Plan on LEAF Marque resources; http://www.leafuk.org/resources/000/673/251/Soil_Management_Improvement_Action_Plan_2012.pdf and the Simply Sustainable Soils document. http://www.leafuk.org/resources/000/595/601/LEAF-Simply_Sustainable_Soils.pdf</p> <p>Evidence: Check different soil types and their condition are identified; also areas prone to compaction, slumping, erosion, runoff and leaching, must be noted. Check that appropriate operations have been used and for evidence of the Soil Management Plan as part of the LSFR. In some circumstances where growing media other than soil are used this may be N/A but must be justified by the producer. (R) (V)</p>	CFP Or N/A	SM.SQ.01
2.2	<p>Do you adopt a general policy / practices to conserve and build up soil organic matter?</p> <p>Organic matter content is important for soil stability to reduce soil erosion, improve water use efficiency, improve nutrient cycling and help maintain good structure. You must have a policy to incorporate crop residues (where appropriate a peat based soil will already have high organic matter) and use organic materials where available. Use of cover crops, natural plant mulches and minimum tillage will also increase organic matter levels.</p> <p>Evidence: Documentation of organic matter policy/practices. Measures include incorporation of crop residues and efficient use of other organic materials, where available. In some circumstances where growing media other than soil are used, this CP may be N/A but must be justified by the producer. (R) (V)</p>	CFP Or N/A	SM.SQ.02
2.3	<p>Do you have a Nutrient Management Plan and is this integrated with the Manure Management Plan?</p> <p>To ensure that nutrients are optimised for crop performance and to minimise environmental impact you must have a Nutrient Management Plan. This must integrate with your Manure Management Plan for animal manure / slurry and other organic fertilisers e.g. treated sewage sludge, compost and products of anaerobic digestion.</p> <p>The plan must include calculations of likely crop requirements and take account of available nutrients in soil, organic manures, composts and crop residues. To avoid nitrate-leaching, aim to establish the next crop as early as possible after cultivation.</p> <p>In areas with high rainfall aim for cover crop planting on spare land to trap nitrates released especially in the wet season.</p> <p>Grass should be reseeded with the minimum amount of soil disturbance. Consult the IFM Handbook for further details. The plan must be reviewed and updated every year AND show:</p> <p>(a) <u>Emphasis on Efficiency (e.g. optimal use of inputs)</u></p> <p>(b) <u>Emphasis on Reducing Use (i.e. inorganic inputs and using other substitutes)</u></p> <p>Evidence: Check Nutrient Management Plan for relevance and adherence and that it takes account of NPK applications and any other nutrients. The plan must have a review date along with dates for the completed actions. (R)</p>	CFP	SM.SQ.03 SM.SQ.06
2.4	<p>Are you aware of soils, livestock and crops prone to trace element deficiencies?</p> <p>You must be aware of crops/ livestock that are prone to trace element deficiencies, where applicable through analysis of plant / animal tissue and soil material. This analysis is only a guidance tool. A programme of regular soil analysis e.g. every 4 years will help.</p> <p>Evidence: Check leaf / soil / livestock analysis, depending on which is appropriate. Written records of visible crop or livestock symptoms are kept, for example in a diary. (R) (V)</p>	CFP	SM.SQ.06
2.5	(Deleted 2013)		
2.6	<p>Do you have a long-term cropping plan / cycle?</p> <p>Crop rotation is probably the most effective indirect means of managing soil fertility for optimal plant</p>	CFP	CP.CQ.02

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	<p>growth. Crop rotation is a key element of Integrated Pest Management (IPM). You must plan your cropping and indicate your intentions for at least three years in advance on a rolling basis. (Refer to IFM Handbook Crop Rotation.) You must be able to justify your rotations and cropping cycle. The cropping plan / cycle must be reviewed annually.</p> <p>Evidence: Refer to the crop rotation plan / cycle. This plan will identify annual cropping for the current year and the intentions for the future (over at least three years). Ask the producer to justify the rotation / cycle and how it reflects the LEAF Marque ethos. Where there are perennial crops such as orchards this will be N/A. (R) (V)</p>		
2.7	<p>Is the risk of soil degradation assessed prior to operations being carried out to ensure the timing, field conditions, equipment and soil management techniques are appropriate?</p> <p>Appropriate cultivations and timing of operations are essential in maintaining soil structure; you should assess field conditions prior to cultivation using a spade or digging soil inspection pits. (Refer to IFM Handbook, cultivation techniques).</p> <p>Evidence: Ask about decision process and check soil map (see 2.1) for risk areas. Producers must be able to justify or demonstrate cultivations have minimum environmental impact and demonstrate any steps taken to reduce adverse impact in their Soil Management Plan (2.1). Check for visual evidence of soil damage such as compaction or soil erosion. (P) (V)</p>	CFP	SM.SQ.04
2.8	<p>Do you record all cultivations and field operations?</p> <p>To carefully assess your crops' performance and be able to improve future performance you should keep accurate records of all field operations either by crop type or field. Grouping of fields is allowed and you may wish to record the exceptions to a documented plan. A record of the number of farming operations may determine risk of soil compaction and impacts on future yields.</p> <p>Evidence: Checking field records can be very onerous on large farms with small fields so grouping may occur and is acceptable. Exceptions to a documented plan will be acceptable. (R)</p>	R	SM.SQ.04
2.9	<p>Are recommendations for application of fertilisers (organic or inorganic) given by competent, qualified persons?</p> <p>The proper application of crop nutrients is vital for economic and environmental reasons, and receiving relevant advice for your situation is essential. The person must be qualified, and must be able to demonstrate continual training through courses, literature, trade fairs etc.</p> <p>Evidence: Evidence must be held to show professional development i.e. training records of advisor or staff. The recommended minimum amount of training or professional development is 4 hours per year. (R)</p>	CFP	SM.SQ.06
2.10	<p>Do you record inorganic and organic fertiliser applications?</p> <p>You must keep records of both inorganic and organic fertiliser applications on a field basis, to confirm that your Nutrient Management Plan has been followed.</p> <p>Evidence: Field records must show evidence that all nutrient applications have been applied at the correct rate, timing and placed accurately. Ask about applications in the field with operators and find evidence of records with operators. (R)</p>	CFP	SM.SQ.07
2.11	<p>Are your operators / contractors trained in accurate techniques of nutrient application?</p> <p>To ensure that nutrients are applied in an environmentally friendly way, you must be able to demonstrate appropriate training of operators and contractors, including the appropriate understanding and awareness of environmentally-sensitive areas on the farm.</p> <p>Evidence: Check training records. For hand applications, check methodology used for fertigation. Check management understanding of risks of nutrient losses by and runoff. Internal training and experience is acceptable but must be recorded. (R)</p>	CFP	SM.SQ.09
2.12	<p>Do you measure your nitrogen efficiency per tonne of product?</p> <p>Effective and efficient nutrient management for crops and livestock is an essential activity on all farms. Good nutrient management planning can bring a number of important benefits: minimising emissions of 'greenhouse gases' (GHG) from nitrogen (N) inputs, reducing the incidence of diffuse water pollution, and helping farmers save money through optimising productivity. The Additional Guidance Notes and IFM Handbook will help to guide you.</p> <p>Evidence: Check measurements are being made and they have been uploaded to LEAF. http://www.leafuk.org/myleaf/services/Questionnaires.eb Farm Level Indicators. In some circumstances where measurement is not practical this may be N/A and must be justified by the producer. (R)</p>	R	SM.SQ.07
2.13	<p>(Upgrade to CFP) Are control measures implemented to minimise the loss of nutrients when applying manures and organic matter?</p> <p>When applying nutrients to the soil it is important to capture the maximum value of the nutrient for the crop and avoid it being released into the environment. Applications incorporated into the soil can also prevent obnoxious smells reaching the wider environment.</p> <p>Evidence: Check the dates of the nutrient applications; the cultivation practice carried out post application and the following crop. (P) (R)</p>	CFP	SM.SQ.09

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3 Crop Health and Protection

3.1	<p>Do you have a planned and documented Crop Protection Policy that is reviewed annually? Good crop protection practice is based on understanding the interactions of processes and using this understanding to aid crop protection. To enable clear direction and communicate your intentions you must develop a Crop Protection Policy. (Refer to the IFM Handbook for full explanation) Integrated Farm Management (IFM) must be a core theme of the policy and incorporate Integrated Pest Management (IPM). Crop rotation is a key element of Integrated Pest Management (IPM). Evidence: Crop Protection Policy must include: selection of varieties resistant to pest and diseases; cultivations, plant protection product selection; appropriate dose rate; a resistance management strategy; selection of plant protection products to reduce any effects on beneficial species; adoption of non-plant protection product intervention to control pests where appropriate, crop rotation and review dates that are signed off by permanent staff. (R)</p>	CFP	CP.CQ.01
3.2	<p>Do you have strategies to avoid pest resistance to herbicides, fungicides, and insecticides? You must have a strategy to avoid pest resistance to herbicides, fungicides, and insecticides: i.e. timing and dose rate, use of thresholds, utilising different MOAs, etc. This must be stated in your Crop Protection Policy and followed through to your control strategies. Where resistance is suspected consider carrying out a resistance test in order to ascertain appropriate control measures. Evidence: Audit evidence will be found in the Crop Protection Policy. Crop protection records can be checked to see if known strategies have been used. (R)</p>	CFP	CP.CQ.01
3.3	<p>Where plant protection products will be used, do you have a system for monitoring and recording pests (including vertebrate), disease, weed levels and beneficial predatory species and do you use this information to decide when it is necessary to use plant protection products? To enable decisions to be made on the use of plant protection products and to minimise their use you must have a system to monitor and record pest levels and thresholds. This information must be used in the decision process (refer to the IFM Handbook). Evidence: An agronomist or member of staff can carry this out on a regular basis. The use of thresholds e.g. for potato blight, record weather, threshold warnings etc. e.g. pheromone moth traps for apples, peas etc. (R)</p>	CFP	CP.CQ.06
3.4	<p>Do you record the justification of use for crop protection practices? Before carrying out crop protection operations a process of justifying your decision must be implemented and recorded. Such tools as decision support systems, monitoring crops and other techniques can be used. Evidence: Records of justification with spray records or monitoring records. Use of decision support systems, advice tools and other precision farming techniques. (R)</p>	CFP	CP.CQ.06
3.5	<p>Do you consider the environmental impact of all crop protection practices, including plant protection product, mechanical and cultural means? When making decisions on crop protection practices such as plant protection product, mechanical and cultural you must consider the environmental impact of the decision; this should include water e.g. site specific risks to water, soil, air and biodiversity (including pollinator insects). You must record your justification. The Additional Guidance Notes and IFM Handbook will help to guide you through ways of reducing your environmental impact. Speak with your agronomist and suppliers of plant protection products to seek their advice. Evidence: This must be considered in the Crop Protection Policy. Records of justification with spray records or monitoring records. Use of decision support systems, advice tools and other precision farming techniques. Justification of the proposed pest and disease programme can be recorded at the planning stage prior to the growing season including the introduction of predators. Any deviation must be considered and recorded. In the UK, Environmental Information Sheets (EIS) are available from http://www.voluntaryinitiative.org.uk/. (R) (V)</p>	CFP	CP.CQ.01 CP.CQ.06
3.6	<p>Do you use the appropriate rate of plant protection product, after growing conditions, infestation levels and plant protection product type have been taken into consideration? When applying plant protection products you must use the appropriate rate and timing based on growing conditions, infestation levels and plant protection product type as well as adhering to the label instructions. To minimise losses through drain-flow it is important that weather and soil conditions are also taken into account. In some circumstances reduced rates and extended timings can be appropriate. Care must be given to avoid the build-up of resistance to plant protection products. Evidence: Check monitoring, recommendation and spray records for evidence of appropriate dosing. The use of adjuvants (modifying agents) sometimes enables the use of reduced rates, where possible, and low volume spraying on some crops, but only within the statutory regulations (R) (V)</p>	CFP	CP.CQ.09
3.7	<p>Are steps taken and recorded to minimise damage to beneficial and non-target species? You must take steps to minimise damage to beneficial species including pollinator insects. These can be a number of practices combined to reduce the environmental impact of farming operations.</p>	CFP	CP.CQ.11

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	<p>Your Crop Protection Policy will contain evidence of this.</p> <p>Evidence: Such evidence as selective plant protection products, evidence of predators, buffer zones, minimal cultivations and evidence of use of Environmental Information Sheets (EIS). Check Crop Protection Policy. (P) (R)</p>		
3.8	<p>Do you have a documented procedure to ensure that harvest intervals are observed?</p> <p>Harvest intervals must be observed when using plant protection products. There must be a written procedure to enable all staff to ensure that plant protection products are not applied too close to harvest and that harvest does not take place within the harvest interval.</p> <p>Evidence: Check procedures in place and adhered to by operatives. This must identify proposed harvest date and the first permissible harvest date after plant protection product application. (R)</p>	CFP	CP.CQ.19
3.9	<p>Do you take precautions to ensure plant protection product use is limited to the area in which it is required?</p> <p>Precautions must be taken to ensure plant protection product use is limited to the area in which it is required by adopting techniques such as precision farming, good planning, using low drift techniques, checking wind speed and direction and other innovative ways as well as best practice around buffer zones e.g. Local Environment Risk Assessment for Pesticides(LERAPS). Care must be taken adjacent to residential and business properties; this may include a six metre unsprayed strip</p> <p>Evidence: Methods may include: planning, precision farming techniques, accurate applications, correct spraying conditions, low drift techniques, choice of sprayer, choice of spray nozzle, buffer strips or unsprayed strips of six metres adjacent to residential and business properties. (R) (P)</p>	CFP	CP.CQ.10 CP.CQ.11
3.10	<p>Do you have a documented procedure and notification process, displayed to alert relevant staff and / or authorities, for dealing with spillages damaging to the environment?</p> <p>You must have a documented procedure on display that informs staff and visitors of whom to alert and notify and what action to take in an event of a spillage that is hazardous to people, animals and the environment.</p> <p>The procedure must be easily understood and follow a logical sequence based on the nature of the spillage. The location of spillage equipment, drip trays etc. that are easy to find must be made available. It must also contain all the contact details and phone numbers of the relevant staff and or authorities that should be notified.</p> <p>Evidence: Evidence of procedure, with relevant contact details for the staff and or authorities, and what immediate action should be taken. Speak to staff to ask if they know of the existence of the procedure. The procedure should be reviewed at least annually and contact details must be amended when appropriate. (R) (V)</p>	CFP	CP.CQ.08
3.11	<p>Do you record all plant protection product applications?</p> <p>You must record all plant protection product applications including the crop type, location, soil conditions (where practical and appropriate), date, plant protection product trade name, active ingredient, operator name, plant protection product quantity, weather conditions and rate applied.</p> <p>Evidence: Check records of plant protection product applications and that the above are recorded. All operators within the spray team should also be recorded either on the spray record or as a separate record. (R)</p>	CFP	CP.CQ.10
3.12	<p>Wherever plant protection product mixing occurs, does the site give protection to the environment and water and ensure that any potential spillages or resulting pollution from mixing of plant protection products are / is prevented from entering water and the local environment?</p> <p>Fill sprayers on yards where run-off is unlikely to enter watercourses, or is contained for subsequent disposal. Do not mix directly on very permeable soils in areas where groundwater needs protection. In addition, avoid areas which are heavily trafficked. If mixing in the field avoid gateways and locations near ditches think about proximity to underground field drains particularly on light soils. Are portable drip trays placed under the sprayer?</p> <p>Refer to the publication '<i>Solutions for pesticide handling and disposal of spray washings</i> obtainable' from the LEAF Marque web site www.leafmarque.com and http://www.pro-operator.co.uk/pdfs/Biobed-Masterclass.pdf</p> <p>Evidence: Check the mixing area takes into account yard drains, slope and proximity to watercourses or very permeable ground in groundwater protected zones / areas. (P)</p>	CFP	CP.CQ.08
3.13	<p>Do competent, qualified persons make the choice of plant protection products?</p> <p>The proper use of plant protection treatments is vital for economic and environmental reasons, receiving relevant advice for your situation is essential; this must be taken from a competent, qualified person with recognised training.</p> <p>Evidence: Record of training certificates plus any information that refers to updated training being sourced. Agronomists may be employed by the business. Records of attendance at conferences, training days, manufacturers' technical training and other events aimed at updating on crop protection. The recommended <u>minimum</u> amount of training or professional development is 8 hours</p>	CFP	CP.CQ.09

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	per year. (R)		
3.14	<p>Are all operators and managers trained and do they participate in continuous professional development in the proper use of plant protection products with regular updates at appropriate intervals?</p> <p>Managers and operators must be trained and updated in the proper use of plant protection products and related environmental issues. Regular updates from agronomists, publications and current research and development are essential to continually improve plant protection product safety.</p> <p>Evidence: Check training records. Operators should aim to achieve 3 hours or more of training annually. This is a guide and should be proportionate depending on farm size and plant protection product usage. In the UK, The National Register of Spray Operators (NRoSO) exists to enable users to show continuous professional development (CPD), in Scotland the SQC Sprayer Operator Course is appropriate. (R)</p>	CFP	CP.CQ.08 CP.CQ.10
3.15	<p>Are you / your staff or contractors trained in the identification of pest, disease and crop disorders?</p> <p>The need to gather information about crops is essential with regard to pest and disease control. You or your staff should have training on the identification of pests, diseases and crop disorders thus allowing greater knowledge to allow you to make decisions on appropriate pest management.</p> <p>Evidence: Check training records. A competent, qualified person when walking the farm may train staff. (R) (V)</p>	R	CP.CQ.05
3.16	<p>Do you have test certificates for your sprayers / granular applicators from a nationally-recognised scheme or carry out appropriate maintenance and calibration to ensure safe and reliable operation?</p> <p>Where a national scheme is available (e.g. in the UK the National Sprayer Test Scheme) you must have current certificates completed by a qualified centre and which are applicable to tractor mounted / drawn or self-propelled sprayers / granular applicators. If a scheme or testing centre is not available, then appropriate maintenance and calibration must be carried out on a routine basis related to the amount and frequency of use. Records must be kept. New sprayers should have a manufacturer's certificate when purchased and where one is not available should be tested prior to use. Consider, in addition to regular maintenance and checks, independent tests annually.</p> <p>Evidence: Check test certificates and or records of maintenance and calibration. Monthly calibration for sprayers that are used weekly is appropriate. (R)</p>	CFP	CP.CQ.10
3.17	<p>Do you store plant protection products securely giving protection to the environment and people?</p> <p>Plant protection products must be stored in accordance with the UK HSE's <i>Guidance on storing pesticides for farmers and other professional users</i> (AIS No. 16) http://www.hse.gov.uk/pubns/ais16.pdf or GLOBALGAP Guidelines e.g. CB 8.7 in http://www.globalgap.org/export/sites/default/.content/.galleries/documents/130315_gg_ifa_cpcc_af_cb_fv_v4_0-2_en.pdf</p> <p>Evidence: Check store against AIS No.16 and check GLOBALGAP Guidelines. (P)</p>	CFP	CP.CQ.07
3.18	<p>Do you only use and store plant protection products that have approval?</p> <p>All the plant protection products in your store must have current approval for use and storage in the country where it is used. Ensure older products are used first to ensure products do not expire.</p> <p>Evidence: Check stores, stock rotation and records. Note: in certain countries it may be necessary for the farm to use Extrapolated Uses from another country. The plant protection product itself must already have another legal usage in the country in which it is used. Full justification for any extrapolations must be present, in line with GLOBALGAP requirements. (P) (R)</p>	CFP	CP.CQ.09
3.19	<p>Do you use plant protection products at the appropriate rate, timing, etc. for safe and effective use?</p> <p>You must ensure that all plant protection product applications comply with the statutory conditions regarding the specific crop, maximum permitted total dose, maximum number of treatments and latest time of application as indicated on the plant protection product label or by authorised extension of use (e.g. in the UK, EAMU'S - Extension of Authorisation for Minor use).</p> <p>Evidence: Check records. In certain countries the label harvest interval for the crop in question may be inappropriate to fit with the current MRL for the commodity when exported into Europe. In that situation the farm may be using a longer harvest interval; this often being advised on a case-by-case basis by the technical staff of the company importing the crop into Europe. (R)</p>	CFP	CP.CQ.09
3.20	<p>Do you take adequate precautions to protect neighbouring businesses and the public from spraying activities?</p> <p>Bystander exposure adjacent to residential properties should be reduced by the introduction of a 6-metre no-spray buffer strip. You can either create a non-cropped area or achieve the no-spray zone by switching off your 6-metre section of your boom sprayer. With other types of sprayers such as Orchard sprayers, drift can be reduced by careful directional spraying into the crop and turning off the sprayer well before it comes out of the orchard alley. The 6 metres will include the two metres of</p>	R	CP.CQ.11

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	margin that you may have for 8.13 . Where small fields exist next to residential properties 6 metre no-spray zones may be inappropriate. In these fields due care and attention must be exercised and practices that reduce drift should be employed. Consider putting signs in field to alert businesses and the public of spraying activities. Evidence: Check operator instructions, headland to see lack of pest control or evidence of buffer strip. Where hand held-equipment is used with larger droplet sizes, better control of spray drift is likely. In these situations a buffer zone of less than 6 metres may be appropriate. Check for or ask about what precautions are taken specific to the farm. (P) (R)		
	4 Pollution Control and By-Product Management		
4.1	Have you completed a waste minimisation process on the farm? All farms produce some waste and by-products. Some can be recycled on the farm. Others need to be taken off-farm for disposal. By minimising the quantities of waste and by-products produced, you can save money on storage, handling, and disposal. You should identify waste minimisation opportunities, which could include:- <ul style="list-style-type: none"> • Reducing the quantity of rainfall entering slurry/dirty water storage systems; • Re-using some water collected from roofs etc; • Purchasing materials in appropriate quantities to reduce packaging waste; • Avoiding spoilage of materials not used immediately. Evidence: Should include: review of current practice, avoidance of waste, reduction of waste, re-use of waste, recycling of waste and action taken. (R)	CFP	PC.PQ.03 PC.PQ.05
4.2	Do you have a Manure Management Plan, and is it integrated with the Nutrient Management Plan? You must prepare and implement a Manure Management Plan which needs to include any manure, slurry, compost, products from anaerobic digestion and industrial waste used on the farm. It will also identify where by-products must not be spread. You must record the application rate and timing of organic fertiliser applications by field. See IFM handbook for an example and explanation. Evidence: This includes slurry, manure and industrial wastes for incorporation. Check records for evidence of plan and field applications. Note: land spreading of industrial wastes (other than sewage sludge), needs to be registered with the relevant environment agency or authority if appropriate. This will be N/A if manure, slurry, compost, products from anaerobic digestion, industrial wastes, and other organic materials are not used. (R)	CFP or N/A	SM.SQ.06 PC.PQ.04
4.3	Are all your fixed fuel tanks bunded and any potential spillages prevented from entering any water course? You must bund all your fixed fuel tanks that store above 200 litres. Underground tanks must be pressure tested every 5 years. Evidence: Check fuel tanks are bunded. Fuel oil must be stored either in a fuel storage tank or within a storage area, which meets the requirements summarised in the Additional Guidance Notes. (P)	CFP	PC.PQ.02
4.4	Do you carry out regular maintenance and calibration of equipment and machinery to ensure accurate and efficient application and operation? To ensure applications and operations of all types have least impact on the environment, including fuel efficiency, you must carry out proper and regular maintenance and calibration. Records must be kept and be available for staff to enable efficient planning and operation when required. Incorrect tyre pressure and type has big influence on fuel efficiency. Evidence: Check maintenance records and procedures for sprayers, fertiliser and muck / manure spreaders and tractors including tyres. (R)	CFP	OP.OQ.16 SM.SQ.05 SM.SQ.09 CP.CQ.10
4.5	Have you identified, documented and recorded on a map(s) all potential pollutants on the farm by means of a Farm Pollution Risk Assessment? You must carry out a comprehensive Risk Assessment to identify and record all potential pollutant materials on your farm at each stage of their use from unloading to disposal. This will help you to make provision to store, use and dispose of them and their risk to the environment. The Assessment must indicate what is at risk and prioritise based on the risk. Step 1 – Hazard identification. Step 2 – Decision on what might be harmed and how. Step 3 – Evaluation of the risks and deciding on precautions. Step 4 – Record and implement precautions in an Action Plan (see 4.6). Step 5 – Routinely review and update your Risk Assessment and Action Plan. A hazard is anything that may cause harm, such as plant protection products, nutrients, etc; and the risk is the chance, high or low, that the environment could be harmed by these and other hazards, together with an indication of how serious the impact on the farm and wider environment. Consideration must be given to air, noise, light and those that pollute surface water, groundwater and soil. It must also include plant protection products, fertilisers, sheep or cattle dips, organic wastes, non-biodegradable wastes, run-off washings and sources of 'greenhouse' gases. Please see	CFP	PC.PQ.01

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	<p>the LEAF Marque resource page for more information. http://www.leafuk.org/resources/000/673/134/Farm_Pollution_Risk_Assessment_2012.pdf</p> <p>Evidence: Check full Risk Assessment has been completed and has taken account of all pollutants, and that risk has been assessed and prioritised. (R)</p>		
4.6	<p>Do you have an action plan to reduce the impact of these potential pollutants on the environment?</p> <p>You must develop an action plan based on your Risk Assessment of all possible pollutants and put into action improvements you can make to the storage, use and disposal of potential pollutants.</p> <p>Evidence: Completion of action plan, which can be incorporated into Risk Assessment. The plan must have a review date that must be recorded along with dates for planned and completed actions. (R)</p>	CFP	PC.PQ.02
4.7	<p>Do you visually monitor and record the quality and condition of drainage ditches and watercourses around your farm, especially after recent field operations on a regular / quarterly basis and have an action plan to deal with issues?</p> <p>Significant run-off of organic fertilisers can have acute effects on aquatic insects and fish. Look for unusual discoloration, excessive growth of algae, odour in receiving ditches, watercourses and scorching of herbage near to watercourses.</p> <p>Evidence: Check for records of monitoring and check watercourses for signs of run off e.g. discolouration, excessive growth of algae. Check through action plan (4.6) to see strategies in case of an emergency. If farm has no ditches or watercourses then this is N/A. (P) (R) (V)</p>	R or N/A	WM.WQ.05
4.8	<p>Do you have maps of all drainage schemes for fields and general farm building areas?</p> <p>Knowledge of drainage schemes to help maintain field drainage should be documented on field plans. Maps of general farm building areas should be available in the event of a pollution incident to control the run of water.</p> <p>Evidence: Contractors' certified maps of completed schemes or good farm plans with outfalls. (R)</p>	R	WM.WQ.05 WM.WQ.06
4.9	<p>Do you record all new land drainage and identify outlets?</p> <p>Where drainage work has been completed maps must be kept and all outlets identified on the plans and in the field.</p> <p>Evidence: Check drainage plans. (R)</p>	CFP	WM.WQ.05
5 Animal Husbandry			
5.1	<p>Do you take measures to avoid undue grazing damage leading to soil erosion and runoff?</p> <p>Excessive grazing can damage soil structure and can increase the risk of run-off to watercourses and soil erosion. You must adjust stocking rates, animal movements, and positioning of supplementary feeders accordingly. Excessive grazing and access to riverbanks can damage habitat and cause direct pollution and soil erosion. Where necessary, appropriate fencing can be used to restrict access for livestock watering.</p> <p>Disturbed ditch edges provide habitats for annual plants and a variety of invertebrates. These areas are rich feeding sites for a range of birds, who would find the thick vegetation and scrub in fenced off ditches difficult to access. However, fenced off ditches benefit other species, so take into account the site specific conditions. The Landscape and Nature Conservation and Enhancement Plan must define any derogation for access to livestock to watercourse edges.</p> <p>Evidence: Check undue grazing damage, overgrazing, runoff, erosion and feeding areas. Check Landscape and Nature Conservation and Enhancement Plan for specific advice given on livestock management and the environment. (P) (R)</p>	CFP	SM.SQ.03
5.2	<p>If you cut for forage, do you ensure nesting birds and wildlife are protected?</p> <p>You should, where appropriate, ensure nesting birds and wildlife are protected from forage cutting; this can be achieved by: cutting from one side of the field to the other, or from the middle out and the timing of cutting. This is particularly relevant where bird populations are present either on the holding or on neighbouring farms. Where small fields exist and cutting from the middle is not practical, alternative strategies should be adopted i.e. cutting so as to give wildlife a chance to escape to headlands and uncut areas. This should be communicated to contractors (see 1.12).</p> <p>Evidence: Evidence of protection by the direction of cutting i.e. from middle out and the timing of cutting. (P) (V)</p>	CFP	LN.LQ.07
5.3	<p>Do you comply with best practice in the storage of organic material, digestate, compost, silage, silage effluent, slurry, and solid manure?</p> <p>It is important that storage is sound and capable to store without polluting surface or ground water and is of sufficient capacity that allows for spreading when conditions are suitable without damage to soil or risk of polluting and that the nutrient value is maximised. Unless a farm exports all the manure it produces, storage must be provided. It is important that storage is fit for purpose, to minimise the risk of pollution through failure of the tank or ancillary equipment, and to protect the health and safety of farm workers. The best practice guidelines can be found in the LSFR and the additional guidance notes.</p> <p>Evidence: A structure that is fit for purpose will be one that is shown to be SSAFO-compliant or</p>	CFP	SM.SQ.08

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	equivalent, and with an appropriate record of inspection and maintenance. In the UK, new or substantially enlarged or altered structures since September 1991 must meet the requirements of the Control of Pollution (Silage Slurry and Agricultural Fuel Oil) Regulations (SSAFO S1) or relevant legislation in other countries. Older structures must be maintained to meet similar standards. (P) (R)		
5.4	<p>Is your safe holding capacity for animal manure and slurry adequate?</p> <p>You must aim to have at least four months' storage for slurry unless your Manure Management Plan has identified that less is needed. You must maintain sufficient freeboard (reserve volume) in storage facilities to avoid structural failure or overtopping. You must contain run-off from animal manure on hard surfaced areas or yards where pollution of water is at risk.</p> <p>Evidence: Check animal manure and or slurry store for potential overspill and pollution risk. Ask for number of months' capacity. Check records for inspection and maintenance. Check run off from animal manure on hard standings and yards. (P)(R)(V)</p>	CFP	SM.SQ.08
5.5	<p>Do you collect your dirty water and silage effluent and recycle them safely?</p> <p>Ensure that such materials are collected and contained in adequate structures as per 5.3. Use them in accordance with your Manure Management Plan.</p> <p>Evidence: To comply with best practice, dirty water as well as silage effluent must be regarded as a fertiliser and only applied in accordance with crop requirements, and in suitable conditions. Production of dirty water must be minimised, and sufficient storage provided to allow its effective use. Check holding areas and systems of collection and disposal. Ensure that such materials are collected and contained in adequate structures as per 5.3 and 5.4. Use them in accordance with your Manure Management Plan. (P)</p>	CFP	PC.PQ.04 PC.PQ.05 AH.AQ.04
5.6	<p>Do you ensure that environmentally-sensitive areas, as identified in your Landscape and Nature Conservation and Enhancement Plan are protected and managed appropriately?</p> <p>Grazing of "environmentally-sensitive" areas must be managed appropriately for the protection of wildlife and water quality. These areas must be identified in the Landscape and Nature Conservation and Enhancement Plan.</p> <p>Evidence: Identification of hedges, ponds, ditches, streams, rivers, margins and other habitats identified as environmentally valuable / sensitive in the Landscape and Nature Conservation and Enhancement Plan must be evident. Management must be justified by what is appropriate in terms of identified and targeted species. (P)</p>	CFP	LN.LQ.07
5.7	<p>Do you have and implement a Livestock Health Plan?</p> <p>The Health Plan must be appropriate to all livestock on your holding, and must have been developed in consultation with your vet; the vet must sign it off, and it must then be implemented on the farm.</p> <p>Evidence: Check Health Plan for relevance to holding, date of issue and signature of vet. (R)</p>	CFP	AH.AQ.01
5.8	<p>Do you have an annual visit from your vet to discuss animal health strategy and welfare issues?</p> <p>On all enterprises, including those that are not members of assurance schemes, it is vital to discuss your animal health strategy and welfare issues with your vet and document this.</p> <p>Evidence: Signed vet's report for annual visit that discusses strategy and welfare issues. (R)</p>	CFP	AH.AQ.01
5.9	<p>Do you monitor indicators of animal welfare and assess their cycle by cycle performance?</p> <p>Monitoring and assessing different factors in livestock is important both economically and as an indicator of animal well-being. e.g. % mortality, growth rate, lameness, mastitis etc. Awareness of an increased frequency of an issue can help to reduce a problem and preventative measures can be used to affect the issue becoming widespread. Some congenital diseases may be hereditary or indicate infection whilst in the uterus; keeping records of these can help eliminate known carriers of the disease.</p> <p>Evidence: Check records and analysis of indicators and note appropriate remedial action where necessary. (R)</p>	R	AH.AQ.01 AH.AQ.02
6 Energy Efficiency			
6.1	<p>Have you had an energy efficiency audit carried out on the Farm?</p> <p>All farms must complete an audit covering fuel, heating, cooling and lighting use, and identify ways of reducing dependency on non-renewable energy sources. The audit must be reviewed every year. The farmer, local energy organisation, or a consultant can complete the audit. If low energy user a short review of energy used and ways of improving efficiency must be completed.</p> <p>Definition – An energy audit identifies and evaluates energy management opportunities on the farm. During an audit, a baseline is developed to characterise and record energy use. Individual unit operations, processes, and major energy-consuming equipment are evaluated to identify energy management opportunities and high-return-on-investment projects. Typically an action report is produced that describes the baseline, each conservation opportunity area, an estimate of the cost to implement the changes, the savings that will be generated, and an estimation of the payback period.</p> <p>Evidence: Check audit for completion / review / action. (R)</p>	CFP	EE.EQ.01

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6.2	<p>Do you monitor energy consumption? To enable action to be taken on energy efficiency you must monitor your consumption to enable you to benchmark against previous years or industry standards. The monitoring can be on a kWh basis or energy used. Evidence: Record of energy use. (R)</p>	CFP	EE.EQ.01
6.3	<p>Do you record the CO₂ emissions from the energy consumption records? You must monitor CO₂ emissions based on your energy consumption records. Information can be found on our website. http://www.leafmarque.com/leaf/farmers/Inforesources.eb - type in “Energy” in the search box. This energy monitor will enable you to record energy used and convert to tonnes of CO₂ produced. Evidence: Check records. (R)</p>	CFP	EE.EQ.01
7 Water Management			
7.1	<p>Have you completed a Water Management Plan for the whole farm? All businesses must complete a plan to show that they have considered the issue of water use and discharge. You must complete a Water Management Plan. This must identify where water is being used and plan how water use can be minimised and the environmental impact / erosion control of water use mitigated. Justification of water use and sources must be included. Also consider the following:</p> <ul style="list-style-type: none"> ▪ leakage; ▪ collection and re-use of some waters such as clean roof water or cooling water; ▪ irrigation scheduling. ▪ the sustainability of the water source. <p>Water abstracted from streams, rivers, canals or boreholes etc. may require a licence from your regulatory organisation. Within the plan also consider discharges to the environment. LEAF / NFU / EA / DEFRA have published ‘<i>Waterwise on the farm</i>’ and this can be obtained from the LSFR and http://www.leafmarque.com/leaf/farmers/Inforesources.eb. It is a simple guide to implementing a Water Management Plan. Also, Simply Sustainable Water - six simple steps for managing water quality and use on your land http://www.leafuk.org/resources/000/691/685/SSW.pdf Evidence: Check Water Management Plan and its implementation as well as sustainability of the source. Justification of practices must be recorded as part of the plan. (P) (R)</p>	CFP	WM.WQ.01
7.2	<p>Do you review your Water Management Plan annually? You must review your Water Management Plan every year to take account of changes to your farming practices and new ideas in resource management. Evidence: Check management plan for review records i.e. date and changes. (R)</p>	CFP	WM.WQ.01
7.3	<p>Do you measure the water efficiency of your irrigated crops? You must measure water efficiency of all irrigated water i.e. water that is either taken from the mains or from the environment and directly irrigated or stored for later use. A recording system must be implemented so that efficiency can be measured by litres (or m³) of water per tonne of output. Data must be uploaded to LEAF via the data portal on the LEAF website- http://www.leafuk.org/myleaf/services/Questionnaires.eb Farm Level Indicators. Evidence: Check measurements are being made and they have been uploaded to LEAF. This will be N/A if water is not sourced in this way. (R) (V) In some circumstances where measurement is not able to be carried out in a practicable way this may be N/A and must be justified by the producer.</p>	CFP/ N/A	WM.WQ.04
7.4	<p>Do you take account and analyse your water efficiency measurements, justify any change and plan to implement practices to improve water efficiency? You should review your water efficiency measurements annually to justify any changes and consider any agronomic or technological practices that may help to improve water efficiency. See LSFR for information on IFM and water. Develop an action plan as part of the LSFR or Water Management Plan. See Additional Guidance Notes for information on different practices that will improve water efficiency. Evidence: Check documented review; this may be part of the Water Management Plan review or LSFR. (R)</p>	R	WM.WQ.02 WM.WQ.04
7.5	<p>Are you increasing your percentage of stored water from periods of natural rainfall abundance over direct abstraction and developing rainwater harvesting and water reuse opportunities on an annual basis? You should review your water efficiency data annually to ensure you monitor and seek to increase your water use from non-abstracted sources i.e. abundant flow storage reservoirs; rainwater collected on site and the re-use of water from other activities, thereby reducing reliance from direct abstraction or the mains supply. You should complete the LEAF questionnaire about water abstraction sources. Evidence: Check the water efficiency data to see progress and reliance on other sources of water. Ask the producer to justify answers. (R) (V)</p>	R	WM.WQ.03

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8 Landscape and Nature Conservation			
8.1	<p>Do you have a Landscape and Nature Conservation Audit and descriptive map for the whole farm?</p> <p>In order to avoid the risk of environmental damage and deterioration, approved producers must be able to demonstrate an awareness and undertake a map-based risk assessment of the distribution of the key wildlife habitats, important species, other valuable environmental and archaeological or historical features on their farms as listed in the guidance notes, and know the farming operations that could damage or have a detrimental effect on them and prohibit cultivation in those areas. Where practical, the whole farm should be on one map so that all the features and their management are clearly visible.</p> <ul style="list-style-type: none"> • Areas and sites on the farm with any statutory landscape designation; • Lakes, ponds and watercourses; • Semi-natural habitats (e.g. moorland, wetlands, lowland heath, species-rich grassland, broad-leaved woodland, or other ‘high carbon stock’ land etc); • Linear features (e.g. hedges, fence lines, farm borders, verges, field margins, walls, ditches, tracks); • Public rights of way; • Archaeological or historical sites; • Land on which other important species are found; • Areas that are grazed need to be recorded (see 5.1 and 5.6); • Lists of any important species or populations recorded in the area (e.g. UK Post-2010 Biodiversity Framework (e.g. http://jncc.defra.gov.uk/page-5155 and http://jncc.defra.gov.uk/PDF/UKBAP_Species-HabitatsReview-2007.pdf), Birds of Conservation Concern (BOCC), IUCN red lists species, nationally or globally important populations; lists recorded on the country profiles of the Convention on Biological Diversity website http://www.cbd.int/); • Traditional buildings; • Fire breaks that help protect crops and habitats. <p>Evidence: Inspection of the map-based audit, including the key environmental features above. The Audit (and Landscape and Nature Conservation and Enhancement Plan) should ideally be completed or reviewed by a specialist conservation advisor or consultant such as the FWAG Association http://www.fwag.org.uk/; and should be regularly reviewed (at least every five years by the specialist advisor) and every year by the farmer. (R)</p>	CFP	LN.LQ.01
8.2	<p>Do you have a Conservation Plan for the whole farm to cover a 5 year period that: is based on the map- based audit; has an accompanied action plan; has an annual review date; has a detailed list of present actions; has a detailed list of future actions over a 5 year period; has a focus on work for the next 18 months; lists key species present on the farm; and, identifies 4 specific species (or collection of species) as a focus of your Landscape and Nature Conservation and Enhancement Plan ?</p> <p>You must have a clearly-defined Policy and Plan for the conservation and management of wildlife habitats and biodiversity, and archaeological or historical sites, on your farm. This must include all the key environmental features as listed in the guidance notes of 8.1.</p> <p>The plan must aim to enhance the farm and encourage greater biodiversity. It must be linked to any Biodiversity Action Plans (BAPs) that exist in the local area or country. Consideration in the Plan must be made to ensure that standard 8.24 is followed. It is recommended that this Action Plan is tabulated and can be printed in a way that it can be easily used and updated. The actions will be drawn from the management highlighted in the written report. The Action Plan and map will help to inform all staff of the features and management that is or will be carried out as well as your targeted key species. See also 8.21 and 8.22. Please see the LEAF Marque resource page for more information.</p> <p>http://www.leafuk.org/resources/000/673/252/Whole_Farm_Conservation_Action_Plan_2012.pdf</p> <p>Evidence: There must be a positive attempt by the farmer to address wildlife conservation on the farm through the preparation of a Landscape and Nature Conservation and Enhancement Plan (map and text-based) that clearly identifies the necessary action required to conserve and enhance biodiversity and landscapes on the farm, and the protection and maintenance of archaeological or historical sites. The map will correspond with the five year action plan and show where work will be / has been carried out. The Plan (and Audit) should ideally be completed or reviewed by a specialist advisor and must be regularly reviewed (at least every five years by the specialist advisor). The Plan will be updated annually by the farmer and always have a five year work programme. Check Plan. The Plan must have a review date that must be recorded along with dates for the completed actions. Check for visual evidence of present and completed actions. (P) (R)</p>	CFP	LN.LQ.02 LN.LQ.03

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8.3	<p>Is your Landscape and Nature Conservation and Enhancement Plan an integral part of your farming system?</p> <p>You must ensure that decisions made in relation to direct production practices such as agronomic, crop protection and animal husbandry take account of your Landscape and Nature Conservation and Enhancement Plan and its objectives to protect and enhance the wildlife and landscape on your Farm. Farming and Environment are inseparably linked.</p> <p>Evidence: Evidence of procedures in all farming operations to protect and enhance wildlife and landscapes. (V)</p>	CFP	LN.LQ.02
8.4	<p>Where land is rented by you for less than three years, do you seek information about your landlord’s conservation management practices?</p> <p>If you manage rented land under three years tenancy, (over three years the land must be included in your audit and plan), you must seek information on the conservation management that is practised by the Landlord. The following process must be followed:</p> <ol style="list-style-type: none"> 1) Is your landlord a member of LEAF Marque, LEAF and have they carried out a LEAF Sustainable Farming Review (LSFR)? <p>If not,</p> <ol style="list-style-type: none"> 2) Have you carried out an environmental assessment of the land you are renting/intend to rent including requesting any relevant documentation from your landlord (e.g. conservation plan, Landscape and Nature Conservation Audit etc.)? The land should be brought into your Conservation Management Plan: This enables you to respect the objectives of your landlord and protect habitats appropriately. 3) If you do not have a copy of any relevant documentation from your landlord, can you provide evidence of communication / requests from you and their response? <p>Evidence: Check documentation from landlord i.e. LSFR or Performance Graph or membership number for LEAF Marque. In the absence of information, check that an environmental assessment has been carried out. Check correspondence with landlord in absence of supporting documentation. Where land is not rented it then can be N/A. (R)</p>	CFP or N/A	LN.LQ.06
8.5	<p>Do you ensure that tenants that rent land from the certified business manage the land in a way that protects and enhances the environment?</p> <p>You should encourage tenants to adopt Integrated Farm Management principles by joining LEAF and becoming LEAF Marque certified. Tenants who farm land approved under LEAF Marque where the certificate is held by the landlord cannot sell their produce as LEAF Marque, without being approved themselves.</p> <p>Evidence: Check if tenants are LEAF Marque certified in any correspondence, and if not, encourage them to join LEAF. If the farm does not rent land out then can be N/A. (R)</p>	R or N/A	LN.LQ.06
8.6	<p>Have you notified the relevant authorities, where appropriate, and completed an Environmental Impact Assessment (EIA), where you are planning to bring or have brought “uncultivated land or semi-natural areas” into agricultural use by clearance of vegetation, cultivation, fertilisation, liming, drainage, introducing high stocking rates, or earth moving etc.?</p> <p>An Environmental Impact Assessment (EIA) must be followed; this is a procedure for considering the potential environmental effects of land use change. The EIA helps inform decision making and enables decisions on land use change to be taken with full knowledge of the likely environmental consequences.</p> <p>The EIA and measures to minimise any negative consequences must be incorporated into the Landscape and Nature Conservation and Enhancement Plan and approved by any necessary local bodies or agencies. Planned work must be approved and advised prior to work being carried out.</p> <p>New sites: areas of habitat and margins as required by the LEAF Marque standard must be built into the site design, and include features that will protect and enhance the environment and biodiversity. Consideration must also be given to the landscape character and visual impact and ways of reducing negative impacts.</p> <p>Evidence: Checks will be made to see whether any intensification of agricultural activities appear to have been carried out on previously uncultivated land or semi-natural areas. Check Landscape and Nature Conservation and Enhancement Plan for any EIAs. (R)</p>	CFP	OP.OQ.03
8.7	<p>Do you retain traditional field boundaries, environmental / landscape features and other natural habitats?</p> <p>You must not remove or destroy any traditional field boundaries (e.g. hedges or stone walls), environmental / landscape features and other natural habitats such as rain forests or other high carbon stock land i.e. other wooded areas or secondary forest, peat lands on the farm.</p> <p>Evidence: In conjunction with the field walk, check maps and plans for removal of boundaries e.g. hedges, watercourses, stonewalls, grass strips, rain forests or other high carbon stock land etc. and other landscape features. (P) (R)</p>	CFP	LN.LQ.03

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8.8	<p>Do you restrict the timing and frequency of field / boundary management such as hedge cutting? Trimming of field boundaries and margins on the farm must not be carried out during the observed nesting period and with consideration of other flora and fauna including pollinating insects. Boundaries must be managed in accordance with your Landscape and Nature Conservation and Enhancement Plan. Hedge cutting and boundary management more often than every two or three years should be justified. Where local management is more intense due to highway safety this must be justified and explained. Evidence: Visual assessment of any recent damage during field checks. Check Landscape and Nature Conservation and Enhancement Plan recommendations. (P) (R) (V)</p>	CFP	LN.LQ.08
8.9	<p>Do you restrict the timing and frequency of water course management? Clearance of ditches on the farm must not be carried out during the bird nesting period or be detrimental to other flora and fauna. Only one side of the ditch should be re-profiled or cleared of vegetation in any one year. Where drainage clearance for unimpeded water flow is necessary, management may need to be more regular. Evidence: Visual inspection of ditches during farm inspection to show sympathetic management and evidence from invoice or timesheets. (P) (R)</p>	CFP	WM.WQ.05
8.10	<p>When removing trees from your farm, have you obtained a license where required and appropriate? All work must be undertaken in accordance with any local restrictions. Trees must be retained wherever possible to maintain the landscape character. Consideration must be given to future planting where old trees exist. Evidence: Where recent tree felling is apparent, evidence of removal approval documents must be available and should be referred to on the Landscape and Nature Conservation and Enhancement Plan and in accordance with local regulations. (R)</p>	CFP	LN.LQ.06 LN.LQ.07
8.11	<p>Have you retained all your hedgerow, boundary and in-field trees? You must retain all hedgerow, boundary, and in-field trees unless they cause a hazard. Evidence: Visual inspection of hedgerows and trees recorded as part of the Landscape and Nature Conservation Audit. (P)</p>	CFP	LN.LQ.06 LN.LQ.07 LN.LQ.08
8.12	<p>Do you avoid deep cultivation under the canopy of in-field trees? You must not carry out deep cultivations under the canopy of in-field trees (unless they are deliberately grown or retained as shade trees. Where trees exist in a boundary or wood edge, you must ensure you have the required two-metre margin adjacent to this boundary (See 8.13). Evidence: Visual inspection of field trees and hedgerow trees to check crop sown. (P)</p>	CFP	LN.LQ.06
8.13	<p>Do you have two-metre wide undisturbed field margins around all of your field boundaries? You must retain a two-metre wide undisturbed (i.e. uncropped and uncultivated) margin on all permanent field boundaries between the middle of the hedge, fence or stone wall, edge of the water of the ditch and the crop. All field margins must be at least two metres. Grass fields need not be fenced but no application or operation should take place on this two-metre margin, such as, fertiliser spreading, crop treatments and silage cutting. Where fields are less than two hectares and have permanent boundary features, two metre margins do not apply. Where there is not a boundary feature and the natural habitat extends from the crop or crop headland the need for two-metre margins is reduced. Where the Landscape and Nature Conservation and Enhancement Plan (8.2) has been completed by an external consultant and evidence exists in the conservation plan of the need for two-metre margins on all headlands may be reduced if other habitat features are used in the field, such as margins greater than two metres, or larger areas of habitat in corners of fields. Further explanation is given in the Additional Guidance Notes. Evidence: Visual inspection. Green tracks can be allowed as part of the margin. On the first inspection only, this can be seen as compliant if margins are not present, but evidence can be shown that they are planned and in the process of being adopted. (P) (R)</p>	CFP	LN.LQ.08
8.14	<p>Are your field margins under sympathetic management? Field margins must be managed without fertiliser or plant protection products (apart from spot control of noxious weeds) and cut late in the summer (or during the least destructive period for flora and fauna) with the cuttings removed wherever possible or grazed once every 2-3 years. Note: grass margins require regular cutting in the first summer (3-4 times); then no more than once every 2-3 years. Margins and other wildlife habitats around the fields should be managed to provide a diverse range of feeding and nesting opportunities for wildlife across the farm – i.e. flowering and seed-bearing plants, tussocky grasses. Evidence: Visual inspection of margins. (P)</p>	CFP	LN.LQ.08
8.15	<p>Do you have native habitat banks in fields larger than 20 hectares? You should aim to split fields greater than 20 hectares with one habitat bank, or two habitat banks in fields larger than 30ha, three habitat banks in fields larger than 40ha and four habitat banks in fields</p>	R	LN.LQ.06

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	<p>larger than 50ha</p> <p>Habitat banks are uncultivated grass mounds (or other plant species as appropriate) about two metres wide. They help to boost numbers of beneficial predatory insects, and provide habitat for ground-nesting birds and small mammals. If fields are larger than 20 ha and have 6m margins as part of the Landscape and Nature Conservation and Enhancement Plan this may negate the need for habitat banks.</p> <p>Evidence: Visual inspection to check that fields greater than 20 hectares are split with habitat banks. Check field size in cropping records for relevance of this standard. (P) (R)</p>		
8.16	<p>Do you use native and or appropriate species if seeding field margins and other habitats?</p> <p>You must use native species as far as possible for sowing in field margins, however it would be preferred if local provenance can be achieved. Natural regeneration of margins and other habitats are acceptable.</p> <p>Evidence: Visual inspection of hedgerows and trees recorded as part of the Landscape and Nature Conservation Audit. Records of seeding should be available including seed label. (P) (R)</p>	CFP	LN.LQ.05
8.17	<p>Do you prevent applications and operations to all field boundaries and margins and minimise driving on them?</p> <p>You must ensure that appropriate action is taken to avoid the contamination of hedge bottoms, watercourses and other vegetated field boundaries, and the two-metre field margins. You must make every attempt to minimise machinery movement on the field boundaries, this is to avoid habitat destruction.</p> <p>Evidence: Evidence of procedures to ensure that fertilisers, insecticides, other plant protection products and cultivations are not applied or carried out on field margins, permanent boundaries and conservation headlands. If the margin is part of an environmental scheme then scheme rules must be followed. (P)</p>	CFP	LN.LQ.08
8.18	<p>Do you take care to avoid damage or destruction of national / local important ancient monuments and areas of archaeological or historical interest?</p> <p>Farm activities (including sub-soiling, unauthorised excavation, land reclamation, levelling, tipping / in-filling, woodland clearance, tree-planting, excessive damage by livestock, etc) must not damage or destroy any national / local important ancient monuments. Additional care must also be taken to ensure that farm activities do not damage or destroy other important sites such as earthworks, field monuments, ridge and furrow systems etc.</p> <p>Evidence: Visual inspection for any recent damage during field operations. (P)</p>	CFP	LN.LQ.05
8.19	<p>Do you, through rotation and leaving land uncropped, give flora and fauna the ability to thrive on some land?</p> <p>If your crop rotation allows leaving some land uncropped this can lead to environmental benefits such as providing food for birds throughout the year. However, care should be taken to ensure that certain soil types have capping or surface sealing removed by light cultivation to avoid run-off during wetter periods and that you should be aware of the increased likelihood of compaction when working soils that are wet. Examples of this would be over-wintered stubbles and spring sowing of crops.</p> <p>Evidence: Check farm records or fields for evidence of uncropped land. (P) (R)</p>	R	LN.LQ.05
8.20	<p>Do you adjust field operations to avoid nesting birds?</p> <p>You must adjust field operations to avoid known nesting sites. You must adopt appropriate techniques such as marking nests (by putting 2 poles 10m either side of the nests) this should help to avoid marking the nests for predators, avoiding operations during nesting, spraying rather than cultivating fallowed fields and land out of production. Avoid cutting headlands in perennial crops such as orchards and avoid cutting windbreaks until after nesting.</p> <p>Evidence: Evidence of avoidance of nests in crops, reduced mechanical weed control during nesting period and any innovative means the farmer may be using. (P) (R)</p>	CFP	LN.LQ.05
8.21	<p>Are staff involved in planning and implementing improvements to habitats and landscape features?</p> <p>To create ownership of environmental improvements such as habitat creation you should involve your staff in the planning and implementation. You must ensure environmental information is available to staff i.e. farm maps and conservation plans.</p> <p>Evidence: May need to ask staff for confirmation. (V)</p>	R	LN.LQ.04
8.22	<p>Do you, your staff or any other persons monitor flora / fauna, wildlife and / or the wider environment on your farm?</p> <p>The need to monitor the environment will enable you to publicly state the effects you are having on your farm by the adoption of IFM. A number of local groups may be able to help with key indicator species.</p> <p>Evidence: Check monitoring records. (R)</p>	R	LN.LQ.04 LN.LQ.09
8.23	<p>Do you have a minimum of 5% farm area available as habitats, not used for cropping & food production?</p> <p>You should ensure minimum area of 5% is available for wildlife habitat. This can include non-</p>	R	LN.LQ.03

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	cropped areas managed for wildlife, ditches, hedges, margins, woodland, desert and forest, wild bird mixes etc. Evidence: Check cropping plans and total farm area. (R)		
8.24	Do you provide nesting habitat, summer food and winter food for farmland birds or carry out other activities to enhance the habitat for native fauna? You must adopt at least one measure for nesting habitats, summer (insect) food and winter (seed) food. Consider other fauna as this may be more relevant in some circumstances. Evidence: Check that the farm has one measure from each group and has been clearly identified and considered on the Landscape and Nature Conservation and Enhancement Plan . (P) (R) (V)	CFP	LN.LQ.03
8.25	(Upgraded to CFP) Are bees and pollinators part of your key species in the Landscape and Nature Conservation and Enhancement Plan? The Landscape and Nature Conservation and Enhancement Plan (LNCEP) (8.2) must demonstrate what seasonal food (nectar and pollen), shelter and foraging sites are currently available and how they can be improved over the life of the Plan. The Audit (8.1) and descriptive map should show these. Pollination is critical to fruit and seed production, and is regularly provided by insects and other animals on the hunt for nectar, pollen or other floral rewards. In doing so, pollinating insects perform a vital ecological and economic role. Therefore, pollinating insects including managed and wild bee species are of paramount importance to meeting modern agriculture's peak pollination requirements. Please see LEAF Guidance notes on pollinating insects and bees for best practice. http://www.leafmarque.com/resources/000/424/365/Guidance_notes_on_pollinating_insects_bees_ver1.pdf Evidence: Completion of LNCEP action plan. The plan must have a review date that must be recorded along with dates for planned and completed actions. Visual assessment of bee and pollinator habitats. The 'Big 3' for bees and other pollinators are: Seasonal food (nectar and pollen), Shelter and Foraging sites. (P) (R)	CFP	LN.LQ.02
9 Community Engagement			
9.1	Can you demonstrate any evidence of regular communication and participation with local community initiatives planned or under way to communicate a balanced and positive approach to farming? It is very important to promote and inform interested parties of activities on the farm, and encourage feedback on how your business is perceived and what LEAF Marque and Integrated Farm Management means for consumers. This can be beneficial to the business, the industry and provide excellent Public Relations. You must on an annual basis have some mechanism to do this, such as open days, farm walks or participate with local community initiatives. If you have public access to the farm on public rights of way, the erection of information boards is one way of informing people of your activities. Websites and other means of communication can be used, such as writing in the local parish / community newsletter. Visit the LEAF website http://www.leafuk.org/leaf/farmers/speakout/leafboards.aspx.eb for information on the <i>All on board</i> project. Where biosecurity issues exist farmers can give talks at schools or other community facilities. With Integrated Farm Management communities it is sufficient if they are kept informed about activities through existing communication methods. Evidence: A farm walk with communities, conservation work with volunteers. Evidence of feedback from interested parties. The use of LEAF's <i>Speak Out</i> communication toolkit to improve communication skills and help you get your message across is advised (LEAF footpath notice boards and visitors books will show evidence of communication). The use of a website. (V) (R)	CFP	CE.MQ.01
9.2	Do you keep all public and traditional paths clear from obstructions, and keep stiles and gates in good condition? Public and traditional paths must be clear of obstructions and all access points (e.g. stiles) and gates kept in good condition to allow public unhindered access to paths. Evidence: Check any public and traditional paths for obstructions and that stiles and gates are in good condition. All paths should be highlighted on the Landscape and Nature Conservation and Enhancement Plan Map. Where this is justified by the producer could be N/A for farms with no designated paths. (P)	CFP	CE.MQ.09
9.3	Do you ensure that public and traditional paths are clearly marked? Public rights of way should be clearly marked to enable users to follow and not to stray off paths if appropriate. This is important for conservation measures and food safety. Evidence: Check clear marking of footpaths as listed on the Landscape and Nature Conservation and Enhancement Plan Map. (P) (R)	R	CE.MQ.09