

FEP Records/Evidence Checklist

During your FEP audit, the auditor needs to undertake a level of confidence assessment to determine where you are at with achieving the required good management practice targets and objectives. In order to undertake this assessment, the auditor needs to view evidence of your practices on farm.

This is not an exhaustive list, nor is it imperative that you have every individual item on the list available however, you should be prepared to give sufficient evidence to the auditor for each of the objectives and targets from the records you have available.

FEP Actions:

- ☐ Date completed, who was responsible
- ☐ Evidence action was undertaken (e.g. receipts, photos etc)
- ☐ Evidence progress has been made to achieve actions

Irrigation:

- ☐ DIY Maintenance records (e.g. <http://irrigationnz.co.nz/news-resources/irrigation-resources/irrigation-system-checklist/>)
- ☐ Maintenance receipts/register
- ☐ If complaint has been received, proof issue has been addressed
- ☐ Winter servicing invoice
- ☐ Bucket/uniformity test results
- ☐ Soil moisture (measurements or budgeting)
- ☐ Soil temperature, rainfall, PET
- ☐ Staff training/induction records
- ☐ Irrigation application depths/timing
- ☐ Code of Practice Certificate, system design, irrigation system evaluation and Commissioning reports
- ☐ Events log (e.g. noted water irrigating road/leaky seal and what you did to fix it)

Fertiliser/Overseer:

- ☐ OVERSEER nutrient budget or other N calculation model
- ☐ Date, time, location, type and rate of fertiliser application per nutrient budget block
- ☐ Soil test results
- ☐ GPS fertiliser tracking records (ground and aerial applications)
- ☐ Spreading calibration and maintenance records (if you spread yourself)
- ☐ Stock type/numbers/ages/weights (numbers averaged per month)
- ☐ Nutrient management plan /agronomist recommendations
- ☐ Type and area of crop, how/when cultivated, how/when harvested, yields
- ☐ Imported and exported supplementary feed (type/amount)
- ☐ Milk production (kg MS/season)

Effluent:

- ☐ Effluent management plan
- ☐ Application depth, location and time of liquid and solid effluent applications
- ☐ DIY maintenance records
- ☐ Maintenance receipts
- ☐ Bucket/calibration tests
- ☐ Backflow prevention test results
- ☐ Staff training records
- ☐ Dairy NZ WOF

- ☐ Dairy Effluent Storage Calculator and/or effluent pond design specifications
- ☐ Events log

Biodiversity/Waterways/Soils:

- ☐ Riparian planting plan
- ☐ Evidence of good practice which cannot be seen
- ☐ Receipts for planting/fencing/troughs