

Farm environment plan checklist

Are you ready for audit?

Use this checklist to help you prepare for your Farm Environment Plan (FEP) audit.

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 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/targets.	
Remind yourself of the industry-agreed Good Management Practices (GMPs) for all farms and for your specific farming operation. Check the Farmers' Hub for more information: ecan.govt.nz/farmers-hub	
Discuss with your FEP auditor what information you will need to provide at your audit. If this includes an Overseer nutrient budget, make sure this is updated and available.	
Book an audit with an Environment Canterbury-certified FEP auditor. Find an auditor at ecan.govt.nz/fep	
Advise the FEP auditor of any biosecurity or health and safety requirements for their visit.	

Pre-audit: getting your evidence ready

Nutrient management		
Target area	Examples of evidence to have available:	Check
Identifying nutrient losses	Critical source area maps, risk maps, and the details of any mitigation measures adopted to reduce nutrient losses. Ask your FEP auditor if you need to provide an updated Overseer nutrient budget	
Phosphorus & nitrogen management	Soil test results, fertiliser and application records, advisor recommendations, spreader calibration records, proof of placement records, Spreadmark certification, soil nitrogen tests, crop calculators, GPS records	
Winter grazing	Intensive winter grazing management plan, which should include details of paddock selection, setbacks and buffer zones, grazing records, grazing plans, and contingencies for adverse conditions	

Irrigation		
Target area	Examples of evidence to have available:	Check
New irrigation	System design specifications, installation certificates, post commissioning report	
Operation	Irrigation management plan, Map of high-risk areas	
Scheduling	Soil moisture records, rainfall and temperature records, soil water budget, and management strategy to reduce drainage risks	
Staff	Staff training records, irrigation procedures, discussions with staff	

Cultivation and soil structure		
Target area	Examples of evidence to have available:	Check
Erosion	Cultivation records	
Soil structure	Crop rotation records	

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	Documented planting plans, photos of plantings, purchase receipts	
Livestock	Evidence of compliance with Environment Canterbury rules, fencing, stock exclusion plan	
Mahinga kai	Maps of all waterways, drains (with water), wetlands, springs, riparian areas and details of management and planned enhancement. Check ecan.govt.nz/mahinga-kai for more information	

Point sources		
Target area	Examples of evidence to have available:	Check
Offal, silage and rubbish pits	Pit location map, contingency plan, visual inspection	

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 details of management and planned enhancement. Check ecan.govt.nz/mahinga-kai for more information	

Waitaki		
Target area	Examples of evidence to have available:	Check
Mahinga kai	Maps of all waterways, drains (with water), wetlands, springs, riparian areas, remnant native vegetation and details of management and planned enhancement. Check ecan.govt.nz/mahinga-kai for more information.	
Biodiversity	Maps of all springheads, wetlands and spring-fed streams. Plans for planting, enhancement and protection, and 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.