

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.sqvv.co.uk/how-it-works/

Records & Documents

Standard No.	Standard	Document/Records Required	Template or Guidance Link
1.1	Deer Management Plan	Hard copy or electronic copy.	ADMG
1.2	Trained Person Requirements	DMQ Deer Stalkers Certificate (DSC) 2 or recognised equivalent, i.e Game Meat Hygiene certificates	
1.3	Firearms Certificate	Trained persons firearms certificates	
1.4	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.	Template Book
1.5	Training Records	Trained persons training records	Template Book
1.6	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 (if 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 Book Pages 22 - 41
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 Book Pages 4 - 9
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 Book Page 10 & 15
7.4	Visitor Declaration Sheet	All visitors must sign a visitor declaration sheet before entering the larder.	Template Book Page 15 & 16
7.11 Amended	Water Supply for Cleaning	Annual water test certificate for private water supply. Written contingency plan in event of water test failure. Scottish Water test results for mains water	Check HERE
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 Book Pages 18 - 21
9.1	Complaints	Complaints record for any complaints received.	Template Book Page 42

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.

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6.1 – 6.9	Larder Building	Building, exterior, openings, surfaces, lighting, ventilation
6.10	Larder First Aid	First aid kit. Guidance HERE
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.