



# F E M A S

Scheme Manual

## FEED MATERIALS ASSURANCE SCHEME

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## 1.0 Introduction

**1.1** The FEMAS Scheme for Feed Ingredients is a voluntary scheme developed by AIC in response to moves in both the UK and EU to regulate food safety more closely.

**1.2** The FEMAS standard has been designed to cover the assurance requirements for all feed ingredients used in the production of animal feed whether they are the primary products of processing or processing by-products and regardless of their country of origin. The standard is intended for use with all feed ingredients.

FEMAS provides a credible independent verification that the trade is meeting its legal obligations under General Food Law, Regulation (EC) No. 178/2002 and associated regulations and codes of practice. Both feed ingredient producers and compound feed manufacturers have been fully consulted during the development of the FEMAS Scheme.

**1.3** FEMAS is owned by AIC, who manage the scheme.

**1.4** FEMAS requires an independent Verification that the Participant fully complies with the current versions of the Standard.

**1.5** Product Authentication International Ltd (PAI) is the Certification Body for FEMAS and is accredited to EN 45011 / ISO 65 for the certification of FEMAS.

**1.6** FEMAS approval demonstrates that a company meets the standards required of feed ingredient suppliers to those Feed Compounders belonging to the AIC Universal Feed Assurance Scheme (UFAS) – an independent Verification of the AIC Code of Practice for the Manufacture of Safe Compound Animal Feedingstuffs. FEMAS also provides the assurance required by the UK Farm Assurance schemes for feed ingredients supplied for home mixing and or direct feeding to livestock. The Dutch Product Board Animal Feed (PDV), German QS and Belgian OVOCOM also accept FEMAS certified companies for supply of feed ingredients to businesses assured under their respective GMP+, QS and GMP schemes.

**1.7** By applying for certification to FEMAS, the Applicant agrees that, if accepted, they will comply with the requirements of the FEMAS Standard and any relevant associated documents, as well as the FEMAS Scheme Manual.

**1.8** 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.

## 2.0 Scope of FEMAS

The scope of a participant's certification to FEMAS will be stated on the Certificate of Conformity and the FEMAS Register. The scope reflects the nature of the business and specifies the feed ingredients certified as assured by FEMAS.

## 3.0 FEMAS Participation

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

3.2 A register of Participants is available on the AIC website at:  
[www.agindustries.org.uk](http://www.agindustries.org.uk)

3.3 *Application For FEMAS Certification must be made to:*

***Product Authentication International Ltd***

***The Inspire***

***Hornbeam Park***

***Harrogate***

***HG2 8PA***

***United Kingdom***

***Website: [www.thepaigroup.com](http://www.thepaigroup.com)***

***Tel: +44 (0) 1423 878878***

***Fax: +44 (0) 1423 878870***

***e-mail: [martin.jowett@thepaigroup.com](mailto:martin.jowett@thepaigroup.com)***

*PAI have a number of partner companies authorised to operate FEMAS outside the UK. Details of partner companies, and the countries in which they operate, can be obtained from PAI at the above address.*

## 4.0 Scheme Rules

4.1 In order to become a certified Participant, Applicants:

4.1.1 Shall apply for certification by completing an Application Form and returning it to PAI Ltd. The participant can nominate a preferred inspection body provided that body has appropriately qualified assessors.

4.1.2 Shall liaise with PAI Ltd over the Quotation.

4.1.3 Shall confirm that they agree to comply with the Scheme Manual, the relevant FEMAS Standard and PAI Ltd's Scheme Regulations by signing the Certification Agreement contained in the quote pack and returning to PAI.

4.1.4 Shall pay the audit fee.

4.1.5 May agree to a pre assessment in order to appear on the AIC web site as 'applied mm/yy'. To achieve applied status applicants must address any non compliances in relation to feed safety and provide to PAI a *complete, documented risk assessment*. *Applicants must also*

*complete any legal registration process required of feed ingredient suppliers by regulations in the country of production or the country being supplied.* The applied status is limited to 6 months, after which time the business must be fully approved or will be identified as 'Resigned/Withdrawn'. No re-application will be permitted within 12 months.

**4.1.6** Arrange to have an initial audit visit by liaising with the assessor approved by PAI

**4.1.7** *The duration of Initial Assessments is dictated by the time required to fully assess the systems and procedures of the participant. The number of days required will be indicated prior to assessment, but may be extended if circumstances require this. Certificates of Conformity are only issued on satisfactory completion of all Action Points identified at Initial Assessment. The details and scope of certification for certified sites will be added to the FEMAS Register.*

**4.2** When the Applicant has been audited and has corrected any non-compliance that may have been identified, and settled any outstanding accounts, PAI Ltd will issue a Certificate of Conformity.

PAI Ltd will also authorise AIC to change the status of the participant to 'Certified' on the FEMAS Register.

**4.3** Certificates of Conformity will be valid for three years from the date on which the Applicant demonstrated compliance with the Standard and expire on the third anniversary of the date of the assessment plus 60 days. Certificates are issued subject to a satisfactory annual *Routine* Assessment. Annual visits are due on the anniversary of the initial assessment and the extra 60 days added to the Certificate expiry date is to ensure all corrective actions are completed before that date.

**4.4** *The Routine Assessment will be a mandatory on-site assessment of certified sites, scheduled annually to ensure that the requirements of FEMAS continue to be met and that any amendments/updates to the FEMAS Standard have been implemented.*

**4.5** Participants will be contacted prior to the anniversary of their original audit to arrange a *Routine* Assessment.

**4.6** Participants shall comply with the Scheme Requirements at all times as defined in the Scheme Manual and the FEMAS Standard.

**4.7** Participants shall advise PAI Ltd of any changes to the business, typically but not limited to:

- Company ownership;
- Scope of operations;
- Key management.

**4.8** Participants and Applicants shall advise PAI Ltd in the event of being subject to legal action that relates to their FEMAS activities.

Participants accept that in the event of their business being involved or implicated in a feed safety incident, details may be discussed in confidence between representatives of AIC and The Competent Authority.

## **5.0 Verification**

- 5.1** PAI Ltd or the nominated inspection body will conduct an audit of a Participant's compliance with the Standard on an annual basis. PAI Ltd shall be given access to all relevant information needed to confirm compliance with the Scheme and right to inspect third parties subcontracted to perform work covered by the Standard, at the Participant's cost.
- 5.2** PAI Ltd will produce a written report for its own assessment purposes and identify any non-compliances to the Participant at the end of the audit. Once a Participant has rectified the areas of non-compliance to the satisfaction of PAI Ltd and within time limits specified below PAI Ltd will notify the client of continued certified status or issue a FEMAS certificate of compliance whichever is appropriate.
- 5.2.1** Any major food safety non-conformance shall result in immediate suspension of the FEMAS Participant.
- 5.2.2** Participants shall advise PAI Ltd of proposed Corrective Actions within 30 days of the audit.
- 5.2.3** Participants shall ensure that all Corrective Action is fully implemented and evidence of satisfactory completion supplied to PAI Ltd within 60 days of the audit.
- 5.2.4** Failure to provide satisfactory evidence of corrective actions within the timescale above may result in a re-audit of the business at the participants cost and/or suspension.
- 5.3** Appeals and complaints are covered in sections 8 & 9.

## **6.0 Assessment Programme**

- 6.1** Where a business entity operates on multiple sites with the same scope, common quality system and effective central controls then at the PAI Scheme Manager'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 assessment programme may include sampling of sites in years two and three, provided all sites are audited again by the end of the third full year of certification.
- 6.2** Where, in order to determine whether there has been any breach of the FEMAS Rules, it is necessary to request an immediate assessment, the cost of such an assessment (additional to the routine annual assessment) and also any further assessment(s) to check if any non-conformances identified by the Verifier have been rectified or otherwise have been carried out, shall be at the cost of the Applicant or Participant.
- 6.3** PAI Ltd will undertake random short notice audits in order to determine continued compliance with FEMAS requirements. The costs of short notice visits will not be charged to the client however any necessary follow up visits required will incur a fee. Clients will be informed of Short Notice Audits approximately 24 hours in advance of the visit. Account is taken by the assessor during short notice audits of the fact that key personnel may not be available however the continued operation of the business to FEMAS requirements is always expected. Refusal of entry to premises will result in the client being charged for the next short notice audit which will take place within 2 months of the original planned date. Refusal to allow access may result in suspension of certification.

## **7.0 Suspension and Withdrawal from the Scheme**

- 7.1** PAI Ltd, in conjunction with AIC, will suspend a Participant's Certificate of conformity when the Participant has:
- 7.1.1 Non-compliances against the relevant FEMAS Standard or the FEMAS Scheme Manual, which are not resolved within the required time limits;
  - 7.1.2 Serious non-compliances that have, or are likely to have, an adverse effect on product safety or legality;
- 7.2** Participants suspended for reasons of feed safety must correct the non-compliances and have a follow-up assessment by PAI Ltd to confirm that all the non-compliances have been fully resolved within 1 month of suspension, in order to have their certification re-instated.
- 7.2.1 Participants suspended for non payment of fees or non feed safety issues will be re instated provided all matters are resolved within 1 month of suspension date.
- 7.3** Participants that do not demonstrate to PAI Ltd that non-compliances have been resolved within 1 month of suspension will have their certificates of conformity withdrawn.
- 7.4** Participants that have their certification withdrawn will be required to undergo the complete assessment process and will be considered as new Applicants

- 7.5** PAI Ltd will pass all necessary information to AIC to allow the FEMAS Register to be updated with details of a Participant's changing certification status.
- 7.6** Suspended and Withdrawn Participants may not claim to be FEMAS approved. No new contracts may be agreed with customers that require their suppliers of feed ingredients to be certified, until suspension has been lifted or re-application successfully completed.
- 7.7** 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. PAI Ltd 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 of the change in status. Evidence of the notifications will be examined during the re-assessment following suspension and compliance with this requirement will be a condition of reinstatement.
- 7.8** Participants in all AIC schemes should generate a list of their suppliers of both goods and services. Where those suppliers are also participants in an AIC scheme, this can be done by using 'My Favourites' on the Scheme Register Checker on the AIC web site [www.agindustries.org.uk](http://www.agindustries.org.uk).

## **8.0 Complaints**

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

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

## **9.0 Appeals**

- 9.1** A participant has the right of appeal against decisions made by PAI Ltd.
- 9.2** Appeals shall be made in writing to PAI Ltd within 14 days of being advised of the decision that is the subject of the appeal.
- 9.3** PAI Ltd will acknowledge the appeal and carry out an initial investigation to check the merits of the appeal.
- 9.4** If the Scheme Manager concurs with the appeal then PAI Ltd will correct the erroneous decision.
- 9.5** If the Scheme Manager does not concur with the Appeal then an independent panel, which will include an AIC representative, is convened to handle the appeal.
- 9.6** PAI Ltd, including the Scheme Manager, AIC and the Participant are entitled to attend the Appeals Panel and present information to the Panel.
- 9.7** The independent Appeals Panel make a ruling based on the information supplied during the hearing.
- 9.8** The Appeals Panel will be convened within 30 days of the receipt of the appeal.
- 9.9** The ruling of the Appeals Panel is binding and final on PAI Ltd and the Participant.