



PGS Farm Visit Prep List

PGS Farm Visit Duration: 1.5 - 2 hours

Resources

- ☐ PGS completed questionnaire (sent to the assessment team at least three days before visit)
- ☐ Checklists (clipboards and pens)
- ☐ SAOSO Standard for Organic Production and Processing file
- ☐ Your PGS group documentation/SOPs
- ☐ PGS information leaflets for guests (if available)
- ☐ Camera

Stages of Farm Visit

Preparation

- Ensure you have the relevant participants in line with your Standard Operating Procedures (SOPs)
 - Member responsible for administration of farm visit
 - Farmer participants (at least one farmer with knowledge of the type of production on the assessed farm or invite expert)
 - Retailers/ customers
 - Host farmer/s
 - Trainees/mentorees

Introduction to visit

- Welcome. Depending on the participants knowledge of PGS you may want to describe PGS and the six basic elements: shared vision; participation; trust; transparency; learning process; and horizontality
- Explanation of peer review process and farm walkabout – request all conversations shared so that the administrator can note concerns and knowledge shared
- Last visit – list any corrective actions (if applicable)
- Hand out checklists
- Ask for consent to use photographs – promotion/transparency/social media

Farm walkabout

- Walk through farm asking questions about:
 - Land - history
 - Farm fertility including
 - Compost
 - Soil
 - Crop rotation
 - Companion planting
 - Animal welfare
 - Seeds

- Water
- Nature – biodiversity and ecosystem management
- Plants: Pest and disease
- Contamination risks
- Harvesting and packing
- Cleaning and sanitation
- Farm workers
- Record keeping – input, planting, harvesting and sales records
- Administrator records information and interactions
- Photographs of farm and production areas

Decision

- Review form and identify outstanding information or documents
- All ask questions
- Discuss corrective actions/notifiable exceptions (refer to SOP or SAOSO standard if required)
- Come to a decision (or refer to your committee depending on your rules)
- Hand in checklists
- Take group photograph of participants
- Record information on farm visit, eg. date of farm visit; number of participants; approved or rescheduled

Post-Visit

- Follow up on outstanding actions or information
- Complete team comments and corrective actions with timelines on PGS form and distribute to participants who attended farm visit for their comment (or alternatively use report template)
- Record knowledge exchanges
- If approved, issue certificate – copies for retailer members (if applicable)
- Download pictures and file
- Update social media and website (if applicable)

Committee Actions

- Update PGS farm visit log for review by committee at next meeting, including.
 - Farm details
 - Outcome of farm visit (including corrective actions)
 - Number of participants
 - Other PGS farms visited by the assessed farm
 - Risk assessment
 - List notifiable exceptions (share with PGS SA)
 - Update the PGS committee reporting template