

SCOTTISH QUALITY WILD VENISON (SQWV) ASSURANCE SCHEME

Assessment Records & Documents Checklist

Summary of Physical Items/Areas to Assess.

This is not a full list of the scheme standards, only a summary of paperwork requirements and physical areas to help prepare for your assessment.

Please refer to the full standards when reviewing this checklist.

A copy of the standards are available via the SQWV website... www.sqwv.co.uk/how-it-works/

Records & Documents

Standard No.	Standard	Document/Records Required
1.1	Deer Management Plan	Hard copy or electronic copy.
1.2	Trained Person Requirements	DMQ Deer Stalkers Certificate (DSC) 2 or recognised equivalent, i.e Game Meat Hygiene certificates
1.3	Training Records	Trained persons training records Template in record book.
1.4	Firearms Certificate	Trained persons firearms certificates
1.5	Public Liability	£10 million minimum coverage.
2.3	Ammunition Type	Evidence of non-lead ammunition being used (invoices/receipts/boxes)
3.1	Humane Dispatch	Written follow up procedures in place. Best Practice Guide
5.1	SQWV Tagging	Evidence of Trained Hunter Declaration attached to carcasses Records kept for inspection at assessment (in the event that there are no carcasses on site at the time of the assessment).
5.2	Larder Records	Larder records detailing cull and by products must be kept for 3 years. Digital or paper records. Template in record book.
5.5 NEW	Third Parties	Systems and records must be in place to demonstrate that tenants/contractors (third parties) are adhering to the scheme requirements, i.e Training records.
6.1	Larder Maintenance	Maintenance records. May be invoices/receipts/diary entries of work carried out.
7.1	Hygiene Hazard Assessment Plan	Written plan must cover all stages of the process from pre-cull to collection of the carcass. Template in record book.
7.2	Local Authority Registration	Letter/email confirming registration as a Food Business.
7.3	Larder Hygiene Policy	Policy or policies that make employees and visitors aware of the larder hygiene rules. Template in record book.
7.4	Visitor Declaration Sheet	All visitors must sign a visitor declaration sheet before entering the larder. Template in record book
7.11	Water Supply for Cleaning	Annual water test certificate for private water supply. Written contingency plan in event of water test failure.
7.17	Pest Control	Bait location plan (map), bait point inspection/application records, safety data sheets.
7.18	Fly Control	Insecticutor service and maintenance records.
8.5	Chill Temperature	Chill temperature records must be kept for 3 years. Template in record book
9.1	Complaints	Complaints record for any complaints received. Template in record book

Physical Items/Areas

Standard No.	Standard	Items/Areas
4.1	Transport to the Larder	Vehicles, pony saddlery, blood trays (where applicable)
4.6	Cleaning Facilities	Disposable gloves, sanitising wipes carried in vehicles.
6.1 – 6.9	Larder Building	Building, exterior, openings, surfaces, lighting, ventilation
6.10	Larder First Aid	First aid kit
7.5 – 7.14	Larder Tools, Equipment and Cleaning	Tools, knives, cleaning equipment and storage. Organic waste storage. Hand washing facilities.
8.1 – 8.3	Chill	Cleanliness and hanging within the chiller.