



Appendix AH.2

Registration of Private Veterinary Surgeons

1. Objective:

To maintain optimum communication with the reporting veterinary surgeons and thereby ensure an effective and uniform level of reporting.

2. Requirements:

- a) Veterinary Surgeons must be Members or Fellows of the Royal College of Veterinary Surgeons and actively working in farm animal practice.
- b) Veterinary Surgeons must become members of the Pig Veterinary Society.
- c) Veterinary Surgeons must sign to commit themselves to completing Quarterly Veterinary Visit Report forms in accordance with the guidance issued by the RCVS for Certification.

3. Procedure:

(This has been agreed following consultation with the Royal College of Veterinary Surgeons)

- a) Each Private Veterinary Surgeon will be supplied with a Scheme Standards Manual, a summary paper about the Scheme and a copy of this Registration procedure for Private Veterinary Surgeons.
- b) Veterinary Surgeons are asked to sign to confirm they are content to register with the Scheme based on the provisions contained in these documents.
- c) All veterinary surgeons who return this signed confirmation will be registered with the Scheme, and their contact details will be made available to all Certification Bodies authorised to operate the Scheme.
- d) Where a Veterinary Surgeon is not prepared to register with the Scheme, the farmer will be informed and a suitable alternative Veterinary Surgeon must be nominated by the farmer.
- e) Private Veterinary Surgeons not wishing to be registered with the Scheme are entered onto a Non-registered Veterinary Surgeons List. Any future applicants to the Scheme quoting a Veterinary Surgeon on this list will immediately be informed that they will have to nominate a different Veterinary Surgeon. A Veterinary Surgeon may at any time choose to register with the Scheme subject only to the requirement set out in Sections 2 above and 4 below.

Note: The above requirements are not designed to undermine the Private Veterinary Surgeon and client relationship in any way. This is rather to ensure the credibility of the Scheme, the effectiveness and rigour of the inspection process, and thus the Scheme's acceptance by major customers.

4. Procedures for Dealing with Veterinary Surgeons Suspected of Failing to Comply with the Provisions of The Scheme.

4.1 Unsatisfactory Audit Reports (Due diligence):

- a) Where the Veterinary Surgeon submits reports that are incomplete or consistently lacking in detail, the Scheme or the Certification Body will discuss this with its Veterinary Advisor.
- b) The Scheme Veterinary Advisor will contact the Veterinary Surgeon in question, specify the problem area and ask for immediate improvement.
- c) Where no improvement is made, The Scheme or the Certification Body will write to the Veterinary Surgeon specifying the problem area asking for immediate improvement. The Veterinary Surgeon will be informed of the risk of removal from the Scheme register.
- d) Where no improvement is made, the Veterinary Surgeon will be informed that he will be removed from the Scheme register within 30 days unless the Veterinary Surgeon in question wishes to make an appeal to The Scheme in writing.



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4.2 False Reporting:

Where there is a reason to believe a Veterinary Surgeon may be reporting falsely on a farm, the following action will be taken.

- a) The possibility of false reporting will be discussed by the Scheme Board.
- b) Where the Certification Bodies believe there may be a case to answer the Scheme will arrange for a spot check of the farm to be carried out by the Scheme Veterinary Advisor.
- c) The Veterinary Surgeon in question will be informed of the visit immediately prior to the visit being undertaken.
- d) A written report will be prepared for consideration by the Board.
- e) Where the report confirms possible false reporting has occurred the Scheme will inform the Veterinary Surgeon in writing making a copy of the report available.
- f) The Veterinary Surgeon will have 30 days in which to appeal. The Veterinary Surgeon will be informed of the likelihood of suspension from the Scheme register after 30 days.
- g) The Royal College of Veterinary Surgeons will be sent a copy of all correspondence at the end of the 30 day period.
- h) Where false reporting has taken place the Veterinary Surgeon will be removed from the Scheme register immediately and participants using the Veterinary Surgeon will be informed of his / her removal.

4.3 Appeals Procedure for Veterinary Surgeons:

Where action for false reporting has been taken against a Veterinary Surgeon the following may occur.

- a) A Veterinary Surgeon may appeal against the compliance procedures being enforced against him / her at any time by writing to The Scheme
- b) Any written appeal will be considered by The Scheme appeals committee. The members of this committee will have had no prior knowledge of the personalities or the specific issues involved (if this proves difficult then the members of the committee may be agreed by The Scheme and the appellant to be suitably independent).
- c) The appeals committee will either:
 - n Endorse the non-compliance action taken by the Board.
 - n Rescind the action.
 - n Refer the matter back with recommendations.
- d) The appeals committee will consist of:
 - n A Veterinary Surgeon.
 - n A Member of the Scheme Technical Advisory Committee.
 - n The Scheme Chairman or his nominee