



January 2025

Dear Red Tractor Licensee,

### **Red Tractor Licence Renewal & Traceability Challenge Programme 2025-2026 Processors and Packers**

Happy New Year from all of us at Red Tractor. We are grateful for all our licensees and we wish to thank you for your loyalty and all you've done to support us in 2024. We hope this year is one of success for your business.

We have pleasure in informing you that our licensing portal is now open and hereby invite you to renew your Red Tractor Licence for the year 2025-2026.

This letter contains updates and a reminder of essential information. We encourage you to read the letter and appendices and to please share with any relevant colleagues.

Please be aware that your current Red Tractor Licence **expires on 31 March 2025** and your licence status will change to "Not Valid" on our online Licensee Checker should your licence not be renewed by this date. Therefore, please allow sufficient time for your application to be approved and your payment to clear as your new licence for 2025-2026 cannot be issued until the entire process has been completed.

#### **Licence Renewal**

To begin the renewal, please login to the licensing portal [here](#).

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. Product details must include retailer or brand name, product description and quantity, weight or volume e.g. ALDI Standard Chicken Breast Fillets 300g or Tesco British Baby Spinach 500g.
- **Red Tractor Sales Value** (enter the invoiced sales value excluding VAT of Red Tractor claimed products for the year ending 31 March 2025, you may need to enter a forecast of sales for the remaining weeks of the year). This must include all products sold with an [Red Tractor claim](#) whether or not the logo has been applied.
- **Marketing contact** – please add an appropriate contact.

#### SECTION 2

- **Sign Licence Agreement** (see Appendix 1).
- **Download invoice** - enter PO Number if required before downloading your invoice, download invoice and refer to Terms of Payment (on receipt). Your Red Tractor Licence certificate will be issued as soon as payment has been processed.

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

### **Artwork approval**

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](mailto: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.

### **Licensing Eligibility Criteria (Third-Party Certification)**

Our Eligibility Criteria for licensees processing and packing dairy, fresh produce and crop-based products with a Red Tractor claim has been updated this year. We also no longer recognise the National Association of Catering Butchers (NACB) Scheme since it has closed. Please refer to the Eligibility Criteria on our website [here](#) for further detail.

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 BQAP Quality Pork Charter Scheme (BQAP), QMS, FSSC 22000, IFS Food, BRCGS Start! (Intermediate level) or SALSA, 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, there are essential documents available for licensees on our website [here](#).

These include:

- Licensing Eligibility Criteria
- Licence Agreement (our Terms & Conditions)
- Traceability Challenge Checklist and Non-Conformance Codes (see Appendix 2)
- Red Tractor Claim Definition
- Red Tractor Logos and Brand Guidelines
- FAQs

We encourage you to look at this information.

### **Traceability Challenge (TC) Programme**

All licensees are subject to Traceability Challenges. These assessments check that products being marketed and sold as Red Tractor meet our specified Eligibility Criteria at every required step of the assured supply chain and are traceable. For further information, please refer to Appendix 2.

### **Using our Checker Services**

We wish to remind you that our Checker Services are available for Licensees and must be used for verifying the Red Tractor status of suppliers. Each relevant member of staff should have their own login which can be requested [here](#).

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 an issue with product eligibility, meaning that your supply chain is technically compromised, please contact us immediately. We can then consider the situation and decide whether a derogation is warranted (see clause 4.2 in the Processor and Packer Licence Agreement).

### **Red Tractor Logos**

We continue to have a suite of logos available to licensees. As a reminder, we offer our Enhanced Welfare Logo (for indoor reared chicken certified to our Enhanced Welfare Scheme Standards which meet all the Better Chicken Commitment (BCC) requirements) and our 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 our renewals process and supporting you in your application. If you have any questions, please do not hesitate to get in touch.

We look forward to working with you during our next licensing year 2025-26 and thank you for your continued support of Red Tractor.

Best wishes,



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KEY CONTACTS:

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## Appendix 1. LICENCE RENEWAL

Please login to begin your renewal [here](#).

A link will be visible for Renewals 2025-26.

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).

Your current Red Tractor Licence will expire on **31 March 2025**. Please ensure that you allow sufficient time for your application to be approved and payment to be processed, with renewal applications being made at the latest 3 weeks before expiry of your current licence period. In addition, to avoid delays in approving your application, please check the following before submitting:

- Have you listed all your products and provided the full product description? Product 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.
- Have you tagged all your approved suppliers? Please include all, even those you may use infrequently.
- 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. 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

The Licence Agreement can be downloaded from the portal. We would like to remind you 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 Red Tractor 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 Red Tractor 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 2025-26. This is a summary only so please read the new Licence Agreement carefully and in full before confirming your agreement to it:

- Clause 2.3 - we have introduced a new "Special Conditions" section to the Licence Agreement which allows Red Tractor Assurance to impose special conditions (where felt

necessary) which must be met in order for the licence to continue. Such conditions may include additional assessments or third-party reports (to be carried out or commissioned at the Licensee's cost) and a requirement that the Licensee complies with recommendations set out in any related action plan or report.

- Clause 10.1 – this clause already requires the Licensee to keep updated any changes to their suppliers and/ or customers. We have now added that any change in the Licensee's product list of Red Tractor Assured Products is also notified to Red Tractor.

### **Sales Value**

Please ensure your Red Tractor Sales Value is correct when submitting your application. The Red Tractor 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 2024 to 31 March 2025.

### **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 Red Tractor Sales Value. Please allow sufficient time for your payment to be processed. If you have an enquiry regarding the fee, please contact our commercial team at [trademarketing@redtractor.org.uk](mailto:trademarketing@redtractor.org.uk)

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

### **Appendix 2. TRACEABILITY CHALLENGE PROGRAMME 2025-26**

In April 2024, Red Tractor took the decision to part company with our service provider and move our Traceability Challenge Programme in-house. We now manage the pool of traceability assessors, report reviewing and close out of any non-conformances directly.

Following a Traceability Challenge, and if any issues are found, the assessor will leave details of non-conformances 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 and/or special conditions being applied, possibly at your expense which will be invoiced directly 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 2025-26 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 within the licensing year) 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 and Non-Conformance Codes

The checklist of minimum requirements which assessors will be verifying during a Traceability Challenge to ensure a licensee has adequate traceability systems and processes in place, as well as the list of non-conformance codes, can be found [here](#).

Non-conformance classification is based on the impact the failing can 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).

### Appendix 3. LICENSEE CHECKER

In addition to the Industry Checker service, we continue to offer the Licensee Checker. As a reminder, the Licensee Checker 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 applies across all sectors and licensee types e.g. wholesalers.

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 at any given time.

The Checker can be found when you login to Checkers and Services. Click on “Licensees” and select “Licensee Checker” in the drop-down list.

If there are no matching records, you must assume that the food business does not have a valid licence. Please contact the relevant Technical Manager (Licensing) who will confirm the situation. When searching for a Licensee, you can use any of the following fields:

[Licensing](#)

[Your Approvals](#)

[Guidance for Licensees](#)

[Licensee Checker](#)

## 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](#)

<b>Search For:</b>	<b>By:</b>	
<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:

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[Apply for Industry Services](#)

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[Apply for Licensee Services](#)

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## 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 be made to validate the status of the supplier.

Red Tractor recognise schemes in certain farm sectors, which include Quality Meat Scotland (QMS) in beef, lamb and pork, Farm Assured Welsh Livestock (FAWL) for beef and lamb, Northern Ireland Beef & Lamb Farm Quality Assurance Scheme (NIBL FQAS) for beef and lamb and Scottish Quality Crops (SQC) for combinable crops. Further detail is provided in our Eligibility Criteria which can be found [here](#). If you have a question regarding any of the third-party schemes we recognise, please contact the relevant Technical Manager (Licensing).

It is important to refer to our 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]**