



Downloaded Red Tractor
Standards Manual 2022

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Livestock Collection Centres

Key – Those standards which have greater significance (all other standards are normal)


Recommendation – Those which do not affect certification


New – A completely new standard which the member must now adhere to

Revised – A standard that has changed and requires the member to take some different or additional action to before

Upgraded – The standard has been upgraded to a Key standard or from a Recommendation to a full standard

Appendix – this is referenced in the 'How you will be measured' column and indicates that additional information is provided in the Appendices.

 This icon indicates that a record is required.

 **Where to find help** – at the end of each section we have indicated where you can get extra guidance if you need it.

AIM: DOCUMENTS AND PROCEDURES (MC)



MC.DP.1 Key

Standards

Animal Gatherings order (AGO) must be held (**Revised**)

How you will be measured

MC.DP.1.a

A valid licence that is specific to the site, detailing the species that can be gathered, any specific activities (e.g. TB restricted collections) and detailing the company or organisation running the site is available.

MC.DP.1.b

A documented licence implementation plan is available that shows the licence conditions are adhered to from one gathering to the next, including gathering frequency and duration, site checks and biosecurity procedures, with persons responsible named.



- Valid AGO (or equivalent) licence
- licence Implementaion Plan



MC.DP.2

Standards

An emergency plan must be documented, accessible and updated as appropriate (**Revised**)

How you will be measured

MC.DP.2.a

Potential risks and emergency situations have been identified, with the required actions documented. It covers:- water supply failure- power failure- personnel shortage- fire- animal escape- extreme weather and temperatures (severe freezing, heat wave, flooding)- activist activity - failure of IT systems- animals that give birth

MC.DP.2.b

Plan to include appropriate contact details for:- veterinary surgeon/practice- national APHA/DARD office- Local Authority office/ officer- emergency services- local medical centre- certified slaughterman

MC.DP.2.c

Key personnel's contact details are displayed to enable the reporting of issues and emergencies.

MC.DP.2.d

Personnel have read or have received training in the requirements outlined in the plans relevant to their role.



- Emergency Plan
- Training record



MC.DP.3

Standards

There is a documented disease outbreak contingency plan, including relevant contact details for veterinary practices, national APHA/DARD offices and Local Authority office



Disease outbreak contingency plan



MC.DP.4

Standards

There is a documented complaints procedure in place detailing nature of complaints, complaints investigation process, the review process and timelines (New)

How you will be measured

MC.DP.4.a

The procedure is available to all relevant personnel.

MC.DP.4.b

A complaints record is kept detailing the:- complaint- investigation result- action taken to prevent the issue happening again

MC.DP.4.c

Complaints record reviewed as per procedure by senior management.



- Complaints Procedure
 - Complaints Record
-

AIM: PERSONNEL (MC)



MC.PL.1 Key

Standards

Systems must be in place to ensure all personnel are effectively trained and deemed competent to carry out the activities they are employed to do (Revised)

How you will be measured

MC.PL.1.a

Training requirements are identified for all key tasks, for example;- tasks involved in checking traceability- animal handling- biosecurity- monitoring animal health- use of on-site milking facilities- cleaning and disinfecting

MC.PL.1.b

There is a nominated person to oversee training, inductions and reviews, and sign-off personnel as competent for roles.

MC.PL.1.c

An annual training review is conducted for all personnel.

MC.PL.1.d

Recorded gaps in competence (training needs) are addressed by training or timelines stated for completion.

MC.PL.1.e

Personnel responsible for animal health and welfare, traceability and verifying assurance and biosecurity are competent and display a knowledge of the procedure where appropriate.



- Training matrix for all key tasks, including temporary personnel
- Name of person(s)



MC.PL.2

Standards

All new starters must have an induction (New)

How you will be measured

MC.PL.2.a

Counter signed induction record to include:- activities role will undertake- Health & Safety information- reporting lines

MC.PL.2.b

From April 2021 all new starters have an induction and are signed off as competent prior to being left to complete the tasks unsupervised.



Induction Record



MC.PL.3

Standards

Records of training must be kept

How you will be measured

MC.PL.3.a

A training record is maintained and includes:- staff member name and address- start date- induction date- key tasks or responsibilities- experience- contact with livestock- training given – date, training provider, certificates (or copies of)- training needs

MC.PL.3.b

Records are kept for 2 years after the person has left employment.



Training records



MC.PL.4

Standards

The appointed AWO must be appropriately trained and demonstrably competent

How you will be measured

MC.PL.4.a

The AWO has sufficient management responsibility to:- make decisions to safeguard welfare as required, including escalating issues to vets/authorities - implement emergency procedures - ensure animal welfare legislation and assurance standards are adhered to- oversee the appropriate handling and care of livestock while on site

MC.PL.4.b

The AWO, and their deputies (if appointed) are appropriately trained.



Training records

AIM: TRACEABILITY, ASSURANCE STATUS AND TRADING STATUS (MC)



MC.TA.1 Key

Standards

The site must have an effective traceability system (**Revised**)

How you will be measured

MC.TA.1.a

A clear process is in place for documentation to be reviewed on arrival.

MC.TA.1.b

There is a clear process for all species being gathered on how animals are checked for identification on arrival.

MC.TA.1.c

Livestock movements for all species gathered are registered to the national database within the required timeframe.

MC.TA.1.d

There is evidence that livestock can be traced from their origin to destination using the site's traceability system.

MC.TA.1.e

A complete record of movements of livestock on to and off the site is available to review.

MC.TA.1.f

Movement records are retained for at least 3 years.

MC.TA.1.g

A record of the total number of animals arriving alive and dead, dying on-site and leaving alive is kept. Note: This information can be held across several documents.



- Copy of receipt of submission of records or example from software system
- Complete (paper or electronic) movement records
- Completed forms (including dated signatures)
- Movement records
- Mortality records



MC.TA.2 Key

Standards

Incoming livestock must be identified before they leave the farm to ensure they arrive on-site identified in accordance with legislation

How you will be measured

MC.TA.2.a

Livestock are identified in accordance with legislation.

MC.TA.2.b

The livestock identifiers correlate with movement documentation.

MC.TA.2.c

Only tags lost during transport to the site are replaced whilst on-site.

MC.TA.2.d

Routine tagging of sheep on site is not permitted.



MC.TA.3

Standards

A system is in place to ensure vendors declare key information relevant to assurance, health and welfare

How you will be measured

MC.TA.3.a

Declarations relevant to the destination are made, as per below: Destination - Farm- Standstill period adherence- Holding assurance details- Residency period on assured holding- Transporter details- Medicine treatments and withdrawal periods Destination - Slaughter- Holding assurance details- Residency period on assured holding- Transporter details- Food Chain information



Site entry/vendor declaration form



MC.TA.4 Key

Standards

Where livestock is claimed to be assured, systems must be in place to verify the assurance requirements

How you will be measured

MC.TA.4.a

A clear process is available to ensure that assurance status claims are verified using the Red Tractor checker or equivalent prior to marketing the livestock.

MC.TA.4.b

The permitted methods of verification outlined in the Appendix are used.

MC.TA.4.c

Evidence of assured haulier from origin.



MC.TA.5

Standards

Systems are in place to ensure assured livestock are identifiable from non-assured livestock

How you will be measured

MC.TA.5.a

Evidence of how assured animals are identified in the collection centre and onward transportation.

MC.TA.5.b

Livestock are managed in batches in field lairage situations to maintain traceability.



MC.TA.6

Standards

Systems are place to ensure that assurance status is communicated at point of sale and through the supply chain

AIM: BIOSECURITY AND DISEASE CONTROL (MC)



MC.BD.1 Key

Standards

A site-specific biosecurity policy must be documented and implemented (**Revised**)

How you will be measured

MC.BD.1.a

Risks and control measures for all the activities on site, personnel and visitors are specified.

MC.BD.1.b

Map of site with risks and control points (activity to reduce the risks, e.g. footbaths).

MC.BD.1.c

A record is kept of site personnel contact with livestock outside of the site.

MC.BD.1.d

Name and contact of Biosecurity Officer visible in collection centre.



- Biosecurity policy
- Biosecurity control points map
- Livestock contact record



MC.BD.2

Standards

Systems are in place to prevent contact between the livestock on-site and other livestock



MC.BD.3

Standards

Where sites are used for pig gatherings, measures are in place to limit the spread of disease between pigs and other species. (**Revised**)

How you will be measured

MC.BD.3.a

During pig gatherings the facilities used are dedicated to pigs (pens, walkways, loading ramps).

MC.BD.3.b

For multi species gatherings, pig facilities may only be used for other species, once the last pig has left the site.

MC.BD.3.c

Pig facilities are only used for other species when effective biosecurity measures are in place.



- Biosecurity Policy
- Cleansing and disinfecting records



MC.BD.4

Standards

Records of cleansing and disinfecting must be kept, and retained for at least 12 months

How you will be measured

MC.BD.4.a

Records include who, areas cleaned, date, chemicals and disinfectants used.



Cleansing and disinfecting records



MC.BD.5

Standards

Signs notifying users that public access to livestock and loading areas is restricted must be visible

(New)



MC.BD.6

Standards

Personnel must wear clean footwear and outer clothing at the start of each gathering



MC.BD.7

Standards

Facilities to cleanse and disinfect footwear and wash hands must be available to all site users

(Revised)

How you will be measured

MC.BD.7.a

Footwear cleaning facilities at the entrance and exit of the livestock areas are well maintained and fit for use.

MC.BD.7.b

Well-maintained hand washing facilities, including soap and a means of drying hands.



MC.BD.8 Key

Standards

Livestock vehicles that unload cattle and sheep must be cleansed and disinfected after use

How you will be measured

MC.BD.8.a

Vehicles that unload cattle and sheep are cleansed and disinfected on site or a declaration is signed to confirm they will cleanse and disinfect elsewhere.



A list of farmers and hauliers' details who are cleansing and disinfecting off site.



MC.BD.9

Standards

Livestock vehicles that unload pigs at the site must be cleansed and disinfected on site and no derogations to clean offsite are given

How you will be measured

MC.BD.9.a

Records of visual checks of pig transport post cleansing by site personnel.



MC.BD.10

Standards

During a gathering of pigs, there must be a system in place to ensure vehicles used to transport pigs can be cleansed and disinfected without the risk of cross contamination from other vehicles



MC.BD.11

Standards

Suitable disinfectants must be used to disinfect site, vehicles and for footwear disinfecting facilities

How you will be measured

MC.BD.11.a

DEFRA approved disinfectants for the species handled are used at the correct dilution rate to meet the requirements of the biosecurity plan.



- Chemical datasheets
 - Dilution charts
-



MC.BD.12

Standards

Fallen stock must be stored appropriately

How you will be measured

MC.BD.12.a

Cattle and sheep carcasses covered and stored away from other livestock, the general public and in a manner that protects them from vermin.

MC.BD.12.b

Carcasses collected by or taken to a licensed fallen stock collector or disposed of via a licensed incinerator.

MC.BD.12.c

Pig carcasses are stored in locked containers.



- Site used marked on site map
 - Collection records
 - Contract with fallen stock company
-



MC.BD.13 Key

Standards

Animal derived wastes must be stored appropriately

How you will be measured

MC.BD.13.a

Dirty water is stored in a non-permeable store.

MC.BD.13.b

Solid wastes (e.g. bedding, manure) are stored on a solid surface pending disposal with a means of capturing any run-off.



MC.BD.14

Standards

Animal derived wastes must be disposed of appropriately

How you will be measured

MC.BD.14.a

Wastes are disposed of in accordance with the AGO licence conditions.

MC.BD.14.b

Wash/waste water inc. transport wash water are disposed of in accordance with Local Authority requirements.

MC.BD.14.c

Waste disposal records are kept detailing route of disposal, dates and volume.



- Agreement or contract with company, relevant government agency or landowner
- Discharge permit
- Waste disposal records



MC.BD.15 Key

Standards

All wastes, other than animal derived, must be disposed of appropriately

How you will be measured

MC.BD.15.a

Wastes are disposed of by registered waste carriers.



Waste disposal records



MC.BD.16

Standards

Pig gatherings do not occur on livestock farms



MC.MC.1 Key

Standards

The site must be well managed clean, tidy and vermin-free (**Revised**)

How you will be measured

MC.MC.1.a

There is no accumulated rubbish on site, including field lairage, and no redundant equipment stored in the public access or livestock areas.



MC.MC.2 Key

Standards

There must be effective control of vermin (**Revised**)

How you will be measured

MC.MC.2.a

A site survey for vermin control is completed at least quarterly.

MC.MC.2.b

Dead/trapped vermin are disposed of.



Site survey



MC.MC.3

Standards

Toxic bait must be used responsibly (**Revised**)

How you will be measured

MC.MC.3.a

An Environmental Risk Assessment is undertaken before bait is laid.

MC.MC.3.b

Where baits are used, a bait plan identifies location of bait points, bait used, bait point inspection and replenishment dates. The plan includes how non-target animals are prevented from accessing bait and how bait is kept away from feed and forage stores.

MC.MC.3.c

Baits are only sited where evidence shows they are being continuously effective.



- Environmental Risk Assessment
- Bait plan, including a map of bait points and any feed or forage stores



MC.MC.4

Standards

Systems are in place to ensure that those delivering livestock have an awareness of arrival and unloading procedures

How you will be measured

MC.MC.4.a

Signs indicate unloading and loading bays.



MC.MC.5

Standards

All livestock facilities are suitably designed, maintained and constructed

How you will be measured

MC.MC.5.a

The unloading and loading facilities are designed to minimise the risk of slipping, falling or injury. - slope angles of less than 20o for pigs and calves. - slope angles less than 26.6o for cattle and sheep

MC.MC.5.b

Gates at the unloading and loading facilities are suitable for a range of vehicles to reduce the risk of escape.

MC.MC.5.c

Floors are washable and non-slip, with absorbent materials used if surfaces become slippery.

MC.MC.5.d

Loading areas, walkways and pens are appropriately lit to allow inspection and effective handling.

MC.MC.5.e

Areas or pens used for overnight lairage meet the requirements outlined in these standards i.e. feed/water.

MC.MC.5.f

If livestock are kept overnight, a period of low-level lighting or darkness is provided to allow rest.*
Note if livestock is collected through the night, light levels may be increased for Health and Safety and to aid livestock movement.

MC.MC.5.g

A visual check of the facilities used for livestock is carried out by a competent member of site personnel prior to the gathering.



MC.MC.6

Standards

Walkways must be designed and constructed to allow animals to move freely in the required direction



MC.MC.7

Standards

Pens are well-ventilated

How you will be measured

MC.MC.7.a

No build-up of odours, temperature, or humidity.

MC.MC.7.b

Any mechanical system is serviced at least annually.



Maintenance records



MC.MC.8

Standards

Handling facilities, such as crush, crate or race, for checking identification or veterinary inspection are always available, well-maintained and designed to ensure no injuries to animals or personnel

(Revised)

How you will be measured

MC.MC.8.a

The handling facilities are appropriately lit, to allow inspection and effective handling.



MC.MC.9

Standards

Livestock must be kept in conditions that provide appropriate thermal conditions

How you will be measured

MC.MC.9.a

Covered areas are provided for pregnant or lactating cows and piglets, calves and lambs.

MC.MC.9.b

Siting of pens account for risks of heat and cold stress.



MC.MC.10

Standards

Field lairages must be equipped with appropriate facilities to deliver welfare needs

How you will be measured

MC.MC.10.a

They provide livestock with protection from adverse weather conditions i.e. hedges, trees etc. provide shade to livestock in hot weather and provide shelter in cold weather.

MC.MC.10.b

The perimeter is stock proof fenced and there is clear separation between livestock on the site and non-livestock.



MC.MC.11

Standards

An isolation pen must be always available for sick or injured livestock (**Revised**)

How you will be measured

MC.MC.11.a

The isolation pen has solid sides, and prevents leakage of urine and faeces to other pen.

MC.MC.11.c

Signs used to identify temporary areas being used to isolate an animal.



MC.MC.12

Standards

Milking equipment must be maintained and tested annually



Milking machine annual test report



MC.MC.13

Standards

For the livestock facilities, records are kept of any issue that could impact welfare and how the issue was dealt with before the next gathering (**Revised**)



Maintenance records



MC.MC.14

Standards

Dedicated, functioning washing equipment available for the site

How you will be measured

MC.MC.14.a

Equipment is fit for purpose and capable of reaching all parts of the site.

MC.MC.14.b

A supply of water, at a suitable pressure or temperature to enable effective cleansing, is constantly available.



Contingency plan for interrupted water supply



MC.MC.15

Standards

Facilities are available for effective cleansing and disinfecting of delivery vehicles (**Revised**)

How you will be measured

MC.MC.15.a

Vehicle wash is available and useable whenever the site is in operation with suitable equipment.

MC.MC.15.b

The wash facility is well-managed and maintained.

MC.MC.15.c

The wash facility is of suitable design, e.g. hard-standing or on a gradient, to allow effective cleansing of vehicles, with lighting.

MC.MC.15.d

A supply of water (mains or borehole) is available for use at the wash facility.

MC.MC.15.e

Approved disinfectant for the species handled are available for use at the vehicle wash.

MC.MC.15.f

Contact details available to report problems.



- Chemical datasheets
 - Dilution rates
-



MC.AW.1 Key

Standards

A system must be in place to check the health and welfare of all livestock by competent site personnel

How you will be measured

MC.AW.1.a

All livestock are checked at unloading or shortly after penning to ensure they are fit to be on-site.

MC.AW.1.b

All livestock are checked regularly for signs of distress, pain or injury while on-site.

MC.AW.1.c

Animals staying out of hours are checked evening, morning and on departure.* Note: the check on departure can be carried out by the haulier.

MC.AW.1.d

Name and contact of Animal Welfare Office (AWO) (and deputy if appointed) visible in Collection Centre.



MC.AW.2

Standards

A record of all welfare incidents that occur must be kept (Revised)

How you will be measured

MC.AW.2.a

Records are kept with information about the investigation and corrective actions.

MC.AW.2.b

Evidence of an annual review of the welfare incident book by the animal welfare officer.



- Welfare incident book
- Welfare incident book with evidence of annual review by AWO



MC.AW.3 Key

Standards

Livestock are handled appropriately (Revised)

How you will be measured

MC.AW.3.a

Livestock are handled in a manner without frightening and excessive force not in a way to cause pain and suffering.* Refer to Red Tractor Appendix for definition of unacceptable behaviour with regards to livestock handling.



MC.AW.4 Key

Standards

Handling aids used on site must be suitable for the species and used appropriately

How you will be measured

MC.AW.4.a

Handling aids are not used in such a way it could cause pain, injury or distress.

MC.AW.4.b

Handling aids used by any user on site include:- Paddles, rattles, flags, bags- Wooden sticks (cattle and sheep only), with no sharp points. - Boards (pigs)



MC.AW.5

Standards

Electric goads are used by a competent person in the correct manner when all other options have been exhausted

How you will be measured

MC.AW.5.a

Electric goads are used only in accordance with the documented procedure.

MC.AW.5.b

Aids which administer electric shocks are only used as a last resort by trained persons.

MC.AW.5.c

Electric goads are only used on mature cattle, which refuse to move, but have room ahead of them to do so. Goads are not used on any other species.

MC.AW.5.d

Electric goads are only used on the muscles of the hindquarters. The shocks last no longer than 1 second and are adequately spaced. Goads are not used repeatedly if an animal fails to respond.



Electric goad procedure



MC.AW.6 Key

Standards

Immediate and appropriate action for unfit animals must be taken

How you will be measured

MC.AW.6.a

There is a clear policy for how to deal with animals who are deemed unfit on arrival or becomes injured/unwell while on-site.

MC.AW.6.b

There is a clear policy on how emergency euthanasia of livestock is managed, including how a competent person can be on site within 60 mins.



- Unfit animal procedures
- Emergency euthanasia procedure



MC.AW.7

Standards

Livestock must be grouped appropriately (Revised)

How you will be measured

MC.AW.7.a

Livestock are maintained in the groups they arrived in until sorted for onward consignment to avoid bullying, injury or distress. Avoid mixing (unless previously managed together):- different species- animals of different sizes- animals from different sections of the delivery vehicle- horned with un-horned cattle- sexually mature males and females- sexually mature entire males

MC.AW.7.b

Fractious livestock are penned and handled appropriately, and moved from site when it is safe to do so.

MC.AW.7.c

For field lairage situations, stocking densities are managed to ensure the field isn't excessively poached and livestock are not overcrowded.



MC.AW.8

Standards

Systems must be in place to ensure livestock are penned with sufficient space allowances to ensure animals are not overcrowded

How you will be measured

MC.AW.8.a

Sufficient space allowances are provided in accordance with the Appendix and adjusted if necessary, e.g. as a result of humidity, temperature, duration of journey, length of stay or on the advice of the AWO or their deputies.

MC.AW.8.b

Calves and young lambs (including those at foot) have sufficient space to all lie down at the same time.



MC.AW.9

Standards

Additional provisions are given to specific categories of livestock to deliver their welfare needs

How you will be measured

MC.AW.9.a

Calves, young lambs (



MC.AW.10

Standards

All pigs must be provided with permanent access to enrichment (e.g. straw, hay, wood, sawdust, rope, soft wood, deformable plastic pipe)



MC.AW.11

Standards

Dairy cows with overstocked udders must be milked prior to onward consignment

How you will be measured

MC.AW.11.a

Milking undertaken by a competent person.

MC.AW.11.b

Equipment is disinfected between cows from different farms.



MC.AW.12 Key

Standards

Facilities for providing fresh, clean drinking water to livestock must be available and provided as necessary to meet welfare needs

How you will be measured

MC.AW.12.a

Pigs provided with constant access to water and cattle and sheep offered water within 8 hours from arrival.

MC.AW.12.b

AWO responsible for identifying if water needs to be provided to individuals/groups of livestock and ensuring it is provided when needed.

MC.AW.12.c

Adequate facilities in the form of troughs, buckets, drinking bowls or other drinking devices are available for watering animals.



MC.AW.13 Key

Standards

Suitable feed must be available and provided as necessary to meet welfare needs

How you will be measured

MC.AW.13.a

For overnight lairage, feed is provided within 12 hours of arrival on site.

MC.AW.13.b

AWO responsible for identifying if feed needs to be provided to ensure welfare needs are met.

MC.AW.13.c

Suitable feed is stored on-site or easily available, including for overnight lairage.

MC.AW.13.d

Forages are sourced from merchants with a warranty declaration or direct from a farm with a record of supply details.

MC.AW.13.e

Compound feeds, for example nuts, are sourced from assured suppliers or manufacturers (UFAS, FEMAS certified or equivalent).

MC.AW.13.f

Feed purchase records are kept for two years detailing;- Supplier name- Supplier assurance details for bagged, compound feed- Date of delivery - Feed type- Volume

MC.AW.13.g

Feed is provided in a way that animals can access sufficient feed.



- Forage warranty declaration
- Feed purchase records



MC.AW.14

Standards

Livestock must be held on-site for the minimum time

How you will be measured

MC.AW.14.a

Evidence that the AGO licence's timing are being upheld.



MC.AW.15

Standards

Pigs are not kept on site for more than 48 hours

Where to find help



- For more information on handling livestock see <https://www.hsa.org.uk/downloads/publications/humanehandlingdownload-updated-2016-logos.pdf>
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