FEMAS STANDARD

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FEMAS Scheme Rules

1 FEMAS Scheme

1.1 The AIC FEMAS Scheme is a voluntary scheme developed, owned and implemented by the Agricultural Industries Confederation (AIC) to certify animal feed ingredients.

1.2 FEMAS aims to protect human and animal health by ensuring safe practices throughout the feed chain for food producing animals based on HACCP principles. It verifies that the industry is meeting its obligations under the appropriate feed safety related legislation and codes of practice, in maintaining safety in the feed and food chain. Farmers, farm assurance schemes, major food retailers and other stakeholders are consulted during revisions of the scheme.

1.3 FEMAS is a Product Certification Scheme delivered by a Certification Body accredited to International Standard ISO/IEC 17065. A list of Participants is publicly available via the AIC website www.agindustries.org.uk/sectors/trade-assurance-schemes.html

1.4 FEMAS is open to businesses engaged in the following activities:

- Merchanting of assured feed ingredients.
- Gatekeeping of feed materials and additives from non-assured suppliers.
- Production of feed ingredients.
- Storage, processing and packing of own feed and for third parties.
- Transport and delivery of own feeds.

1.5 To become FEMAS certified, a feed business must be assessed by the Certification Body and demonstrate full compliance with the current version of the Standard.

The Certification Body administers the programme and, in most cases, performs the on-site audit. However, a Participant may select, if they wish, an alternative organisation to carry out the on-site audit activity from a list of approved Inspection Bodies appointed by the Certification Body for this purpose. The list of approved Inspection Bodies is available from the Certification Body.

1.6 All costs of certification are included in the annual fees charged by the Certification Body, with the exception of auditor travel and subsistence expenses and costs relating to extra/ immediate audits.

A schedule of Scheme fees is available on the AIC website.
www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme/femas-scheme-membership.html

1.7 Standards Terminology and Format

The following terms are used throughout the FEMAS Standard:

Requirement – Sets mandatory standards with which Applicants and Participants must comply to achieve and maintain certification.

Interpretation – Provides specific means for Applicants and Participants to achieve the desired outcome of the preceding Requirement. Applicants and Participants are expected to consider Interpretation and apply as relevant to their business. Failure to follow interpretation, resulting in the desired outcome of the Requirement not being achieved will lead to a non-conformance being raised against the requirement.

Guidance – Non-mandatory suggestions of useful tools and techniques for achieving and maintaining compliance or continuous improvement.

Further information – External sources of useful information, typically including references/ web links to documents or other sources of information.

2 FEMAS Scope

The FEMAS standard encompasses all the operations and activities of a Participant that may have a bearing on the safety and specification of the feeds supplied: from raw material procurement and supplier approval, through to the point at which any feeds produced are transferred to a third party. All feeds produced by a Participant must be included in the audit scope or, with the agreement of the Certification Body, clearly excluded from the scope of certification. The presence of feeds outside of the certification scope (or other materials) on site must not adversely affect the safety of certified products.

Audits will (as appropriate) therefore include:

- The original selection and sourcing of raw materials and /or feeds by Participants
- All transport to and from the Participants premises or designated store
- The process by which feeds are produced
- The storage of both raw materials and feeds
- Any offsite activities that may affect the safety of feeds

3 'Gatekeeping' of Feed Materials and Additives

Where a producer of a feed material or additive is not certified to the FEMAS Standard, or other recognised scheme, a Participant may act as a 'Gatekeeper' to the assured supply chain. The 'Gatekeeper' role is only applicable to Participant companies that supply feeds and who are not themselves processing the feeds.

Participants seeking certification as a Gatekeeper accept responsibility for establishing and ensuring that any products they supply into markets requiring assured feeds will meet the requirements of this standard. The Gatekeeper option is available for use **ONLY** by Participants supplying feed ingredients that meet one or more of the following criteria:

- Combinable crops supplied from countries other than the UK (where separate assured combinable crops schemes are in place) and the Participant himself takes on the burden of risk assessment, together with the implementation of any controls required by FEMAS within this standard, to ensure the safety of the feeds supplied into markets requiring assured feeds.
- Products supplied produced with a number of applications in mind, of which feed is only a small part, and the Participant himself takes on the burden of risk assessment, together with the implementation of any controls required by FEMAS within this standard, to ensure the safety of the feeds supplied into markets requiring assured feeds.
- The nature of the feed and / or the location of the producer make certification at source unattainable.

4 Sector Notes

A number of Sector Notes have been produced to guide both auditors and Participants in interpreting the requirements of FEMAS for specific industrial sectors supplying feeds. Copies of the various Sector Notes are available from the AIC website: https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme.html

5 Non-UK Participants

The FEMAS Standard is written primarily to encompass regulatory requirements for feed businesses in the United Kingdom and European countries where feed chain assurance is established. Sector Notes for businesses operating outside of these countries are available and compliance with the requirements contained within them is necessary for FEMAS certification to be achieved.

https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme.html

6 Communication

The Participant must provide the Certification Body with an up to date electronic means of communication. This is preferably an email address. Where this is not possible a mobile telephone number must be provided.

7 Claims Associated with FEMAS Certification

Participants who achieve successful certification against this FEMAS standard are reminded that FEMAS is a product certification programme. Claims of FEMAS certification may only be made in relation to those products included within the scope of the FEMAS Certificate of Conformity.

The FEMAS acronym is a registered certification mark and must only be used in compliance with the rules laid down by AIC. These rules can be found on the AIC website at: https://www.agindustries.org.uk/resource/trade-assurance-brand-guidelines-2021.html

8 Confidentiality

All information concerning Applicants and Certified Participants will be treated in confidence. Specific information (such as details of individual audit reports) will not be divulged to any third party without the written agreement of the Applicant / Participant. The exceptions are:

8.1 The Certification Body and / or AIC will confirm the Scheme ID number, name and address and confirm if the company is a certified Participant, along with the expiry date and scope of certification. These details are also available on the AIC website at www.agindustries.org.uk/sectors/trade-assurance-schemes.html

8.2 The provision of information to AIC in relation to audit findings and non-conformances as required to maintain the standards and credibility of the Scheme.

8.3 In the event of a Participant being involved or implicated in a feed safety incident, details may be discussed in confidence between representatives of AIC and The Competent Authority.

8.4 Assessor Confidentiality

Assessors are required to sign and comply with the confidentiality agreement provided by the Certification Body. During any contact with a Participant, Assessors must not share any confidential information regarding other feed businesses.

9 Becoming Certified to FEMAS

FEMAS is open to any company involved in the production and sale of feed ingredients subject to complying with these scheme rules.

9.1 Application for FEMAS Certification

In order to become a certified Participant, Applicants must:

9.1.1 Apply for certification by completing an application form and returning it to the Certification Body.

9.1.2 Identify their activities on the scheme application form. Subsequent amendments to the activities of the Participant's business must be communicated to the scheme Certification Body.

9.1.3 Shall confirm that they agree to comply with the Scheme Rules, the current FEMAS Standard, and Certification Body Terms and Conditions by signing the Certification Agreement contained in the quotation and returning it to the Certification Body. The quotation will indicate the fees payable.

The duration of the audit is dictated by the time required to audit the activities as specified in the application form. Examples of audit durations and associated fees can be found on the AIC website:

https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme/femas-scheme-membership.html

9.1.4 Pay all relevant fees as per the quotation.

9.1.5 Initial audits must be conducted within 6 months of the application date. Re-application will only be permitted at the discretion of the Certification Body.

9.1.6 When the Applicant has been audited, has rectified any non-conformances that may have been identified and the corrective actions have been reviewed and approved by the Certification Body, the CB will undertake a certification decision and issue a Certificate. The Participant's details will be supplied to AIC for publication in the AIC Assurance Checker https://www.agindustries.org.uk/sectors/trade-assurance-schemes/trade-assurance-checker.html

9.1.7 The initial Certificate of Conformity will be valid for three years from the date on which the Applicant demonstrated conformance with the Standard.

9.1.8 By applying for certification to FEMAS, the Applicant agrees that, if accepted, they will maintain compliance with the requirements of the FEMAS Standard and any relevant associated documents.

9.1.9 The Applicant or Participant will have no claim against any officers, members or employees of AIC in the event of Expulsion, Suspension or a lesser sanction and/or the publication thereof as appropriate, nor have any claim against any of the above for any damages and/or compensation or costs for any financial loss occasioned thereby.

9.2 Acceptance for Gatekeeper Certification

Applications for certification as a Gatekeeper will only be accepted on a case-by-case basis at the discretion of the Certification Body. Details of the acceptance criteria can be found on the AIC website, within the FEMAS Gatekeeper Application Process document.

The Certification Body will hold a list of product/ supplier combinations covered by the FEMAS certificate scope for each Participant. The Participant must apply to the Certification Body to add new product/ supplier combinations to their scope.

10 Maintaining FEMAS Certified Status

10.1 Certificates will be valid for three years.

10.2 Certification is maintained subject to:

- payment of all relevant fees to the Certification Body
- ongoing compliance with scheme requirements, including audits

10.3 Participants will be contacted by a representative of the Certification Body prior to the anniversary of their Initial Audit to request that a renewal form is completed. The renewal form requests updated information on the Participant, scope of operation and management team and confirmation of the continued agreement to comply with the FEMAS Scheme Rules and Certification Body Terms and Conditions.

10.4 Participants will be contacted prior to their audit due date to arrange a Routine Audit which must take place within +/- 6 weeks of this date.

10.5 Participants shall comply with the Scheme Requirements at all times as defined in the FEMAS Standard.

10.6 Participants and Applicants must inform and obtain approval from the Certification Body in writing for any changes to the operation that may materially affect compliance with this Scheme and/ or the scope of certification.

10.7 Participants shall advise the Certification Body of any significant changes to the business, typically but not limited to:

- Company ownership
- Key management, including contact details

10.8 Participants and Applicants shall advise the Certification Body in the event of:

- a feed safety investigation by a Competent Authority results in Formal Action or withdrawal of Earned Recognition.
- significant incidents on site (not limited to feed safety) that may:
  - adversely affect the ability to supply feed compliant with the FEMAS Standard
  - restrict the ability of the Certification Body to carry out an audit (including unannounced or short notice audits)
  - damage the reputation of the FEMAS Scheme

10.9 Where a Participant becomes aware of any activity in which they are not directly involved but which could potentially threaten human or animal health, AIC must be informed. For contact details see www.agindustries.org.uk/resource/tell-aic.html

10.10 Participants may be required from time to time to submit feed samples for analysis or feed sample test results in accordance with decisions made by the Scheme.

10.11 The Participant will have no claim against any officers, members or employees of AIC or the Certification Body in the event of withdrawal, suspension or a lesser penalty and/or the publication thereof as appropriate, nor have any claim against any of the above for any damages and/or compensation or costs for any financial loss occasioned thereby.

11 Verifying Compliance with the Standard

11.1 The Certification Body will assess a Participant's conformance with the Standard. The Certification Body shall be given access to all relevant information needed to confirm conformance with the Standard and the right to inspect third parties subcontracted to perform work covered by the Standard, at the Participant's cost. FEMAS audits are not of fixed duration but are determined on a case-by-case basis.

There are a number of types of audit within the FEMAS Scheme:

11.1.1 Pre-Assessment – (voluntary for new Participants). Pre-Assessments will evaluate a new Applicants' ability to meet the requirements of the FEMAS Standard. At the Certification Body's discretion, pre-audits will involve either an on-site or 'desk top' audit to confirm that feed safety controls are in place.

11.1.2 Initial Audit – A formal, in-depth, on-site audit to confirm that Applicants comply with the requirements of FEMAS. The duration of Initial Audits is dictated by the time required to fully assess the systems and procedures of the Applicant. The number of days required will be indicated prior to audit but may be extended if circumstances require this. Certificates are only issued on satisfactory correction of all non-conformances identified at Initial Audit. The details and scope of certification for certified sites will be added to the AIC Assurance Checker. Businesses may be required to submit additional documentation after certification.

11.1.3 Routine Audit – annual audit for certified Participants to assess compliance with the requirements of the Scheme

11.1.4 Short Notice Audit – an audit carried out at least once during the three-year certificate period. The Participant will be informed the working day before the audit is to take place.

11.1.5 Unannounced Audit – A random selection of unannounced audits will be conducted to demonstrate the integrity of the FEMAS Scheme

11.1.6 Extra / Immediate Audit – The Certification Body will carry out extra / immediate audits at their discretion; these audits may incur a cost and may be unannounced. Circumstances where they may be required include, but are not limited to:

11.1.6.1 In response to reports or intelligence suggesting a significant feed/ food safety issue or breach of Scheme Rules and requirements

11.1.6.2 Current or emerging risks in the feed industry

11.1.6.3 Signing off action points following an audit, particularly if the action points related to Major or Critical non-conformances.

11.1.7 Supplier Audit – an audit of a non-certified supplier of services, raw materials or feed to the FEMAS Participant carried out at the discretion of the Certification Body or as indicated in the relevant Sector Notes.

11.2 Account is taken by the auditor during Unannounced and Short Notice Audits of the fact that key personnel may not be available, however, the continued operation in compliance with the FEMAS Standard is required.

11.3 Documentation to be provided prior to Initial and Routine Audits

The Participant must agree to one of the following three options:

- To upload the specific documents below to the AIC Portal no later than 15 calendar days prior to the audit date to allow preparation for the audit.
- To book a preaudit online session with the auditor to share the specific documents below to allow preparation for the audit.
- The onsite audit time will be increased at the discretion of the Certification Body to permit a detailed examination of the specific documents below.

The specific documents required are:

- Organisational chart
- Site plan HACCP flow chart, risk assessment and HACCP review
- Evidence of registration or approval with the appropriate authority (or confirmation of application for registration or approval for initial audits)
- A list of feeds manufactured or traded
- Example specifications

The list is not exhaustive and additional documents may be requested by the Certification Body.

11.4 Cancellation of Audits

Where a Participant finds it necessary to cancel an audit, they must contact the Certification Body as soon as possible. A cancellation fee will be charged to cover irrecoverable costs as per the Certification Body terms and conditions.

11.5 Refusal of Audits

Refusal to book an audit will result in suspension/withdrawal of certification.

Refusal to allow a booked audit to be conducted will incur charges.

Refusal to accept a Short Notice or Unannounced Audit will result in the client being charged for the rescheduled Short Notice/ Unannounced Audit. The short notice audit will be rescheduled. Refusal to allow access may result in suspension / withdrawal of certification.

11.6 Classification of non-conformances

Classification	Cause
Critical	A gross or deliberate feed safety regulatory violation, or; A feed safety failure resulting in unsafe feed, or; A loss of traceability such that recall of unsafe goods would be impossible, or; A recurrence of a Major Non-conformance raised at the preceding audit, or; A complete unwillingness to cooperate in the audit.
Major	A complete failure to implement a requirement of FEMAS or a failure that may result in unsafe feed, or; A recurrence of a Minor Non-conformance raised at the preceding audit.
Minor	A partial failure to implement a requirement of FEMAS or poor evidence to demonstrate implementation.

11.7 Response to Non-conformances

Classification	Initial audit	Routine, Short Notice, Unannounced, Extra/ Immediate audit
Critical	Certification refused. Full re-application and audit required.	Certification suspended with immediate effect. Extra audit required prior to reinstatement of certification.
Major	Certificate not granted until non-conformances rectified. Plan of corrective actions to be submitted within 15 calendar days of audit, and timescales for completion and submission of evidence to be agreed with the Certification Body. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is granted.	Certification continues subject to plan of corrective actions to be submitted within 15 calendar days of audit, and timescales for completion and submission of evidence to be agreed with the Certification Body, typically no more than 60 calendar days from audit. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is maintained/renewed. Failure to implement corrective actions and provide evidence to the Certification Body within agreed timescales will lead to suspension.

Minor	Certificate not granted until non-conformances rectified. Plan/evidence of corrective actions to be submitted within 30 calendar days of audit, and timescales for completion and submission of evidence to be agreed with the Certification Body. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is granted.	Certification continues subject to plan/evidence of corrective actions to be submitted within 30 calendar days of audit, and timescales for completion and submission of evidence to be agreed with the Certification Body, typically no more than 60 calendar days from audit. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is maintained/renewed. Failure to implement corrective actions and provide evidence to the Certification Body within agreed timescales will lead to suspension.

11.8 Observations

Observations may be raised during FEMAS assessments. These are points noted by an assessor that:

- Are not technical breaches of the Standard but could assist the Certification Body, Scheme Owner or Participant
- May constitute a non-conformance, but the assessor is unable to confirm this during the audit

Observations do not require a formal response to the Certification Body unless upgraded to a non-conformance during the report review.

11.9 Reporting

The Certification Body will produce a report and identify any non-conformances to the Participant at the end of the audit. Any nonconformances will be classified as shown in para. 11.6 above and acted upon as stated in para. 11.7. When the Certification Body has accepted the report and reviewed and approved any corrective actions, the Certification Body will notify the client of their continuing certification or issue a Certificate whichever is appropriate.

11.10 Report Review

Upon completion of an audit report it will be submitted to the Certification Body for review. As part of this review process the Certification Body may, based on the evidence collected for the report:

- Seek additional information
- Remove non-conformance(s)
- Add additional non-conformance(s)
- Change the classification of non-conformance(s)
- Change the clause allocation of non-conformance(s)
- Change observation(s) to non-conformance(s) or vice versa

11.11 Sampling of Sites

Where a business entity operates on multiple sites with the same scope, common quality system and effective central controls then, at the Certification Body's discretion, sampling of sites may be possible. In these circumstances all sites must be audited before a certificate can be issued, however, the surveillance audit programme may include sampling of sites in subsequent years, provided all sites are audited during the certification period. For sites subject to sampling in this way, only one certificate will be issued to cover all sites. In the event of the certificate being withdrawn or suspended, all sites will cease to be certified.

11.12 Head Office Activities

When undertaking audits of Participants where head office activities are managed centrally, it is important that information to allow these activities to be audited is available. At the discretion of the Certification Body this may be possible during the site audit (through video conferencing links) to allow staff responsible for these activities to be interviewed, or an additional head office audit may be required.

12 Suspension, Withdrawal and Reinstatement

12.1 The Certification Body, following discussions with AIC, may suspend/withdraw a Participant's Certificate when the Participant has:

12.1.1 Critical non-conformance(s)

12.1.2 Non-conformances against the FEMAS Standard, which are not resolved within the required time limits.

12.1.3 Failed to supply the signed renewal agreement to the Certification Body by the audit date.

12.1.4 Failed to share the required pre audit documentation no later than 15 calendar days prior to the audit in the agreed manner

12.1.3 Refused to undertake an audit as required by the scheme

12.1.4 Refused or failed to supply information requested by the Certification Body as part of a feed safety investigation

12.1.5 Failed to pay relevant fees

12.1.6 Failed to comply with FEMAS Scheme Rules or Certification Body Terms & Conditions

12.1.7 Been found to have brought the FEMAS Scheme into disrepute

12.2 Reinstatement of Certification following suspension

12.2.1 Participants suspended for reasons of feed safety must correct the non-conformances and have an extra audit by the Certification Body to confirm that all non-conformances have been fully resolved within 30 calendar days of suspension, in order to have their certification re-instated.

12.2.2 Participants suspended for failing to respond to non-conformances must supply satisfactory corrective actions within 30 calendar days in order to have their certification reinstated.

12.2.3 Participants suspended for non-payment of fees or non-feed safety issues will be reinstated provided all matters are resolved within 30 calendar days of the suspension date.

12.3 Withdrawal of Certification

12.3.1 Participants that do not meet the requirements of the Certification Body to have their suspension lifted within 30 calendar days of suspension will have their certificate(s) withdrawn.

12.3.2 Companies that have their certificate withdrawn will be required to undergo the complete audit process and will be considered as new Applicants, subject to satisfactory evidence that any issue(s) which led to the certificate being withdrawn have been rectified.

12.3.3 Participants that no longer require FEMAS certification must inform the Certification Body in writing.

12.4 Communication of FEMAS Certification Status

12.4.1 Suspended and Withdrawn Participants may not claim to be certified. No new contracts may be agreed with customers that require certification, until suspension has been lifted or recertification has been successfully completed.

12.4.2 Suspended and withdrawn Participants must notify any customers with whom they have existing contracts for both goods and services immediately on their change of status. The Certification Body will write to the Participant confirming the reason for suspension or withdrawal from the scheme and a copy of this letter must be provided to customers when notifying the change in status. Evidence of the notifications will be examined during the re-audit following suspension and compliance with this requirement will be a condition of reinstatement.

12.5 The AIC Assurance Checker

Those companies that achieve FEMAS certification are listed on the AIC Assurance Checker. The checker includes details of the scope under which FEMAS certificates have been granted. Interested parties may view the Assurance Checker via the AIC website at: www.agindustries.org.uk/sectors/trade-assurance-schemes.html

The Certification Body will pass all necessary information to AIC to allow the AIC Assurance Checker to be updated with details of a Participant's changing certification status. The names of suspended and withdrawn Participants will also be published in the form of AIC Assurance Alerts.

12.6 The AIC Portal

The AIC Portal is a tool which is available for Participants to use to help them manage their certification activities. Participants can use the tool to pre-submit documents, respond to non-conformances, view reports and certificates, manage vehicle fleets, access the AIC Feed Safety Analysis Calculator and manage documentation.

13 Complaints

Complaints about either a FEMAS Participant or Certification Body should be directed to the Certification Body where they will be acknowledged, reviewed and actions taken to resolve the cause of any problems.

The Certification Body is accredited by the United Kingdom Accreditation Service (UKAS) and works to strict codes of conduct. If Participants are not satisfied with the way in which the Certification Body handles the complaint then they should refer the matter to AIC.

14 Appeals

14.1 A Participant has the right of appeal against decisions made by the Certification Body.

14.2 Appeals shall be made in writing to the Certification Body within 14 days of being advised of the decision that is the subject of the appeal.

14.3 The Certification Body will acknowledge the appeal and nominate a manager independent of the decision to carry out an investigation to check the merits of the appeal and feedback to the Participant(s).

FEMAS Standard

Section A General Requirements

A 1 Scheme and Legislative Requirements

A 1.1	The Participant must have access to current copies of all relevant scheme documents and implement all relevant requirements (including any changes or updates) by the effective date.
Interpretation	*Relevant Scheme Documents include as a minimum:* • *The FEMAS Standard* • *FEMAS Scheme Rules* • *Relevant FEMAS Sector Notes*
Further Information	*Participants will be audited annually against all relevant sections of the scheme as per their scope of certification.*
A 1.2	The Participant must achieve standards of feed safety that meet contractual and legal obligations and requirements of the feed supply chain in which they operate.
A 1.3	All feed placed on the market under the scope of FEMAS certification must comply with feed legislation in the country where it is placed on the market and any applicable customer policies/ requirements/ terms and conditions and/ or contractual agreements.
Further Information	*Details of current applicable UK feed legislation can be found on the AIC website.* *https://www.agindustries.org.uk/sectors/animal-feed/resources/feed-legislation-and-guidance.html*
A 1.4.1	Where required by feed legislation there must be evidence of current appropriate authority approval and/ or confirmation of application for registration to the appropriate authority.
Further Information	*Details of current applicable UK feed legislation can be found on the AIC website.* *https://www.agindustries.org.uk/sectors/animal-feed/resources/feed-legislation-and-guidance.html*
A 1.4.2	Animal by-products (including fishmeal and other processed animal proteins), and mixtures containing them, must be produced, stored and transported in accordance with current legislation.

A 1.5.1	Participants must demonstrate that they have systems and procedures in place that ensure they remain up to date with legislation and any food/ feed safety issues relevant to the feed they supply.
Further Information	*Details of current applicable UK feed legislation can be found on the AIC website.* *https://www.agindustries.org.uk/sectors/animal-feed/resources/feed-legislation-and-guidance.html*
A 1.5.2	There must be a documented review of all relevant feed legislation at least every 12 months.
Interpretation	*This may be included as part of the Management Review.*
Further Information	*Details of current applicable UK feed legislation can be found on the AIC website.* *https://www.agindustries.org.uk/sectors/animal-feed/resources/feed-legislation-and-guidance.html*
A 1.6	Where the Participant is supplying a service, is not the owner of the feed and they become aware of contaminants or any other potential threats to human or animal health, they must notify their contracted customer in a timely manner to ensure feed safety is not compromised, and confirm in writing.
A 1.7.1	Where feed for export includes ingredients not authorised for feeding in the country of manufacture, or incorporated at levels not permitted under national legislation, the Participant must obtain: • Authorisation from the relevant competent authorities in the country of manufacture • Evidence that the product meets regulatory requirements in the country where it is to be placed on the market
A 1.7.2	These feeds must be clearly identified with labelling and documentation confirming the feed is for export outside the country of manufacture and the country(ies) for which it is approved.

A 2 Management Commitment

A 2.1.1 There must be a Policy Statement, endorsed by Senior Management, committing the Participant to supplying safe and legal feed, and the provision of all resources necessary for compliance with this Scheme.

A 2.1.2 This Policy Statement must be reviewed at least every 12 months.

A 2.2 Controls must ensure compliance with this Standard at all times.

A 2.3.1 The Participant must establish, implement, and maintain an effective documented quality system in accordance with the requirements of this Standard.

A 2.3.2 The documented quality system must be updated to comply with changes to legislation and other feed safety related developments, as they occur.

A 2.4 There must be a designated and competent person(s) responsible for the implementation of the requirements of this Scheme.

A 2.5 Management must provide adequate resources for the implementation and control of the systems and processes necessary to ensure compliance with the requirements of this Scheme.

A 2.6 The Management Team must review at least every 12 months, evidence from internal and external sources to demonstrate the performance of the business against the requirements of the documented quality system and its continuing suitability and effectiveness in meeting the requirements of this Scheme.

Interpretation *Evidence may include, but is not limited to:*

- *Internal and external audits*
- *Complaints*
- *HACCP review*
- *Incident corrective action*
- *Training and competence*
- *Internal procedures*
- *Changes to the business*
- *Changes to legislation*
- *Supplier performance*
- *Recall/ Withdrawal Review*
- *Traceability Exercise*

This may be carried out at the same time as the HACCP Review

A 3 Organisational Chart

A 3.1 There must be an organisational chart setting out job titles of those responsible for the Participants' operations, quality and feed safety.

A 3.1.1 The organisational chart must be kept up to date with any changes within the business.

A 4 Communication with the Certification Body

A 4.1 Participants and Applicants must inform and obtain approval from the Certification Body in writing for any changes to the operation that may materially affect compliance with this Scheme and/ or the scope of certification.

A 4.2 Participants and Applicants must advise the Certification Body in writing of changes to business ownership or management contacts.

A 4.3 Participants and Applicants must notify the Certification Body in a timely manner where a Competent Authority takes Formal Action or withdraws Earned Recognition for feed safety issues.

Section B HACCP and Documentation

B 1 HACCP and Feed Safety Risk Assessment

B 1.1 There must be a formal HACCP study which identifies, monitors and controls hazards that may adversely affect the safety of any feed supplied. HACCP risk assessments must be carried out in accordance with recognised HACCP principles.

Interpretation *This section applies equally to those producing and merchanting feed.*

B 1.2 There must be a defined scope for the HACCP study. Where activities are provided as services to third parties these must be included in the HACCP scope.

Interpretation *FEMAS participants may not offer transport services to third parties under their FEMAS Certification.*

B 1.3 The HACCP scope must include all activities covered by the scope of certification and/ or, which could affect the safety of the feed being supplied.

B 1.4	There must be an effective multi-disciplinary HACCP Team, with members of the team having received appropriate HACCP training.
Interpretation	*Formal recognised qualifications are encouraged, but not always necessary, as long as the HACCP team is demonstrably effective.*
Further Information	*For additional guidance see the HACCP pages on the AIC website:* *www.agindustries.org.uk/sectors/trade-assurance-schemes/haccp.html*
B 1.5.1	The Participant must define the process flow/ steps from feed/ raw material selection and sourcing to the point the feed is transferred to the customer/ recipient.
B 1.5.2	The process flow must be confirmed by the HACCP Team.
B 1.6	There must be a schematic of the process equipment, which is visually confirmed by the HACCP team.
Interpretation	*This should include points of addition, extraction and recirculation.* *B 1.6 is not applicable where there is no process equipment.*
B 1.7	The HACCP Team must carry out a hazard analysis identifying, as a minimum, chemical, physical and biological risks as appropriate.
Interpretation	*Where the Participant is involved in the storage of third-party products destined for food use, allergens should be considered as potential chemical contaminants.*
Interpretation	*Where feed is derived as a consequence of producing another product, rather than being the primary product of the business, particular attention should be paid to whether undesirable substances or contaminants may be concentrated in the feed as a result of any processing undertaken.*
B 1.8	The Participant must identify and implement control measures at appropriate process steps for each identified hazard.
B 1.9	The HACCP Team must establish critical control points where appropriate.
B 1.10	For all critical control points, there must be defined critical limits, which are measurable or observable and can be quantified in a timely manner.
B 1.11	The Participant must establish a monitoring system for all critical control points.
B 1.12	The Participant must establish corrective action when critical limits have been breached.

B 1.13	The Participant must establish documentation to detail the controls and monitoring of all hazards identified in the HACCP study.
B 1.14	If Prerequisite Programmes (PRPs) are used, documentation must be established to detail the controls and monitoring of the programmes.
B 1.15	If Operational Prerequisite Programmes (OPRP) are used, documentation must be established to detail the controls and monitoring of the programmes.
B 1.16	The HACCP team must carry out a review of the HACCP study at least every 12 months, or sooner if there are any changes to processes or procedures, or incidents that could affect food/ feed safety.
Interpretation	*If a recall is required, a review of the HACCP should always be undertaken.*
Further Information	*For additional guidance see the HACCP pages on the AIC website:* *www.agindustries.org.uk/sectors/trade-assurance-schemes/haccp.html*
B 1.17	The HACCP review must also include any PRPs and/ or OPRPs where they are used.

B 2 Documents

B 2.1	The Participant must establish and maintain documentation to implement the requirements of this Scheme.
B 2.2	Changes to documents must only be made by designated and competent personnel.
B 2.3	Changes to documents must be communicated to all relevant personnel.
B 2.4	The title and purpose of the documents must be clear.
B 2.5	Documents must be dated and only the current versions must be in use.
B 2.6	The Participant must ensure that data and IT systems are secure and protected from both internal and external unauthorised access.
Interpretation	*Including archiving of paper and electronic documents and records.*
Further Information	*For further guidance see PAS 96:2017*

B 3 Records

B 3.1	All records must be legible and indelible.
B 3.2	All records must demonstrate the actions taken, and when/ where they were completed.
Interpretation	*This should be sufficient to provide traceability and may include date, time and/ or location the record was created.*
B 3.3	The name of the person making any entry, alteration or deletion must be identifiable.
B 3.4	The nature of any change to a record must be clear, so that the original entry is still legible.
B 3.5	All relevant records must be retained for a period not less than three years.
Further Information	*Retention periods required by legislation or customer requirements may be significantly longer than this.*
B 3.6	Records must be kept in suitable conditions to prevent deterioration and be easily retrievable.
Interpretation	*Participants should consider defining a timeframe for retrieving records.* *Participants should consider protecting electronic records from failures of IT systems.*
B 3.7	The Participant need not hold all records relating to the requirements of this Standard, but they must be capable of accessing such records, if required to do so.

B 4 Internal Audit

B 4.1	Participants must have a current programme of internal auditing to ensure the documented quality system is effective, implemented and up to date.
Interpretation	*This may include, but is not limited to:* • *The requirements of this Scheme* • *The Participant's documentation and records* • *Feed legislation* • *Activities and operations under the Participant's scope of certification*

B 4.2 The internal audit(s) must be documented and effective, ensuring that all relevant activities are audited at least once every twelve months.

Interpretation *An effective internal audit should as a minimum:*

- *collect evidence of compliance, as well as non-compliance*
- *record documents and records reviewed as part of the audit*
- *include evidence of follow-up actions*

Guidance *The internal audit may be more valuable if carried out at a different time of year to the annual external FEMAS audit.*

B 4.3 Findings from internal audits and any corrective actions must be recorded and completed in a timely manner to preserve food/ feed safety. The follow up must be effective and prevent recurrence.

Section C Raw Materials and Raw Material Suppliers

C 1 Raw Materials and Raw Material Suppliers

C 1.1 There must be a designated and competent person(s) responsible for the selection and approval of raw materials and raw material suppliers.

C 1.2 The Participant must have an effective system to approve all raw materials and raw material suppliers to ensure feed safety is not compromised.

C 1.3 There must be a documented risk assessment for each raw material and raw material supplier, carried out prior to use.

Interpretation *Assessment may include, but is not limited to:*

- *Assurance status*
- *Raw material components, including processing aids*
- *Nutritional and physical characteristics*
- *Potential feed safety hazards*
- *GM status*
- *Origin*
- *Transport*
- *Storage*
- *Processing*
- *Handling systems*
- *Risk from contamination (inherent or deliberate)*

Interpretation *Where raw material approval includes reliance upon the raw material being 'assured against a scheme(s) recognised by AIC', the approval system should ensure that all stages in the supply chain outside of the supplier's scope are also considered.*

Further Information	*See the AIC website for the current list of assurance schemes recognised by AIC:* *https://www.agindustries.org.uk/resource/feed-food-schemes.html* *Details of the recognised schemes and how to sign up to their alerts where available can be found here:* *https://www.agindustries.org.uk/sectors/trade-assurance-schemes/overseas.html*
C 1.4	The specification and technical requirements of all raw materials must be documented and agreed with the supplier(s).
C 1.5	A list/ database of current approved raw materials and raw material suppliers must be maintained and made available to all relevant personnel and sites. The list / database must include, where appropriate, details of each supplier's feed assurance certification.
C 1.6	Where the risk assessment relies upon suppliers of raw materials being assured, there must be a system in place to verify the current assurance status of the suppliers when entering and executing a contract or agreement.
Interpretation	*The Participant should be able to demonstrate how appropriate personnel are made aware of any suspensions or withdrawals from all relevant assurance schemes.*
C 1.7	If a supplier of raw materials who is assured against a scheme recognised by AIC has their certification suspended or withdrawn during the execution of a contract or agreement, the Participant must: • Establish the reason for suspension or withdrawal with the supplier • Take immediate steps to ensure that feed safety has not been compromised • Review the risk assessment that approved the supplier

Section D Merchanting of Assured Feed and Gatekeeping of Non-Assured Feed

D 1 Approval of Feed

D 1.1	There must be a designated and competent person(s) responsible for the selection and approval of feed.
D 1.2	The Participant must have an effective system to approve feed for merchanting, to ensure feed safety is not compromised.
D 1.3	Sufficient information must be available for each feed to ensure feed safety is not compromised.
D 1.4	A list / database of current approved feed for merchanting must be maintained.
D 1.5	All feed merchanted under the scope of FEMAS certification must comply with feed legislation in the country where it is placed on the market.

D 2 Approval of Feed Suppliers

D 2.1	The Participant must have an effective system to approve suppliers of feed to ensure feed safety is not compromised.

D 3 Approval of Suppliers of Assured Feeds

D 3.1	The approval system must ensure that suppliers of feed are current certificated participants of a scheme as detailed in the 'Feed/Food Supplier schemes recognised by AIC'.
D 3.2	The approval system must ensure that the feed supplied is covered by the scope of the suppliers' certification.
D 3.3	There must be a system in place to verify the current assurance status of the suppliers when entering and executing a contract or agreement.
Interpretation	*The Participant should be able to demonstrate how appropriate personnel are made aware of any suspensions or withdrawals from all relevant assurance schemes.*
Further information	*See the AIC website for the current list of assurance schemes recognised by AIC:* *https://www.agindustries.org.uk/resource/feed-food-schemes.html*
Further Information	*Details of the recognised schemes and how to sign up to available alerts can be found here:* *https://www.agindustries.org.uk/sectors/trade-assurance-schemes/overseas.html*

D 3.4 If a supplier who is certified to a scheme recognised by AIC has their certification suspended or withdrawn during the execution of a contract or agreement, the Participant must:

- Cease merchanting of the feed
- Establish the reason for suspension or withdrawal with the supplier
- Take immediate steps to ensure that feed safety has not been compromised
- Inform the Certification Body of the suspension/ withdrawal and the outcome of the investigation
- Not restart merchanting of the feed until permission is received from the Certification Body or certification is reinstated

D 4 Approval of Non-Assured Suppliers and Feed For Entering the Assured Market (Gatekeeping)

Further Information *Refer to the Gatekeeper Sector Notes for further information.*

D 4.1 Where the Participant acts as a Gatekeeper, there must be a designated and competent person(s) responsible for the selection and approval of any non-assured feeds and the suppliers from which they are sourced.

D 4.2 The Participant must have an effective system to approve feeds and suppliers for gatekeeping, to ensure feed safety is not compromised.

D 4.3 The Participant's approval system must check whether suppliers of feed within the UK and/ or EU are Feed Business Operators registered or approved by their national authorities under the Feed Hygiene Regulations 183/2005 as amended.

D 4.4 Non-assured feeds and suppliers must be approved by the Certification Body prior to placing the feed on the market as assured.

D 4.5 The specification and technical requirements of any feed must be documented and agreed between the Gatekeeper and the supplier.

D 4.6 There must be sufficient information available to be able to complete a risk assessment for all feeds and suppliers for which the Participant intends to act as Gatekeeper.

Interpretation *Assessment should include, but is not limited to:*

- *Raw materials used*
- *Nutritional and physical characteristics*
- *Output from the AIC Feed Safety Analysis Calculator*
- *Potential feed safety hazards*
- *GM status*
- *Origin*
- *Transport*
- *Storage*
- *Processing*
- *Handling systems*
- *Risk from contamination (inherent or deliberate)*

D 4.7 The Participant must establish the means by which any identified hazards are controlled by the Participant and/ or the supplier.

D 4.8 The risk assessment for active suppliers and/ or feeds must be reviewed in conjunction with the supplier at least every 12 months.

D 4.9 Where suppliers and/ or feeds have not been active or risk assessed for over 12 months, Participants must complete a risk assessment and receive Certification Body approval before trade recommences.

D 4.10 Feed may only be sourced from companies not assured against a scheme accepted by AIC where the Participant can demonstrate that all applicable FEMAS requirements are being met by the Participant and/ or the supplier.

D 4.11 A current list/ database of feeds and suppliers approved by the Certification Body for gatekeeping must be maintained and made available to all relevant personnel.

Section E Suppliers of Contracted Services

E 1 Selection and Approval of Suppliers of Contracted Services

E 1.1 There must be a designated and competent person(s) responsible for the selection and approval of suppliers of contracted services that may affect feed safety.

E 1.2 The Participant must have an effective system to approve suppliers of contracted services to ensure feed safety is not compromised.

Interpretation *Contractors which may affect feed safety may include but are not limited to providers of:*

- *Haulage*
- *Storage*
- *Processing*
- *Calibration*
- *Pest Control*
- *Hygiene operations*
- *Engineering & Maintenance*

E 1.3 Where activities are provided as services by third parties, these must be included in the HACCP study, unless the third party is certified in their own right to an assurance scheme recognised by AIC.

Further Information *See the AIC website for the current list of assurance schemes recognised by AIC:*

www.agindustries.org.uk/resource/service-supplier-schemes.html

E 2 Contracted Processors

E 2.1 Contracted processors/ packers must be current certified participants of a scheme detailed in the Contract Processors/ Contract Packers in 'Service Supplier Schemes Recognised by AIC', other than as identified in Clause E 2.2

E 2.2 Where a contracted processor/ packer certified to a scheme detailed in the Contract Processors/ Contract Packers in 'Service Supplier Schemes Recognised by AIC' is not available, the Participant must obtain permission from the Certification Body prior to use of a non-certified processor/ packer.

E 2.3 A documented risk assessment must be carried out of all non-assured contracted processors/ packers and each subcontracted process prior to use to ensure that any potential feed safety hazards are controlled.

Interpretation *Assessment should include, but is not limited to:*

- *Potential feed safety hazards*
- *Compliance with relevant feed regulations*
- *Location (including regulatory regime and environmental impacts)*
- *Transport used*
- *Storage used*
- *Processing used*
- *Handling systems (including potential contact with other feeds and non-feeds, including food)*
- *Risk of contamination (inherent or deliberate)*

Further Information *The Certification Body reserves the right to audit any non-assured contracted processors (see Scheme Rules)*

E 2.4 Where a process is carried out on the non-assured contracted processor's/ packer's premises, the Participant must carry out a physical on-site audit of the premises and process prior to use and then at intervals not exceeding 12 months to ensure compliance with all relevant clauses of this Standard.

E 2.5 The approval system must ensure that non-assured contracted processors/ packers provide evidence of notification to the Competent Authority that they are Feed Business Operators under the Feed Hygiene Regulation and, where required by legislation, appropriate approval from the relevant competent authority(ies).

E 2.6 The Participant must have a written agreement with all third-party processors contracted to process feed, identifying each party's responsibilities to maintain feed safety.

E 3 Third Party Contracted Transport

E 3.1	All bulk hauliers contracted by the Participant to transport raw materials/ feed must be certificated participants of a transport scheme listed on the 'Service Supplier schemes recognised by AIC' other than as identified in clause E 3.2 or where providing traction only.
Interpretation	*Hauliers of packaged or container transported feed do not need to be assured.*
E 3.2	Where bulk hauliers hired by the Participant to carry raw materials are not certificated participants of a transport scheme recognised by AIC, they must be risk assessed to determine the controls necessary to maintain feed safety and be managed accordingly.
Interpretation	*This may take into consideration the subsequent processing in the Participant's own process.*
Further Information	*The Certification Body reserves the right to audit any non-assured hauliers (see Scheme Rules)*
Further Information	*See the AIC website for the current list of assurance schemes recognised by AIC:* *www.agindustries.org.uk/resource/service-supplier-schemes.html*
E 3.3	Where a haulier that is not a certificated participant of a transport scheme listed on the 'Service Supplier schemes recognised by AIC' provides traction only (i.e. only transports raw materials or feed using the Participant's trailer) the driver must receive appropriate training from the Participant.
Further Information	*See Section G 2 Personnel for training requirements.*
E 3.4	The Participant must provide sufficient information to bulk and package hauliers to ensure food/ feed safety and traceability are maintained.
Further Information	*The Certification Body reserves the right to audit any non-assured hauliers (see Scheme Rules)*

E 4 Management of Bulk Rail or Water Transport

E 4.1 The Participant must have a written agreement(s) for all cargoes transported by water or rail, identifying each party's responsibilities to maintain food/ feed safety.

Interpretation *This should include parties responsible for loading/ unloading facilities, supervision of loading/ unloading, chartering of vessels/ rail cars, sampling and analysis (see sampling and analysis section).*

E 4.2 Where the Participant is responsible for chartering the vessel/ rail cars, there must be an effective system to ensure food/ feed safety is maintained.

Interpretation *This should include consideration of the design, suitability and previous cargoes.*

E 4.3 Where the Participant loads and/ or discharges raw materials/ feed into / from vessels/ rail cars, or contracts a third party to do so, there must be an effective system to ensure food/ feed safety is maintained.

Interpretation *This system should include, but is not limited to, appointing a Cargo Superintendent(s) from an inspection company(ies) listed on the 'Service Supplier schemes recognised by AIC', or other designated and competent person(s).*

E 4.4 Before loading commences the vessel hold(s)/ railcar(s) must be inspected to ensure feed safety is not compromised.

E 4.5 There must be a record of the previous three cargoes and any cleaning conducted in the vessel hold(s)/ railcar(s). Any cleaning carried out must be completed to ensure feed safety is not compromised.

Interpretation *The descriptions of the three previous cargoes should be sufficiently detailed and precise (avoiding generic terms) to allow potential risks to the feed to be assessed.*

E 4.6 Before loading or discharging raw materials/ feed, handling equipment (grabs, conveyors, hoppers dock transport, etc.) must be inspected to ensure feed safety is not compromised.

Interpretation *This may include but is not limited to consideration of the previous use, any cleaning carried out, and the cleaning agents used.*

E 4.7 Before and during loading and/ or discharge the raw material/ feed must be inspected to ensure feed safety has not been compromised during handling/ transport.

E 5 Selection of 3rd Party Raw Materials Storage for Bulk and Bags

E 5.1 Stores used for raw materials do not need to be assured but must be assessed to ensure feed safety is not compromised.

Further Information *The Certification Body reserves the right to audit any non-assured stores (see Scheme Rules)*

E 5.2 Raw material stores must be audited before use, and at least every 12 months, by a competent person unless the store is assured against a scheme recognised by AIC.

Further Information *See the AIC website for the current list of assurance schemes recognised by AIC:*

https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes

E 6 Selection of 3rd Party Bulk Storage for Feed

E 6.1 All bulk stores contracted by the Participant for feed storage must be a certificated participant of a storage scheme listed on the 'Service Supplier schemes recognised by AIC', other than identified in clause E 6.2 below.

Further Information *See the AIC website for the current list of assurance schemes recognised by AIC:*

https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes

E 6.2 Where the Participant wishes to use a bulk store that is not currently certified to a storage scheme listed on the 'Service Supplier schemes recognised by AIC', the Participant must apply to the Certification Body and have the store added to their scope or the store must be certified in its own right before feed can be outloaded as assured.

Further Information *Where a Participant commences using a store prior to its addition to their scope or prior to certification in their own right, there is a risk that it may not be approved/ certified, resulting in loss of assurance of the feed.*

E 6.3 The Participant must have a written agreement with all third-party bulk stores contracted to store feed, identifying each party's responsibilities to maintain feed safety.

E 7 Selection of 3rd Party Packaged Feed Stores

E 7.1 Stores used for packaged feeds do not need to be certified to a storage scheme listed on the 'Service Supplier Schemes Recognised by AIC'. If not assured, the store must be audited by the Participant prior to use and at intervals not exceeding 12 months, to ensure compliance against relevant clauses of this Standard.

Further Information *The Certification Body reserves the right to audit any non-assured stores (see Scheme Rules)*

E 7.2 The approval system must ensure that non-assured stores contracted to store packaged feed provide evidence of notification to their Competent Authority that they are Feed Business Operators under the Feed Hygiene Regulations.

E 7.3 The Participant must have a written agreement with all third-party stores contracted to store packaged feed, identifying each party's responsibilities to maintain feed safety.

E 8 Control of Third-Party Demountable Containers (including International Containers and ISO Tanks)

E 8.1 The Participant must have an effective system to manage third-party demountable containers/ tanks to ensure feed safety is not compromised.

E 8.2 The Participant must ensure that all demountable containers/ tanks used to hold raw materials and / or feed are of a specification and type that ensure their continued integrity under anticipated handling conditions.

E 8.3 All third-party demountable containers/ tanks used to transport raw materials/ feed must be uniquely identified and risk assessed to ensure that the controls necessary to maintain feed safety are in place.

E 8.4 The Participant must ensure that, where the risk assessment and/ or inspection shows this to be necessary, third-party demountable containers/ tanks are lined with suitable material prior to filling.

Interpretation *It may be necessary to line third-party demountable containers/ tanks where they are visibly clean but the previous loads cannot be confirmed and/ or the presence of flaking paint or rust is identified.*

Section F Sales, Formulations and Labels

F 1 Sales Contracts / Agreements / Feed Specifications

F 1.1 Each feed must have a documented specification that is made available to customers and potential customers on request. The specification must include:

- precise identification of the feed supplied including any definition in relevant legislation
- nutritional and analytical characteristics
- any processing of the feed
- any special characteristics that may affect or restrict the potential use of the feed

F 1.2 Specifications must be reviewed when any relevant changes take place.

Interpretation *Relevant changes may include:*

- *origin/source*
- *nutritional and analytical characteristics*
- *the process by which the feed is produced*
- *anything that may affect or restrict the potential use of the feed*

F 1.3 There must be an agreement between the Participant and the customer. This may be provided as a documented contract or confirmation email.

F 1.4 Feed must be sold in accordance with agreed specifications.

F 1.5 Feeds that do not fully meet a customer specification must only be supplied if the customer is notified of the problem in writing and confirms in writing that they are prepared to accept them.

F 1.6 Sales Agents appointed by the Participant who do not hold title to the goods sold and who are not themselves independent merchants, must act under the control of the FEMAS certificated Participant in accordance with this Standard.

F 2 Product Design and Formulations

F 2.1 Where feeds are formulated, they must be designed and developed by a nominated person with appropriate experience and / or training.

F 2.2 The Participant must ensure that any changes to feed or processes do not adversely affect their fitness for purpose.

F 2.3 The Participant must demonstrate that the feed manufactured is in accordance with the current approved formulation.

F 2.4 Agreed specific customer requirements must be implemented.

F 3 Labelling and Identification

F 3.1	Delivery documents must be clear and unambiguous.
F 3.2	All labelling information required by regulations must be included on documents accompanying bulk feeds or on labels attached to the feed packaging.
F 3.3	Where a feed is comprised of several components, these must be identified and declared as required by legislation.
Further Information	*Legislation requires that suppliers of complementary and compound feeds, upon request, supply customers with a formulation within a +/- 15% tolerance. In the case of premixtures, Participants are required to provide details of the feed materials used as carriers.*
F 3.4	Where the Participant is responsible for the labelling of the feed, their company name, address and, where available, Feed Hygiene Approval Number and/ or ABP approval number, must be shown. Where the Participant is not the producer of the feed, the producer's Feed Hygiene Approval and/ or ABP approval must be shown.
Further Information	*If the business is 'registered' rather than 'approved' against the Feed Hygiene Regulations 183/2005 the Participant may choose to show their registration number on labels but is not required by legislation to do so.*
F 3.5	All feed supplied as FEMAS assured must show confirmation of the scheme ID number either on the package label or on delivery documents.
Interpretation	*e.g. 'FEMAS – NNNNN' where NNNNN is the Participant's FEMAS scheme ID number.*
F 3.6	Where a Participant is not responsible for the labelling, confirmation of the Participant's certification must be provided to recipients by being included on contracts, receipts or invoices for all feeds supplied as assured.
Interpretation	*e.g. 'FEMAS – NNNNN' where NNNNN is the Participant's FEMAS scheme ID number.*
F 3.7	The assurance status of each feed must be clear and unambiguous.

Section G Premises, Equipment, Personnel and Own Transport

G 1 Premises

G 1.1	The layout, design and maintenance of the site, buildings, storage facilities, drainage systems and other facilities must be fit for purpose, in a good state of repair and protect the raw materials/ feed from contamination and/ or deterioration and not compromise feed safety.
G 1.2	There must be appropriate lighting to ensure cleaning, processing and other activities can be undertaken effectively.
G 1.3	The Participant must ensure that appropriate and proportionate security measures are planned and implemented to monitor and prevent unauthorised access at all times, wherever this is deemed necessary to maintain feed safety.
Interpretation	*Appropriate and proportionate security measures should be implemented to control access in order to protect feed from deliberate or accidental contamination.* *These measures may include but are not limited to:* • *Physical security* • *Site access control* • *CCTV* • *Control of visitors/ contractors, etc.* • *Controls during non-operational periods*
Additional Information	*For further guidance see PAS 96:2017*
G 1.4	The Participant must have effective controls to ensure that employees, contractors and visitors (including vehicle drivers) do not compromise feed safety.
G 1.5	The Participant must have controls on eating, drinking and smoking/ vaping on site to ensure these activities do not compromise feed safety.
G 1.6	Employees, contractors and visitors (including vehicle drivers) must be made aware of controls on eating, drinking and smoking/ vaping in areas where these activities may compromise feed safety.
G 1.7	In areas where there is a risk of contaminating raw materials/ feed, employees, contractors and visitors (including vehicle drivers) must wear suitable and hygienic workwear.
G 1.8	Where this may compromise feed safety, employees, contractors and visitors (including vehicle drivers) must be advised that entering the site when suffering from a communicable enteric disease is not permitted.

G 1.9	Suitable and sufficient washing facilities and toilets must be provided and maintained in a hygienic condition. These facilities must not compromise feed safety.
G 1.10	Potential chemical contaminants must be managed to maintain feed safety.
Interpretation	*Where the Participant is involved in the storage of third-party products destined for food use, allergens should be considered as potential chemical contaminants.*
G 1.11	Potential physical contaminants must be managed to maintain feed safety.
G 1.12	Potential microbiological contaminants must be managed to maintain feed safety.
G 1.13	Where required to maintain feed safety, there must be an effective, documented inspection and cleaning system covering site, buildings, storage and equipment.
G 1.14	Cleaning, sanitising and disinfection agents used for feed contact surfaces must be identified by the manufacturer as suitable for use on food and/or feed contact surfaces and used and applied in accordance with the manufacturers' instructions.

G 2 Personnel

G 2.1	All personnel must be competent in the tasks that they may be asked to undertake relevant to feed safety.
G 2.2	Deputies must be identified to undertake tasks relevant to feed safety.
G 2.3	All personnel who may impact feed safety, including permanent and temporary personnel, must be informed of their duties, authority and responsibilities in job descriptions, Participant's procedures or written instructions.
G 2.4	Job descriptions, relevant procedures or written instructions must be reviewed when there are any changes to the Participants' operations, personnel authority, or responsibilities.
G 2.5	All personnel (including temporary/ agency personnel) must have received training in feed safety relevant to their role(s).

G 2.6 Records of training must identify the individual trained and confirm receipt and content of training provided.

Interpretation *Training records should include the following (this list is not exhaustive):*

- *Date(s) of training received*
- *Signature(s) (including electronic Signature(s)) and name of both trainer and trainee*
- *Topics covered*
- *Certificates (where held) obtained from online /internal/ external training organisations*
- *Self-assessment reports where appropriate*
- *Competency records*

G 2.7 Where relevant to feed safety, personnel competence must be evaluated after training and reviewed at least every 12 months, or earlier if changes to the scheme requirements, legislation, business or operations occur.

G 3 Non-conforming Raw Materials and / or Feeds

G 3.1 There must be an effective system to identify and control non-conforming raw materials/ feed, which must prevent unauthorised use/ release/ sale/ supply.

G 3.2 There must be a designated and competent person(s) with deputies, responsible for the management of the non-conforming raw material/ feed system.

G 3.3 Raw materials and/ or feed with an identified feed safety issue must be subject to a documented risk assessment by a designated and competent person(s).

Interpretation *This risk assessment may be carried out on a case-by-case basis or included in Participant's procedures.*

G 3.4 Authorisation for destination, alternative use or disposal must be confirmed by a designated and competent person(s) and traceability be maintained.

G 3.5 *This may be on a case-by-case basis or included in Participant's procedures.*

Interpretation All incidences of non-conforming raw materials or feed and decisions regarding actions, must be recorded.

G 3.6 The underlying cause of any non-conforming raw materials and feeds must be investigated, and appropriate actions taken to prevent recurrence.

G 4 Storage, Segregation and Disposal of Waste, Material for Energy Production and Recycling

G 4.1	Feed must be protected from contamination by materials not intended for feed use.
G 4.2	Waste and material for energy production or recycling must be collected into suitable and clearly identified receptacles/ locations to prevent contamination of feed.
Interpretation	*This may include solids and liquids (including water).*
	Suitable receptacles should not provide harbourage or access to food sources for pests.
G 4.3	The Participant must ensure waste and materials for energy production or recycling are clearly identified when leaving the site to exclude use as feed.

G 5 Water

G 5.1	Water (including ice and steam) coming into contact with feed or feed contact surfaces must either be of potable quality or otherwise not compromise feed safety at the point of use, in accordance with applicable legislation.
Interpretation	*This should include not only the source of water but also the on-site water treatment, storage and distribution systems.*
Further Information	*See definitions in Food Hygiene Regulation EU 852/2004, Feed Hygiene Regulation EU 183/2005 as amended.*
G 5.2	Where water used is not from a potable water source it must be risk assessed and appropriate control measures implemented to ensure that feed safety is not compromised.
Interpretation	*Verification of water quality may involve laboratory analysis.*
	Where additives (such as water softeners, anti-corrosion agents, etc.) are included in water that will come into contact with feed, either as water or steam these should be feed compatible.
	No water should be recycled into feed unless risk assessment shows this to be safe and any necessary treatment is undertaken prior to use.

G 6 Pest Management

G 6.1	There must be an effective preventative pest management programme.
Interpretation	*Any animals (wild, domestic and feral, vertebrates and invertebrates) which are present and could contaminate feed are considered pests for the purposes of this section.*
G 6.2	There must be a designated employee responsible for the pest management programme.
G 6.3	Pest management activities including use of treatments must be carried out by designated and competent employees of the Participant, or by a competent pest management organisation.
G 6.4	Production and storage facilities must be adequately proofed against the ingress of pests.
G 6.5	The areas surrounding production and storage facilities must be managed to minimise food sources and harbourage for pests.
G 6.6	The pest management programme must include inspection of the production and storage facilities and surrounding areas, at intervals defined by risk assessment.
G 6.7	There must be a site plan showing locations of monitoring and control points, traps and bait stations.
Interpretation	*The locations of temporary control points, traps, and bait stations used in response to pest activity should be recorded.*
G 6.8	All control points, traps and bait stations must be uniquely identified.
G 6.9	The pest management programme must identify types of treatments and/ or controls permitted by the Participant or their customer(s) to be used on site.
G 6.10	Treatments or controls used must comply with legislation and be used in accordance with manufacturer's instructions.
Further Information	*Regulatory information may be found on product and/ or material safety data sheets*
G 6.11	Results of inspections must be recorded, and any recommendations reviewed and actioned in a timely manner.
G 6.12	If the presence of pests has the potential to impact feed safety, investigations and remedial actions must be taken in a timely manner.
Interpretation	*The nature of actions required, and the timescales will vary according to the level of activity and the areas where it is found.*

G 6.13	Where a raw material/ feed has been contaminated by pest activity or pest control treatments, it must be treated as non-conforming product.
G 6.14	Treatment used must not contaminate the raw materials/ feed.
G 6.15	Treatments and controls used, and their locations, must be recorded by the qualified person and reviewed by the designated responsible employee**.**
Interpretation	*Records should include types, duration, location and quantities of treatments and/ or controls used.*
G 6.16	Where shooting takes place as part of the pest management programme, the activity must be risk assessed to ensure the feed is not contaminated.
G 6.17	Bait station locations must be planned to avoid contamination of feed.
G 6.18	Bait stations must be secured unless risk assessment confirms this is not necessary.
G 6.19	Products used in the Pest Management Programme that are no longer required must be disposed of in accordance with product instructions and legislation.
G 6.20	The Participant must dispose of dead vertebrate pests in accordance with legislation and to maintain feed safety.

G 7 Handling and Processing Equipment

G 7.1	All equipment that comes into contact with feed must be fit for its intended use, avoid contamination and not compromise feed safety.
Interpretation	*This may include but is not limited to fixed and mobile equipment, whether owned, hired, new or used.*
G 7.2	All equipment that comes into contact with feed must be maintained to prevent contamination and ensure feed safety is not compromised.
G 7.3	All equipment that comes into contact with feed (including equipment that is also used to handle non-feed products), must be operated to prevent contamination and ensure feed safety and customer requirements are not compromised.
G 7.4	In the event of equipment breakdown and/ or maintenance, systems must ensure feed safety is not compromised.
G 7.5	All maintenance and servicing activities that could have an effect on feed safety must be recorded, including evidence of acceptability before the equipment is returned to service.

G 7.6 Lubricants that may come into contact with feed during normal operations, must be identified by the manufacturer as suitable for incidental feed and/ or food contact and used in accordance with the manufacturers' instructions.

G 8 Calibration and Control of Monitoring and Measuring Devices

G 8.1 There must be effective systems to ensure that monitoring and measuring devices required for feed safety and/ or specifications operate within defined tolerances.

Interpretation *This may include external calibrations, internal checks or a combination. Tolerances may be defined in the HACCP plan.*

Participants should consider defining the tolerances for repeatability of measurement as well as accuracy.

G 8.2 Calibration and internal check methods must be defined and effective, covering the full range of measurement.

G 8.3 Calibration methods must use reference equipment traceable to national standards, where available.

G 8.4.1 There must be an up to date list/ database of all monitoring and measuring devices required for feed safety and/ or specifications, with defined calibration and/ or internal check frequencies.

Interpretation *This may include, but is not limited to, devices used for monitoring or measuring:*

- *Weight*
- *Volume*
- *Temperature*
- *Pressure*
- *Flow rate*
- *pH*
- *Moisture*

G 8.4.2 All equipment in the list / database must be specified to be capable of providing precise and accurate measurements for the range being monitored and measured, and meet defined tolerances.

G 8.4.3 All equipment on the list / database of monitoring and measuring devices requiring calibration must be calibrated at intervals not exceeding 12 months, or more often if required by risk assessment.

G 8.4.4	All equipment on the list / database of monitoring and measuring devices requiring internal checks, must be checked at intervals to ensure food/ feed safety is not compromised.
G 8.5.1	The Participant must demonstrate that any weighbridge(s) they operate (including public weighbridges) to provide weights for contractual or legal purposes, are calibrated at least annually by a competent external company.
G 8.5.2	The Participant must demonstrate that any weighbridge(s) they use but do not operate, to provide weights for contractual or legal purposes, are calibrated at least annually by a competent external company, or in the case of a public weighbridge approved by the relevant authority.
G 8.6	Equipment not in use must be clearly identified as such. Before equipment is returned to use, it must be checked to ensure it is operating within defined tolerances.
G 8.7	If monitoring or measuring devices are found to be operating outside defined tolerances, the Participant must carry out a risk assessment to establish the effect on feed safety and/ or specifications and, where required, any feed affected must be treated as non-conforming product.
Interpretation	*This risk assessment may be carried out on a case-by-case basis or included in Participant's procedures.*
G 8.8	If monitoring or measuring devices are found to be operating outside defined tolerances, the Participant must carry out a risk assessment to establish if ongoing use of the device would compromise feed safety and take appropriate action until the device is operating within defined tolerances.

G 9 Own Transport

G 9.1 Vehicle Inventory

G 9.1.1	FEMAS Participants must maintain an inventory of owned or operated (including hired or leased) bulk vehicles, trailers and demountable containers/ tanks, using the 'Vehicle Inventory' on the AIC Participant Portal.
Further Information	*The information required by the Vehicle Inventory includes:* • *the registration number for rigid vehicles* • *type and use* • *the trailer/ container identification number* • *the official Vehicle Identification Number (VIN)* • *date of purchase or hire* • *date of disposal or removal from the scheme*

G 9.1.2 The Vehicle Inventory must be kept up-to-date and include all vehicles, trailers and demountable containers/ tanks used for transporting bulk feed and raw materials.

G 9.1.3 Before hiring or purchasing second hand vehicles, trailers and demountable containers/ tanks for carrying any raw materials and/ or feed covered by this Standard, the Participant must have as a minimum:

- a signed declaration from the previous operator/s that no materials on the current AIC exclusion list have been carried
- details of the last three loads carried
- details of cleaning and sanitising operations relating to these loads
- chassis number (or where this is unavailable, confirmation of another unique identification)
- date of purchase

G 9.1.4 Before using any vehicle, trailer or demountable container/ tank (including new) it must be thoroughly pressure cleaned and sanitised (to include all surfaces that come into contact with feed).

G 9.1.5 When a second-hand or new vehicle, trailer or demountable container/ tank, whether operated, hired or leased, has been added to the FEMAS fleet, the Participant must provide details of the vehicle, trailer or demountable container/ tank to, and gain approval from, the Certification Body before use.

The Participant must retain confirmation from the Certification Body regarding approval of any new or additional vehicle, trailer or demountable container/ tank.

G 9.2 Own Vehicles, Trailers or Demountable Containers/ Tanks Carrying Bulk Raw Materials for Processing into Feed

G 9.2.1 All bulk vehicles, trailers and demountable containers/ tanks operated by the Participant to transport bulk raw materials must be risk assessed to determine the controls necessary to maintain feed safety.

Interpretation *The risk assessment may take into account any subsequent processing of the raw material(s) by the Participant.*

G 9.2.2 All bulk vehicles, trailers and demountable containers/ tanks operated by the Participant to transport bulk raw materials must be uniquely identified.

G 9.3 Own Vehicles, Trailers or Demountable Containers/ Tanks Delivering Bulk Feed to Customers / Recipients

G 9.3.1	All bulk vehicles, trailers and demountable containers/ tanks operated by the Participant to transport feed must be uniquely identified.
G 9.3.2	The unique identification must be shown on both sides and the rear of bulk vehicles, trailers and demountable containers/ tanks operated by the Participant to transport feed and be clearly visible from a reasonable distance.
Interpretation	*Unique identification should be at least the size of letters/ numbers on a vehicle licence plate.*
G. 9.3.3	All bulk vehicles, trailers and demountable containers/ tanks operated by the Participant to transport feed must display the Participant's FEMAS Scheme ID.
Interpretation	*e.g. 'FEMAS – NNNNN' where NNNNN is the Participant's FEMAS scheme ID number.*
G. 9.3.4	The FEMAS Scheme ID must be shown on both sides and the rear of bulk vehicles, trailers and demountable containers/ tanks operated by the Participant to transport feed and be clearly visible from a reasonable distance.
Interpretation	*The FEMAS ID should be at least the size of letters/ numbers on a vehicle licence plate.*
G 9.3.5	Bulk vehicle, trailer and demountable container/ tank identification (including the FEMAS Scheme ID number) must be used on all collection/ delivery documentation.
G 9.3.6	All bulk vehicle, trailer and demountable container/ tank load carrying areas and equipment, must either be cleaned routinely and sanitised at least every six weeks (three weeks for moist feeds) or as required by AIC Contaminant Sensitive List, or the frequency of cleaning and sanitising must be determined by implementing a documented risk assessment.
Further Information	*See the AIC Contaminant Sensitive List*
G 9.3.7	Records must show when the bulk vehicle, trailer or demountable container/ tank is inactive. The bulk vehicle, trailer or demountable container/ tank must be cleaned and sanitised prior to use if the inactive period exceeds the normal cleaning and sanitising cycles.

G 9.3.8	No bulk vehicle, trailer or demountable container/ tank that has carried material on the AIC Exclusion List shall be used for the carriage of feed for food producing animals.
Further Information	*See the AIC Exclusion List.*
G 9.3.9	Any additional restrictions on transport required by customers must be understood and implemented.

Section H Operations

H 1 Receipt of Raw Materials/ Feed

H 1.1	Intake of raw materials/ feed to site must be pre-arranged/ booked.
H 1.2	Accompanying documentation must be checked by a designated and competent person to ensure it is correct and matches the pre-arranged/booked raw material/ feed intake.

H 2 Receipt of Bulk Raw Materials/ Feed

H 2.1	Unless the risk assessment specifically establishes that no potential hazards exist from the carriage of previous loads, the documentation accompanying bulk transport must include the last three loads and cleaning carried out.
Interpretation	*The descriptions of the three previous loads should be sufficiently detailed and precise (avoiding generic terms) to allow potential risks to the raw material/ feed to be assessed.*
H 2.2	If AIC Sensitive List goods have been carried, the documentation must confirm that the vehicle/ trailer has been cleaned as detailed in the AIC Sensitive List. If this information is not available the goods must be considered non-conforming.
H 2.3	If AIC Exclusion List goods have been carried, the vehicle/ trailer must be rejected unless a specific derogation is granted by the Certification Body. The Certification Body and supplier/ owner/customer of the raw materials/ feed must be informed in a timely manner to preserve feed safety.
H 2.4	For bulk intake of raw materials/ feed the individual identification of the vehicle/ trailer/ demountable container (and where assured, the haulier's assurance Scheme ID) must be checked on the vehicle and cross-referenced against the documentation.

H 2.5 Unless the risk assessment indicates there is no risk to feed safety, bulk vehicle/ trailer/ demountable container load carrying areas must be covered upon arrival. If not, the load must be rejected.

H 2.6 Vehicles must not be unloaded if the exterior condition presents a risk to feed safety.

H 3 Receipt of Packaged Raw Materials/ Feed

H 3.1 The condition and integrity of packages must be checked as appropriate before acceptance. Any damaged packages must be segregated and considered as non-conforming product.

H 3.2 Raw material/feed descriptions on packages must match the delivery documentation. Packages without a clear description must be considered as non-conforming product.

H 4 Intake Operations

H 4.1 A designated and competent person(s) must be available to sample/ inspect, approve/ reject and supervise the unloading and intake of raw materials/ feeds.

Interpretation *Inspections should include, as appropriate, assessment of:*

- *Colour*
- *Physical form*
- *Odour*
- *Contamination by insect pests, droppings and other extraneous matter*
- *Microbial or mould damage*
- *Presence of foreign matter*
- *Compliance with specification*

H 4.2 Systems must be in place to prevent incorrect unloading of raw materials/ feed to maintain feed safety and traceability.

H 4.3 Systems must be in place to ensure that bins/ bays/ silos/ stores/ tanks are suitable for receiving the raw materials/ feeds, to ensure feed safety and maintain traceability.

H 4.4 Feed must remain protected from contamination prior to and during unloading.

H 4.5 Facilities must be available for cleaning out of vehicles after tipping/ discharging or, with the agreement of the supplier/ owner of the raw material/ food/ feed, the driver be directed to a site approved by the Participant where sweeping/ washing out can take place.

H 5 Identification of Products not Intended for Feed Use

H 5.1 Any raw materials, intermediate or finished products produced or stored in the same premises by the Participant but not intended for feed use, must be clearly segregated from feed and identified as such during all stages of production / processing, packing, storage, despatch and supply.

H 6 Bulk Storage Operations

H 6.1 Raw materials, intermediate products and feeds must be clearly separated, identifiable and traceable.

H 6.2 Adequate storage facilities must be provided for any materials not intended for feed use (including cleaning materials, lubricants, fuels, etc.), to prevent contamination.

H 6.3 Vehicles and plant must be operated such that they cannot adversely affect stored raw materials and feed.

H 6.4 There must be risk-assessed, planned intervals for the inspection and cleaning of bulk storage facilities.

H 6.5 For bulk stores storing more than one raw material, intermediate product or feed, bays, tanks and bins must be identified and there must be a storage plan.

H 6.6 When there is a change of type of feed to be stored in a bulk bin or container, there must be a system to ensure it is empty and cleaned as necessary prior to refilling, to avoid cross-contamination.

H 7 Packaged Storage Operations

H 7.1 Packaged raw materials, intermediate products and feeds must be protected from deterioration and segregated as appropriate, to prevent contamination of the feed.

H 7.2 Storage operations must allow access to store walls for cleaning and pest control purposes.

H 7.3 Any open packages must be controlled to prevent contamination of raw materials, intermediate products or feed.

H 7.4 Any damaged or leaking packages, and products affected by them, must be segregated and considered as non-conforming products.

H 8 Stock Management

H 8.1 There must be stock rotation practices in place for all raw materials and feeds.

H 8.2 Stock control measures must be documented and adequate to ensure that raw materials, intermediate products and feed do not deteriorate prior to use / despatch.

H 8.3 Where raw materials or feed has a use by/ best before date, systems must be in place to confirm they are used by the Participant or supplied to the customer within the relevant dates.

H 8.4 No raw materials or feeds which have exceeded the use by/ best before dates may be used by the Participant unless evaluated and approved by a designated and competent person.

H 9 Operational Control

H 9.1 Operations must be planned, scheduled and controlled by a designated and competent person(s), to ensure feed safety, compliance with feed specifications and operational parameters.

H 9.2 Where mixing or dispersion forms an essential part of the process, tests must be undertaken to establish initial effectiveness of equipment and, on a subsequent frequency determined by risk assessment, to ensure that no loss of efficiency occurs through the effects of wear and tear.

H 9.3 Where feed safety may be affected, the quantity of each raw material added to the process must be recorded.

H 9.4 If liquids are incorporated, there must be effective means of weighing or measuring these, and of incorporation.

H 9.5 In situations where breakdown or other unforeseen circumstances result in the production of feed that does not meet specification or operational parameters, the resulting products must be considered as non-conforming products.

H 9.6 Automated processing equipment must be continuously monitored by devices or designated and competent person(s) that record the operating conditions, and take appropriate action if deviations are indicated from defined parameters intended to achieve and maintain feed safety.

H 9.7 Changes to control parameters which may affect feed safety must only be made by designated and competent persons and must be recorded to show the date and time of change, the name of the person making the change and what was changed.

H 10 Process Cross-Contamination Controls

H 10.1 Where different feeds and / or non-feeds are being processed in the same equipment, procedures must be in place to ensure that cross-contamination is managed to ensure the safety of feed.

H 11 Reprocess Material

H 11.1 Where raw materials, intermediate products or feed are reprocessed, a system must be in place to ensure that feed safety is maintained and they are used as defined by risk assessment.

H 11.2 Materials for reprocessing must be identified and segregated from raw materials, intermediate products or feed.

H 11.3 The use of reprocessed material must be authorised by a designated and competent person and its use recorded.

H 12 Drier / Heat Treatment

H 12.1 Where mechanical drying/ heat treatment is undertaken, procedures must ensure that any adverse effect on the feed being dried/ treated is minimised.

Interpretation *During drying/ heat treatment, Participants should ensure that any specified minimum temperatures are met and that excessive temperatures are not used that might damage the feed being processed.*

H 12.2 Where drying/ heat treatment operations result in combustion gases coming into contact with raw materials or feed, Participants must be able to demonstrate that this does not increase the levels of undesirable substances beyond the maximum levels prescribed for feed.

H 12.3 The drier/ heat treatment controls must be monitored and recorded throughout production.

H 12.4 Where heat is intended to control microbial risks, the process controls must be validated for the full production run including start up and shut down.

H 12.5 Where coolers are used after drying/ heat treatment, the air supply must be risk-assessed and, where necessary, appropriate filters must be used to limit recontamination.

H 12.6 Dried/ heat-treated feed must be protected from bacteriological recontamination, for example from non-heat-treated feed, condensation, etc.

H 13 Equipment Intended to Control Physical Contamination

H 13.1 Any equipment which has been installed to control physical contamination, must be designed, installed and maintained so that it remains effective in the operations it is expected to undertake.

Interpretation *This may include but is not limited to:*

- *Magnets*
- *Sieves/ screens*
- *Drop boxes/ stone traps*
- *Separators*
- *Metal detectors*
- *Colour sorters*

H 13.2 Systems must be in place to ensure equipment continues to operate as it was designed.

H 13.3 If the equipment is considered to be essential in the control of physical contamination, there must be a monitoring system in place to check, at a frequency defined by risk assessment, that the equipment works within its intended parameters.

H 13.4 Where materials separated from the primary production stream are reclaimed or reprocessed for inclusion in feeds, the risk assessment study must consider the potential hazards that may be concentrated in feeds as a result.

Interpretation *This includes, but is not restricted to, potential concentration of undesirable substances (e.g. pesticides or mycotoxins) or other contaminants into a by-product/ co-product supplied as a feed.*

H 14 Packaging for Feed

H 14.1 Feed packaging and pallets must be suitable for the means of delivery/ transport used and the type of feed concerned.

Interpretation *Packaging and pallets should be designed to protect the feed during normal storage, handling and delivery conditions.*

H 14.2 Packaging and pallets must not be reused unless a risk assessment has been carried out, the previous use is known, and its reuse does not compromise feed safety.

H 14.3 Intermediate bulk containers (IBCs, including FIBCs) holding feed must have covers in place to protect the product during storage and transportation.

H 14.4 Contamination / cross contamination during the packaging process must be controlled to maintain feed safety.

H 15 Despatch of Feed in Bulk Road Transport

H 15.1 Despatch of feed from site must be pre-arranged/booked.

H 15.2 There must be systems in place to minimise the possibility of incorrect loading.

H 15.3 Bulk vehicle and/ or trailer load carrying areas must be covered upon arrival and when leaving site, unless it is a farmer's own vehicle or trailer collecting feed for his own use.

H 15.4 For bulk outloading of feed, the assurance of the vehicle/ trailer must be checked on the vehicle and recorded.

A non-assured vehicle must only be accepted if:

- it is a farmer's own vehicle/ trailer collecting feed for his own use or
- the vehicle has been contracted by the customer and written authority to load has been provided to the Participant.

H 15.5 For bulk outloading of feed the individual identification of the vehicle/ trailer must be checked on the vehicle and recorded.

H 15.6 Feed safety must not be compromised during loading or sampling.

H 15.7.1 The documentation provided by the haulier must include the last three loads and any cleaning carried out.

Interpretation *The descriptions of the three previous loads should be sufficiently detailed and precise (avoiding generic terms) to allow potential risks to the feed to be assessed.*

H 15.7.2 If any of the last three loads are on the AIC Exclusion List, the vehicle must be rejected. The FEMAS Certification Body must be informed as soon as possible, to ensure feed safety is not compromised.

H 15.7.3 If any of the last three loads are on the AIC Sensitive List, the documentation must confirm that the vehicle/ trailer has been cleaned as detailed in the AIC Sensitive List. The vehicle/ trailer must not be loaded until this evidence has been provided.

H 15.8	The vehicle and/ or trailer load compartment unique identification reference (and where available the haulier's assurance scheme number), must be recorded and used on documentation for all collections/ deliveries.
Interpretation	*For farmers collecting feed for their own use, vehicles/ trailers may not have a unique reference identification, in which case the make of the vehicle/ trailer or some other identifying feature should be recorded.*
H 15.9	There must be controls in place to ensure that bulk vehicles are not overfilled such as to risk cross-contamination.
H 15.10	The exterior of vehicles and trailers must not present a risk to the feed being loaded.
H 15.11	Bulk vehicle or trailer load compartments must be free from contamination and, for non-liquid feeds, must be dry before loading. A record of the checks carried out must be retained.
H 15.12	If the load carrying area of a bulk vehicle contracted/ operated by the customer/ recipient is found to be unsuitable, the customer must be informed of the condition of the vehicle. Any subsequent action must be confirmed by the customer.

H 16 Sealing of Shipping Containers/ ISO Tanks

16.1	Where demountable containers/ ISO tanks will leave the assured feed supply chain during transit the Participant must ensure that, once filling is completed, demountable containers/ ISO tanks holding feed are sealed with a unique seal that will indicate if they have been opened.
H16.2	The Participant must ensure that seal references are forwarded as part of the commercial documentation and that the seals are checked by an authorised person upon arrival. Any evidence of interference with seals must be reported and investigated.

H 17 Despatch of Packaged Feeds

H 17.1 Packaged feeds must not be loaded for despatch unless labelled.

H 17.2 The condition and integrity of packages must be checked at loading and any damaged packages segregated and considered as non-conforming.

H 17.3 Load areas of vehicle or trailers collecting packages must not present a risk to the feed being loaded. A record of the checks carried out must be retained.

H 17.4 If the load area of the vehicle is found to be unsuitable and the vehicle is contracted/ operated by the customer/ recipient, the customer must be informed of the condition of the vehicle. Any subsequent action must be confirmed by the customer.

H 18 Despatch Documentation

H 18.1 Any documentation required by legislation, contractual and customer requirements, must be provided to the driver to accompany the load.

H 18.2 The despatch documentation must also include any relevant information, including special requirements to maintain feed safety.

H 18.3 Controls must be in place to ensure that only current versions of labels are used.

H 19 Collection of Feeds

H 19.1 Where feeds are collected by or on behalf of the customer, the Participant must obtain a signed collection record.

H 20 Delivery of Bulk and Packaged Feeds by the Participant

H 20.1 Procedures must be in place to ensure the delivery driver is informed of relevant delivery information and customer specific delivery requirements.

H 20.2 Once offloading/ discharge has been completed, the driver must obtain a signed record confirming acceptance of the delivery.

H 20.3 Procedures must be in place for the driver to contact the relevant individuals in the Participant's business in the event of a potential feed safety event/ issue.

Section I Sampling and Analysis

I 1 Sampling Schedule

I 1.1 There must be a risk-based sampling schedule/ plan, taking into account feed safety legislation, customer and contractual requirements.

Interpretation *This may include but is not limited to:*

- *Raw materials*
- *Intake Samples*
- *In-process samples*
- *Feed samples*
- *Outloading samples*
- *Environmental samples/ swabs*

I 1.2 Sampling methods must be defined to ensure that all samples are representative, suitable for their intended purpose and of sufficient size and quantity.

Further Information *See the FEMAS Sampling and Testing Guide*

I 2 Intake Samples

I 2.1 A sample of each intake of bulk raw material/ feed (including liquids/ powders) must be taken and retained in accordance with legislation and customer requirements, unless the risk assessment confirms this is unnecessary.

I 2.2 A sample of each intake of packaged raw material/ feed (including liquids/ powders) must be taken in accordance with legislation and customer requirements, unless the risk assessment confirms this is unnecessary.

Interpretation *The Participant may arrange for the supplier to take and/ or retain these samples with timely access to them, if required.*

I 2.3	Where samples are taken on behalf of the Participant by the supplier, there must be a written agreement between the Participant and the supplier, which includes details of the sampling method used and the size of sample, where/ how the sample will be stored and period for which it will be retained.
Interpretation	*The agreement may be in the form of a specification or contract, and should take into account FEMAS Sampling and Testing Guide*
Guidance	*It is a legal responsibility of Feed Businesses to ensure these samples are retained, from the Retained EU Feed Hygiene Regulation 183/2005 as amended:* *"…samples of ingredients and of each batch of products manufactured and placed on the market… must be taken in sufficient quantity using a procedure pre-established by the manufacturer and be retained…. They must be kept at the disposal of the competent authorities for a period appropriate to the use for which the feed is placed on the market."*

I 3 Feed Samples

I 3.1	Each batch, run or delivery of bulk feeds must be sampled as close as practicable to the point of loading, and the sample retained.
Further Information	*Refer to the FEMAS Sampling and Testing Guide.*
I 3.2	Each batch or run of feed packed by the Participant must be sampled and the sample retained.
Further Information	*Refer to the FEMAS Sampling and Testing Guide.*

I 4 Sample Retention and Disposal

I 4.1	Raw material and feed samples must be retained and be available to the Competent Authorities for a defined period appropriate to the use for which the feed is placed on the market, taking into account the shelf life of the feed.
Further Information	*Refer to the FEMAS Sampling and Testing Guide.*
I 4.2	Samples must be labelled to maintain traceability.
I 4.3	Samples must be sealed to prevent contamination, and stored in such a way that deterioration is minimised and adulteration is prevented.
Interpretation	*Where samples are perishable, freezing may be required.*

I 4.4 There must be a procedure for handling and disposal of samples.

I 4.5 Where samples are incorporated back into feed, their re-use must be risk assessed and traceable.

Interpretation *This risk assessment may be carried out on a case-by-case basis or included in the Participant's procedures.*

I 5 Analysis

I 5.1 There must be a risk-based analysis schedule/ plan, taking into account feed safety legislation, customer and contractual requirements.

Interpretation *The risk assessment should encompass raw materials and feed (including traded) and should include but not be limited to:*

- *Origin*
- *Output from the AIC Feed Safety Analysis Calculator*
- *Assurance status*
- *Transport*
- *Storage*
- *Handling systems*
- *Processing*
- *Nutritional characteristics*
- *Feed safety hazards*

I 5.2 The analysis schedule for feeds produced by the participant and those covered by the gatekeeping requirements, must as a minimum meet the defined analysis requirements from the FEMAS Calculator, unless a derogation from this level of testing has been agreed with the Certification Body.

Interpretation *Analysis conducted by suppliers may be taken into account, where appropriate.*

I 5.3 Sufficient analysis must be carried out to substantiate the labels and specifications of feed.

Interpretation *This includes analysis to confirm the exclusion of level-specific mandatory declarations (e.g. moisture, ash insoluble in acid, etc.)*

I 6 Salmonella Testing

I 6.1 The frequency and method of sampling, testing and reporting the presence of Salmonella must be determined in accordance with the Participant's risk assessment.

Interpretation *The most sensitive available method of Salmonella detection should be used. This ensures optimal detection of what could be small numbers of organisms and is important to the protection of human and animal health.*

If the most sensitive method is not being routinely used as part of the Salmonella monitoring programme then feed businesses may consider the benefit of duplicate samples using an alternative method.

Further Information *The Defra Salmonella Code of Practice for the Control of Salmonella in Feed can be found here: www.agindustries.org.uk/resource/defra-salmonella-feed-code-of-practice.html*

I 6.2 The Participant must have in place procedures to respond to Salmonella isolations.

Interpretation *If Salmonella is detected, an appropriate laboratory method, taking into account sensitivity, availability and turnaround time should be used for the duration of investigations.*

The procedure should reference the relevant sections of the Defra Salmonella Code, including circumstances where the competent authorities should be informed and defining corrective actions.

Guidance *Trend analysis of indicator organisms (e.g. Enterobacteriaceae) isolations can be useful to highlight developing issues.*

I 6.3 Environmental sampling for Salmonella analysis must be carried out at locations and frequencies as indicated by risk assessment.

I 7 Testing Facilities

I 7.1 The Participant must ensure all external laboratories carrying out analyses identified in the schedule/ plan are competent.

I 7.2 The Participant must ensure all in-house analyses (including process checks) are carried out by designated and competent personnel in appropriate facilities.

I 7.3 All methods of analysis employed (whether in-house or at an external laboratory) must be appropriate for the raw materials and feed being tested.

I 7.4.1 The competency of testing laboratories for feed safety analyses, legal compliance and contractual analysis, must be regularly reviewed and their approval checked at intervals not exceeding 12 months.

I 7.4.2 For Salmonella analyses, the laboratory must be ISO/ IEC 17025 accredited, with the selected method included in the Schedule of Accreditation.

Interpretation *For feed safety and legal compliance analyses, laboratories should be approved by one or more of the following methods:*

- *accreditation to ISO/ IEC 17025 or*
- *validated by participation in credible ring tests or*
- *validated by other means*

Interpretation *For contractual analysis, laboratories should be approved by one or more of the following methods:*

- *accreditation to ISO/ IEC 17025 or*
- *certified to the TASCC Code of Practice for Testing Facilities of Combinable Crops or*
- *as otherwise defined in the contract*

Interpretation *Formal validation is not required for methods of analysis used solely for process checks, unless such checks are identified as necessary for managing feed safety, legal or contractual requirements.*

I 8 Evaluation of Test Results

I 8.1 All analysis results must be reviewed by a designated and competent person(s) with responsibility for ensuring that raw materials/ feed meet specified parameters.

I 8.2 If results fall outside the specified parameters, corrective and preventative action must be taken where required.

I 8.3 Where the analysis results indicate feed safety may have been compromised, the relevant Competent Authorities and the Certification Body must be informed.

Section J Complaints, Recall and Feed Safety Controls

J 1 Complaints

J 1.1	The Participant must register, record and address customer complaints relating to feed safety in a timely manner.
J 1.2	Complaints must be reviewed with attention to severity and any trends, and corrective action taken as necessary to prevent recurrence.
J 1.3	Feed that has been delivered to the customer/ recipient and is under complaint must be risk assessed by a designated and competent person to determine use or disposal.
J 1.4	Where a customer complaint results in the Participant retrieving feed from a customer/ recipient, the feed must be treated as non-conforming product.
J 1.5	Feed which has been rejected by a customer/ recipient must be risk assessed by a designated and competent person to determine use or disposal for non-feed use.
J 1.6	The destination of any retrieved/ rejected/ re-directed feed must be recorded.

J 2 Feed Safety Incidents

J 2.1	There must be a designated and competent person(s), with deputies, responsible for the management of feed safety incidents, including withdrawal and/ or recall.
J 2.2	There must be a feed safety incident management procedure (including withdrawal and recall) which is capable of being put into operation at any time.
J 2.3	Where an incident occurs relating to food or non-feed product, feed safety must also be considered, and any necessary action implemented.
J 2.4	The feed safety incident management procedure must include immediate notification to the Competent Authorities and /or affected customer(s) where required by legislation or contractual agreements to ensure food/ feed safety is not compromised.
Further Information	*There is a legal obligation on food/ feed business operators to inform the relevant Competent Authorities where they 'consider or have reason to believe that a feed... is not in compliance with the feed safety requirements' (adapted from EU Regulation 178/2002)*

J 2.5 Where an incident requires the Participant to inform the Competent Authorities and/ or customer(s), the Certification Body must be notified within 3 working days.

J 2.6 The feed safety incident management procedure must include up-to-date contact details for the Competent Authorities, Certification Body and out of hours contact details for relevant personnel.

J 2.7 The Participant must notify the Certification Body within 3 working days where a feed safety investigation by a Competent Authority results in Formal Action or withdrawal of Earned Recognition.

J 3 Market Recall and Withdrawal

J 3.1 If a recall or withdrawal becomes necessary, the Participant must implement timely and appropriate measures to protect animal and human health.

Interpretation *Where recall or withdrawal of a food or non-feed product is required, recall or withdrawal of feed may also be necessary.*

J 3.2 All recalled or withdrawn feed must be treated as non-conforming product.

J 3.3.1 Recalled or withdrawn feed must be risk assessed by a designated and competent person(s), to determine use or disposal.

J 3.3.2 The destination of any recalled or withdrawn feed must be recorded.

J 3.4 If a recall or withdrawal has been necessary, the reasons must be assessed and effective corrective/ preventive action taken to address the underlying cause(s).

Interpretation *Any recall implies that the HACCP Plan has failed, and any corrective action should therefore include a review of the HACCP Plan.*

J 3.5 The operation and effectiveness of any recall/ withdrawal must be reviewed in a timely manner and procedures updated where necessary.

Interpretation *This review should be used as part of the Management Review/ HACCP Review.*

J 3.6 A recall/ withdrawal test must be carried out at a frequency determined by risk assessment and at least every 12 months.

Interpretation *This should include traceability of raw material(s) and/ or feed, and any traded feed products.*

This recall/ withdrawal exercise should be reviewed and be used as part of the Management Review/ HACCP Review.

Section K Traceability

K 1 General Traceability

K 1.1 The Participant must have effective traceability for all activities within the scope of certification.

Further Information *The purpose of a traceability system is to facilitate recall or investigations into feed safety issues arising from a raw material or feed. The level of traceability required will be determined by the raw material(s) and feed risk assessments.*

K 2 Traceability Records

K 2.1 Purchase records must include details relevant to feed safety and traceability.

Interpretation *Examples include, but are not limited to:*

- *Supplier name and address*
- *Name of the raw material or feed (linked to an agreed specification)*
- *Quantity of raw material or feed*
- *Whether in bags or bulk*
- *Contract period*

K 2.2 Service supplier contractor records for suppliers identified in Section E 1 must include details relevant to feed safety and traceability.

Interpretation *Examples include, but are not limited to:*

- *Supplier name and address*
- *Origin of any raw materials/ feed processed*
- *Name of the raw material or feed processed (linked to an agreed specification)*
- *Batch/ lot numbers where available*
- *Transport details*
- *Quantity processed*
- *Date and time of processing*
- *Records of any intake/ despatch checks carried out*

K 2.3 Intake records must include details relevant to feed safety and traceability.

Interpretation *Examples include, but are not limited to:*

- *Supplier name and address*
- *Source of the delivery*
- *Name of the raw material or feed delivered (linked to an agreed specification)*
- *Batch/ lot numbers where available*
- *Transport details*
- *Quantity delivered*
- *Date and time of intake*
- *Delivery order or fixing reference where available*
- *Records of any intake checks carried out*

K 2.4 Records of internal movements, processing and storage must include details relevant to feed safety and traceability.

Interpretation *Examples include, but are not limited to:*

- *Information to be able to trace a feed through processing, including any intermediate tanks, bins or other storage to raw materials used and vice versa*
- *Any processing condition(s) relevant to feed safety such as temperature and time*
- *Where processing aids or feed additives are used, the batch numbers and quantities used*
- *Where batch manufacturing is carried out, the quantities of raw materials or feed used into each batch and any deviation from required additions*
- *Date and time of production*
- *Production sequencing, if processing non-feed products or different feed products on the same production line*
- *Any reprocessing or reworking of raw material(s) or feed and point(s) of addition*

K 2.5 Despatch records must include details relevant to feed safety and traceability.

Interpretation *Examples include, but are not limited to:*

- *Customer / recipient name and address*
- *Customer requirements*
- *Name of the feed delivered (linked to an agreed specification)*
- *Any relevant feed legislation labelling*
- *Transport (name / vehicle registration / trailer reference / previous three loads*
- *Quantity delivered*
- *Production batch numbers, if required by regulations*
- *Date and time of despatch*
- *Vehicle inspection records*
- *Delivery order or fixing reference where available*

K 2.6 Sales records must include details relevant to feed safety and traceability.

Interpretation *Examples include, but are not limited to:*

- *Name of the feed sold (linked to an agreed specification)*
- *Customer name*
- *Customer requirements*
- *Quantity sold*
- *Whether in bags or bulk*
- *Date(s) of delivery*
- *Batch numbers for feed additives*

K 2.7 Transport records must include details relevant to feed safety and traceability.

Interpretation *This includes transport by any method including road, rail, water and/ or air.*

Examples include, but are not limited to:

- *Customer name and address*
- *Name of the feed delivered (linked to an agreed specification)*
- *Batch/ lot numbers where available*
- *Transport details*
- *Quantity delivered*
- *Date and time of despatch*
- *Delivery order or fixing reference where available*
- *Records of previous three loads and any cleaning undertaken as a consequence*

K 3 Maintenance of Segregation

K 3.1 Raw materials/ feed with a special status must be physically segregated from raw materials/ feed of different status. If physical segregation is lost, the special status must not be assigned to the resulting mixture.

Interpretation *Special status relates to food/ feed safety, legislation and contractual requirements including but not limited to:*

- *Assured/ non-assured*
- *GM/ Non-GM,*
- *Organic/ Conventional*

K 4 Traceability Exercise

K 4.1 A traceability exercise must be carried out at a frequency determined by risk assessment and at least every 12 months.

Interpretation *This should include traceability of raw material(s) and/ or feed, and any traded feed products, and may be done as part of a recall exercise.*

Any traceability exercise should be reviewed and be used as part of the Management Review/ HACCP Review.

Appendix FEMAS Definitions

Term	Definition
Batch	An identifiable quantity of feed determined to have common characteristics, such as origin, variety, type of packaging, packer, consignor or labelling, and, in the case of a production process, a unit of production from a single plant using uniform production parameters or a number of such units, when produced in continuous order and stored together. (Regulation (EU) No 183/2005 as amended)
By-product (Co-product)	A product produced as the result of a process primarily intended to produce a different product.
Calibration	The demonstration that a particular instrument or device produces results within specified limits by comparison with those produced by a reference or traceable standard over an appropriate range of measurements.
Certification Body (CB)	The independent company contracted by AIC to certify Participants to the FEMAS Scheme
Contamination	The undesired introduction of impurities of a chemical or microbiological nature or of foreign matter during production, sampling, packaging or repackaging, storage or transport.
Control Measure	Any action and activity that can be used to prevent or eliminate a feed / food safety hazard or reduce it to an acceptable level. (Codex adapted)
Corrective Action	Any action to be taken when the results of monitoring, inspection or auditing indicate a loss of control or trend towards loss of control.
Critical Control Point (CCP)	The last step in a process at which control can be applied and is essential to prevent or eliminate a feed / food safety hazard or reduce it to an acceptable level. (Codex adapted).
Critical Limit	A criterion that separates acceptability from unacceptability. (Codex) The critical limit should represent some measurable or observable parameter related to the CCP that can be quantified in a timely manner.
Customer	The party purchasing the feed from the Participant.

Demountable Container	A container, whether open or enclosed, that is carried by a means of transport to facilitate the carriage of goods but which is not an integral part of the means of transport. Demountable containers are typically designed to be removed while still containing the goods they carry, usually by means of forklift truck, crane or hydraulic rams.
Feed (or Animal Feed)	Any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for oral feeding to animals. (Regulation (EC) No 178/2002)
Feed Additives	Substances, micro-organisms or preparations, other than feed material and premixtures, which are intentionally added to feed or water in order to perform, in particular, one or more of the functions mentioned in Article 5(3) 1831 2003
Feed Hygiene	The measures and conditions necessary to control hazards and to ensure fitness for animal consumption of a feed, taking into account its intended use (Regulation (EC) No 183/2005)
Feed Ingredients	Feed materials and / or feed additives.
Feed Material	Products of vegetable or animal origin, whose principal purpose is to meet animals' nutritional needs, in their natural state, fresh or preserved, and products derived from the industrial processing thereof, and organic or inorganic substances, whether or not containing feed additives, which are intended for use in oral animal-feeding either directly as such, or after processing, or in the preparation of compound feed, or as carrier of premixtures. (Regulation (EC) No 767/2009)
Food (or Foodstuffs)	Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans. 'Food' includes drink, chewing gum and any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment. 'Food' shall not include: feed; live animals unless they are prepared for placing on the market for human consumption; plants prior to harvesting; medicinal products; cosmetics; tobacco and tobacco products; narcotic or psychotropic substances; residues and contaminants. (Regulation (EC) No 178/2002)

Formal Action	The taking of action against a Feed Business Operator as set out in legislation, for example the service of a statutory notice to remedy non-compliance with legal requirements, the issuing of a Simple Caution or the institution of legal proceedings for breaches of legal requirements. (Food Standards Agency Feed Law Code of Practice (England) adapted)
Gatekeeper	A Participant who sources a feed from a supplier not assured against a scheme recognised by AIC and takes responsibility for the safety and suitability of the feed before it enters into the assured supply chain.
HACCP (Hazard Analysis & Critical Control Points)	A system that identifies, evaluates and controls hazards that are significant for food / feed safety. (Codex adapted)
Hazard Analysis	The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food / feed safety and therefore should be addressed in the HACCP plan. (Codex adapted)
Hazard	A biological, chemical or physical agent in, or condition of, food / feed with the potential to cause an adverse health effect. (Codex adapted)
(Food/ Feed) Incident	A food/ feed incident occurs when concerns around the safety or quality of food (and/or feed) may require action to protect consumers or animals. (Adapted from Food Standards Agency definitions)
Operational Prerequisite Programmes (OPRP)	Activities that are associated with a particular process step, which manage specific significant hazards identified in the hazard analysis, but not otherwise managed by Critical Control Points. (Adapted from Camden BRI Guideline No. 42)
Participant	The business holding certification against this standard
Prerequisite Programmes (PRP)	Programmes which manage the basic environment and operating conditions of the facilities and process operation, i.e. hazards that are 'generic' (not specific to a particular process step). The consequence of momentary failure could result in a low risk safety issue (or quality defect).
Process Flow/ Steps	A systematic representation of the sequence of steps or operations used in the production or processing of a particular feed. (Codex adapted) i.e. a flow diagram

Processing Aid	Any substance not consumed as a feeding stuff by itself, intentionally used in the processing of feeding stuffs or feed ingredients to fulfil a technological purpose during treatment or processing which may result in the unintentional but technologically unavoidable presence of residues of the substance or its derivatives in the final product, provided that these residues do not have an adverse effect on animal health, human health or the environment and do not have any technological effects on the finished feed. (Regulation (EC) No 1831/2003).
Quality Management System (QMS)	An organised system of documented procedures, controls and practices with the specific purpose of ensuring that the standards of food / feed safety and quality intended by the company are met during the course of its activities.
Raw Materials	All ingredients used by Participants in the production of the feed, including items that may already be legally defined as feeds, additives or processing aids.
Recall	Unsafe food/ feed is removed from the supply chain and consumers/ animal keepers are advised to take appropriate action, for example to return or dispose of the unsafe food/ feed. (Adapted from Food Standards Agency definitions)
Recipient	The party receiving the feed from the Participant.
Record	A document, whether electronic or physical in format, providing evidence of a necessary action having been carried out.
Risk	A function of the probability of an adverse health effect and the severity of that effect, consequential to a hazard. (Regulation (EC) No 178/2002).
Run	A specific quantity of finished products that is expected to be homogeneous within specified limits. A run may correspond to a defined fraction of the production and be composed of one or several batches. A run size may be defined either by a fixed quantity or the amount produced in a fixed time interval.

Safe	Feeds shall be deemed to be safe if they do not have an adverse effect on human or animal health and do not make the food derived from food-producing animals injurious to health or unfit for human consumption when the feed concerned is used as intended and in accordance with normal industry or feeding practice (Regulation (EC) No 178/2002; adapted). In addition, safe procedures and practices shall ensure the maintenance of those quality parameters that if breached may cause harm to a target class of livestock, or to humans subsequently consuming affected livestock products, through the excess or deficit of critical nutrients or the presence of anti-nutrients not expected under normal circumstances nor declared by the Participant to the customer.
(ISO) Shipping Container	A container conforming to ISO 6436 used to transport feed
Site / Premises	Factories / buildings at the same location, under the same senior management control.
Standard	The document containing the essential principles of assurance, compliance with which will confirm adherence to the requirements of the FEMAS Scheme.
Supplier	The external organisation(s) or person(s) that provides the raw materials (from which the Participant will produce feed) and services related to feed production, processing, transport and storage, or that provides feed for onward sale without further processing.
Traceability	The ability to trace and follow a substance intended to be or expected to be incorporated into a feed, through all stages of sourcing, production, processing and distribution. (adapted from Regulation (EC) No 178/2002)
Undesirable Substance	Any substance or product, with the exception of pathogenic agents, which is present in and / or on the product intended for animal feed and which presents a potential danger to animal or human health or to the environment or could adversely affect livestock production. (Directive 2002/32/EC)
Withdrawal	Unsafe food/ feed is removed from the supply chain before it has reached consumers/ animal keepers. (Adapted from Food Standards Agency definitions)