



## QMS Spot Check Programme Frequently Asked Questions

### Q1. How are spot checks selected?

A. There are 5 main categories in the selection process: -

<b>Compliance</b>	This is where scheme members who have had Non-Compliances recorded in relation to animal welfare / environment standards in previous audits are selected.
<b>Repetition</b>	This is where scheme members who have had the same non-Compliances recorded in previous audits over the previous 2-3 years.
<b>Random</b>	This is where scheme members are selected at random and may include those with no history of Non-Compliances.
<b>Alerted Concern</b>	This is where a suspected animal welfare or food safety issue, has been raised by a concerned individual or group to Lloyd's Register or QMS.
<b>Change of species notification</b>	This is where a scheme member adds or changes the species to be audited on farm.

### Q2. Will I be selected more than once?

A. If you have had a spot check and continue to fall into the categories Compliance or Repetition listed above, you will automatically go back into the selection process again, however, you may not be picked.

Selection of the spot checks will be from a specific timeline from the date of the last audit.

Members will not be selected within 30 days after a scheduled scheme annual audit to allow for any Non-Compliances to be rectified.

### Q3. How will I know if I have been selected for a spot check?

A. The auditor will call to let the member know that they have been selected for an audit and to confirm when they will be visiting the holding. In most cases 24 – 48 hours' notice will be given – the exception to this being when a visit is viewed as more urgent due to special circumstances.

**Q4. What are special circumstances?**

A. These may vary but usually upon receiving a complaint about a member potentially bringing the scheme into disrepute or an animal welfare issue having been highlighted to Lloyd's Register or QMS.

**Q5. What should I expect during a spot check?**

A. The auditor will arrive on farm, introduce themselves and explain how the spot check will be carried out. They will carry out a physical audit of the holding and facilities, accompanied by the member, recording their findings. The spot check will focus on animal welfare and only in circumstances where the auditor has any concerns will medicine records or further paperwork be requested.

**Q6. How long will the spot check take?**

A. Spot checks are focussed on the physical elements of the farm so will not take as long as a full audit, timings vary depending on the size of the farm.

**Q7. What areas will the spot check focus on?**

A. The spot check will focus on the following areas:-

Animal Welfare      Food Safety      Environmental      Farm Appearance

**Q8. How do you check food safety on the farm?**

A. Food safety is checked over a number of areas, including each of the following:-

The cleanliness of livestock      Withdrawal periods      Medicine store

Bedding materials

**Q9. Why are the Scottish SPCA accompanying some of the auditors?**

A. Animal welfare and wellbeing is a guiding principle for all QMS assurance schemes, which are supported and approved by the Scottish Society for the Prevention of Cruelty to Animals (Scottish SPCA), Scotland's independent animal welfare charity. As part of the scheme, the Scottish SPCA also carry out joint visits to QMS approved livestock farms along with Lloyd's Register farm auditors. For annual audits the Scottish SPCA attend farm visits that are selected at random, the same principle will apply to those members selected for spot checks.

**Q10. What if a non-conformance is found at a spot check?**

A. If the auditor finds anything that does not comply with the scheme standards, they will explain their findings and the reason and record it as a non-compliance. The post audit process following a non-compliance raised will be the exact same process as the full audit process. You will have 30 days to close any non-compliances from the date of the spot check audit. Please refer to QMS Farm Audit Information for more information.

**Q111. If I am selected for a spot check will that affect my next annual audit timing?**

A. No, your annual audit due date will remain the same.

