



**L'Ordre
national
du mérite
agricole**

Judges' visits of contestants

HOW THE JUDGES PREPARE FOR A VISIT

- ✓ The judges prepare for the visit by reading through the contestant's file and the agri-business's application form.
- ✓ The information contained in the agri-business's file is not systematically checked during the visit. However, the judges may ask questions in order to clarify the information on file. This is why the number of questions may vary, depending on the agri-business. Note that fewer questions do not indicate a lack of interest on the part of the judges and the number of questions has no incidence on the agri-business's score.
- ✓ Judges' decisions are based on verifiable results and not on plans or projects to come.
- ✓ The date and time of the visit are confirmed by the writing judge one or two days before the visit. Unless otherwise agreed upon, the owners must be available to welcome and accompany the judges throughout the visit.

HOW PARTICIPANTS PREPARE FOR A VISIT

- ✓ Participants must make sure that everyone actively involved in the agri-business is present for the judges' visit.
- ✓ Participants must prepare the required documents: agri-environmental fertilization plan, certificate of authorization, field log, financial statements, etc. See the appendix.

WHAT HAPPENS DURING A VISIT

- ✓ When the judges arrive, the writing judge introduces the judges and the participants to each other and explains how the visit will be conducted.
- ✓ The judges answer any of the owner's questions.
- ✓ They pay attention to what the owner says and they inspect the premises.
- ✓ They visit the agri-business in teams of three. However, in order to make the best use of the time available to them, they may split up to tour the fields.
- ✓ They point out any obvious accident risks.
- ✓ They do not comment either positively or negatively on what they observe.
- ✓ No recommendations are made during the visit.

Biosafety is especially important to the judges. Before the visit begins, you must therefore inform them about the measures in place, such as compliance with species-exposure restrictions, showering (where applicable), disinfecting of boots before and after, use of disposable coveralls, and so forth.

During the visit, the judges are respectful, professional and discrete. Owners should be aware that the judges will not express their opinions or otherwise comment at this time.

Before leaving, the judges make sure they have all the information they need to complete the correction grid correctly.

AFTER THE VISIT

- ✓ The judges each speak in turn and discuss the visit.
- ✓ They complete the grid by reaching a consensus on each point.
- ✓ They note the agri-business's strong points and make suggestions for improvements.

REQUIRED DOCUMENTS

Documents	Available Yes No	Being drafted	Unnecessary (do not apply to the agri-business)
AGRI-ENVIRONMENT			
Agri-environmental fertilization plan (PAEF) for the current year			
Manure stacking record			
Manure storage facility record			
Manure spreading record			
Manure export records (treatment by an authorized plant)			
Written manure-storage agreement			
Spreading agreement or lease			
Agreement between the operator and the manure treatment plant			
Certificate of authorization			
Phosphorous report			
INSURANCE			
Crop insurance			
Farm income stabilization insurance (FISI)			
Canadian Agricultural Income Stabilization (CAIS) Program			
Property insurance			
Partnership insurance			
Personal insurance (life, disability, salary, etc.)			
TRAINING			
Degree or attestation of training			
FINANCIAL MANAGEMENT			
Financial statements for the preceding three years			
Budgets for the current year (annual projection results and monthly cash budget [monitoring of the line of credit])			
Strategic planning			
MARKETING			
Marketing plan			
PAYMENTS AND CLASSIFICATION			
Milk pay or other pay(s)			
Product grading and classification records			
LIVESTOCK PRODUCTION			
Livestock yield records			
Feed program			
Genetic improvement program			
CROP PRODUCTION			
Farm plan			
Field log (planting, fertilization, crop protection, etc.)			
Crop plan			
Crop yield records			
PROCESSING, MARKETING or both			
Production monitoring records			