

RWS SHORT CHECKLIST FOR DOCUMENTS TO BE INPLACE (SUMMARY OF INFORMATION SEE RWS STANDARD)

Farm name

Date internal inspection

Name of person doing inspection

QUESTIONS	Y/N	COMMENTS
RWS General		
Is the RWS standard and farmers guidebook available on farm?		
Has the RWS requirements been read and understand?		
Has an own self inspection done to see if the existing systems, record keeping comply with the RWS requirements?		
Has the group membership agreement been signed and send to the main group office?		
Has the RWS Farmers Questionnaire been completed and send to the main group office?		
Has an internal audit been contacted on yearly basis by the group internal inspector?		
Has all non-conformities found during the internal audit been rectified		
RWS AW 1 – Management		
AW 1.1; No parallel farming done? Has all wool sheep been registered for the audit		
AW 1.2; auditor allowed to visit all buildings, field, accommodation, documenters, lands etc.		
AW 1.3 Are all applicable laws regarding animal welfare, land management and social responsibility available for the inspection? (Can be kept electronically)		
Are all applicable legislations available for: animal welfare and husbandry, Social legislations, Health and Safety legislations, Conservation and environment legislations etc? Some acts to be available are e.g.		
1. Amendment - Labour Relations Act - 2002 - Afrikaans		
2. Sectorial Determination Act 13 for Farm Workers		
3. Occupational Health and Safety ACT 85 OF 1993		
4. Animal Diseases Act, act no 35 of 1984		
5. Animal Identification Act, act no 6 of 2002		
6. Animal Protection Act, act No 71 of 1962		
7. Conservation of Agricultural Resources Act, act No 43 of 1983		
8. Fencing Act, act no 31 of 1963		
9. Meat Safety Act, no 40 of 2000		
10. Performing Animals Protect Act, act no 24 of 1935		
11. Societies for Prevention of Cruelty to Animals Act, act 169 of 1993		
12. Veterinary and Para-Veterinary Professions Act, act 19 of 1982		
13. Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, Act no 36 of 1947		
14. Animal Heath Act, act no 7 of 2002		
15. Basic Condition of Employment Act, act no 75 of 1997		

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16. Compensation for Occupational Injuries and Disease Act, act no 130 of 1993		
17. Employment Equity Act, act no 15 of 1973		
18. Hazardous Substance Act, act no 93 of 1973		
19. National Road Traffic Act, act no 83 of 1993		
20. Tabaco Product Control Act, act no 83 of 1993		
21. SANAS 1469 – 2014 Humane Handling of Livestock		
22. SANAS 1488 – 2014 Humane Transport of Livestock		
23. Animal Improvement Act, act no 6 of 2002		
24. Biodiversity Act, act no 10 of 2004		
25. National Environment Management Act, act no 107 of 1998		
26. National Environment Management; Waste Act, act no 59 of 2008		
27. National Environment Management, Biodiversity Act, act no 10 of 2004		
28. National Veld and Forestry Act, act no 10 of 1998		
29. Stock Theft Act, act no 57 of 1959`		
AW 1.4; What best practices standards are used as references and or the farm receive any other inspections to show best practices? (Cape Wool best practices kept on file any other best practices or certificates)		
AW 1.5; Training records regarding RWS to be kept that include workers training attendance registers and producer training through Group responsible person that RWS training was done with producer? See list at the bottom that needs to be included in the induction training.		
AW 1.6; Declarations that are signed by subcontractors used?		
AW 1.7; Are records kept for 5 years?		
RWS AW 2 – Nutrition		
Feeding management plan in place and is it reviewed annually? Plan needs to include:		
1. Feeding requirements of the age of stock		
2. Timing of feedings		
3. Water provided		
4. Stock ratio/rate to comply with the number of animals on field allowed and how the stock is divided in groups/ flocks		
5. Changing of diet and how it is done gradually		
Procedures on feeding mix available and the amount used		
Emergency procedures done that include: drought, fires etc.		
Field monitoring, water monitoring records		
Sheep inspections and BCS records		
Rotation plan for fields, pastures?		
Feed storage are, (not stored with any hazardous products)		

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Feeding recommendation plans from the person giving the recommendations?		
RWS AW 3 – Infrastructure		
Building and facilities safe and well maintained and no evidence that animals or staff can be harmed?		
General Shelter for the animals available and in cases of extreme weather conditions?		
Are sheep housed and are all facilities available and safe for the sheep and cleaned, well ventilated, sufficient day light and checked on regular basis? Procedures and records in place on the handling of housing sheep and laming pins (lam hok)		
All infrastructures comply with the local legislations e.g. (Health and Safety requirements are included in the new RWS version). This is just summary and more regulations are set out in the list covered in AW 1.3		
1. Regulation - 1593 - OHS - Facilities Regulations		
2. Regulation - 1031 - OHS - General Safety Regulations		
3. R155 OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993) ASBESTOS REGULATIONS, 2001. Asbestos regulations (if asbestos is still used)		
4. Compensation for Occupational Injuries and Disease Act, act no 130 of 1993		
30. Occupational Health and Safety ACT 85 OF 1993		
5. Regulation - 1031 - OHS - General Safety Regulations		
6. Regulation - 2281 - Environmental regulation for workplaces		
7. Regulation - OHS - Construction Regulations 2003		
8. Regulations - OHS - General Machinery Regulations		
9. Regulation - 929 - OHS - General Administrative Regulations		
10. Regulation - 533 - OHS - Certificate of Competency		
11. Regulation - 295 - OHS - Driven Machinery Regulations		
12. Regulation - 307 - OHS - Noise Induced Hearing Loss		
13. The Sectorial determination 13 act for farm workers that include housing requirements, and facilities that needs to be available		
14. Fencing Act, act no 31 of 1963		
15. Hazardous Substance Act, act no 93 of 1973		
RWS AW 4 - Health		
Are their health and welfare plan done for the animals and is this plan reviewed on yearly basis?		
Weekly flock inspection and records that include the next inspection details:		
1. Pest, diseases problems		
2. Fences quality		
3. Water points and clean water		

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4. Field and pasture quality and any problems		
5. Mortality found		
6. BSC records on sample taken		
7. General comments		
Procedure in place for animals that has health problems or lameness issues to be treated immediately and include the reporting of the issue and how transported will be done to the main site for treatments.		
Treatment records and yearly plan for treatments in place and all records available		
Mortality records with the reason of mortality		
Injuries and treatment records (medicine/ pesticide used, WHD and labels kept of product used)		
Hygiene procedure are in place to cover the cleaning, maintenance of all the equipment (handling equipment, dose equipment, vaccination equipment etc.), facilities and personal .		
Procedures in place for the handling and use of equipment e.g. vaccination, dose equipment and tail docking and castration equipment etc.		
Procedures in place for the handling and use of the dipping facilities and or equipment.		
Risk assessment done on different diseases/ parasites/ pests, internal and external with the different treatments and the threshold levels of each diseases/ parasites/ pests . This risk assessment needs to include the decisions on why tail docking, castrations are done, and it needs to include type of injuries and how it is handled when it does happen.		
Procedures in place for the different activities done on the farm		
1. Tail docking and castration procedures		
2. Vaccination, dose and dip procedures		
3. Marking of sheep (tag, tattoo) procedures		
4. Horn trimming procedures		
5. Lambing and foster lambing procedure		
6. Cleaning, maintained and time lambing kept in pin must be included in the lambing pins used procedure?		
7. Slaughter procedure		
8. Shearing rules and procedures (displayed in the shearing shed)		
9. Shearing injury handling procedures		
10. AI (artificial Insemination) procedures include laparoscopic if it is done		
Sheep markings done according to the local law?		
Breeding, pregnancy and lambing management plan		
Procedure on lamb feeding in the case of fostering?		

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RWS AW 5 – Behaviours and handling		
Behaviour and handling of all sheep to be done according the animal health and welfare rules/ legislations		
Procedure on the handling of sheep, including confinement of sheep, the moving of sheep.		
Transport procedures and records of injuries and death		
Dog used; are they properly trained and listen to instruction given		
Moving sheep and the handling of sheep that is moving slow		
Do all animals treat humanly on the farm		
RWS LM 1 - Soil		
Soil management plan in place that include prevention of over grazing or any other management technics used on the farm that could lead to degrading of land?		
Soil management system regarding soil erosion, soil compaction, invasive plants (Procedures on management of soil erosion, soil compacting, control of invasive plants to be done)?		
Key monitoring area and procedure how fields and areas are monitored not to be over grazed and how rotation done to increase?		
No hazardous substances been disposed on the farm e.g. oil, chemicals etc.		
RWS LM 2 – Biodiversity		
Environment and conservation policy and or membership of conservation program?		
List of fauna and flora with the management of endangered species?		
What control and management are in place for predators and toxic or invasive plants?		
No defrosting is done?		
Rules on fishing, hunting, taking out of plants on the farm?		
RWS LM 3 – Fertiliser		
Soil samples done and analyses from laboratory available?		
Recommendation of the fertiliser application available with the fertiliser management plan that is yearly reviewed		
Qualification of the person doing the recommendations kept on file		
Records of fertiliser application kept that include date, type of fertiliser the amount applied and the field it was applied to		
MSDS for the fertiliser to be kept in file		
Are fertiliser application equipment kept clean and well maintained with calibration records?		

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RWS LM 3 – Pesticides (chemicals used on cultivation and pesticide treatments on sheep)		
Is IPM (Integrated Pest management) plan in place that include prevention, observation, monitoring and intervention of pests on cultivation fields and or for pest/parasites on animals		
Threshold levels (or triggers) for the pests found on cultivation field available		
Threshold levels (or triggers) for the pest/ parasites found in/on sheep available		
Are biological, physical and or cultural control methods done where possible and mentioned in the IPM plan?		
Pesticides applied done according to label requirements of product used? (Labels of products available)		
Action taken to prevent resistance form pests and parasites form products used for treatments? (Is it covered in the IPM plan)		
Are labels and MSDS of chemicals and products used kept e.g. for		
1. Vaccination		
2. Parasite/ pesticide products used		
3. Chemicals used e.g. pesticides, fertilisers		
4. Lubrication products e.g. oils, grease		
5. Fuel products e.g. diesel, petrol		
Are records of the applications kept that include: Date, product trade name and active, reason for the use of the product, the field name/ or flock number/ or sheep number/ the WHD of the product.		
Does the risk assessment include the pesticides/ parasites used under AW 4 – Health and or under the IPM plan		
RWS SW – Human Right (New section that will be added to RWS)		
Farm or management Commitment in place that cover social welfare and responsibilities:		
1. Employment freely chosen		
2. Freedom of association and the right to collective bargaining and respected		
3. Working conditions are safe and hygienic		
4. Child Labour not used and Young workers requirements		
5. Legal wage paid set out by government		
6. Working hours according to the legislations		
7. No discrimination practices		
8. Regular employment provided		
9. No harsh or in humane treatment done		
SW 1 Hiring Practices and Forced Labour		
Clear Hiring procedures for hiring staff and does procedure include force labour and prison labour not to be used. Does procedure include the review of ID/ working permit and age of workers before hiring?		

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Grievance and disciplinary procedures covered during hiring agreement		
Code and conduct explained before start (contracts and agreements agreed before work commence)		
Policy / procedure on the use of contractors that they comply with the local labour requirements regarding hiring of staff. (Declaration to be signed that agreements comply with local legislations and information available on requisite)?		
Labour consultancy information available if used		
Hiring of staff done individual and confidential and evaluation done before recruitment.		
Contracts done with all staff complying with local regulation e.g. Sectorial Determination 13 act. (Contract available for review during audit)		
SW 2 Child Labour		
Child labour policy available? No staff younger than 15 employed?		
Young workers employed between 15 and 18 years are they only working 35 hours, contracts signed by parent or guardian, young worker not prevented not to go to school, no night or hazardous work given to young worker? See sectorial determination 13 act of young workers.		
Are the group agreement specify that no child labour been allowed?		
SW 3 Working Conditions and Conduct		
Policy in place that no discrimination practices will be followed		
Policy on that no verbal abuse, harassment (including sexual harassment) and physical abuse been practices are followed		
Corruption, extortion, bribery to workers or families are prohibited		
Working hours recorded and comply with the requirements of Sectorial Determination Act 13 – Working hours		
Are leave, sick leave, family responsibility leave complies with the Sectorial Determination 13 Act and are the days of leave, sick leave and family responsible been recorded?		
No penalties done regarding sick leave or any leave that are taken or wants to be taken by staff member?		
Workers that work 6 days consecutive are getting 1-day leave/ rest day? SA law requires 45 hours work per week normal working hours?		
Policies/ procedures in place for woman returning to work after birth?		
Policy/ procedure and records in place for grievances and how are they managed without any repercussions against the person raising the grievance (confidentiality protected of worker)?		
SW 4 Freedom of Association and Collective Bargaining		

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Are staff free to join any union or worker associations or to establish workers committee on the farm?		
Are freedom of association and collective bargaining covered in management commitment and explain to the workers during induction training?		
Are workers allowed to join meetings and let Unions to access workers? Are meeting notices allowed to be displayed on notice boards		
SW 5 Wages and Benefits		
Wages comply with min wage set by government or was agreed during the collective bargaining?		
Are over time paid according to the local requirements?		
Records of each payment kept and comply with the requirements of the Sectorial Determination 13 act – Concerning payment?		
Contracts comply with the Sectorial Determination 13 Act – farm workers regarding Benefits, sick leave, leave requirements, wages, overtime, termination clauses, night work, working hours, job description, deductions, housing agreement, employer and employee information?		
Equal pay for equal work shall be provided for all workers regardless of gender, work status, religion, political affiliation, nationality or other factors?		
Are yearly leave done according to the requirements set out in the Sectorial Determination Act 13 – Leave?		
Deductions on payslip specified and are all deduction recorded and specified in the contract/ employment agreement done according to the Sectorial Determination Act 13 – Deductions?		
SW 6 Communities		
Acknowledge and adhere to legal rights of communities regarding sites, land and other resources. Farms shall respect the customary rights and religious and cultural significance to communities of locations and resources?		
Are any indigenous populations		
Are communities informed on grievance procedures if they require complaining about farming activities?		
Any communities involve in decisions that must be taken that can impact the community in the area?		
SW 7 Health and Safety		
Are all buildings, structural safety?		
Clean and potable water, testing water sources regularly if risks have been identified.		
1. Water risk assessment done		

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2. Water analyses done for drinking water on yearly basis and available at the audit		
Clean and well-maintained facilities provided for staff:		
1. Toilets		
2. Handwashing facilities		
3. Areas for the storage of staff food and personal items		
Health and safety risk assessment completed and reviewed yearly, and does it specify all risk areas and risk operations on the farm.		
All signs displayed at hazardous areas according to the risk assessment		
Training certificates/ attendance register available for staff working with hazardous products and or equipment e.g. Safe handling of chemicals, safe handling of administering medicines and equipment used, Forklift training etc?		
Management commitment allow workers not to participate in hazardous operation if they not feeling safe?		
Are First trained staff available on the farm?		
Are health and safety committee available on the farm and representative trained?		
Are health and safety inspection and meetings done every 4 months at least? (Health and Safety regulation of SA, requires 1 trained staff 20 more staff and one for each 50 employees)?		
Health and safety committee assess risks and communicate and resolve grievances with farmer and these meeting records kept?		

List of internal trainings (attendance register to be kept with date list of names and signatures) this needs to be on yearly basis;

- Handling of sheep in field, yard
- Catching, holding and moving of sheep
- Inspection of the mouth and age regarding teeth
- Use of tags and tattoo of sheep
- Cutting of hoofs and horn tipping
- Preventing and treatment of fly attracts
- Identification of different parasites and the how dosing needs to be done
- How to handle and use needles, vaccinate medicine, parasite, pesticide chemical products that are used on sheep treatments
- Treatment and preparing of shearing shed
- Treatment of cuts and injuries during shearing with the equipment handling and cleaning
- The identification of wool contamination through different plant species
- How to provide and maintain good practices and handling in the yard
- Counting of sheep
- The procedure for the inspection and what to be inspected in the field during visits
- The procedure on the tail docking and castration of lambs

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- Identification of lameness under sheep
- The procedure on BCS and record keeping
- Health and safety procedures and rules
- Hygiene rules of the shearing shed and general hygiene rules.
- Slaughtering of sheep
- Contracts, payslips, grievance and disciplinary information
- Social responsibility policy of the farm
- Cleaning and maintenance of equipment
- The requirements of RWS

List of external trainings (certificates or attendance) some trainings do not to be done yearly;

- Safe handling of chemicals through the company that provide the recommendations and products to be used for pesticide usage
- Forklift training if it is used
- Health and safety representative if person is identified
- First aid training for first aid staff. (must be available on the farm at all times)