

Notes for guidance

1. This holding register (CPH) book is designed to meet the record keeping requirements for sheep and goats under revised Scottish legislation. This legislation was introduced to provide a system for identifying and tracing the movement of sheep and goats for disease control purposes. This register is designed to ensure keepers record the information required. Space has been created for keepers to include management information which they may find helpful (e.g. running total split by category of animal).
2. You must record all movements of sheep/goats to and from the CPH within 36 hours of the movement taking place. You must retain these records for 6 years. This holding register must be made available on request to inspecting and enforcement officers. You are also recommended to start a new page on 1 January each year. If you have a 7000 code you must keep a register for each CPH you keep sheep on. This can be a separate book for each CPH or one book which shows the details required (including the running total) on an individual CPH basis.
3. Use a new line each time an event occurs e.g. 2 lines for moves on and off on the same day – this includes animals sent to market and brought home unsold and also moves to shows, dipping, shearing and AI centres. Lambs moved with their mother must also be counted.
4. Where animals move off the CPH on a temporary basis for grazing, dipping or shearing but you remain the keeper at the temporary location, you should record the details of the moves in the register. If you send animals away for wintering but you are not the keeper on the wintering location, the keeper at the wintering location must record the moves in the register at that location.
5. Internal moves within a crofting township, or between a croft and another croft or common grazing, do not need to be recorded within the crofter's holding register. Any moves between crofts or common grazings in different townships must be recorded in the crofter's holding register. All moves to/from a holding, a market or to an abattoir must also be recorded in the holding register.
6. Once a year, you must record for this location, the total number of sheep and the total number of goats that were present on this holding on 1 January. This does not mean you must physically count them on this date but you must have a means of obtaining an accurate figure from your last physical count. You will be required to send this figure to SEERAD by 1 February. You will receive further guidance on how this should be submitted. 7000 code keepers must record and provide inventory totals for each CPH they keep sheep on.
7. There is a requirement to record an animal's individual number in the holding register in specific circumstances, such as movements to shows, for breeding exemptions (see Animal Health & Welfare guidance), for export, or where the 3 official tag limit will be exceeded.

EXAMPLE OF CONTINUOUS HOLDING REGISTER FOR CALENDAR YEAR 2006

1st January		Total Number of Sheep/Goats (delete as appropriate): 156			Date Entered: 03/01/06				
1	2	3	4	5	6	7	8	9	10
Date of Event	Type of Event Move off (col 5) Move on (col 7) <i>Other e.g. births, deaths, lost</i>	No. of animals involved	<i>Category of Animals e.g. ewes, gimmers, lambs</i>	Moves Off CPH or address of next location Complete col 6 also See note 1	Name of Haulier and vehicle registration number	Moves On CPH of location that animals arrived from	Lot No. (Mart move) or Individual Number See note 2	Running total of sheep or goats	<i>Other Information</i>
04/01/06	Dead	4	Ewe					152	Snow storm
10/01/06	Off	15	Ewe	12/345/6789 – Brown Farm	A Smith - AB12 ABC			137	
02/02/06	On	50	Hogg			95/808/8300	12, 15, 30	187	Stirling UA
03/02/06	Lost	1	Ram					186	
15/03/06	Off	40	Ewe	11/222/3333 – Hill Farm	R Black – BC10 ZZY			146	To Grazing
01/07/06	Off	1	Ram	99/888/8000 – Town Show	A Smith – AB12 ABC		UK654321 000531	145	
01/07/06	Off	1	Lamb	99/888/8000 – Town Show	A Smith – AB12 ABC		UK654321 001511	144	
01/07/06	On	1	Ram			99/888/8000	UK654321 000531	145	
01/07/06	On	1	Lamb			99/888/8000	UK654321 001511	146	

Bold = Compulsory

Italics = Optional

Notes

- If sheep/goats that are away on temporary grazing (where you remain the keeper) are not returning to this CPH before moving to another CPH, please provide details of their departure location in the other information column and complete the destination CPH and date of movement as required.
- The individual identification number should be recorded for movements to shows, exhibitions, assembly centres, export, for breeding purposes, emergency veterinary purposes (if tagged) and if the animal exceeds 3 official cartags.