



Key Shoot Information

BGA Membership Number	
Shoot Name	
Shoot Owner	
Shoot Location Address	
Shoot Postal Address	
Shoot Contacts/Staff	
Shoot OS Grid Reference	
Vet Practice Used (This Year)	
Game Feed Supplier (This Year)	
Game Supplier (This Year)	
Game Dealer (This Year)	



BGA Record Help Sheet

1. Key shoot information

2. Introduction

This document and the associated templates are available to help you keep comprehensive records and understand what standards are necessary for BGA membership. However, please feel free to use your own record sheets if you prefer. Your BGA auditor will ask you for evidence of record keeping.

3. Hatching - records

4. Rearing - records

5. Releasing - records

Comprehensive records should be kept to demonstrate good practice through the rearing and releasing process. Records are an excellent way of monitoring approaches to management from year to year such as stocking densities. For game meat marketing to improve, transparency is needed throughout the process.

6. Purchasing & disposal of medication records

Medication forms are an important part of modern game management and efforts must be taken to ensure all use is documented.

7. Veterinary medicines treatment records

Details of the game harvested on a shoot day, this should be tallied to a master sheet to summarise each season.

8. Shoot records

To be used for birds shot on any shooting day.

9. Chiller records

All fur and feathered game should be kept separate if stored in the same chiller. They should not be able to touch and a physical barrier between the two is best practice.

Feathered game should be stored at less than 4 degrees Celsius, storing at 2 degrees is recommended to allow for increases in chiller temperature when new game is added or in the event of a power cut to the unit.

Records should be kept of the chiller temperature, preferably twice daily. The attached record sheet is an example of what you might like to use. A less labour-intensive approach is the use of digital thermometer with data logger which can be downloaded to a computer.

The chiller should be clean, tidy and fit for purpose and in a good state of repair.

10. Larder management

To provide game meat of the highest standard, careful management of the larder is needed. This underpins the values of the British Game Alliance.

Before entry into larder areas all employees must agree to adhere to the procedures set out below. This record must be held on file for each member of staff with access to larders and will be checked by BGA Assurance Scheme Assessor.



Employees must report to the Manager if they:

- Feeling ill, especially if you have sickness or diarrhoea, bad cold/flu, sore throat or very bad discharge from ears, nose and/or mouth.
- Have food poisoning or are recovering from food poisoning.
- Septic spots/boils or other skin infections.

Employees must:

- Wash hands before and after visiting the toilet.
- Ensure boots are washed and disinfected prior to entering and leaving the larder, alternatively, protective covers may be worn.
- Keep cuts and sores covered with waterproof dressings.

Please note that smoking is not permitted in the larders at any time

11. Chemical use and management - record

For the cleaning of equipment e.g drinkers, water tanks, food scoops etc

12. Complaints register -record

For any complaints received

13. Record of Veterinary Medicine - Grouse Grit and information note

This information centres around medicated grit and environmental protection

Medicated Grit

The shoot must avoid residues of medicated grit impacting on the natural environment and of worms becoming resistance to medication. Medicated grit used for the control of Strongylosis must be used in line with the legislative 28-day withdrawal period. Veterinary advice and best practice techniques should be used (such as double-sided grit boxes and planned grid placement) to reduce contamination to the surrounding environment and minimize risks of drug resistance. See GWCT guidelines on medicated grit best practice document.

Grit stations should not be located in a way that could cause damage to sensitive habitats (e.g. deep peat, soil compaction) and in locations of sensitive species. Grit boxes should not be placed near places saturated surfaces and locations where medicated grit may contaminate small bodies of standing water, watercourses or ground water.

Environmental Protection

It is essential that the environment is protected and the shoot must ensure that it adheres to Wildlife legislation and operates in accordance with other relevant legislation and as specified by Heather & Grass Burning Regs, Heather & Grass Burning Code, compliance with General Licence conditions (e.g. legal use of traps, target species), care for peat soils. Where moorland owners are receiving public money from the Common Agricultural Policy (e.g. Direct Payments or Agri-environment) they are required to comply with a broad level of environmental and natural resource protection. Failure to do so is a breach under Cross Compliance.



The Estate Manager should adopt best practice for heather moorland management, including:

- Rotation and precision cutting/burning practices for corridors and narrow strip matrices
- Controlled grazing of deer and sheep
- Proper management of water and drainage across the Estate

The Estate/Shoot Manager must abide by the legal regulation for heather and grass concerning moorland burning practices.

Staff must be skilled and competent to carry out cutting/burning/flailing practices in a safe and considerate manner which adhere to legal practices. Must be compliant with the conditions and best practice as in the Muirburn Code.

14. Membership of External Schemes

If a shoot belongs to any external conservation schemes these are recorded on the record, this could be Conservation Stewardship schemes, Woodland Management schemes, GWCT schemes or any others



Hatching Records

Date	Number Set	Species	Source of Eggs (Own or Name & Address of Supplier)	Number of Eggs	Date of Hatch	No Chicks	Return on Eggs (%)



Rearing Records

Pen No	Species	Date Birds In	No of Birds	Source of Birds (Own or Name & Address of Supplier)	Date Birds Out	No Birds Out	Mortality %	Moved To



Release Pens

Pen No/Name	Species	Date Birds In	No Of Birds	Source of Birds (Own Rearing Pen Numbers) or (Name & Address of Supplier)	Date Birds Released



PURCHASE AND DISPOSAL OF VETERINARY MEDICINES

Name of person keeping this record.....

Job Title.....

Date of Purchase or Disposal	Name of Veterinary Medicine	Quantity of Product Purchased	Batch Number	Expiry Date	Meat Withdrawal Period	Name & Address of Supplier	Quantity of Product Disposed	How and Where Disposed Of



RECORD OF VETERINARY MEDICINE TREATMENTS

Name of person keeping this record.....

Job Title.....

Start Date of Treatment	End Date of Treatment	Name of Animal Medicine	Reason for Treatment	ID of Individual or Group	Batch Number	Expiry Date	End Of Withdrawal Period Date MEAT	Total Quantity Of Animal Medicine Used	Person Who Administered Treatment



Shoot records

Date	Details Of Where Game Shot (For Example - Drive Names/Numbers)	No of Guns	Grouse	Pheasant	Partridge French	Partridge English	Waders	Wildfowl	Various	Total	Shots



CHILLER TEMPERATURE RECORD

Chiller Location: _____

Date	Time	Temperature	Actions / Comments	Initials



Larder Management

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I (print name) _____ agree to adhere to the hygiene rules above at all times

Signature _____

Date _____

Signed _____ (Manager)



Chemical Use

Chemical	Where Used	When Used	Formulation	Who Applied It	Other Details

Guidelines for completion:

- Consider whether potential hygiene hazards highlighted apply to your operation. If so, describe how they will be minimised.
- Consider what other hygiene hazards may be present in your situation and describe action required.
- Detail what chemicals you work with and complete as required.
- Ensure assessment form is completed / signed off by the responsible person in charge and look to review the plan before next season.

Name Of Person Completing Hygiene Hazard Assessment:		Position:	
Signature.....			
Date:		Date Of Next Review:	



Complaints Register

Name & Address Of Complainant	Date Received	Nature Of Complaint	Proposed Corrective Action	Date Action Finished



RECORD OF VETERINARY MEDICINE - GROUSE GRIT TREATMENTS -

Name of person keeping this record.....

Start Date of Treatment	End Date of Treatment	Name of Animal Medicine - Grouse Only	Reason for Treatment	ID of Individual or Group/Beat	Batch Number	Expiry Date	End Of Withdrawal Period Date MEAT	Total Quantity Of Animal Medicine Used	Initials of Person Who Administered Treatment

To be used for each grouse beat on an estate



Membership of External Schemes - Register

Name of Scheme	Scheme Owner	No of Years Membership	Comments