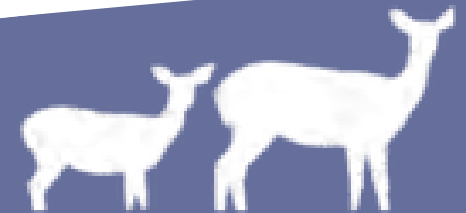




Producer Handbook

Helping you meet BQWV Standard compliance





BQWV CERTIFICATION PRE-APPLICATION CHECKLIST

Use this checklist to ensure you're fully prepared before starting your application for BQWV Producer Certification.

BASIC REQUIREMENTS	YES	NO	CULLING, CARCASS HANDLING & STORAGE	YES	NO
Registered with Local Authority as a food business	<input type="checkbox"/>	<input type="checkbox"/>	Best practice followed from shot to storage (See templates & guides section)	<input type="checkbox"/>	<input type="checkbox"/>
Public liability insurance (min £10m)	<input type="checkbox"/>	<input type="checkbox"/>	Best practice followed if deer is missed/injured (See templates & guides section)	<input type="checkbox"/>	<input type="checkbox"/>
Deer legal firearms and non-lead ammunition used	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles used are cleaned and inspected regularly	<input type="checkbox"/>	<input type="checkbox"/>
Relevant deer stalking qualifications e.g. Deer Stalking Certificate level 2 (DSC2)	<input type="checkbox"/>	<input type="checkbox"/>	Carcass stored below 7°C in a purpose-built chiller	<input type="checkbox"/>	<input type="checkbox"/>
All stalkers completed relevant CPD (in last 5 years)	<input type="checkbox"/>	<input type="checkbox"/>	Chiller temperature monitored twice daily with records (2 years) (template in Group Scheme Handbook)	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Analysis and Critical Control Points (HACCP) plan (template in Group Scheme Handbook)	<input type="checkbox"/>	<input type="checkbox"/>	Records of deer culled, stored and collected/delivered to processor (template in Group Scheme Handbook)	<input type="checkbox"/>	<input type="checkbox"/>
Complaints procedure (template in Group Scheme Handbook)	<input type="checkbox"/>	<input type="checkbox"/>	LINKS TO TEMPLATES AND GUIDES		
Control of Substances Hazard to Health (COSHH) records (template in Group Scheme Handbook)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The Deer Initiative guides: Shot through to storage: www.thedeerinitiative.co.uk/guides-landing-basc • BASC: www.basc.org.uk 		
H&S risk assessments covering culling through to storage (template in Group Scheme Handbook)	<input type="checkbox"/>	<input type="checkbox"/>			
Waste disposal records (if required)	<input type="checkbox"/>	<input type="checkbox"/>			
Quality policy and manual	<input type="checkbox"/>	<input type="checkbox"/>			

If you've answered 'NO' to any element and require support, please refer to the standard at www.britishqualitywildvenison.co.uk or contact agrifood@saiglobal.com

Ready to apply? [Request an application pack](http://www.intertek.com/assurance/british-quality-wild-venison-bqww/bqww-request-an-application-pack)
www.intertek.com/assurance/british-quality-wild-venison-bqww/bqww-request-an-application-pack

Contents

Welcome to the British Quality Wild Venison Standard group scheme. The group scheme is for producers who operate with fewer than 300 carcasses per year. It is administered by BASC and all enquiries should be directed to Martin Edwards at deer@basc.org.uk. Use this handbook to ensure that you are compliant in all areas. There are helpful templates for you to use and guidance to make the audit stage smooth.

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Scheme information & Quality policy

Scheme information	
BQWV Scheme number/name	
Larder name	
Larder address	
Postcode	
OS grid reference/What3Words	
Local authority food business registration number	

BASC Group Scheme Quality Policy	
Producer name:	
<p>As a producer member of the BQWV/BASC group scheme, we ensure all deer carcasses meet the highest standards by committing to:</p> <ul style="list-style-type: none">• Including only wild deer harvested under management plans that protect the environment, woodlands, and timber quality.• Tagging every carcass with a BQWV tag and maintaining full traceability from shot to larders, and processors.• Identifying all critical control points and taking documented measures to minimise food safety risks, with clear communication to relevant people.• Keeping all equipment and facilities thoroughly cleaned using food-safe chemicals, with records maintained.• Documenting and addressing all complaints in line with the complaints procedure (template on page 14).• Raising issues and proposing corrective actions to drive continual improvement.	
Signed:	Date:

Emergency details

These details should be made easily available to anyone working in the larder. Please complete the below with contact details and locations.

	Named contact	Contact number	Contact email	Address
Responsible person (Estate owner/Manager/Stalker)				
Local Animal Health Office				
Environmental Health Office				
Local Authority				
Local Hospital				
Doctor's Surgery				
Neighbours				
AGHE				
DEFRA Rural Services Helpline		03459 33 55 77		

Risk Assessment Example

Location: Example			Operation: Carcass handling and preparation in the larder			
Assessor name: Joe Bloggs			Date completed: xx/xx/xx			
Hazards	Who/How	Current controls	Actions	Who	When	Done
Injury resulting from negotiating local terrain including snags and branches, falling debris, internal traffic	Stalker	Route chosen is appropriate to participant abilities, clothing, and prevailing conditions. Stalkers aware of or can assess notable terrain hazards. All stalkers aware of emergency procedure. Appropriate communications carried.				<input type="checkbox"/>
Risk of contamination from environment.	Stalker	Stalkers should be able to recognise and avoid sources of contamination and provide appropriate PPE. Clean hands & cover all hand cuts & sores with waterproof dressings or gloves. Participants aware of risk of handling animals or animal dung, and parasites such as ticks or other biohazards. Participants recommended to wash hands, before smoking/eating and to wash/disinfect clothing to maintain biosecurity if appropriate.				<input type="checkbox"/>
Vehicle travel and access to site - accident	Stalker	Vehicles should be in good condition and suitable for stalking use. Parking at site should not endanger participants, other road users or damage property.				<input type="checkbox"/>
Venison contamination during transport to and at larder.	Stalker	Carcasses carried in drip trays to ensure venison is isolated from contamination. Drip trays washed after each use. Larder hygiene regulations monitored. Adhere to cleaning schedules displayed in all larders.	DMQ 1 & 11, attended carcass handling course.			<input type="checkbox"/>

Risk Assessment Example

Hazards	Who/How	Current controls	Actions	Who	When	Done
Abrasions, lacerations & contamination during gralloching & larder presentation	Stalker	Stalkers properly trained & updated. Safety clothing and First Aid equipment provided in larder. Chain Mail glove to be worn on free hand during carcass presentation in larders. When using a knife always find a good level stance and cut away from your body	Staff and guides trained in first aid			<input type="checkbox"/>
Spine and body strain during carcass handling	Stalker	Manual handling training. Use of deer drag bags. Use of constructed tracks, firebreaks, quad roads & all aids + wherever possible work as a pair when landling larger deer. Non-slip footwear & suitable clothing to be worn in the field.	All stalkers to be trained in manual handling.			<input type="checkbox"/>

Date:

Signed:

Dates reviewed

Risk Assessment Template

Hazards	Who/How	Current controls	Actions	Who	When	Done
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Date:

Signed:

Dates reviewed

Individual Declarations

RULES TO BE FOLLOWED BY ALL BQWV GROUP SCHEME MEMBERS BEFORE AND DURING ENTRY TO LARDERS

- To be completed at the start of employment by all stalkers and countersigned by the lead stalker.
- Before entering larder areas, everyone must agree to adhere to the procedures outlined below.
- This record must be kept on file for anyone with access to larders and will be reviewed by the BQWV assessor.

Stalkers must report to the Scheme leader if they:

- Feel ill, especially sickness or diarrhoea, bad cold/flu, sore throat or very bad discharge from ears, nose, and mouth.
- Have or are recovering from food poisoning.
- Septic spots/boils or other skin infections.

All Stalkers must:

- Wash hands before and after visiting the toilet.
- Ensure boots are washed and disinfected prior to entering and leaving the larder. Alternatively, protective covers may be worn.
- Keep cuts and sores covered with waterproof dressings.

I _____ (print name) agree to adhere to the hygiene rules above at all times.	
Signed:	Date:
Signed _____ (Scheme leader) Date:	

Carcass collection log

Use this template to keep a record of carcasses collected.

Carcass collection log		
County		
Estate		
Date		
Driver name		
Chiller temperature		
Collection vehicle temperature		
Details of carcasses collected		
BQWV Tag number	Checked by deer hunter	Checked by driver

Useful links

British Quality Wild Venison (BQWV)	www.britishqualitywildvenison.co.uk
BASC	www.basc.org.uk deer@basc.org.uk
Forestry Commission	www.gov.uk/government/organisations/forestry-commission
British Deer Society	www.bds.org.uk
FSA	www.food.gov.uk
Wild Game Guide	www.food.gov.uk/sites/default/files/media/document/V7%20Guidance%20-%20supply%20of%20wild%20game%20for%20human%20consumption.pdf
DEFRA	www.gov.uk/government/organisations/department-for-environment-food-rural-affairs
Eat Wild	www.eatwild.co