

Farm Environment Plan Checklist: Are you ready for audit?

This preparation checklist has been developed for farmers in Canterbury that require an audit of their Farm Environment Plan (FEP).

Pre-Audit Planning

First Steps:	Check
Ensure your FEP is up to date and includes everything that your consent requires it to cover. You'll find these requirements in the consent conditions or potentially within an appendix to your consent. Provide a copy to the auditor.	
Make sure you have all your records in one place to use as evidence that you are meeting the objectives and/or targets.	
Remind yourself of the Industry-agreed Good Management Practices (GMPs) and any other more specific good management practices for your farm type (from your Industry Group). More information on GMPs can be found at www.canterburywater.farm/gmp	
Make sure you have had someone update your OVERSEER budgets have been updated or you've run NCheck Report for the latest year, so an auditor can assess whether the farm is within its consented nitrogen loss limit (where relevant).	
Book an audit date and time with an Environment Canterbury Certified FEP auditor. This list can be found on www.canterburywater.farm/fep/fep-audits/	
Advise the FEP auditor of any biosecurity and/or Health and Safety requirements for their visit.	

Pre-Audit: Do I have the information the auditor needs?

Nutrient Management		
Target Areas	Examples of evidence to have available:	Check
Identifying Nutrient Losses	Up to date nutrient budgets (Check your consent for type of budgets required), critical source areas mapped, risk map	
Phosphorus & Nitrogen Management	Soil test results, fertiliser and application records, advisor recommendations, spreader calibration records, proof of placement records, Spreadmark certification, deep soil Ntests, crop calculators, GPS records	
Winter grazing	Paddock selection, separation distances, grazing records, grazing plan, photos	

Irrigation		
Target Area	Examples of evidence to have available:	Check
New irrigation	System design specifications, installation certificates, post commissioning report	
Operation	Bucket test results, maintenance records including meter verifications, system assessment reports, water take records, GPS records, water application records	
Scheduling	Soil moisture records, rainfall and temperature records, soil water budget	
Staff	Staff training records, irrigation procedures, discussions with staff	

Cultivation and Soil Structure		
Target Area	Examples of evidence to have available:	Check
Erosion	Erosion risk maps and management plan, photos, Google Maps images showing ground cover	
Soil structure	Soil compaction checks, wet weather grazing management plan	

Animal Effluent and Solid Animal Waste		
Target Area	Examples of evidence to have available:	Check
Consents	Copies of monitoring compliance reports from Environment Canterbury	
Storage	Effluent calculator report, field observation, solid effluent or compost export information e.g. sales or transport details, reasoning for location	
Application	Discharge area map, effluent risk areas map, application records, soil moisture records, bucket test results, maintenance records	
Staff	Staff training records, discussions with staff	

Waterbodies (wetlands, riparian areas, drains, rivers lakes)		
Target Area	Examples of evidence to have available:	Check
Waterways and riparian	Riparian plans, actual plantings, photos, purchase receipts	
Livestock	Compliance with Environment Canterbury rules, fencing, stock exclusion plan	
Mahinga kai	Maps of all waterways, drains (with water), wetlands, springs, riparian areas and summary of management and/or any enhancements planned. For more information see www.canterburywater.farm/fep/mahinga-kai	

Point Sources		
Target Area	Examples of evidence to have available:	Check
Offal, silage and rubbish pits	Pit location map, contingency plan	

Water Use (excluding irrigation)		
Target Area	Examples of evidence to have available:	Check
Operation and efficiency	Water use data, maintenance records, water efficiency calculations	

Selwyn Te Waihora (Farms within Cultural Landscapes / Values Management Area)		
Target Area	Examples of evidence to have available:	Check
Cultural Landscapes/ Values Management Area (CLVMA)	Maps of all waterways, drains (with water), wetlands, springs, riparian areas, remnant native vegetation and summary of management and/or any enhancements planned. For more information see www.canterburywater.farm/fep/mahinga-kai	

Waitaki		
Target Area	Examples of evidence to have available:	Check
Mahinga kai	Maps of all waterways, drains (with water), wetlands, springs, riparian areas and summary of management and/or any enhancements planned. For more information see www.canterburywater.farm/fep/mahinga-kai	
Biodiversity	All springheads, wetlands and spring fed streams mapped. Planting, enhancement and protection plans, photos, purchase receipts	

The information and evidence that the auditor will ask to see at the farm visit will vary for each farm. The above list is indicative only and the auditor may ask for additional information to establish their level of confidence that you are meeting the objectives and targets in your FEP.