



Industry Checker user guide

The Red Tractor Farm Assurance Checkers are becoming essential resources in maintaining the credibility of assurance.

The checkers are easy to use services which allow buyers and certifiers to instantly access assurance information for farm members (Beef & Lamb, Dairy, Pigs, Poultry, Crops and Produce schemes) and post-farm members (Market, Transport and Abattoir schemes)

The checkers use information provided by the members' certification bodies.

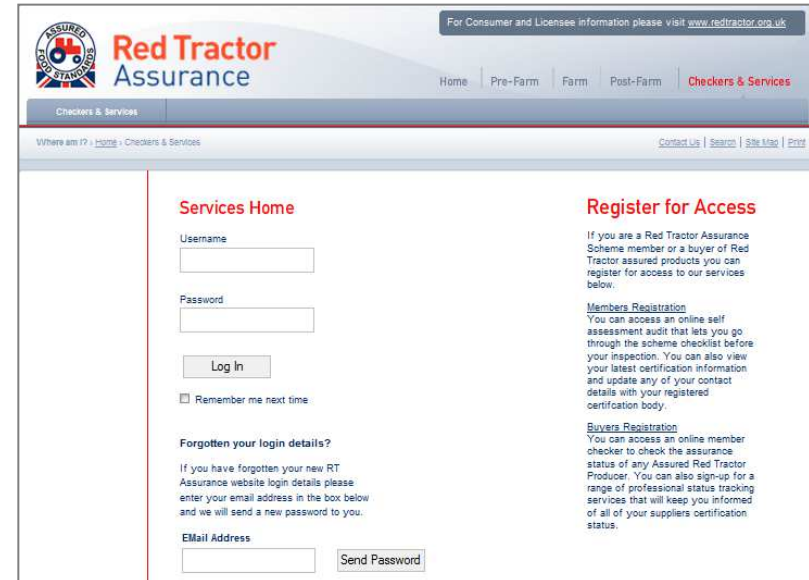
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1. getting started

1.1 How to register

If you are a new user and wish to search any of the sectors members, you will need to register for access.

- Visit www.redtractorassurance.org.uk and click on *Checkers & Services*
- On the right-hand column, click on *Buyers registration*
- The on-line registration process consists of the following steps:
 - **Scheme details:** select the scheme group(s) you would like to join, then click on *Continue*
 - **Access details:** select your business type and state the reason behind your application to access the services for the selected schemes. Click on *Continue*
 - **Personal details:** complete the required details and click on *Continue*. Note that all fields marked with an * are mandatory, your application cannot be processed without this information. Please ensure you enter a correct e-mail address as it will be used as the primary method of contact for all of your AFS Information, including your access details



The screenshot shows the 'Red Tractor Assurance' website. The top navigation bar includes 'Home', 'Pre-Farm', 'Farm', 'Post-Farm', and 'Checkers & Services'. The main content area is divided into two columns. The left column, titled 'Services Home', contains a login form with fields for 'Username' and 'Password', a 'Log In' button, and a checkbox for 'Remember me next time'. Below this is a section for 'Forgotten your login details?' with a text box for an email address and a 'Send Password' button. The right column, titled 'Register for Access', contains text explaining the registration process and links for 'Members Registration' and 'Buyers Registration'.

You will receive a confirmation e-mail following your application. Once approved, you will receive a second e-mail informing you of your username and password. These e-mails will be sent to the e-mail address provided during the registration.

1.2 Logging in to the checker

- To access the checker, follow the link provided in the confirmation e-mail. Alternatively, go to www.redtractorassurance.org.uk and click on *Checkers & Services* in the scheme's navigation drop down menu.
- Enter the username and password which were provided in the e-mail and click on *Log In*

2. checking memberships

Once logged in, you will see one of the following pages, depending on the page you chose to access the service from.

Logged in on the Services Home page

(note that the list of schemes displayed in the search wizard may vary depending on the industry services you have applied for)

For Consumer and Licensee information please visit www.redtractor.org.uk

Red Tractor Assurance

Home | Pre-Farm | Farm | Post-Farm | **Checkers & Services**

Beef & Lamb | Dairy | Pigs | Poultry | Crops | Produce | Post-Farm

Where am I? | Home | Checkers & Services | Contact Us | Search | Site Map | Print | My Account | Logout

Services Home

Welcome to Assured Food Standards industry services. As a member or purchaser of Red Tractor products we have provided a range of online tools for you to check the status of our scheme members and monitor your Red Tractor suppliers.

Search for: **By:**

RT Beef and Lamb (ABM) RT Chicken (ACP)
 RT Dairy (ADF) RT Crops (ACCS)
 RT Pigs (ABP) RT Produce (AP)

Register for additional services

You can add additional industry or Membership services to your Red Tractor online user account.

[Apply for Additional Membership Services](#)
[Apply for Additional Industry Services](#)

OR

Logged in on one of the scheme's Checkers & Services page, for example Beef & Lamb

For Consumer and Licensee information please visit www.redtractor.org.uk

Red Tractor Farm Assurance ABM

Home | Pre-Farm | Farm | Post-Farm | **Checkers & Services**

Beef & Lamb | Dairy | Pigs | Poultry | Crops | Produce | Post-Farm

Where am I? | Home | Checkers & Services | Beef & Lamb | Assurance Checking | Contact Us | Search | Site Map | Print | My Account | Logout

Beef & Lamb Checker

Welcome to the Red Tractor Beef and Lamb Assurance checker services. Buyers and certifiers can now instantly access information under the Red Tractor Beef and Lamb schemes by using this service. This area enables users to search for assured beef and lamb producers, haulers, livestock markets and collection centres and abattoirs.

Holding No

Scan UK holding numbers directly from the BCMS movement stickers [or] Type UK holding numbers using the following format **/**/****

Search for: **By:**

[Assurance Checking](#)
[Transport Checker](#)
[Checker Usage Report](#)
[Help on Checking](#)

[Status Tracking](#)
[About](#)
[Pricing](#)
[Industry Watchlist](#)

There are a number of ways to search for a member, one of the following details can be used in any of the schemes' checkers:

- Company (e.g. company name)
- Number (e.g. the member's assurance number)
- Address (e.g. any word in the primary or the additional sites' address)
- Postcode (e.g. any of the sites' postcode if different)

Additionally, depending on the schemes you have access to, you might be able to use additional information, such as:

- Holding number (in format **/**/****)
- First purchaser number

2.1 Searching for a member

- Enter a piece of information relating to the member
- Choose the matching option in the drop-down menu (where applicable), search

2.2 Checking a member's certification information

- Click on the name of the member – this will take you to the Membership report which provides details of the membership
- **Membership Details**
- **Name:** Member's name
 - ❖ **Membership Number:** The member's assurance number
 - ❖ **Scheme:** Shows which scheme they are assured through
 - ❖ **Site Address:** Contact address/address of the main holding
 - ❖ **Certification Body:** Name of certification body who carry out inspections.
 - ❖ **Holding Number:** Holding number for above address.
 - ❖ **Information last updated:** Date information last provided by the relevant certification body.
- **Certification Details**
 - ❖ **Status:** Certificate Status
 - Full – Valid with expiry date in the future **Full (Grace)** - Valid with expiry date within the last month **Closed/Suspended/Withdrawn/No stock** – Not Valid
 - ❖ **Expiry date:** Expiry date of their certificate:
 - Green – Valid, Orange – Valid (grace period), Red – Not Valid
 - ❖ **Valid for:** Show Species covered
- **Additional Sites / Holdings covered under this membership**

It is possible for certain members to have more than one holding covered under their membership. Here you will find any additional sites/holdings that are covered under the producer's membership.
- **Historical Validity Dates**

This section shows the dates for which each species is covered. Gaps in dates indicate when the member was not assured.

Holding No

Scan UK holding numbers directly from the BCMS movement stickers [or] **Type** UK holding numbers using the following format ****/*/*/*/*/***

Search For: **By:** **Company**

Membership Details

Name: [REDACTED]	Membership Number: [REDACTED]
Scheme: RT Beef and Lamb (ABM)	Site Address: [REDACTED]
Certification Body: SAI Global	Postcode: [REDACTED]
Holding Number: [REDACTED]	

Information last updated: 05/02/2011

Certification Details

Status: FULL **Valid For:** Lamb
Expiry Date: 30/11/2011 **Beef**

Green = fully assured member
Orange = member in grace
Red = non-assured member

Historical Validity Dates

Beef:		Lamb:	
From:	To:	From:	To:
01/12/1999	30/11/2011	01/12/1999	30/11/2011

3. checker usage report

3.1 Downloading a checker usage report

This tool enables checker users to download a list of all checks they have made over a specific period of time.

- Navigate to one of the scheme's Checkers & Services page (i.e. *Farm, Dairy, Checkers & Services*)
- Click on *Checker Usage Report* on the left-hand panel
- Then choose the criteria for the following options:
 - **Start Date of Period / End Date of Period:** enter the relevant dates for the period that you would like to search (in DD/MM/YY format)
 - **Filter log:** Select the type of log the you require by choosing between *Both your searches and reports, Only your searches* or *Only the reports you viewed* in the drop-down menu.
Please note that the term *report* refers to the members' certification details you have viewed.
- Click on *Download your checker log*
- Click on *Open* (or *Save* the file)

The screenshot shows the 'Checker Usage Reports' section of the Red Tractor Farm Assurance website. The page has a navigation menu with categories like Beef & Lamb, Dairy, Pigs, Poultry, Crops, Produce, and Post-Farm. The 'Checker Usage Reports' form is highlighted with a red border and contains the following fields:

- Start Date of Period: 03/07/2010
- End Date of Period: 08/07/2010
- Filter Log: Only your searches (dropdown menu)
- Download your checker log (button)

3.1 Understanding the results

Depending on the filters you have chosen to apply, you will see all of some of the following information:

- **Date:** Date and Time search was performed
- **Search Term:** Search criteria used
- **Action:** 'search' or 'Member_Report' (if viewed by checker user)
- **Certifier Membership ID:** Certification number (if match found)
- **Result:** If a match was found and the user viewed the Membership Report, then the Surname, Assurance Status and Expiry date for that member will be displayed on the row below the initial search.

In this example, the option "Both your searches and reports" was selected. The download reports:

- one search with the term "Thomson" (row 2) and one report of a member's membership details (row 3).
- One search with the postcode "NE20 0EX" (row 4) and one report of a member's details (row 5).

	A	B	C	D	E
1	Date	SearchTerm	Action	CertifierMembershipID	Result
2	07/02/2011 12:58	thomson	Member_Search		
3	07/02/2011 12:58		Member_Report		{ [REDACTED], FULL, 28/04/2011 }
4	07/02/2011 13:01	NE20 0EX	Member_Search		
5	07/02/2011 13:01		Member_Report		{ [REDACTED], FULL, 31/03/2011 }
6					

4. troubleshooting

4.1 Issues with logging in

- **Invalid username or password**

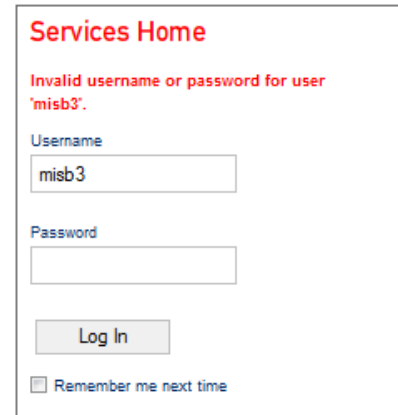
If the information you have entered when logging into the checker is not recognised you will receive the following message: Invalid username or password for user “...”

In this situation we advised you to do the following:

1. Check the information you have provided is correct. Remember that when entering your username the letters "o" and "l" are not the numbers "0" or "1"
2. Avoid copying and pasting the username name and password from your 'Red Tractor Assurance Industry Services Approved' email, as spaces are often included and can add characters.
3. Contact the scheme board (see [5. Contact Details](#))

- **Forgotten password**

If you have forgotten your password, you can request a new one. Simply enter your email address in the box provided and you will be issued with a new password via e-mail.



Services Home

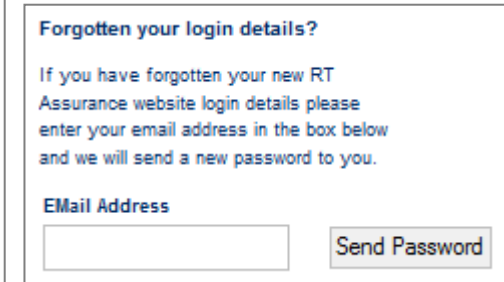
Invalid username or password for user 'misb3'.

Username
misb3

Password

Log In

Remember me next time



Forgotten your login details?

If you have forgotten your new RT Assurance website login details please enter your email address in the box below and we will send a new password to you.

Email Address

Send Password

4.2 Checker search does not return any results

If a search does not return any matches, the following message will appear on screen:

No matching records, try widening your search criteria

This does not necessarily mean that the member is not assured. We therefore advise the following:

1. Check the information you have provided is correct
2. Try searching using a different criterion
3. Contact the relevant certification body (if known) (see [5. Contact Details](#))
Or contact the scheme board who will be able to perform a more detailed search on their system (see [5. Contact Details](#))

5. contact details

The “Contacts” section which can be found under each of the schemes tabs holds the **scheme board’s contact detail** (under *Scheme Contacts*), repeated below, and the scheme’s relevant **Certification Bodies** (under *Certification Bodies*)

Alternatively, you can send the scheme’s board a message using the Contact Us form (the link is situated on the global navigation ruler and shows on all pages)

The screenshot shows the Red Tractor Farm Assurance website. The main navigation bar includes 'Home', 'Pre-Farm', 'Farm', 'Post-Farm', and 'Checkers & Services'. The 'Farm' tab is active. Below the navigation, there is a 'Where am I?' breadcrumb trail: 'Home > Farm > Beef & Lamb > Contacts'. The 'Contact Us' link is highlighted in a red box. The main content area is titled 'Scheme Contacts' and provides contact information for Red Tractor Assurance Beef and Lamb, including a phone number (01908 393750), fax (01908 691092), and email (af@beefandlamb@abm.org.uk). It also mentions a 'contact form' for alternative contact. Below this, there is a section for 'Certification Bodies' with a sub-heading 'The contact details for the Certification Bodies licensed for the Red Tractor Farm'. The sidebar on the left contains links for 'About the scheme', 'Benefits', 'Board, TAC & Management', 'Certification', 'News & Information', 'Useful Information', 'Scheme Documents', 'Standards', 'Templates', 'Publications', 'How to join', 'Request a pack', and 'Contacts'.

Scheme	New home page	New checker login page	Secretariat
RT Beef & Lamb Farm (ABM)	www.redtractorassurance.org.uk/beefandlamb	www.redtractorassurance.org.uk/checkers	beefandlamb@redtractorassurance.org.uk Tel 01908 393750
Pigs (ABP)	www.redtractorassurance.org.uk/pigs	www.redtractorassurance.org.uk/checkers	pigs@redtractorassurance.org.uk Tel: 01932 589800
RT Poultry (ACP)	www.redtractorassurance.org.uk/poultry	www.redtractorassurance.org.uk/checkers	poultry@redtractorassurance.org.uk Tel: 01932 589800
RT Produce (APS)	www.redtractorassurance.org.uk/produce	www.redtractorassurance.org.uk/checkers	produce@redtractorassurance.org.uk Tel: 01932 589800
RT Crops (ACCS)	www.redtractorassurance.org.uk/crops	www.redtractorassurance.org.uk/checkers	crops@redtractorassurance.org.uk Tel: 01932 589800

RTLivestock
Transport
(ABM/ABP)

www.redtractorassurance.org.uk/transport

www.redtractorassurance.org.uk/checkers

transport@redtractorassurance.org.uk
Tel 01908 393750

RT Livestock
Markets and
Collection Centres

www.redtractorassurance.org.uk/markets

www.redtractorassurance.org.uk/checkers

markets@redtractorassurance.org.uk
Tel 01908 393750