

Farm Assurance Evidence Index

Turn an assessment into a walk to a folder, by writing down in advance where every required record actually lives.

One page saying where every record lives, so an assessment is a walk to a folder rather than a day of searching.

YOUR SCHEME'S HEADINGS, YOUR FOLDERS

This lists no scheme's requirements, because they differ by scheme, country and enterprise and they change. Write your own scheme's headings in the left column and fill in where each record actually is. That is the work that makes an assessment straightforward.

Holding		Scheme and membership number			Assessment due
Requirement or heading	Record that satisfies it	Where it is kept	Up to date	Last checked	Gap or action

Actions before the assessment