



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

## Applying for Certification

### ***Who is Eligible?***

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

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

Any Keeper of Sheep; Cattle or Goats in Wales is eligible to apply for certification for a Quarantine Unit under the ***Welsh Government Quarantine Unit Scheme***

Certification under the Scheme will only be granted if, on Assessment, the Business is seen to comply with the relevant Scheme Standards covering production principles, animal welfare, hygiene; bio-security and environmental controls.

### ***How do I become Assured?***

The process involves completing the ***Application Form*** & providing the additional information as required by the Scheme which you are applying for.

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

### ***What if we have Several Units?***

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

### ***I am Assured?***

A business that is already assured by another Certification Body may apply to transfer to one, or more, of the Schemes operated by QWFC Ltd providing it is eligible. Please contact the office directly on 01970 636688 for further information

### ***Am I ready to Apply?***

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

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

### ***How do I Apply?***

Please complete the ***Application Form*** and provide the additional information as required by the Scheme which you are applying for. Additional information may be provided on a separate piece of paper.

***Certification Fees*** are for the ***Welsh Organic Scheme*** & ***Welsh Government Quarantine Unit Scheme*** are payable by direct debit, please complete the Direct Debit Mandate and return it with your application.



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First Year Certification Fees for the **Farm Assured Welsh Livestock Scheme** are payable via card; fees for subsequent years are payable by direct debit. You will be contacted **within 14 days** of our receiving your Application to confirm eligibility & create a WLBP on line Farm Records Account.

An Assessor will contact you to make arrangements to visit your farm. If you cannot agree a suitable date for Assessment within a reasonable period of time, then we will write to you to ask you to contact us when you are ready for Assessment.

### **When do we pay?**

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

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

### **When do I receive my Certificate?**

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

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

Once conformance to the **Welsh Government Quarantine Unit Scheme has been verified** you will be issued with a **Certificate for the Unit** valid for one year. You will need to re-apply if you wish to continue using the Unit after the expiry date

### **Re-Assessment?**

The business will be re-assessed at the interval specified in the Scheme Standard, to confirm continuing compliance. Producers may also be selected, at random, for an additional Assessment. If, during a re-assessment, significant non-conformances are identified QWFC may require the Producer to provide more evidence of how the business can conform to the Scheme Standard on an on-going basis & it may be necessary to undertake a further Assessment, which may incur an additional cost.. Your Certification may also be suspended &/ or withdrawn at any time, if it is found that you have critical non-conformance(s) with the Scheme Standard or are found to be in breach of QWFC 'Terms & Conditions'

### **Further Information**

Copies of the documents referred to & other details information on the operation of the Farm Assured Welsh Livestock Scheme; the Welsh Organic Scheme & the Welsh Government Quarantine Unit Scheme may be found on our websites [www.qwfc.co.uk](http://www.qwfc.co.uk), [www.fawl.co.uk](http://www.fawl.co.uk); [www.welshorganic.co.uk](http://www.welshorganic.co.uk) or contact us directly on 01970 636688.