

QUALITY WELSH FOOD CERTIFICATION LTD

Farm Assured Welsh Livestock

Beef & Lamb Scheme Assessor

Introduction:

Quality Welsh Food Certification Ltd (QWFC), a body accredited by the United Kingdom Accreditation Service (UKAS) is looking to appoint a farm assessor to undertake farm assessments on its behalf.

QWFC is part of the Welsh co-operative sector being owned by the Welsh Agricultural Organisation Society Ltd (WAOS), the central body for agricultural co-operatives in Wales and Welsh Lamb & Beef Producers Ltd (WLBP) a farmer's co-operative of 7,500 farmers.

WLBP owns the Farm Assured Welsh Livestock scheme (FAWL) and its members are assessed against the FAWL Beef & Lamb Standard on an 18 month cycle. QWFC is contracted by WLBP to undertake those assessments to EU standard ISO17065 in respect of product certification systems.

Assessors are required to visit member's farms and evaluate their operation for conformance with the FAWL standard for beef and lamb enterprises. Assessors are required to confirm the farm's compliance with those standards, complete a detailed assessment form and present a report on any areas of non-conformance.

Qualification, Experience & Attributes:

A FAWL assessor is required to have a minimum of five years experience of the management of a beef and sheep unit or alternatively, three years experience if appropriately qualified with a degree/higher national diploma/higher national certificate or equivalent in agriculture and specifically in livestock production.

FAWL assessors need to be well informed and thorough, but they must not be confrontational or aggressive. Assessors must understand that we wish to support farmers in meeting the FAWL standard. Under UKAS guidelines, no assessor can give advice but is allowed to give explanations and make farmers fully aware of what the FAWL standards require. The assessment process should be a positive experience and if a farmer does not conform to any part of the standard, it should

be brought to his or her attention in a diplomatic way; sometimes however, assessors have to be firm.

Reporting & Training:

Assessors must have a proven ability to report and write clearly and concisely, and be comfortable in the use of IT, experience of working as an assessor in the past would clearly be an advantage. The assessor will be required to undertake formal training in assessment activities and in working within a quality system: training will be offered QWFC in order to ensure that assessments are conducted and reported in a thorough and consistent manner.

Assessors must be able to communicate well and ensure that farmers clearly understand what is required of them. The ability to work with computers will be an advantage.

Training for the post will involve a review of the scheme standards and accompanied farm visits before the applicant will be allowed to undertake a full assessment which will be shadowed by one of our lead auditors.

Assessors need to contact applicants by phone to conduct a pre-assessment check so that applicants and members are aware of and understand the requirements of the FAWL scheme before the farm is visited: this can save time for both assessor and farmer. Assessments will need to be arranged within a given timetable and conducted against the FAWL scheme requirements. The assessor will need to ensure that all areas of the scheme standards are assessed and must submit reports to QWFC that are a factual record of the assessment. It will be necessary to clearly record non-compliances raised, report these to the farmer and to QWFC and where appropriate, consider corrective actions and timescales to be taken to correct a problem. In some circumstances, spot checks or re-visits will also need to be carried out.

Terms of appointment:

Assessors can undertake an agreed number of assessments per week and an average number of eight to ten assessments can be provided with agreement. The assessor will be considered to be self-employed and will be paid on a flat rate per farm visited.

The assessor will be expected to perform to an agreed time table for the return of assessment reports and to maintain regular annual re-training. All assessors are required to be monitored and assessor performance reviews are carried out on a regular basis. Furthermore assessors are also required to accept a witness audit both by QWFC a lead auditors and at time the UKAS audit service to ensure compliance with standard ISO17065.

To apply for the post, applicants should complete the attached form and return it to QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion SY23 2HE by Wednesday 25 July 2018.

If you have any further queries, please contact Iestyn Jones on (01970) 636688 or e-mail info@wlbp.co.uk .