



8th January 2024

Dear Red Tractor Licensee

Red Tractor Licence Renewal & Traceability Challenge Programme 2024-2025 Processors and Packers

Happy New Year. We hope this year is one of happiness, good health and prosperity for all our licensees. We have great pleasure in informing you that our licensing portal is now open and hereby invite you to renew your Red Tractor Licence for the year 2024/25.

This letter contains news and a reminder of essential information. Please read the letter and appendices and, if required, please share with your relevant colleagues as appropriate.

Change of Address

Our new Head Office address: Assured Food Standards, 20 St Dunstan's Hill, London, EC3R 8HL.

Please be aware that your current Red Tractor Licence **expires on 31 March 2024** and your licence status will change to "Not Valid" on our online Licensee Checker should your licence not be renewed by this date. Therefore, it is recommended that sufficient time is allowed for your application to be approved and payment processed as your new licence for 2024/25 cannot be issued until the whole process has been completed.

Licence Renewal

To begin the renewal, please login to the licensing portal:

<https://checkers.redtractor.org.uk/rtassurance/services.eb>

If you have forgotten your password, you can reset it by completing "Forgotten your login details?".

The application is divided into two sections:

SECTION 1

- **Technical section** - this must be submitted and approved by Red Tractor before you can complete the remainder of the application. Products details must include retailer or brand name, product description and quantity, weight or volume e.g. Lidl Cherry Tomatoes 250g.
- **Red Tractor Sales Value** (enter the invoiced sales value of Red Tractor products for the year ending 31/03/24, you may need to enter a forecast of sales for the remaining weeks of the year). This must include all products sold with a Red Tractor claim, whether or not the logo has been applied.
- **Marketing contact**

SECTION 2

- **Sign Licence Agreement** (see also Appendix 1) - enter PO Number if required, download invoice, and refer to Terms of Payment (on receipt).

Please be aware that we will need to return your application for revision if any details are missing.

Artwork approval

We would also like to remind you that all artwork containing any of the Red Tractor Logos must be sent to the relevant Technical Manager (Licensing) for approval at licensing@redtractor.org.uk before going to print. This also includes the list of ingredients for each product. In terms of listing products, those which require artwork approval should be listed on the product list even if not yet launched.

Third Party Certification – FSSC 22000 and IFS Food Accreditation

Red Tractor now accepts FSSC 22000 and IFS Food accreditation as part of our licensing eligibility criteria for certain sectors. For further details, please refer to our updated Licensing Eligibility Criteria which can be found on our trade website: <https://trade.redtractor.org.uk/requirements-for-licensees/>

If your third-party certification is through our Red Tractor Meat and Poultry Processing Scheme or BRC Global Standard for Food Safety, your certificates will be automatically found and verified.

If you are certified to the BMPA Quality Pork Charter Scheme (BQAP), QMS, SALSA, FSSC 22000 or IFS Food, you will need to upload these certificates during the application and replace them when they expire for your licence to remain valid. We will alert you via email 4 weeks before your certificate expires. If your Certification Body has not issued your new certificate, and the expiry date is approaching, please contact them to ensure continuity.

Your expired certificates must be replaced during the renewal process or at the time of expiry during the year. Please contact the relevant Technical Manager (Licensing) and ask for your licence to be opened for editing.

Requirements and Information for Licensees

Please note that there are several essential documents available for licensees on our trade website: <https://trade.redtractor.org.uk/requirements-for-licensees/>.

These include:

- Licensing Eligibility Criteria
- Licence Agreement
- Traceability Challenge Checklist and Non-Conformance Codes (see also Appendix 2)
- Red Tractor Claim Definition
- Red Tractor Logos and Brand Guidelines
- Clarification on depth of trace and country of origin requirements
- FAQs

We would encourage you to look at the information provided in these documents.

Traceability Challenge (TC) Programme

All licensees are subject to Traceability Challenges. These assessments check that products being marketed and sold as Red Tractor meet the specified eligibility criteria at every required step and are traceable throughout the Red Tractor assured supply chain. For further information, and for the definition of a Red Tractor claim, please see Appendix 2.

Using our Checker Services

We wish to remind you that our Checker Services are a function for Licensees and they must be used for verifying the Red Tractor status of suppliers. We ask that each relevant member of staff have their own login which can be requested via: <https://checkers.redtractor.org.uk/rtassurance/services.eb>.

More information on the use of the Licensee and Industry Checker can be found in Appendix 3.

Supply Chain Problems/ Requesting a Derogation

If at any time during the licensing year you encounter any issues with product eligibility, meaning that your supply chain is technically compromised, please contact us immediately. We will then be able to consider the issue and decide whether a derogation is warranted (see clause 4.2 in the Processor and Packer Licence Agreement).

Red Tractor Logos

The discontinued core standard logo (replaced by the Certified Standards logo) should not be used. We continue to offer our Enhanced Welfare Logo (for indoor reared chicken certified to our Enhanced Welfare Scheme Standards that meet all the Better Chicken Commitment (BCC) requirements) and the Free-Range Logo (for chicken, turkey and duck certified to our Free-Range Scheme Standards). If you are interested in applying to use these logos, please contact the relevant Technical Manager (Licensing).

I hope this letter and appendices are helpful in explaining what is required in completing your renewal. If you have any questions, please do not hesitate to get in touch.

We look forward to working with you during the coming year and thank you again for your continued support of Red Tractor.

Kind regards,



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Key Contacts:

General Enquiries

licensing@redtractor.org.uk

T: 0207 630 3320

Requirements for Licensees (documents)

<https://trade.redtractor.org.uk/requirements-for-licensees/>

Amy Panton

Red Tractor Technical Manager (Licensing)

Meat & Poultry

amy.panton@redtractor.org.uk

T: 07901 209039

Rob Brown

Red Tractor Technical Manager (Licensing)

Fresh Produce, Combinable Crops and Dairy

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T: 07552 193693

Appendix 1. Licence Renewal

Please login to begin your renewal: <http://checkers.redtractor.org.uk/rtassurance/services.eb>

A link will be visible for Renewals 2024/25.

All information entered last year has been brought forward and can be re-selected if still relevant or, if not, it can be de-selected.

If you have any questions or need any help at any time, please contact the relevant Red Tractor Technical Manager (Licensing).

All current Red Tractor Licences will expire on **31 March 2024**. Please ensure that you allow sufficient time for your application to be approved and payment to be processed. In addition, to avoid delays in approving your application, please check the following before submitting:

- o Have you listed all your products and provided the full product description? Products details must include retailer or brand name, product description and quantity, weight or volume e.g. Lidl Cherry Tomatoes 250g, ASDA Cottage Pie 750g, Co-op Milk Skimmed 2 litre etc.
Ingredients listed must reflect the percentage of Red Tractor Assured ingredients in the finished product.
- o Have you tagged all your suppliers? Please include all, even those you may use infrequently.
- o Have you listed your customers? Your application will be returned if customer details are not provided. We have provided a list of potential customers from which you can select who you supply. If your customer's name is not listed, we require that you provide the name in the free text box.

We do require that you keep this information up to date throughout the licensing year. If you need to add a new sector, product, supplier and/ or customer, please contact the relevant Technical Manager (Licensing) and ask for your application to be opened for editing. Please remember to always include your licence number.

Licence Agreement

Your Licence Agreement can be downloaded from the portal. Red Tractor would like to emphasise that the Agreement **must** be approved and signed by a person who has the authority to agree to the Terms and Conditions and can validate the declared RT Sales Value.

We recommend that the person in authority reads the Agreement prior to the start of the licence application to ensure that the conditions are clearly understood and the RT Sales Value is verified as accurate and correct.

We would like to bring the following Licence Agreement technical rule changes to your attention. These changes now feature in our Licence Agreement for 2024/25 (please refer to the Licence Agreement for further detail). This is a summary of some technical changes only so please read the new Licence Agreement carefully and in full before confirming your agreement to it:

- o Clause 7.3 – a new clause has been introduced which confirms that clause 7.1 also applies where a Red Tractor Assurance Chaim (as defined in clause 2.1b) is made.

- o Clause 9.1 – has been amended to include rights of assessment for any other reason (than already stated) if Red Tractor Assurance considers that it is necessary to do so to prevent the Scheme or Red Tractor Assurance from being brought into disrepute.
- o The link to the “Requirements for Licensees” documents library has been replaced to now signpost licensees to our trade website: <https://trade.redtractor.org.uk/requirements-for-licensees/>

Sales Value

Please ensure your Red Tractor Sales Value is correct when submitting your application. RT Sales Value is the aggregate invoiced value (excluding VAT) of sales (excluding internal transfers and/or stock movements between the Licensed Site and any other site of the Licensee in respect of which a Licence has been granted) made by the Licensee of Red Tractor Assured claimed products from the Licensed Site for the period 1 April 2023 to 31 March 2024.

Invoices

The invoice will be available to download as the last step of your application. If you need to enter a PO number, you will have the opportunity to do so when you enter the RT Sales Value. Please allow sufficient time for your payment to be processed. If you have an enquiry regarding the fee, please contact: trademarketing@redtractor.org.uk

When making payment please ensure that your licence number is used as the payment reference.

Appendix 2. Traceability Challenge Programme 2024/25

Following a Traceability Challenge, and if any issues are found, the assessor will leave details of non-conformance/s with you.

If a critical or three or more major non-conformances are found, the assessor will contact Red Tractor whilst still on site to agree next steps. This may result in suspension or termination of your Licence and/or could involve additional visits, possibly at your expense. If additional traceability challenges are required, this may involve payment in advance (invoiced by Red Tractor).

Where major or minor non-conformances are found, and your licence has not been suspended or terminated, these must be closed out within 28 days of the visit by providing satisfactory corrective evidence.

Unannounced Traceability Challenges

We will continue to conduct our Traceability Challenges as unannounced physical visits in the 24/25 licensing year.

We would like to remind you that as part of the licence renewal process, there is a question to answer regarding unannounced Traceability Challenges. This question is designed to capture dates (15 maximum) where an unannounced visit may be difficult for you to accommodate. Our assessors will endeavour to avoid visiting your site on the dates provided.

Traceability Challenge Checklist

The table below provides a checklist of the minimum requirements that assessors will be verifying during a Traceability Challenge to ensure that a licensee has adequate traceability systems and processes in place:

1	If you are buying direct from farm/grower to process/pack, you are checking the Red Tractor (or Third Party Certification scheme recognised by Red Tractor) assurance status of all incoming
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	livestock/product using the Red Tractor Checkers and Services – Industry Checker/Assurance Checking (see: https://checkers.redtractor.org.uk/rtassurance/services.eb)
2	If you are buying in Red Tractor product from other companies/third parties, you are specifying your requirements for Red Tractor with those companies in a written product specification.
3	If you are buying in Red Tractor product directly from other companies/third parties, you are regularly verifying their Red Tractor licence status using the Red Tractor Licensee Checker (see: https://checkers.redtractor.org.uk/rtassurance/services.eb) (Note, red meat abattoirs supplying only Red Tractor Assured [beef, lamb or pork] meat product which is a split carcase, fores or quarters do not need to be Red Tractor licensed).
4	If you are buying in Red Tractor product from other companies/third parties, you regularly validate those companies/third parties are supplying Red Tractor products through your own challenges back to farm.
5	If you are sourcing from Trading Companies/Agents/Merchants you regularly check that these suppliers hold their own Red Tractor Licence by verifying their Red Tractor licence status using the Red Tractor Licensee Checker (see: https://checkers.redtractor.org.uk/rtassurance/services.eb)
6	The Red Tractor Assured status of all Red Tractor product on site is clearly labelled at all times subject always to the Exception set out in clause 5.1 (d)(i) and related proviso set out in 5.1 (d)(ii) of the Licence Agreement. If you are buying in Red Tractor product, you must also ensure that your supplier supplies appropriately labelled product.
7	All paperwork relating to Red Tractor product such as delivery documentation, intake checks, invoices, etc. includes the detail of the product's Red Tractor assurance status in the product description parts of such paperwork by reference to "Red Tractor", "RT", "RTA", "RT Assured" or "Red Tractor Assured", subject always to the Exception set out in clause 5.1 (d)(i) and related proviso set out in 5.1 (d)(ii) of the Licence Agreement.
8	Staff in areas that are key to delivering the traceability system/protecting the integrity of the Red Tractor Logo (such as intake checkers in abattoirs) are trained and aware of Red Tractor and the importance of the tasks they are employed or engaged to undertake.
9	Systems are in place to ensure the correct labels/packaging are taken to packing lines.
10	Licensees producing dairy products carrying the Logo only use milk that has been collected from farm by a Dairy Transport Assurance Scheme (DTAS) member.

Traceability Challenge Non-Conformance Classification and Codes

Classification is based on the impact the failing could have in terms of potential for a product to be erroneously labelled with the Red Tractor Logo/claim. If you have any queries about non-conformances issued by the assessor, they should be raised with the relevant Red Tractor Technical Manager (Licensing).

Code	Level	Description
TC1	CRITICAL	Fraudulently/ knowingly using the RT logo/ claim on product (and/ or paperwork) that is not eligible for RT
TC2	CRITICAL	Mistakenly using the RT logo/ claim on product (and/ or paperwork) that is not eligible for RT - error is not down to the licensee but further down the supply chain.
TC3	CRITICAL	Mistakenly using the RT logo/ claim on product (and/ or paperwork) on product that is not eligible for RT - error is within licensee controls
TC4	MAJOR	Using wrong logo
TC5	MAJOR	Failed mass balance - cause is down to licensee management
TC5B	Minor	Failed mass balance - failures are further down the supply chain and out of the management control of the licensee

TC6	MAJOR	More than 4 hours to produce paperwork confirming product is eligible for RT logo - root cause of failure is completely within licensee management control (either on site or within company)
TC6B	Minor	More than 4 hours to produce paperwork confirming product is eligible for RT logo - if the supply chain back to assurance status is more than one step away and not within company
TC7	CRITICAL	Not checking the assurance status of incoming products
TC8	MAJOR	No product specifications for product purchased in for further processing
TC9	MAJOR	Product brought in for further processing is not identified as eligible for RT logo (farm assured status) on delivery paperwork
TC10	MAJOR	RTA product not clearly labelled throughout the site
TC10B	Minor	RTA product not clearly labelled throughout the site; however product is clearly labelled (by e.g. batch code, barcode) ensuring traceability is secure.
TC11	MAJOR	Inadequate licensee traceability/ management controls around product eligible for RT and product not eligible for RT
TC11B	Minor	Secure controls for product eligibility are in place, however this is not fully recorded.
TC12	MAJOR	Inadequate controls to ensure correct packaging/ labels/ stickers are used on product
TC12B	Minor	No product labelled as RT or label inspection checks are in place to ensure correct labels are applied but does not record RTA status.
TC13	MAJOR	Poor staff awareness/ training of Red Tractor. Skill gap is sufficient to provide an opportunity for mis-use of RT logo.
TC13B	Minor	Poor staff awareness/ training of Red Tractor. Skill gap minor and procedures and records are in place to ensure RT status is secure.
TC14	MAJOR	Not competing regular checks to validate that suppliers are supplying to specification
TC15	Minor	Traceability challenge carried out for QMS product has failed (RTA intact but whole life assurance for Scotch has failed)
TC16	CRITICAL	Licence held for company is not up to date/ valid/ doesn't correspond to current membership year or license fee has not been paid.
TC17	CRITICAL	Inadequate licensee traceability/ management controls around product that is stunned and non-stunned
TC18	CRITICAL	Site does not have/ know about DTAS
TC20B	Minor	Approved supplier list for all species/ produce does not match with the suppliers list on the licence application
TC21B	Minor	Product eligible for a RTA claim, which is sourced from animals assured to recognised equivalent schemes is not described as RTA post carcase, sides or quarters.
TC22B	Minor	Product of RTA origin is not described as RTA, e.g. "Farm Assured"
TC23	MAJOR	Full traceability backward or forwards is not demonstrated irrespective of assurance status of product.
TC24B	Minor	Customer list for all products sold with a RTA claim does not match with the customer list on the licence application
TC25	MAJOR	Product sold as RTA is not identified as RTA in the product description on despatch paperwork, customer invoices or products labels. Not applicable where product is destined for final consumer
TC26B	Minor	Product list for all products sold with a RTA claim does not match with the product names on the licence application

Red Tractor Claim Definition

The word "Claim", as used in clause 2.1b of the Processors and Packers Licence Agreement, is to claim to source and supply Red Tractor Assured Products (a "Red Tractor Assurance Claim"), whether or not the Logo(s) is/are physically applied to such products, and to apply such a claim to Red Tractor Assurance Products which is an implicit indication of the Red Tractor Assured status and British origin of the product sold.

Examples include:

- o Application of the Red Tractor Logo/s to product;
- o A public statement made by a processor, packer or their supply chain customer, wholesaler, trader or food service operator (e.g. text on publicly accessible websites, marketing materials, emails, menus) asserting that product sold is Red Tractor Assured;
- o Documented identification on product as Red Tractor Assured (e.g. "Red Tractor", "RT", "RTA", "RT Assured" etc.) in accordance with section 5 of the Licence Agreements;
- o Use of the Red Tractor Logo/s or terminology (e.g. "Red Tractor", "RT", "RTA", "RT Assured" etc.) and/or a statement on paperwork identifying or asserting the product is Red Tractor Assured e.g. invoices, delivery notes (used, for example, to supply RT product to meet a customer's buying specification).

Where Red Tractor Assurance is used purely for the accreditation of systems on farm, as a demonstration of pre-farm gate due diligence, this does not constitute a "Claim".

If, at any stage beyond this point, a user (perhaps the end user) wants to utilise Red Tractor, then product would need to be segregated and documented as Red Tractor throughout the supply chain. This would mean an implicit indication of the Red Tractor Assured status of the product sold and would constitute a claim.

Appendix 3. Licensee Checker

In addition to the Industry Checker service, we continue to offer the Licensee Checker. The Licensee Checker has been developed and now allows users to verify approved product categories. For example, where previously a licensee was identified as licensed for fresh produce, the checker now also provides detail on approved product categories e.g. cherry tomatoes, chilli peppers and strawberries. This development has been applied across all sectors.

The Licensee Checker must be used to verify the Red Tractor Licence status of suppliers if you are buying in Red Tractor product directly from other companies.

It is important to appreciate that the status of any Red Tractor Licensee in the supply chain can change at any time. Our Licensee Checker provides a live status and is the most robust way of verifying the Red Tractor Licence status of a food business operator at any given time.

The Checker can be found when you login to Checkers and Services. Click on "Licensees" and you will see "Licensee Checker" in the drop-down list.

If there are no matching records, you must assume that the food business operator does not have a valid licence. Please contact the relevant Technical Manager (Licensing) who will confirm the situation. You will be able to search for the Licensee using any of these fields:

Licensee Checker

Welcome to the Red Tractor checker services. Buyers and licensees can now instantly access information relating to Red Tractor licensees by using this service.

This area enables authorised users to search for our licensees. Use the form below to find the current certificate of any licensed site. Once you have found the licensee you are looking for click through to access their certificate details.

[Edit Content](#)

Search For:	By:	
<input type="text"/>	Company	> Search
	Company	
	Number	
	Address	
	Postcode	

Industry Checker

If you are not already registered to use the Industry Checker, you can request access by clicking on “My Account” and selecting Industry Services:

[Apply for Industry Services](#)

[Apply for Licensee Services](#)

Status Checks (Red Tractor recognised Third Party Certification Schemes)

If a product originates via a Third-Party Certification Scheme recognised by Red Tractor, checks must also be made to validate the status of the supplier. Red Tractor recognise schemes in certain farm sectors, which include Quality Meat Scotland (QMS), Farm Assured Welsh Livestock (FAWL), Northern Ireland Beef & Lamb Farm Quality Assurance Scheme (NIBL FQAS) and Scottish Quality Crops (SQC). For further information, please see “Clarification on depth of trace and country of origin requirements” available at: <https://trade.redtractor.org.uk/requirements-for-licensees/>.

It is also important to refer to the Red Tractor Licensing Eligibility Criteria to confirm which sector and at which point products may enter the Red Tractor supply chain where the product is assured to a recognised Third-Party Certification Scheme.

[End]