



FEMAS Responsible Sourcing Module 2021

November 2021

For Producers and Traders of Feed Ingredients

FEMAS Scheme Rules apply to this module



@AGRICULTURAL INDUSTRIES CONFEDERATION LIMITED (AIC) 2021

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Note: Although this module may be translated into various languages for the convenience of users, the English version remains the definitive reference document in the event of a dispute.

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SECTION 1: INTRODUCTION

1.1 Scope

Certification against this Module is available to any trader or processor of agricultural or natural products (whether they are intended for food, feed or technical uses) who complies with this Module.

This Module is based on the general principles that agricultural and natural products are sourced from producers / facilities where:

- There is no irreparable damage caused to internationally significant or legally protected natural environments, as a consequence of product supply activities
- Good agricultural practices are implemented to minimise the environmental impact of producing agricultural and natural products
- Socially responsible employment practices ensure workers are afforded basic rights in a safe and fair working environment
- There is awareness of, and full compliance with, all relevant and applicable regulations and legislation at each stage of the supply chain.

Goods produced from agricultural and natural products certified as compliant with this Module may be described as 'Responsibly Sourced'. To achieve certification against this Module, Participants must provide evidence that they have taken all reasonable steps to avoid products that are not responsibly sourced entering their supply chain at any point.

Robust traceability and control at all stages of the supply chain will be essential in achieving certification to this Module. To achieve certification against this Module, assessments will include checks of all levels of the supply chain necessary to verify the effectiveness of a Participant's controls and this will include visits to the regions from which any agricultural or natural products are being sourced.

FEFAC SOY SOURCING GUIDELINES

This module incorporates the requirements of the current FEFAC Soy Sourcing Guidelines. These guidelines are structured around six pillars:

- Legal Compliance
- Responsible Working Conditions
- Environmental Responsibility
- Good Agricultural Practices
- Respect for legal land use
- Protection of community relations

For each of these principles there are a number of criteria which have been designated as either Essential (obligatory) or Desired (optional).

To aid users of this Module, FEFAC Criteria are identified by the criterion number referenced within the FEFAC Soy Sourcing Guidelines 2021. To achieve certification under this FEMAS Module, where the scope includes soy products, it will be necessary for the participant to meet the requirements of all the 'essential' criteria and at least twelve of the 'desired' criteria.

1.2 Implementation of This Module

This document is a FEMAS Module and intended to be read in conjunction with the current FEMAS Standard and, if relevant, any specific FEMAS Sector Notes. Together these documents define the requirements that must be adopted by a Participant to achieve certification.

In some cases, a Participant may already have certification to a standard that is designed to deliver the same outcome as the current FEMAS Standard (i.e. feed safety) and which is recognised by AIC. Where this is the case, the Participant does not need to additionally adopt the current FEMAS Standard but will need to demonstrate that all of the requirements in this Module have been fully implemented within their existing management system and that the goals of this Module are being effectively achieved.

This Module is designed only for use as a supplement to an existing Feed Safety standard, by including areas that are critical to 'Responsible Sourcing'. For this reason, this Module includes the additional requirements that the Participant will need to address with regard to Responsible Sourcing but does not detail all of the aspects of a Feed Safety Management System necessary for its effective implementation. Certification against this FEMAS Module is therefore only available to Participants that can demonstrate they are also certified to a feed safety standard recognised by AIC

Within this Module the clauses in **black** text are essential (obligatory) and those in **green** text are desired (recommended).

1.3 The Principles of FEMAS Responsible Sourcing

This Module has been developed to provide assurance to purchasers that the products they buy are from a supply chain that ensures they have been responsibly sourced.

This Module is based on the principles of risk assessment and Good Operating Practice (both Agricultural and Manufacturing). Participants certificated to this Module will have demonstrated that they have rigorous controls at each stage of the supply chain that meet standards currently recognised as international "good practice" and which maintain the specification of the products supplied.

Where a Participant owns or operates multiple sites, each site must be assessed for compliance against this Module in its own right.

FEMAS is a product certification programme, consequently each product supplied by a Participant will be assessed on its own merits and any certificates of compliance issued will specify the products for which compliance is being certificated.

This FEMAS Module encompasses all the operations and activities of a participant that may have bearing on the responsible sourcing of products supplied, from raw material selection and supplier approval, through to the point at which any products supplied are transferred to a third party.

Where activities or functions relevant to the requirements of this Module are out-sourced to a third party, the participant is responsible for ensuring that these are carried out in a manner which meets the requirements.

Assessments will therefore include:

- The original selection and sourcing of raw materials by participants, with specific reference to sustainability, the implementation of Good Agricultural Practice and the welfare of workers;
- All transport to and from the participants premises or designated store;
- The processing of any products;
- The storage of raw materials, intermediate and finished products.

Although FEMAS represents 'good practice', compliance with this Module does not in itself absolve or diminish obligations that may be incumbent upon a Participant as a result of any client, statutory or regulatory requirements. In addition to the requirements of this Module, Participants must ensure that all products they supply meet the current legislative requirements of both the country in which they are produced and the countries in which the Participant places them on the market.

1.4 How to Use This Module

This Module supplements the existing systems and controls included in the FEMAS Standard, with additional requirements needed to assure responsible sourcing. Participants must contact the Certification Body to confirm that any feed safety certification that they are considering using to partner this Module is recognised by AIC.

This Module is laid out in the same format as the FEMAS Standard.

1.5 Statements Regarding FEMAS and Responsible Sourcing

The term 'FEMAS Responsibly Sourced' may be used as a brief description in relation to products certified against this Module. Any reference to 'FEMAS' certified products, without reference to this full term, shall be deemed **NOT** to include any assurance with regard to the specific criteria in this Module.

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>

1.6 Application for Certification and the Assessment Process

1.6.1 Application for FEMAS Certification

Participants must apply for certification against this Module to the authorised FEMAS Certification Body. Details of the authorised Certification Body are available from the AIC website:

www.agindustries.org.uk/sectors/trade-assurance-schemes.html

Under normal circumstances, assessment against this Module and the FEMAS Standard will be undertaken at the same time to avoid unnecessary duplication and costs.

1.6.2 The Assessment Process

Participants are required to undergo an assessment process to ensure that their operations ~~comply~~ with the requirements of this Module, before a Certificate of Conformity can be issued.

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

- i) **Pre-Audit** – (voluntary for new Participants). Pre-Audits will evaluate a new Applicants' ability to meet the requirements of this Module. At the Certification Body's discretion, pre-audits will involve either an on-site or 'desk top' audit to confirm that appropriate controls are in place.
- ii) **Initial Audit** – A formal, in-depth, on-site audit to confirm that Applicants comply with the requirements of this Module. 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.
- iii) **Surveillance Audit** – annual audit for certified Participants.
- iv) **Short Notice Audit** – an audit carried out at least once during the 3 year certificate period. The Participant will be informed the working day before the audit is to take place.
- v) **Unannounced Audit** – The Certification Body will carry out unannounced audits on a number of sites each year. Selection criteria for sites may include:
 - a) Response to reports or intelligence suggesting a significant issue or breach of FEMAS rules and requirements.
 - b) Current or emerging risks
 - c) A random selection to demonstrate the integrity of the FEMAS Scheme
- vi) **Extra / Immediate Audit** – The Certification Body will carry out extra / immediate audits at their discretion; these may be unannounced. Extra audits may be on site or a desk top exercise at the discretion of the

Certification Body. Circumstances where they may be required include, but are not limited to:

- a) Signing off action points following an audit, particularly if the action points relate to Major or Critical non-conformances.
- b) 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.
- vi) The Certification Body or the nominated inspection body will assess a Participant's conformance with this Module. The Certification Body shall be given access to all relevant information needed to confirm conformance with the Module and the right to inspect third parties subcontracted to perform work covered by the Module, at the Participant's cost. FEMAS audits are not of fixed duration but are determined on a case-by-case basis.
- vii) **The scope of the Verification Audit**, (Initial, Surveillance or Unscheduled), will, at the discretion of the authorised certification body, include elements from each stage of the supply chain including farmers and growers. This will be based on risk management principles and the actual validation of effective FEMAS Responsible Sourcing controls in those facilities visited. A minimum of 3 participating farms will be included in each audit.

1.7 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

1.8 Comments and Updates to this Module

Comments regarding this FEMAS Module should be sent to the authorised Certification Body:

Kiwa Agrifood

The Inspire

Hornbeam Square West

Harrogate

N. Yorkshire HG2 8PA

1.9 Definitions

For the purposes of this standard, the following definitions apply:

Check: Monitoring and measuring of processes and products against policies, objectives and requirements for the product, with the reporting of results.

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.

Corrective Action: Any action to eliminate both a non-conformity and the cause of the non-conformity.

Cross-Contamination: Contamination of a material or product with another material or product.

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)

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)

GAP: Good Agricultural Practice – a collection of principles applied to on-farm production and post-production processes resulting in safe for consumption products whilst taking into account economic, social and environmental sustainability

GMP: Good Manufacturing Practice is a system designed to ensure that products are consistently controlled and manufactured to defined standards (often with respect to hygiene and safety).

Participant: A producer or processor seeking certification or certified against this Module.

Purchaser: The party supplied with the product by the participant.

Quality/Responsible Sourcing Management System: An organised system of documented procedures, controls and practices with the specific purpose of ensuring that the standards intended by the company are met during the course of its activities.

Raw Materials: All materials used by participants for manufacturing, processing or blending into finished products.

Record: A document providing evidence of a necessary action having been carried out.

Risk: A function of the probability of an adverse effect and the severity of that effect.

Risk Analysis: The process of collecting and evaluating information on risks to decide which are significant and therefore must be effectively managed.

Safe for Consumption: Products shall be deemed to be safe for consumption if they do not have an adverse effect on human or animal health when consumed and, in the case of feed, do not make the food derived from food-producing animals injurious to health or unfit for human consumption when used as intended and in accordance with normal practice.

Site: Factories / buildings sharing the same premises, under the same senior management control and involved in various stages of the same continuous process.

Specification: A list of tests, references to analytical procedures, and other criteria showing the numerical limits or ranges that must be met by a product for it to be deemed acceptable for its intended use.

Supplier: The external organisation or person that provides the raw materials or processed products from which the participant will produce his own products or which the participant will trade onwards without further processing.

Traceability: The ability to trace and follow a substance through all stages of production, processing and distribution.

Validation: Obtaining evidence of effectiveness.

Verification: The application of methods, procedures, tests and other evaluations to determine compliance.

FEMAS Responsible Sourcing Module	
Section A General Requirements	
A 1 Scheme and Legislative Requirements	
A 1.1	The Participant must have access to a copy of the relevant documents relating to the FEMAS Responsible Sourcing Module and be aware of any changes or updates.
<i>Guidance</i>	<i>For those Participants claiming that the feed they supply is 'FEMAS Responsibly Sourced', all the relevant requirements of the current FEMAS standard must be met IN ADDITION to this Module.</i>
A 1.2 i	The Participant must be aware of and comply with laws and regulations in the countries where they produce feed, relevant to this module.
<i>Guidance</i>	<i>An example of a relevant regulation in the UK would be the Modern Slavery Act 2015.</i>
A 1.2 ii (FEFAC SSG Criterion 1)	The Participant must be aware of laws and regulations relevant to the FEMAS Responsible Sourcing module, in the countries where their raw materials and/ or feeds are sourced.
A 1.2 iii (FEFAC SSG Criterion 2)	The Participant must ensure compliance with laws and regulations in the countries where their raw materials and/ or feeds are sourced, relevant to the FEMAS Responsible Sourcing Module.
A 1.2 iv	The Participant must be aware of and comply with laws and regulations in the countries where they place feed on the market, relevant to the FEMAS Responsible Sourcing Module.
A 1.3	The Participant must demonstrate that they have systems and procedures in place that ensure they stay up to date with regulatory requirements relevant to the FEMAS Responsible Sourcing Module.
A 1.4	A review of regulations relevant to the FEMAS Responsible Sourcing Module must be carried out at least every 12 months.
A 2 Management Commitment	
A 2.1 i	The Participant must have a policy statement committing the business to compliance with FEMAS Responsible Sourcing Module.
A 2.1 ii	The policy statement confirming compliance with the FEMAS Responsible Sourcing Module must be reviewed at least every 12 months.
A 2.2 i	The Participant's documented quality system must encompass the requirements of FEMAS Responsible Sourcing Module.

A 2.2 ii	The Participant's documented quality system must be updated to meet relevant changes in regulations and relevant developments in relation to the FEMAS Responsible Sourcing Module as they occur.
A 2.3	There must be a designated person(s) within the business, responsible for the implementation of the FEMAS Responsible Sourcing Module.
A 2.4	Management must provide adequate resources for the implementation of the FEMAS Responsible Sourcing Module.
A 2.5 i	Management must review at least every 12 months, the continuing suitability and effectiveness of the documented quality system in implementing the FEMAS Responsible Sourcing Module.
A 2.5 ii Desired	The management review of the documented quality system should include opportunities for improvement in implementing a comprehensive approach to responsible sourcing.
A 3 Communication with the Certification Body	
A 3.1	Participants and Applicants must advise the Certification Body in writing of any significant changes to their business that may materially affect compliance with the FEMAS Responsible Sourcing Module.
A 3.2	Participants and Applicants must promptly advise the Certification Body in the event of being subject to a formal investigation by a Competent Authority, relating to any areas covered by the FEMAS Responsible Sourcing Module.
Section B Documents and Records	
B 1 Documents	
B 1.1	Changes to documentation must only be made by authorised personnel.
B 1.2	The title and purpose of documentation must be clear.
B 1.3	Documentation must be dated, and systems must be in place to prevent the use of superseded documents.
B 1.4	Any changes to documentation must show who made the alteration and the nature of the change made, such that the original text is recorded.
B 1.5	Any changes made to documentation must be traceable back to the person making the change and the date the change was made.

B 2 Records	
B 2.1	Records must be maintained to demonstrate compliance with the FEMAS Responsible Sourcing Module.
B 2.2	Handwritten records relating to the FEMAS Responsible Sourcing Module must be legible and indelible.
B 2.3	Any changes to records relating to the FEMAS Responsible Sourcing Module must show who made the alteration and the nature of the change made, such that the original text is still legible.
B 2.4	All relevant records relating to the FEMAS Responsible Sourcing Module must be retained for a defined period of not less than five years, or as required by legislation, and be available to auditors.
B 2.5	All records relating to the FEMAS Responsible Sourcing Module must be stored to prevent any deterioration or damage and be easily retrievable.
B 2.6	The Participant must ensure that data and IT systems used to implement the FEMAS Responsible Sourcing Module are secure and protected from both internal and external unauthorised access.
Section C Internal Audits	
C 1 Internal Audits	
C 1.1	Participants must have a current programme of internal auditing covering compliance with: <ul style="list-style-type: none"> i. The requirements of the FEMAS Responsible Sourcing Module ii. The Participant's documentation and records in relation to the FEMAS Responsible Sourcing Module iii. Legislation relating to responsible sourcing
C 1.2	The programme of internal audits must be effective and ensure that all relevant activities relating to the scope of certification to the FEMAS Responsible Sourcing Module are audited at least once every twelve months.
<i>Guidance</i>	<i>An effective internal audit will collect evidence of compliance, as well as non-compliance, and will record documents and records reviewed during the audit.</i> <i>The internal audit will be more valuable if carried out at a different time of year to the annual, external audit.</i>
C 1.3	Internal audits and their outcomes in relation to the FEMAS Responsible Sourcing Module must be documented and any nonconformances corrected within an appropriate timescale.

C 1.4	Where Participants delegate to third-parties, duties that are critical in sourcing and/ or maintaining the integrity of responsibly sourced raw materials or feeds, Participants must include these activities within their own internal auditing schedule unless the third parties are themselves certified to the FEMAS Responsible Sourcing Module (or another equivalent assurance programme recognised by AIC), under a scope that includes the raw materials or feeds concerned.
Section D Working Conditions and Health & Safety on Supplying Farms	
D 1 Working Conditions	
<i>Guidance</i>	<i>Throughout this section, any reference to 'workers' includes employed, agency, full-time and temporary workers</i>
D 1.1 (FEFAC SSG Criterion 3)	Raw materials must originate only from farms where there is no forced, compulsory, bonded, trafficked or otherwise involuntary labour used.
D 1.2 (FEFAC SSG Criterion 4)	Raw materials must originate only from farms where no children under the age of 15 (or older if required by local or national law) carry out work.
D 1.3 (FEFAC SSG Criterion 4)	Raw materials must originate only from farms where no workers aged 15 to 18 years undertake work that jeopardises their health and welfare or interferes with their education.
D 1.4 (FEFAC SSG Criterion 5)	Raw materials must originate only from farms where no worker is subject to discrimination.
<i>Guidance</i>	<i>Discrimination typically includes, but is not restricted to the following areas:</i> <ul style="list-style-type: none"> <i>i. Race, colour or social origin</i> <i>ii. Gender</i> <i>iii. Religion</i> <i>iv. Political affiliation</i> <i>v. Ethnicity, citizenship or nationality</i> <i>vi. Pregnancy</i> <i>vii. Disability</i> <i>viii. Sexual orientation</i>
D 1.5 (FEFAC SSG Criterion 6)	Raw materials must originate only from farms where no worker is subject to: <ul style="list-style-type: none"> i. Corporal punishment ii. Mental or physical oppression iii. Coercion iv. Verbal abuse v. Physical abuse vi. Sexual harassment vii. Any other form of intimidation
D 1.6 i (FEFAC SSG Criterion 7)	Raw materials must originate only from farms where no workers are required to lodge their identity papers with anyone, unless required by law.

D 1.6 ii	Raw materials must originate only from farms where, if identity documents are held on behalf of workers, such documents will be made promptly available to the owner(s) when requested.
D 1.7 i (FEFAC SSG Criterion 8)	Raw materials must originate only from farms where no worker is required to work hours exceeding those set by local and national laws.
D 1.7 ii (FEFAC SSG Criterion 8)	Raw materials must originate only from farms where working hours are consistent with local industry standards and do not routinely exceed 48 hours per week (excluding overtime).
D 1.7 iii (FEFAC SSG Criterion 9)	Raw materials must originate only from farms where overtime working is always voluntary and paid in accordance with local and national laws or sector agreements.
D 1.7 iv (FEFAC SSG Criterion 10)	Raw materials must originate only from farms where overtime in excess of 12 hours per week is only allowed during extraordinary and time-limited periods, due to risk of economic loss. Overtime in excess of 12 hours per week must have been willingly agreed by workers.
D 1.7 v Desired Criterion (FEFAC SSG Criterion 11)	Raw materials should only be sourced from farms where all workers receive equal remuneration for work of equal value.
D 1.7 vi Desired Criterion (FEFAC SSG Criterion 11)	Raw materials should only be sourced from farms where all workers receive equal access to training, benefits and opportunities for promotion or available positions.
D 1.7 vii Desired Criterion (FEFAC SSG Criterion 12)	Raw materials should only be sourced from farms where policies and procedures are in place to fairly address workers grievances.
D 2 Health and Safety	
D 2.1 (FEFAC SSG Criterion 13)	Raw materials must originate only from farms that provide a safe and healthy workplace for all workers.
D 2.2 (FEFAC SSG Criterion 17)	Raw materials must originate only from farms where control measures have been applied to mitigate each identified health and safety hazard.
D 2.3 (FEFAC SSG Criterion 17)	Raw materials must originate only from farms where monitoring systems ensure that health and safety controls are effectively implemented.
D 2.4 (FEFAC SSG Criterion 14)	Raw materials must originate only from farms where potentially hazardous tasks are carried out by capable and competent workers, who have received effective training in performing those tasks safely.

D 2.5 (FEFAC SSG Criterion 13)	Raw materials must originate only from farms where all workers are provided with personal protective equipment (PPE) appropriate to the roles they undertake.
<i>Guidance</i>	<p><i>Appropriate PPE may include, but is not limited to:</i></p> <ul style="list-style-type: none"> • <i>Overalls/uniforms</i> • <i>Dust masks</i> • <i>Respirators</i> • <i>Safety harnesses</i> • <i>Safety shoes</i> • <i>High visibility clothing</i> • <i>Safety glasses</i> • <i>Hearing defence</i> • <i>Protective headgear</i>
D 2.6 (FEFAC SSG Criterion 15)	Raw materials must originate only from farms where adequate and appropriate protective equipment and clothing is provided and used in all potentially hazardous operations.
D 2.7 (FEFAC SSG Criterion 18)	Raw materials must originate only from farms where all workers have been instructed in accident and emergency procedures.
D 2.8 Desired Criterion (FEFAC SSG Criterion 21)	Raw materials should originate only from farms where all workers have received training in health and safety relevant to their roles, at intervals not exceeding 24 months.
D 2.9 Desired Criterion (FEFAC SSG Criterion 20)	Raw materials should originate only from farms where there is regular maintenance of machinery, equipment and materials in order to ensure that they continue to function safely.
D 3 Worker Welfare	
D 3.1 (FEFAC SSG Criterion 13)	Raw materials must originate only from farms that provide free access to safe drinking water for all workers.
D 3.2 (FEFAC SSG Criterion 13)	Raw materials must originate only from farms that allow free access to toilets and washrooms for all workers.
D 3.3 (FEFAC SSG Criterion 16)	Raw materials must originate only from farms where First Aid kits are freely accessible to all workers.
<i>Guidance</i>	<p><i>First Aid kits should include all the necessary equipment dictated by risk assessment.</i></p> <p><i>Workers should either be trained in First Aid themselves or be aware of how and where they can obtain First Aid assistance.</i></p>
D 3.4 (FEFAC SSG Criterion 16)	Raw materials must originate only from farms where any necessary First Aid is provided to all workers without delay.

D 3.5 (FEFAC SSG Criterion 16)	Raw materials must originate only from farms where any necessary medical treatment is provided to workers without delay.
D 3.6 (FEFAC SSG Criterion 22)	Raw materials must originate only from farms where workers are granted the right to establish and/ or join organisations of their choice.
D 3.7 (FEFAC SSG Criterion 23)	Raw materials must originate only from farms where workers have the right to engage in collective bargaining.
D 3.8 (FEFAC SSG Criterion 24)	Raw materials must originate only from farms where the effective functioning of worker's associations/ organisations is not be impeded.
D 3.9 (FEFAC SSG Criterion 24)	Raw materials must originate only from farms where worker representatives are free from discrimination and have free access to their members in the workplace on request.
D 3.10 (FEFAC SSG Criterion 25)	Raw materials must originate only from farms where the gross wages of workers comply with applicable national legislation and sector agreements.
D 3.11 (FEFAC SSG Criterion 26)	Raw materials must originate only from farms where workers have a written contract in a language they can understand.
<i>Guidance</i> (FEFAC SSG Criterion 26)	<p><i>In countries where there is no requirement for formal labour agreements between workers and employers, alternative documented evidence should be provided to confirm the labour relationship.</i></p> <p><i>For those workers unable to read, evidence should be held by the Participant confirming that the terms of workers' contracts have been explained to them and that they have understood and agreed to them.</i></p>
D 3.12 (FEFAC SSG Criterion 27)	Raw materials must originate only from farms where a monitoring system is in place to confirm the working hours and overtime of workers.
D 3.13 (FEFAC SSG Criterion 28)	Raw materials must originate only from farms where the wages paid to workers are recorded.
D 3.14 (FEFAC SSG Criterion 28)	Raw materials must originate from farms where any deductions from wages for accommodation, food, equipment or disciplinary purposes are made only if they are legally permitted and reasonable.
D 3.15 Desired Criterion (FEFAC SSG Criterion 19)	Raw materials should originate only from farms where there is a system of formal warnings, potentially followed by legally permitted sanctions, when workers do not follow established safety requirements.

Section E Respect for Land Rights	
E 1 Legal Use of Land	
E 1.1 (FEFAC SSG Criterion 66)	Raw materials must be sourced only from farms that have documented evidence confirming their right to use the land from which they operate.
<i>Guidance</i> (FEFAC SSG Criterion 66)	<i>Documented evidence of the rights to use land include: ownership documents endorsed by local/ national government, rental agreements confirming the rights of the renting body, court orders.</i>
E 2 Traditional Land Use	
E 2.1 (FEFAC SSG Criterion 67)	Raw materials must be sourced only from farms where, prior to any new acquisition or development of land that may affect Indigenous Peoples or Local Communities (IPLC), the free, prior and informed consent of the affected IPLC is secured. Aspects where this applies include: <ul style="list-style-type: none"> i. Rights ii. Land (including access routes such as footpaths and bridleways) iii. Resources iv. Livelihoods v. Food security
E 2.2 (FEFAC SSG Criterion 68)	Raw materials must be sourced only from farms where no land is developed without the agreement of both parties where there is an unresolved land use claim by any IPLC under litigation.
E 2.3 (FEFAC SSG Criterion 69)	Raw materials must be sourced only from farms where, in the case of disputed use rights, a comprehensive, participatory and documented IPLC right assessment is carried out and the recommendations from the assessment are followed.
E 3 Resolution of Complaints and Grievances	
E 3.1 (FEFAC SSG Criterion 70)	Raw materials must be sourced only from farms where complaints and grievances from workers, neighbours, local communities and traditional land users are dealt with in an appropriate manner. Documented evidence of complaints and grievances received, must be maintained.
E 3.2 (FEFAC SSG Criterion 71)	Raw materials must be sourced only from farms where, if a relevant Competent Authority requires the farmer to react to a complaint or grievance in a certain way, the farmer does so in a timely manner.
E 3.3 (FEFAC SSG Criterion 72)	Raw materials must be sourced only from farms where the complaint mechanism is transparent, known and available to all workers, local communities and traditional land users.
<i>Guidance</i> (FEFAC SSG Criterion 72)	<i>The complaint mechanism will typically include a written complaint form, which is accessible via a website, by email, telephone or post.</i>

E 3.4 (FEFAC SSG Criterion 73)	Raw materials must be sourced only from farms where there are communication channels that adequately enable communication between the farmer and the community in which they operate. This may take the form of a sign displayed at the farm entrance or be on the farmer's website and provide: <ul style="list-style-type: none">i. Email contactii. Telephone numberiii. Postal address
E 3.5 (FEFAC SSG Criterion 73)	Raw materials must be sourced only from farms where the communication channels have been made known to the local community.

Section F Land Use and Environmental Protection	
F 1 Land Use	
F 1.1 (FEFAC SSG Criterion 29)	No raw materials may be sourced from farms where land has been illegally converted since 1 September 2006 or the date mentioned in national legislation, whichever is earlier.
F 1.2 (FEFAC SSG Criterion 29)	Raw materials must originate only from farms where farmers comply with legislation relevant to the expansion of production.
<i>Guidance</i>	<i>Relevant legislation is related to land ownership, protection of biodiversity, protection of forested land and land management</i>
F 1.3 (FEFAC SSG Criterion 30)	Raw materials must originate only from farms where areas assigned as legal reserves, conservation areas or subject to other legal protection, have been preserved unharmed since 1 September 2006.
<i>Guidance</i>	<i>A derogation may be granted where a credible and independent expert confirms that restoration work has effectively restored damaged areas to their former state, and it is demonstrated that these areas will now be protected. Applications for derogations should be made in writing to AIC via the Certification Body.</i>
F 1.4 (FEFAC SSG Criterion 30)	Where any legal requirements for preserved areas on supplying farms were contravened prior to 1 September 2006, any affected area must be subject to a programme of restoration to its former state.
F 1.5 (FEFAC SSG Criterion 31)	Raw materials must be sourced only from farms where any areas of natural vegetation around bodies of water (riparian vegetation and flood plains) are being maintained or restored.
F 1.6 (FEFAC SSG Criterion 31)	Raw materials must be sourced only from farms where any areas of natural vegetation in locations sensitive to erosion (steep slopes and hills) are being maintained or restored.
F 1.7 (FEFAC SSG Criterion 31)	Raw materials must be sourced only from farms where any wetlands are protected.
<i>Guidance</i>	<i>The Ramsar Convention on Wetlands is the intergovernmental treaty that provides the framework for the conservation and wise use of wetlands and their resources.</i> <i>The Convention was adopted in the Iranian city of Ramsar in 1971 and came into force in 1975. Since then, almost 90% of UN member states, from all the world's geographic regions, have acceded to become 'Contracting Parties'.</i> <i>The Convention's mission is 'the conservation and wise use of all wetlands through local and national actions and international cooperation, as a contribution towards achieving sustainable development throughout the world'.</i>
F 1.8 (FEFAC SSG Criterion 34)	Raw materials must be sourced only from farms where no natural ecosystems have been converted to farmland after 1 January 2020.

<i>Guidance</i>	<i>Note that this criterion applies even where such conversion may be legal. Natural ecosystems include: natural forest, native grasslands, wetlands, swamps, peatlands, savannas, steep slopes and riparian areas.</i>
F 1.9 Desired Criterion (FEFAC SSG Criterion 32)	Raw materials should be sourced only from farms where any rare, threatened, or endangered wildlife species on the farm is being protected.
F 1.10 Desired Criterion (FEFAC SSG Criterion 33)	Raw materials should be sourced only from farms where native vegetation is maintained and safeguarded to provide habitat for wildlife species.
F 1.11 Desired Criterion (FEFAC SSG Criterion 33)	In the case of raw materials being sourced from farms where native vegetation is being protected, there should be maps available of the farms showing the relevant areas where native vegetation is either being preserved or allowed to recover.
F 2 Management of Waste and Recycling	
F 2.1 (FEFAC SSG Criterion 35)	Raw materials must be sourced from farms where there is adequate storage and disposal of fuel, batteries, tyres, lubricants, sewage and other waste, in accordance with national legislation.
F 2.2 (FEFAC SSG Criterion 36)	Raw materials must be sourced from farms where the burning of any part of the property (e.g. to clear vegetation), crop residues or waste is not permitted, unless required for the drying of crops or by national legislation as a sanitary measure.
F 2.3 (FEFAC SSG Criterion 37)	Raw materials must be sourced from farms where measures are taken to reduce or recycle waste as much as possible.
F 2.4 Desired Criterion (FEFAC SSG Criterion 38)	Raw materials should not be sourced from farms where there is run-off of wastewater, chemical residues, minerals or organic substances that exceed permissible levels, impair wildlife or the environment.
F 3 Carbon Reduction	
F 3.1 (FEFAC SSG Criterion 39)	Raw materials must be sourced from farms where farmers monitor the use of fossil fuels.
F 3.2 (FEFAC SSG Criterion 40)	Raw materials must be sourced from farms where farmers have methods in place to reduce the use of fossil fuels.
<i>Guidance</i>	<i>Methods to reduce the usage of fossil fuels include, but are not restricted to: precision agriculture, controlled traffic farming and use of lighter machinery.</i>
F 3.3 Desired	Raw materials should be sourced from farms where active methods are deployed to sequester carbon in the soil.

Criterion (FEFAC SSG Criterion 41)	
Guidance	<i>Sequestration methods include, but are not restricted to: non-tillage, planting of cover crops and intercropping.</i>
F 4 Protection of Water Sources	
F 4.1 (FEFAC SSG Criterion 42)	Raw materials must be sourced from farms where good agricultural practices are implemented to minimise diffuse and localised impacts on surface and ground water quality from chemical residues, fertilisers, erosion and other relevant sources.
Guidance	<i>Methods may include, but are not limited to: maintenance of buffer zones around water bodies, treating waste water and precision farming.</i>
F 4.2 (FEFAC SSG Criterion 43)	Raw materials must be sourced from farms where any direct evidence of localised contamination of ground or surface water is reported to, and monitored in collaboration with, local authorities.
F 4.3 (FEFAC SSG Criterion 44)	Raw materials must be sourced from farms where, when irrigation is used farmers comply with all relevant legislation.
F 4.4 Desired Criterion (FEFAC SSG Criterion 45)	Raw materials should be sourced from farms where farmers ensure that any water abstraction does not adversely impact sensitive wetlands or swamps in the vicinity of their operation.
F 4.5 Desired Criterion (FEFAC SSG Criterion 46)	Raw materials should be sourced from farms where there is monitoring appropriate to the risk, to demonstrate that practices to protect water quality are effective.
Guidance	<i>Initial indicators of water quality may include but are not limited to: algal blooms, the presence/ absence of insect larvae, fish and water plants.</i>
F 4.6 Desired Criterion (FEFAC SSG Criterion 47)	Raw materials should be sourced from farms where water usage is carefully monitored.
F 4.7 Desired Criterion (FEFAC SSG Criterion 47)	Raw materials should be sourced from farms where action is taken to reduce water usage wherever possible.
F 5 Soil Protection	
F 5.1 (FEFAC SSG Criterion 48)	Raw materials must be sourced from farms where farmers have knowledge of techniques to maintain and control soil quality (physical, chemical and biological) and the relevant techniques are implemented.

<i>Guidance</i>	<i>Examples of soil maintenance techniques include, but are not limited to: precision farming, residue management, crop rotation, no tillage, contour tillage, grass waterways, terracing, use of nitrogen-fixing plants, use of green manures and agro-forestry.</i>
F 5.2 (FEFAC SSG Criterion 49)	Raw materials must be sourced from farms where farmers have knowledge of techniques to prevent soil erosion and the relevant techniques are implemented.
<i>Guidance</i>	<i>Examples of soil preservation techniques include, but are not limited to: contour tillage, terracing cover crops and use of wind-breaks.</i>
F 5.3 (FEFAC SSG Criterion 50)	Raw materials must be sourced from farms where there is monitoring appropriate to the risk, to demonstrate that the practices employed to protect soil and prevent soil erosion are effective.
F 5.4 Desired Criterion (FEFAC SSG Criterion 51)	Raw materials should be sourced from farms where farmers enhance the soil by applying crop rotation, using a minimum of two crops.
F 5.5 Desired Criterion (FEFAC SSG Criterion 52)	Raw materials should be sourced from farms where farmers enhance their soils and avoid soil compaction by applying no-tillage practices.
F 5.6 Desired Criterion (FEFAC SSG Criterion 53)	Raw materials should be sourced from farms where farmers improve their soils with the use of cover crops and/ or intercropping practices.
F 6 Use of Plant Protection Products and Biological Controls	
F 6.1 (FEFAC SSG Criterion 54)	Raw materials must be sourced from farms where there is no use of plant protection products listed in the Stockholm and Rotterdam Conventions.
<i>Guidance</i>	<p><i>The Stockholm Convention is a global treaty to protect human health and the environment from chemicals that remain intact in the environment for long periods, become widely distributed geographically, accumulate in the fatty tissue of humans and wildlife, and have harmful impacts on human health or on the environment. The text of the Convention can be found here:</i></p> <p>http://www.pops.int/TheConvention/Overview/TextoftheConvention/tabid/2232/Default.aspx</p> <p><i>The objectives of the Rotterdam Convention are: to promote shared responsibility and cooperative efforts among Parties in the international trade of certain hazardous chemicals in order to protect human health and the environment from potential harm; to contribute to the environmentally sound use of those hazardous chemicals, by facilitating information exchange about their characteristics, by providing for a national decision-making process on their import and export and by disseminating these decisions to Parties. The text of the Convention can be found here:</i></p>

	http://www.pic.int/TheConvention/Overview/TextoftheConvention/tabid/1048/language/en-US/Default.aspx
F 6.2 (FEFAC SSG Criterion 55)	Raw materials must be sourced from farms where any use of biological control agents complies with national legislation.
F 6.3 (FEFAC SSG Criterion 56)	Raw materials must be sourced from farms where the application of plant protection products (crop protection and fertilisers) is documented.
F 6.4 (FEFAC SSG Criterion 56)	Raw materials must be sourced from farms where all handling, storage, collection and disposal of plant protection product waste and empty plant protection product containers is monitored.
F 6.5 (FEFAC SSG Criterion 56)	Raw materials must be sourced from farms where the use, storage and waste disposal of plant protection products is in line with professional recommendations and applicable legislation.
F 6.6 (FEFAC SSG Criterion 57)	Raw materials must be sourced from farms where there is no application of plant protection products within 30 metres (or more where prescribed in national legislation) of any populated area or water body.
F 6.7 (FEFAC SSG Criterion 57)	Raw materials must be sourced from farms where all necessary precautions are taken to avoid people entering into recently sprayed areas.
F 6.8 (FEFAC SSG Criterion 58)	Raw materials must be sourced from farms where plant protection products are applied using methods that minimise harm to human health, wildlife, plant biodiversity, water quality and air quality.
F 6.9 (FEFAC SSG Criterion 59)	Raw materials must be sourced from farms where aerial application of plant protection products is carried out in such a way that it does not have an adverse impact on populated areas and water bodies.
F 6.10 (FEFAC SSG Criterion 59)	Raw materials must be sourced from farms where all aerial applications of plant protection products are preceded by advance notification to residents within 500 metres (or more when prescribed in national legislation) of the planned application.
F 6.11 (FEFAC SSG Criterion 59)	Raw materials must be sourced from farms where there is no aerial application of plant protection products in World Health Organisation (WHO) Class Ia, Ib and II within 500 metres (or more when prescribed in national law) of populated areas or water bodies.
<i>Guidance</i>	<i>The WHO Classification of Pesticides Based on Their Toxicity can be found here:</i> https://www.who.int/ipcs/publications/pesticides_hazard_rev_3.pdf
F 6.12 Desired Criterion (FEFAC SSG Criterion 60)	Raw materials should be sourced from farms where there is no use of Pesticide Action Network (PAN) 'dirty dozen', WHO Ia, Ib and 2 chemicals.
<i>Guidance</i>	<i>Information on the PAN 'Dirty Dozen' can be found here:</i> https://www.pan-uk.org/dirty-dozen/

F 7 Integrated Crop Management	
F 7.1 (FEFAC SSG Criterion 61)	Raw materials must be sourced from farms where the use of plant protection products follows legal requirements and/ or professional recommendations, whichever is more proscriptive.
F 7.2 (FEFAC SSG Criterion 61)	Raw materials must be sourced from farms where measures are taken to prevent the build-up of resistance to plant protection products.
F 7.3 (FEFAC SSG Criterion 62)	Raw materials must be sourced from farms where appropriate measures are implemented to allow for the coexistence of different production systems.
F 7.4 (FEFAC SSG Criterion 63)	Raw materials must be sourced from farms where farmers make use of Integrated Crop Management technologies, including: <ul style="list-style-type: none"> i. Adequate and continuous monitoring of crop health ii. Use of non-chemical control means iii. Measures to improve crop resilience
F 7.5 Desired Criterion (FEFAC SSG Criterion 21)	Raw materials should be sourced only from farms where all workers have received training in GAP and sustainable production techniques, relevant to their roles, at intervals not exceeding 24 months
F 7.6 Desired Criterion (FEFAC SSG Criterion 64)	Raw materials should be sourced from farms where systematic measures are planned and implemented to monitor, control and minimise the spread of invasive introduced species and new pests.
F 7.7 Desired Criterion (FEFAC SSG Criterion 65)	Raw materials should be sourced from farms where farmers have an Integrated Crop Management plan that includes targets for reduction of potentially harmful plant protection products over time.

Section G Management and Trading of Sustainably Sourced Feeds and Raw Materials	
G 1 Suppliers of Sustainably Sourced Raw Materials and Feeds	
G 1.1	Approved suppliers of sustainably sourced raw materials and/ or feeds must be certificated in their own right against BOTH Feed Safety AND Sustainability Standards recognised by AIC or be managed by the Participant in accordance with the requirements of this Standard, to ensure that all required areas of BOTH Feed Safety AND Sustainability are met.
G 1.2	There must be a designated person responsible for the selection and approval of suppliers of sustainably sourced raw materials and/ or feeds.
G 1.3	A list/ database of current approved suppliers of sustainably sourced raw materials and/ or feeds must be maintained. The list/ database must include details of each supplier's status with regard to sustainable sourcing AND feed safety certification. The list/ database must be made available to all sites operated by the Participant and certified to this Standard.
G 1.4	The list/ database of approved suppliers of sustainably sourced raw materials and/ or feeds must be subject to a review at least every 12 months, including the assured status and scope of any certified suppliers. Additional reviews must be undertaken where significant non-conformities have occurred.
Guidance	<i>See the AIC website for the current list of assurance schemes recognised by AIC.</i>
G 1.5	If a supplier has their Sustainable Sourcing or Feed Safety certification suspended or withdrawn during the execution of a contract or agreement, the Certification Body (for this Standard) must be consulted as to any further action to be taken.
G 2 Sales Contracts/ Agreements/ Specifications	
G 2.1	Specifications and sales contracts associated with feeds supplied in compliance with this Standard, must specify that the feed is either: i. 'Certified under Module 1 (Supplying Farm) of the AIC Sustainable Sourcing Standard' , in the case of whole crop products (e.g. grains, pulses or oilseeds) OR ii. 'Produced from Raw Materials Certified under Module 1 (Supplying Farm) of the AIC Sustainable Sourcing Standard' , in the case of feeds derived from crop products (e.g. oils, protein meals, etc.)
G 2.2	Where any additional sustainability status has been met by the feed, this must also be specified.
Guidance	<i>Additional status would include any other certifications approved by AIC. Examples include but are not restricted to:</i> • <i>Supply of soybeans certified by the Roundtable on Responsible Soya and/ or RTRS</i>

	<p><i>Add 'Soybeans certified by the RTRS'</i></p> <ul style="list-style-type: none"> • <i>Supply of feeds derived from RTRS-certified soybeans</i> <i>Add 'Derived from RTRS-certified soybeans'</i> • <i>Supply of feeds derived from oil palm fruits certified by the Roundtable on Sustainable Palm Oil</i> <i>Add 'Derived from oil palm fruits certified by the RSPO'</i>
G 3 Labelling	
G 3.1	<p>Participants must confirm the assurance status of product certified under this Standard by including one of the following statements on delivery documents and/ or packaged feed labels, as applicable:</p> <ul style="list-style-type: none"> i. 'Certified under Module 1 (Farm) of the AIC Sustainable Sourcing Standard', in the case of whole crop products (e.g. grains, pulses or oilseeds) OR ii. 'Produced from Raw Materials Certified under Module 1 (Farm) of the AIC Sustainable Sourcing Standard', in the case of feeds derived from crop products (e.g. oils, protein meals, etc.)
G 3.2	<p>All feed supplied as FEMAS Sustainably Sourced must show confirmation of the FEMAS Scheme ID number of the Participant, on the packaged feed labels and/ or on the delivery documents. The information to be provided must be as:</p> <p>'FEMAS - NNNNN' where NNNNN is the Participant's FEMAS Scheme ID number.</p>
<i>Guidance</i>	<p><i>The FEMAS Scheme ID number can be found on the FEMAS Certificate of Compliance (please do not use the certificate number) or under the Participant's entry in the online AIC Assurance Checker, here:</i></p> <p>https://www.aictradeassurance.org.uk/home/</p>

Section H Sustainable Sourcing Incidents	
H 1 Sustainable Sourcing Incidents	
H 1.1	There must be a designated person (or persons) with deputies, responsible for the management of incidents relating to sustainable sourcing.
<i>Guidance</i>	<i>Incidents include any adverse information received or concerns raised with regard to sources used by the Participant, and in relation to the areas covered by this Standard.</i>
H 1.2	There must be a sustainable sourcing incident management procedure that is capable of being put into operation at any time and includes immediate notification to the Competent Authorities, affected customers and the Certification Body, where required. The procedure must include up to date contact details (including out of hours) for relevant personnel and authorities.
H 1.3	Any Participant who is directly under investigation (or whose sources are under investigation) by a Competent Authority in relation to any aspect of this Standard, must promptly inform the Certification Body (for this Standard).

Section I Traceability, Segregation and Mass Balance	
I 1 Traceability	
I 1.1	The history of each delivery of raw material and feed must be traceable so that its sustainability can be demonstrated and validated.
Guidance	<p><i>The ultimate intention is to verify that all raw materials and feeds claimed to be sustainable can be traced back to farms where practices comply with the requirements of the AIC Sustainable Sourcing Standard and that the supply chains through which they pass also operate sustainably.</i></p> <p><i>Either full segregation or the Mass Balance approach described in E 2 above should be applied in the Participant's traceability system.</i></p>
I 2 Segregation and Mass Balance	
I 2.1	Sustainably sourced raw materials and/ or feeds must be segregated at all stages of the supply chain where the Mass Balance model described below is NOT used.
I 2.2	Where Mass Balance is used, commingling is only permitted for raw materials or feed that meet the requirements of the FEMAS Standard (or a feed safety assurance standard recognised by AIC) and are compatible with the raw materials or feed that is certified against the AIC Sustainable Sourcing Standard.
I 2.3	<p>The approved Mass Balance model below must be applied at all points in the supply chain where Mass Balance methodology is used.</p>
I 2.4	Where a Mass Balance approach is used with raw materials/ feed with a claim/ special status, all consignments being commingled must be compatible in terms of their claim/ special status.
Guidance	<p><i>Examples of 'claims/ 'special status' include:</i></p> <ul style="list-style-type: none"> • <i>Assured</i> • <i>Non-GM</i> • <i>Organic</i> • <i>Country of origin</i> • <i>Any other claim of special status</i>

12.5	If at any point sustainably sourced products become accidentally or intentionally commingled with other products and the Mass Balance criteria described above are NOT applied, the resultant product must be identified as having lost its sustainably sourced status.
<i>Guidance</i>	<i>All criteria relating to BOTH the relevant module(s) of the AIC Sustainable Sourcing Standard AND the FEMAS and/ or UFAS Standard must be met to be claimed as FEMAS and/ or UFAS Sustainably Sourced product.</i>