

Milk Purchaser Obligations Fact Sheet

Version 1.0 August 2008

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ISSUE HISTORY

All issues of this document are recorded below. After Version 1.0, all issues should record reasons for change by reference to a Change Request.

VERSION	DATE	REASONS FOR CHANGE
1.0	August 2008	First Copy

DISTRIBUTION

All issues of this document are circulated to

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In order to retain Milk Purchaser approval status once approved, a purchaser must:

- Ø keep records relating to producers and their deliveries, quotas and butterfat content;
- Ø take regular samples (at least once per month) of the milk delivered by each producer;
- Ø have the samples analysed by an approved laboratory to establish their fat content;
- Ø prepare an end-of-year statement of deliveries for each producer;
- Ø submit an annual statement of total deliveries and butterfat content to the RPA by 14 May (form MQ/13);
- Ø submit a revised annual statement of total deliveries and butterfat content to the RPA along with a revised end-of year statement of deliveries for each producer within 2 weeks of the date despatched from the RPA (form MQ/13A and PLR report);
- Ø submit monthly statements by the third working day of the following month to the RPA (form MQ/12);
- Ø submit weekly statements by Wednesday of the following week to the RPA when required (form MQ/14) – *currently suspended until further notice;
- Ø notify the RPA of any producers who have made no deliveries or have ceased production during the year;
- Ø notify the RPA of changes in your quota due to a producer joining from another purchaser group (form MQ/10);
- Ø collect levy from over-quota producers;
- Ø pay any levy by 30 September;
- Ø inform the RPA of changes affecting your processing premises and laboratories;
- Ø inform producers if your approval is revoked by the RPA;
- Ø retain records for three calendar years after the end of the quota year in which they were drawn up;
- Ø make records available for physical inspection by officers authorised by the RPA.

Further Information

Further guidance is available in the Purchasers Handbook, a copy of which is supplied to every approved milk purchaser. Further copies are available on request.

If you require advice on any of the points raised above, please contact the Milk Quotas Helpline on 01392 266466 and ask to speak to the Purchaser Approval Section.