aic agricultural industries confederation

FEMAS Standard 2019
Version 2.1

August 2021

For Producers and Traders of Feed Ingredients

Including FEMAS Scheme Rules

Feed Materials FEMAS Assurance Scheme

Contents

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 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.

1.5 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

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 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 FEMAS 'Responsible Sourcing' Module (not Accredited)

An additional Module has been produced for the application of FEMAS for Responsible Sourcing of feeds, where specific additional controls are required beyond those detailed in this Standard. Participants seeking certification to FEMAS for the Responsible Sourcing of feeds must demonstrate compliance with the **FEMAS Responsible Sourcing Module**, in addition to compliance with this FEMAS Standard, or another recognised feed safety standard.

The FEMAS Responsible Sourcing Module covers:

- Agricultural and natural products 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, implemented to minimise the environmental impact of producing Agricultural and natural products
- Socially responsible employment practices, ensuring workers are afforded basic rights in a safe and fair working environment.
- Awareness and full compliance with all relevant and applicable regulations and legislation at each stage of the supply chain.

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

6 Country Notes

The FEMAS Standard is written to encompass regulatory requirements for feed businesses in the United Kingdom and European Union. Country Notes for businesses operating outside of these countries will be made available. Where such Country Notes exist, compliance with any requirements contained within them is necessary for FEMAS certification to be achieved by feed producers in the country concerned. Copies of the various Country Notes are available from the AIC website: www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme/femas-resource-library.html

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.

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:

9.1.1 Shall apply for certification by completing an application form and returning it to the Certification Body. At this point, the Participant can nominate a preferred inspection body provided that the inspection body has appropriately qualified auditors **and is approved by the Certification Body.**

9.1.2 Shall co-operate with the Certification Body in establishing the audit duration.

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 duration of the Initial and subsequent Surveillance Audits. The duration of the audit is dictated by the time required to assess the premises, systems and procedures of the Participant fully.

9.1.4 Shall pay all relevant fees as published on the FEMAS pages of the AIC website.

9.1.5 Applicants shall agree to an Initial Audit and rectify any non-conformances within a maximum of 6 months from the application date. Re-application within 12 months 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 these have been verified by the Certification Body, the CB will undertake a certification decision and issue a Certificate and will supply the Participant's details to AIC for publication in the AIC Assurance Checker on the AIC website.

9.1.7 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.

9.1.8 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.

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 from the date on which the Applicant demonstrated conformance with the Standard and expire on the third anniversary of the date of the audit.

10.2 Certificates are issued subject to:

- payment of all relevant fees to the Certification Body
- subsequent satisfactory audits.

10.3 Participants will be contacted by a representative of the Certification Body prior to the anniversary of their Initial Audit to arrange a Surveillance Audit. The audit date must be within 30 days of the anniversary unless otherwise agreed with the Certification Body.

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

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

- Company ownership
- Scope of operations
- Key management

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

- being subject to Formal Action that relates to their FEMAS certified activities
- having Earned Recognition revoked by the Competent Authority
- 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

10.7 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

10.8 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.

11 Audit of Participant Compliance with the Standard

11.1 The Certification Body or the nominated inspection 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-Audit – (voluntary for new Participants). Pre-Audits 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.

11.1.3 Surveillance Audit – annual audit for certified Participants of the FEMAS Scheme.

11.1.4 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.

11.1.5 Unannounced Audit – The Certification Body will carry out unannounced audits on a number of sites each year. Selection criteria for sites may include:

11.1.5.1 Response to reports or intelligence suggesting a significant feed / food safety issue or breach of FEMAS rules and requirements.

11.1.5.2 Current or emerging risks in the feed industry

11.1.5.3 A random selection 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 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:

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

11.1.6.2 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 Refusal of entry to a premises for a Short Notice or Unannounced Audit will result in the client being charged for the rescheduled Short Notice/ Unannounced Audit, which will take place within 2 months of the original planned date. Refusal to allow access may result in suspension / withdrawal of certification.

11.4 The Certification Body will produce a report for its own audit purposes and identify any non-conformances to the Participant at the end of the audit. Any non-conformances will be classified as shown in para. 11.5 below and acted upon as stated in para. 11.6. When a Participant has rectified their non-conformances, the Certification Body will notify the client of their continuing certification or issue a FEMAS Certificate of Conformance whichever is appropriate.

11.5 Classification of non-compliances

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-compliance 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-compliance raised at the preceding audit.
Minor	A partial failure to implement a requirement of FEMAS or poor evidence to demonstrate implementation.

11.6 Response to Non-compliances

Classification	Initial audit	Surveillance 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.

11.7 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.

11.8 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 observation(s) to non-conformance(s) or vice versa

11.9 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.

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-compliances that have, or are likely to have, an adverse effect on product safety or legality

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

12.1.3 Refused access for an Audit

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 Brought the FEMAS Scheme into disrepute

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

12.2.1 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 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.

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

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

12.6 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.

12.6.1 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

12.7 Suspended and Withdrawn Participants may not claim to be FEMAS certified. No new contracts may be agreed with customers that require their suppliers of feed to be certified, until suspension has been lifted or recertification successfully completed.

12.8 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.

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. Appeals are dealt with in a similar way to complaints.

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 initial investigation to check the merits of the appeal and feedback to the Participant(s).

FEMAS Standard

Section A General Requirements

A1 Scheme and Legislative Requirements

A 1.1 The Participant must have access to a copy of the relevant FEMAS Standard and associated documents and be aware of any changes or updates.

Guidance *Standard, Scheme Rules, Sector Notes and Country Notes as required.*

A 1.2 The Participant must achieve standards of feed safety that both reflect the importance of feed within the human food chain and meet contractual and legal obligations or requirements in the country of production.

A 1.3 All feeds must comply with animal feed legislation and any contractual agreements in the intended country of sale and/ or use.

Guidance *See relevant Country Notes.*

The AIC website contains information on animal feed legislation at www.agindustries.org.uk/sectors/animal-feed/resources/feed-legislation-and-guidance.html

A 1.4 Where required by legislation there must be evidence of current appropriate authority approval and / or confirmation of application for registration to the appropriate authority. This obligation includes all sub-contractors where necessary.

Guidance *See relevant Country Notes.*

A 1.5 Participants must demonstrate that they have systems and procedures in place that ensure they remain up-to-date with regulatory requirements and any food / feed safety issues relevant to the feed they supply. All relevant feed legislation must be reviewed at least every 12 months.

A 1.6 Where products not authorised for use in the country of manufacture are to be incorporated in products for export use, or authorised products are incorporated at levels not permitted under national legislation the Participant must obtain:

- Authorisation from relevant national authorities
- Evidence that the product meets regulatory requirements in the country where it is to be placed on the market

A 1.6.1 These products must be clearly identified with labelling and documentation confirming the product is for export outside the country of manufacture and the country(ies) for which it is approved.

A2 Management Commitment

A 2.1 The Participant must have a policy statement committing the business to supplying safe and legal feed, and compliance with FEMAS requirements. The policy must be reviewed at least every 12 months.

A 2.2 The Participant must establish, document, implement and maintain an effective Quality Management System (QMS) in accordance with the requirements of this Standard. The QMS must be adapted to meet regulatory and other feed safety related developments, as they occur.

A 2.3 There must be a designated person (or persons) responsible for the management of the QMS appropriate to the business.

A 2.4 Management must provide adequate resources for the implementation and control of the QMS.

A 2.5 Management must review at least every 12 months, the continuing suitability and effectiveness of the Quality Management System. This review must include assessing opportunities for improvement and the need for changes to the Quality Management System.

Guidance *This can be carried out at the same time as the HACCP review.*

A3 Organisational Chart and Job Descriptions

A 3.1 There must be an organisational chart setting out all job titles linked to individual job descriptions, including those responsible for production, quality and feed safety.

A 3.2 The organisational chart must be kept up to date with any changes within the business.

A 3.3 All personnel must be informed in writing of their duties, authority and responsibilities, which must be recorded as documented job descriptions or within the Participant's procedures.

A 3.4 The job descriptions must be reviewed when there are any changes to procedures, processes, authority or responsibilities.

A4 Communication with the Certification Body

A 4.1 Participants and Applicants must advise the Certification Body in writing of any significant changes to the business that may materially affect the compliance with this Standard.

Guidance *This may include:*

- *Business ownership*
- *Scope of operations*
- *Management contacts*

A 4.2 Participants and Applicants must promptly advise the Certification Body in the event of being subject to a formal feed or food safety investigation by the Competent Authority.

A5 Maintenance of Supply

A 5.1 In the event of the Participant having to source alternative supplies of feed, the supplier must be approved in compliance with D 2 and meet customer requirements.

Section B HACCP and Documentation

B1 HACCP and Feed Safety Risk Assessment

B 1.1 There must be a formal feed safety HACCP risk assessment which identifies 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.

Guidance *This section applies equally to producers of feed and Gatekeepers. For further requirement for Gatekeepers see section D.*

B 1.2 There must be a defined scope for the HACCP risk assessment study.

Guidance *The HACCP scope must include all steps which could affect the safety of the feed being supplied.*

B 1.3 There must be a multi-disciplinary risk assessment team, with members of the team having received appropriate HACCP training.

Guidance *This does not need to be formal external training, as long as the HACCP team is demonstrably effective.*

B 1.4 The Participant must consider the use of Prerequisite Programmes (PRP) to provide controls over the basic operating conditions of the process.

B 1.5 The Participant must define the process flow / steps from raw material supply to the point the feed is transferred to the customer / recipient.

B 1.6 There must be a comprehensive schematic of the process equipment, showing point(s) of addition, extraction and recirculation.

B 1.7 The Participant must carry out a hazard analysis identifying as a minimum chemical, physical and microbial risks as appropriate.

Guidance *Where feed is derived as a consequence of producing another product, rather than being the main products of the business, particular attention must 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 control measures that can be applied for each identified hazard.

B 1.9 The Participant 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.

B 1.11 The Participant must establish a monitoring system for all critical control points.

B 1.12 The Participant must establish corrective action for when critical limits have been exceeded.

B 1.13 The Participant must establish documentation to detail the controls and monitoring of hazards identified in the HACCP study.

B 1.14 If PRPs are used, documentation must be established to detail the controls and monitoring of the programmes.

B 1.15 The HACCP team must carry out a review of the HACCP study at least every 12 months or if there are any changes that could affect feed safety or changes to the scope. A HACCP review must also be carried out after any recall of feed.

Guidance *For additional guidance see the HACCP pages on the AIC website:*

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

B 1.16 The HACCP review must also include any PRPs where they are used.

B2 Documents and Records

B 2.1 Documents and records must be maintained to demonstrate compliance with the FEMAS Standard.

B 2.2 Changes to the documentation must only be made by authorised personnel.

B 2.3 The title and purpose of the documentation and records must be clear.

B 2.4 Documentation and records must be dated, and systems must be in place to prevent the use of superseded documents and records.

B 2.5 All handwritten entries must be legible and indelible.

B 2.6 Any handwritten or electronic changes to documentation and records must show who has made the alteration and the nature of the change made, such that the original entry is still readable. Any changes must be traceable back to the person making the change and the date the change was made.

B 2.7 All relevant records must be retained for a defined period not less than two years, or as required by legislation, and be available to auditors.

B 2.8 All documentation and records must be stored to prevent any deterioration or damage and be easily retrievable.

B 2.9 The Participant must ensure that data and IT systems are secure and protected from both internal and external unauthorised access.

Guidance *Security does not just mean physical security but also the security of computer systems and sensitive internal data, including archiving of paper records.*

B3 Internal Audit

B 3.1 Participants must have a current programme of internal auditing covering compliance with:

- The requirements of this Standard
- The Participant's documentation and records
- Feed legislation

B 3.2 The programme of internal audits must be effective and ensure that all relevant activities are audited at least once every twelve months.

Guidance *An effective internal audit will collect evidence of compliance, as well as non-compliance, and will record documents and records reviewed as part of the audit.*

The internal audit will be more effective if carried out halfway between annual FEMAS audit dates.

B 3.3 Internal audits and their outcomes must be documented, and any non-conformances corrected within an appropriate timescale.

Section C Raw Materials for Processing

C 1 Raw Material Suppliers

C 1.1 Participants must develop and document procedures for ensuring that each of their suppliers of raw materials are controlled, such that:

- Suppliers are evaluated for their ability to meet contractual requirements and that the results of the evaluation are recorded
- Details are recorded of the technical requirements that suppliers are expected to fulfil with their raw material
- The specification of any raw materials provided is agreed and documented

C 1.2 A list / database of current raw material suppliers must be maintained. The list / database must include, where appropriate, details of each supplier's feed assurance certification.

The list / database must be made available to all FEMAS sites operated by the Participant.

Guidance *Suppliers of raw materials to the Participant for use other than for feed will still need to appear on the suppliers list / database.*

Where suppliers are also Participants in an AIC scheme, these can be saved using 'My Favourites' on the Scheme Register Checker on the AIC website www.agindustries.org.uk/sectors/trade-assurance-schemes.html

C 1.3 If the raw material is being sourced from a supplier who is assured against a scheme recognised by AIC, checks must be carried out to confirm that the feed assurance scope covers the raw material being sourced.

C 1.4 If a supplier has their certification suspended or withdrawn during the execution of a contract or agreement, the Participant must establish the reason with the supplier and take steps to ensure that feed safety has not been compromised.

C 1.5 The list / database of raw material suppliers must be subject to a review at least every 12 months, that includes their assurance status (where appropriate) and the suppliers' scope, and additional reviews must be undertaken where significant non-conformances have occurred.

C 2 Selection and Approval of Raw Materials

C 2.1 There must be a designated person responsible for the selection and approval of raw materials including processing aids.

C 2.2 There must be a documented risk assessment for each raw material carried out prior to use. This assessment must consider the origin, transport, storage, processing, handling, nutritional and physical characteristics, and potential feed safety hazards of each raw material to satisfy the feed specification.

Guidance *Feed safety hazards may include deliberate adulteration of raw materials.*

C 2.3 Where raw materials are mixed together by a third party prior to purchase or to arriving at the feed producer's premises, the individual components and inclusion levels of the mixture must be known and assessed.

C 2.4 Where raw materials are produced using processing aids these must be feed compatible.

Section D Trading of Assured Feeds and Gatekeeping of Non-Assured Feeds

D 1 Feed Suppliers

D 1.1 There must be a designated person responsible for the selection and approval of feed suppliers and feeds.

D 1.2 A list / database of current approved feed suppliers must be maintained. The list / database must include, where appropriate, details of each supplier's feed assurance certification.

The list / database must be made available to all FEMAS sites operated by the Participant.

D 1.3 The list / database of approved feed suppliers must be subject to a review at least every 12 months, including the assurance status (where appropriate) and the suppliers' scope, and additional reviews must be undertaken where significant non-conformities have occurred.

D 2 Approval of Suppliers of Assured Feeds

D 2.1 Where feed is sourced from companies currently FEMAS certificated (or another assurance scheme recognised by AIC and the customer), checks must be carried out to confirm that the scope of the supplier covers the feed being sourced.

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

https://www.agindustries.org.uk/resource/feed-food-schemes.html

D 2.2 If a supplier has their certification suspended or withdrawn during the execution of a contract or agreement, the Participant must establish the reason with the supplier and take steps to ensure that feed safety has not been compromised.

The Certification Body must be consulted as to any further action to be taken.

D 3 Approval of Suppliers of Non-Assured Feed (Gatekeeper)

D 3.1 Where feed is being sourced from a supplier who is not assured against a scheme recognised by AIC, the Participant (Gatekeeper) must maintain a list / database of these feeds and suppliers. This list / database must be approved by the Certification Body prior to placing the feed on the market as assured.

The list / database must be made available to all FEMAS sites operated by the Participant.

Guidance *The Certification Body reserves the right to audit any non-assured suppliers (see Scheme Rules)*

D 3.2 Participants must develop and document procedures for ensuring that each of their non-assured suppliers of feeds are controlled, such that:

- Suppliers are evaluated for their ability to meet contractual requirements and that the results of the evaluation are recorded
- Details are recorded of the technical requirements that suppliers are expected to fulfil with their feed
- The specification of any feeds provided is agreed and documented

D 3.3 Any updates or changes to the list / database of feed and suppliers must be communicated to the Certification Body. New feeds and suppliers must be approved by the Certification Body prior to placing the feed on the market as assured.

Guidance *This includes feeds / suppliers removed from the list / database.*

D 3.4 The Participant's approval system must check whether suppliers of feed within the EU are Feed Business Operators registered or approved by their national authorities under the Feed Hygiene Regulations 183/2005 as amended.

D 3.5 Feed may only be sourced from companies not assured against a scheme accepted by AIC if they have been risk assessed against the relevant FEMAS requirements and applicable documents.

There must be sufficient information regarding the raw materials, production methods, process flow and environment from which the feed is derived, to be able to complete the risk assessment for each feed within the FEMAS scope.

Guidance *Feed safety hazards may include deliberate adulteration of feeds.*

D 3.6 The Participant must establish the means by which any identified hazards are controlled by the supplier, the Participant or both parties.

D 3.7 The risk assessment must be reviewed in conjunction with the supplier at least every 12 months.

Section E Suppliers of Subcontracted Services

E1 Selection and Approval of Suppliers of Subcontracted Services

E 1.1 There must be a designated person responsible for the selection and approval of suppliers of subcontracted services.

E 1.2 A list / database of current approved service suppliers must be maintained. The list / database must include, where appropriate, details of each supplier's feed assurance certification.

The list / database must be made available to all FEMAS sites operated by the Participant.

E2 Non-assured Subcontracted Processors

E 2.1 A documented risk assessment must be carried out of all non-assured subcontracted processors and each subcontracted process prior to use. This assessment must consider the transport, storage, processing, handling, etc. carried out by the subcontractor to ensure that any potential feed safety hazards are controlled. The assessment must also include confirmation of compliance with relevant feed legislation.

Guidance *The Certification Body reserves the right to audit any non-assured subcontracted processors (see Scheme Rules)*

E 2.2 The Participant must carry out a physical audit of non-assured subcontracted processors prior to use and then at a predefined, risk assessed frequency against all relevant clauses of the FEMAS Standard.

E3 Third Party Contracted Transport

E 3.1 All bulk hauliers hired by a FEMAS Participant to carry raw materials who are not assured against a scheme recognised by AIC must be risk assessed to determine the controls necessary to maintain feed safety and be managed accordingly. This may take into consideration the subsequent processing in the Participant's FEMAS process.

E 3.2 All bulk hauliers hired by a FEMAS Participant to carry feed must be certificated Participants of a scheme recognised by AIC (unless providing traction only).

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

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

Hauliers using demountable containers must comply with section G 9

E 3.3 Where a haulier provides traction only (i.e. only transports raw materials or feed using the Participant's trailer) the driver must be trained by the Participant.

Guidance *See section G 2.*

E 3.4 Hauliers of packaged feeds do not need to be assured but must be assessed as suitable and included in the list / database.

Guidance *The Certification Body reserves the right to audit any non-assured hauliers (see Scheme Rules)*

Hauliers using demountable containers must comply with Section G 9

E4 Management of Rail or Water Transport

E 4.1 Where Participants are responsible for loading and / or discharging raw materials or feed into / from vessels or rail cars, they must designate a competent person (designated inspector) to ensure that the safety of any raw materials or feed is maintained.

Guidance *This may be specified in contractual agreements with the seller / buyer.*

E 4.2 The designated inspector must be either:

- An employee or contractor from an accredited inspection company, operating under internationally recognised standards, or
- An employee or inspector authorised and trained by the Participant

E 4.3 The inspector's duties must include confirmation that the safety of raw materials and / or feed has not been adversely affected during loading, transit or discharge, as appropriate.

E 4.4 Before loading commences the vessel hold or railcar must be inspected to ensure it does not present a feed safety risk.

E 4.5 Before loading or discharge, handling equipment (grabs, conveyors, hoppers dock transport, etc.) must also be inspected. The previous use of the handling equipment must be known and if necessary equipment must be cleaned using food / feed compatible agents.

E 4.6 There must be a record of the previous three cargoes and any cleaning conducted in the vessel hold or railcar. Any cleaning carried out must be completed to ensure there is no feed safety risk.

Guidance *The cleaning agents used should be assessed to ensure they do not introduce a feed / food safety risk.*

E 4.7 Before and during discharge the inspector must monitor the condition of the raw material and / or feed to ensure it has not been adversely affected during transport.

E5 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.

Guidance *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.

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

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

E6 Selection of 3rd Party Bulk Storage for Feed

E 6.1 All bulk stores contracted by a FEMAS Participant for feed storage must be assured against a scheme recognised by AIC unless it meets the criteria outlined in E 6.2 below.

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

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

E 6.2 Where a bulk store is contracted to a single FEMAS Participant for a maximum of 3 months in any 12-month period, it does not need to be assured but it must be included within the FEMAS Participant's procedures. The store must be assessed and inspected by the Participant prior to use. Store operators must be trained in feed safety.

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

E7 Selection of 3rd Party Packaged Feed Stores

E 7.1 Stores used for packaged feeds do not need to be assured but must be assessed as suitable and included in the approved supplier list.

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

E 7.2 Packaged feed stores must be audited at least every 12 months by the Participant unless assured against a scheme recognised by AIC.

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

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

Section F Sales Order Processing

F1 Sales Contracts / Agreements / Feed Specifications

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

Guidance *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.

F2 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 matches the current approved formulation.

F 2.4 Agreed specific customer requirements must be implemented.

F3 Labelling

F 3.1 Delivery documents must be clear and unambiguous. All relevant contractual information and information required by regulations, must be included on delivery documents or on labels attached to the product packaging.

F 3.2 The correct labels must be used and must conform to current legislation.

F 3.3 Measures must be taken to ensure only current versions of labels are used.

F 3.4 Where a feed is comprised of several components, these must be identified and declared as required by legislation.

F 3.5 UPDATED Where the Participant's name and address appears on the label then where available their Feed Hygiene Approval Number must be shown.

Guidance *If the business is 'registered' rather than 'approved' against the Feed Hygiene Regulations 183/2005 then the registration number does not need to be shown.*

In law the company whose name and address appears on the label is 'responsible for the labelling'.

F 3.6 UPDATED All feed supplied as FEMAS assured must show confirmation of FEMAS scheme ID number for the Participant company responsible for the labelling either on the label or on delivery documents. The information to be provided must be as:

'FEMAS – NNNNN' where NNNNN is the Participant's FEMAS scheme ID number.

F 3.7 NEW Where a Participant is not responsible for the labelling, confirmation of their FEMAS Participant's certification must be provided to recipients by being included on contracts, receipts or invoices for all feeds supplied as FEMAS assured. The information to be provided must be as:

'FEMAS – NNNNN' where NNNNN is the Participant's FEMAS scheme ID number.

F 3.8 The assurance status of each feed must be clear and unambiguous.

Section G Premises, Equipment, Personnel and Own Transport

G1 Premises

G 1.1 The layout and design of the site, buildings and drains must be such that:

- They are in a good state of repair
- They are fit for purpose
- Contamination and cross contamination is minimised

G 1.2 The Participant must ensure that appropriate and proportionate security measures are planned and implemented to monitor and prevent unauthorised access to those parts of the Participant's operations wherever this is deemed necessary to maintain feed safety.

Guidance *Appropriate and proportionate security measures include those needed to protect feed from deliberate or accidental contamination. These measures may include physical security, site access control, CCTV, control of visitors / contractors, etc.*

For further guidance see PAS 96:2017

G 1.3 The Participant shall ensure that data and IT systems are protected from unauthorised access.

Guidance *Security does not just include physical security but also the security of computer systems and sensitive internal data, including paper records.*

For further guidance see PAS 96:2017

G 1.4 The Participant must have controls on eating, drinking and smoking on site. If necessary, separate facilities must be provided.

G 1.5 Employees, contractors and visitors must be made aware of controls on eating, drinking and smoking in areas where these activities may adversely affect feed safety.

G 1.6 In areas where there is a risk of contamination caused by eating, drinking and smoking, these activities must not be permitted.

G 1.7 In areas where there is a risk of contamination of feed, all personnel must wear protective garments. The garments must be maintained in a hygienic condition and cleaned as necessary.

G 1.8 In areas where there is a risk of contamination of feed, visitors to those areas (including contractors) must be informed of hygiene requirements and must wear clean and hygienic protective garments.

G 1.9 Suitable washing facilities and toilets must be provided, separate from production and storage areas.

G 1.10 Washing and toilet facilities must be maintained in a hygienic condition.

G 1.11 The buildings must be appropriately lit to ensure cleaning, processing and other activities can be undertaken effectively.

G 1.12 Potential chemical contaminants must be managed to maintain feed safety.

G 1.13 Potential physical contaminants must be managed to maintain feed safety.

G 1.14 Potential microbiological contaminants must be managed to maintain feed safety.

G 1.15 There must be a documented system to ensure all production and storage areas and equipment are effectively cleaned to maintain feed safety.

G 1.16 Cleaning and disinfection agents used for feed contact surfaces must be identified by the manufacturer as suitable for use on feed / food contact surfaces and used in accordance with the manufacturers' instructions.

G2 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 must have received training in feed safety relevant to their role(s).

Guidance *This includes temporary / agency personnel.*

G 2.4 Records of training must be traceable to the individual trained and confirm receipt and content of training provided.

Guidance *Records may be paper or electronic.*

G 2.5 Personnel competence must be evaluated after training and reviewed at least every 12 months, or earlier if changes to the business or operations relevant to feed safety occur.

G3 Non-conforming Raw Materials and / or Feeds

G 3.1 Non-conforming raw materials and / or feeds must be identified and controlled to prevent use whilst their destination or disposal is considered.

G 3.2 There must be a documented risk review carried out by a competent individual before any non-conforming raw material or feeds are reused.

G 3.3 All incidences of non-conforming raw materials or feed must be recorded and decisions regarding actions to be taken must only be made by authorised personnel.

G 3.4 The root cause of any non-conforming raw materials and feeds must be identified and appropriate actions taken to prevent recurrence.

G4 Recycling and Disposal of Non-Feed Products and Waste

G 4.1 Non-feed products, waste and material for recycling must be collected into suitable and clearly identified receptacles for removal to identified collection points away from the production areas.

Guidance *This may include solids and liquids (including water).*

G 4.2 Stored non-feed, waste and material for recycling that is attractive to pests and vermin must be covered.

G 4.3 The Participant must ensure non-feed, waste and products for recycling are clearly identified and suitably labelled when leaving the site.

G5 Water

G 5.1 Water coming into contact with feed or feed contact surfaces must be of suitable quality for animal consumption.

Guidance *The source of water and the on-site water distribution system can affect suitability.*

G 5.2 Where water used is not from a potable water source it must be included in the HACCP to confirm that any contaminants, pathogens and other hazards that may be present, are effectively controlled. Water analysis must be carried out.

G 5.3 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 must be feed compatible:

- Any dosing systems must be calibrated and controlled to ensure the correct level of addition
- Records of additive dosing must be maintained

G 5.4 No water may be recycled into feed unless risk assessment shows this to be safe and any necessary treatment is undertaken prior to use.

G6 Pest Control

G 6.1 The Participant must nominate an employee responsible for the management of effective pest control systems.

Guidance *Pest control activities may be carried out by employees of the Participant, or by a professional 3rd party contractor.*

G 6.2 Risk assessment methods must be used to identify potential problems from the presence of pests.

Guidance *Animals which are present and could contaminate feed are considered pests for the purposes of this section.*

G 6.3 Facilities should be adequately proofed against the ingress of wild, domestic, and feral vertebrates and invertebrates.

G 6.4 The areas surrounding the buildings should be free from harbourage for vermin.

G 6.5 A pest control plan must cover:

- the control of pests
- regular inspection of all the premises at predetermined intervals
- monitoring of stored goods
- Identification of bait station locations
- types of treatments to be used

G 6.6 Results of inspections must be recorded

G 6.7 If the presence of pests is detected, investigations and appropriate remedial actions must be taken in a timely manner. Quantities, location and duration of treatments used must be recorded.

G 6.8 Where pest activity in production or storage areas, has led to damage to or fouling of feeds and / or packaging, immediate actions must be taken to maintain the safety of the feed.

G 6.9 Where treatments are used, they must be applied by an appropriately qualified person.

Guidance *e.g. British Pest Control Association (BPCA) or National Pest Technicians Association (NPTA) equivalent qualification*

G 6.10 Any treatments used must comply with legislation.

G 6.11 Where treatments are applied directly to feeds (e.g. fumigation), any residues must also comply with legislation in the country of sale. Detailed records must be kept of all treatments used.

G 6.12 In cases where shooting takes place as part of the pest control programme, non-toxic ammunition must be used.

G 6.13 Any treatment required must not contaminate the feeds.

G 6.14 Bait station locations must be planned to avoid contamination of feeds and baits must be secured where appropriate.

G 6.15 Bait material that resembles feed used within the premises, must be distinctively coloured and be confined to bait boxes at specified and recorded bait stations.

G7 Handling and Processing Equipment

G 7.1 All equipment must be maintained in a condition that ensures feed safety is not compromised.

G 7.2 In the event of equipment breakdown or maintenance, systems must ensure feed safety is not compromised.

G 7.3 All maintenance activities which could have an effect on feed safety must be recorded.

G 7.4 Where equipment used for feeds is also used to handle non-feed products, all materials handled must be assessed as part of the HACCP study.

G8 Plant Calibration

G 8.1 Systems must be in place to ensure that feed safety is maintained and feed specifications are achieved.

G 8.2 There must be a list / database of all equipment essential for feed safety requiring calibration.

G 8.3 All equipment on the calibration list / database identified in G 8.2 must be calibrated at intervals not exceeding 12 months, or more often if required by risk assessment.

G 8.4 All scales and metering devices must be appropriate for the range of weights or volumes to be measured.

G 8.5 Calibration methods must be defined, cover the full range of measurement, be effective and traceable to national standards, where available.

G 8.6 If equipment is found to be performing outside acceptable calibration limits, the Participant must investigate the effect this will have on the safety of any feed and take appropriate corrective action.

G9 Own Transport

G 9.1 Vehicle Inventory

G 9.1.1 FEMAS Participants must maintain an inventory using the AIC Participant Portal of owned or operated (including hired or leased) vehicles, trailers and demountable containers, detailing:

- 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

This inventory must be kept up to date and include all vehicles used for transporting bulk FEMAS feed and raw materials.

G 9.1.2 Before hiring or purchasing second hand vehicles or trailers for carrying any goods covered by the FEMAS Standard, the Participant must have as a minimum:

- a signed declaration from the previous operator/s that no materials on the current forbidden / exclusion list of the International Database for Transport of Feed (IDTF) have been carried
- details of the last three loads carried
- details of cleaning and sanitising operations relating to these loads
- chassis number
- date of purchase

Before using any vehicle (including new) it must be thoroughly pressure cleaned and sanitised (to include all surfaces that come into contact with feed).

G 9.1.3 When a second hand or new vehicle or trailer, whether operated, hired or leased, has been added to the FEMAS fleet, the FEMAS must provide details of the vehicle to and gain approval from the Certification Body, before use within the FEMAS scheme.

The Participant must retain confirmation from the Certification Body regarding approval of any new or additional vehicle or trailer.

Guidance *See the International Coalition for Road Transport (ICRT) International Database for the Transport of Feed (IDTF) at www.icrt-idtf.com.*

G 9.2 Own Vehicles Carrying Bulk Raw Materials for Processing into Feed

G 9.2.1 All vehicles, trailers and demountable containers owned by the Participant to transport incoming bulk raw materials must be risk assessed to determine the controls necessary to maintain feed safety This may take into account the subsequent processing in the Participant's FEMAS process.

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

G 9.3 Own Vehicles Delivering Bulk Feed to Customers / Recipients

G 9.3.1 All FEMAS vehicles must be uniquely numbered or lettered and must include the Participant's FEMAS Scheme ID in the form 'FEMAS – NNNNN' where NNNNN is the Participant's Scheme ID displayed on the AIC website.

Whatever the method of identification it must appear on both sides and the rear of the vehicles and be clearly visible from a distance.

This is also applicable to hired trailers which operate under the Participant's Scheme ID number.

G 9.3.2 The vehicle identification (including the FEMAS Scheme ID number) must be used on all collection / delivery documentation.

Guidance *See the International Coalition for Road Transport (ICRT) International Database for the Transport of Feed (IDTF) at www.icrt-idtf.com.*

G 9.3.3 All vehicles, their 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 IDTF, or the frequency of cleaning and sanitising must be determined by implementing a fully documented HACCP risk assessment.

G 9.3.4 Records must show when the vehicle or trailer is inactive. The vehicle or trailer must be cleaned and sanitised prior to use if the inactive period exceeds the normal cleaning and sanitising cycles.

G 9.3.5 No vehicle that has carried material shown as Forbidden in the IDTF (or the TASCC list of differences to IDTF) shall be used for the carriage of feed for food producing animals.

Guidance *See the International Coalition for Road Transport (ICRT) International Database for the Transport of Feed (IDTF) at www.icrt-idtf.com.*

G 9.3.6 Any additional restrictions on transport required by customers must be understood and implemented.

G 9.4 Demountable Containers

G 9.4.1 The Participant should ensure that all demountable containers used to hold raw materials and / or feed are of a specification and type that ensure their continued integrity under anticipated handling conditions.

G 9.4.2 All demountable containers used to transport feed must be uniquely identified and risk assessed to ensure that the controls necessary to maintain feed safety are in place.

G 9.4.3 The Participant should ensure that, where inspection shows this to be necessary, demountable containers are lined with suitable material prior to filling.

G 9.4.4 The Participant should ensure that, once filling is completed, ISO shipping containers holding feed are sealed with a unique seal that will indicate if the shipping container has been opened during transit.

G 9.4.5 The Participant should ensure that ISO shipping container seal references are forwarded as part of the shipping documentation and that the seals are checked by an authorised person upon arrival. Any evidence of interference with seals should be reported and investigated.

Section H Operations

H1 Intake

H 1.1 Personnel must be available to inspect, approve and supervise the unloading and intake of raw materials and feeds in accordance with a documented intake procedure.

H 1.2 Raw materials and feeds arriving at the Participant's premises must be accompanied by appropriate identifying documentation.

H 1.3 The Participant must ensure that all intake facilities are designed and constructed in a manner that maintains the safety of feed.

H 1.4 Intake pipes and blow lines must be controlled to prevent incorrect intake.

H 1.5 Intake must not be carried out in conditions such that inclement weather or risks of contamination will adversely affect the raw materials or feed being handled.

H2 Bulk Intake

H 2.1 Unless the risk assessment specifically establishes that no potential hazards exist from the carriage of previous loads, records must be available showing the previous 3 loads carried by bulk transport and any cleaning subsequently carried out as a consequence.

The Participant's procedures must confirm that previous loads / cargoes and cleaning methods are compatible with the raw materials and feeds to be carried. Transport presented without such evidence must not be accepted.

The descriptions of the three previous loads / cargoes must be precise and generic terms must not be used.

H 2.2 Vehicles or trailers that have previously carried materials forbidden by the IDTF, must not be allowed to unload unless a specific derogation is granted by the Certification Body.

Guidance *See the International Coalition for Road Transport (ICRT) International Database for the Transport of Feed (IDTF) at www.icrt-idtf.com.*

H 2.3 The load compartment unique identification reference (and where available the haulier's assurance scheme number) must be checked and recorded.

H 2.4 After unloading, vehicles delivering raw materials or feed must be allowed to sweep / wash out on the site or be directed to a suitably equipped location where sweeping / washing out can take place.

In either case there must be facilities for reception and / or disposal of the sweepings / washings.

H3 Packaged Feeds Intake (including IBCs and 'big bags')

H 3.1 Condition and integrity of packages must be checked as appropriate before use or resale. Any burst bags must be segregated and considered as non-conforming product.

H 3.2 Unlabelled packages must not be accepted unless authorised by a designated responsible person, following a risk assessment.

Where unlabelled deliveries are accepted, the Participant must ensure they are identifiable and traceable following receipt.

H4 Identification of Products not Intended for Feed Use

H 4.1 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.

H5 Bulk Storage Operations

H 5.1 Raw materials, intermediate products and feeds must be clearly separated, identifiable and traceable.

H 5.2 Adequate storage facilities must be provided for any materials not intended for feed use (including cleaning materials, lubricants, fuels, etc.), to prevent contamination.

H 5.3 Vehicles and plant must be operated such that they cannot adversely affect stored raw materials and feed.

H 5.4 There must be risk-assessed, planned intervals for the inspection and cleaning of bulk storage facilities.

H 5.5 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 5.6 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.

H6 Packaged Storage Operations

H 6.1 Packaged raw materials, intermediate products and feeds must be protected from deterioration and segregated as appropriate, to prevent contamination of the feed.

H 6.2 Storage operations must allow access to store walls for cleaning and pest control purposes.

H 6.3 Any open packages must be controlled to prevent contamination of raw materials, intermediate products or feed.

H 6.4 Any damaged or leaking packages, and products affected by them, must be segregated and considered as non-conforming products.

H7 Stock Management

H 7.1 There must be stock rotation practices in place for all raw materials and feeds.

H 7.2 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 7.3 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 7.4 No raw materials or feeds which have exceeded the use by or best before dates may be used by the Participant unless evaluated and approved by a designated person.

H8 Operational Control

H 8.1 Operations must be planned, scheduled and controlled by a designated and competent person(s), to ensure compliance with feed specifications and operational parameters.

H 8.2 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 8.3 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 8.4 Where processes are controlled electronically, systems must be in place to ensure that feed safety is achieved and maintained.

H 8.5 Changes to control parameters which may affect feed safety must only be made by identified authorised persons and must be recorded to show the date, time and nature of change and the name of the person making the change.

H9 Process Cross-Contamination Controls

H 9.1 Where different feeds and / or non-feeds are being processed in the same equipment, procedures must be in place to ensure that there is no risk of contaminating the feed being produced as a consequence of this.

H10 Reprocess Material

H 10.1 Where raw materials, intermediate products or feed are being reprocessed, a system must be in place to ensure that they do not present a risk to the feed being produced and are being used as defined by the risk assessment.

H 10.2 Materials for reprocessing must be identified and segregated from raw materials, intermediate products or feed.

H 10.3 The use of reprocessed material must be authorised by a designated responsible person and its use recorded.

H11 Drier / Heat Treatment

H 11.1 Where mechanical drying is undertaken, procedures must ensure that any adverse effect on the feed being dried is minimised.

H 11.2 Where drying operations result in combustion gases coming into contact with raw materials or feed, Participants must be able to demonstrate that drying does not increase the levels of undesirable substances beyond the maximum levels prescribed for feed.

H 11.3 The drier/ heat treatment controls must be monitored and recorded throughout production.

H 11.4 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 11.5 Where coolers are used, the air supply must be risk-assessed and, where necessary, appropriate filters must be used to limit recontamination.

H 11.6 Heat-treated feed must be protected from bacteriological recontamination, for example from non-heat-treated feed, condensation, etc.

H12 Equipment Intended to Control Physical Contamination

H 12.1 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.

Guidance *This would include but is not limited to magnets, screens, separators, metal detectors, colour sorters, etc.*

H 12.2 Systems must be in place to ensure equipment continues to operate as it was designed.

H 12.3 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 12.4 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 resulting from such practices (for example, potential concentration of undesirable substances into a by-product supplied as a feed).

H13 Packaging for Feed

H 13.1 Feed packaging and pallets must be suitable for the means of delivery / transport used and the type of feed concerned. Packaging must be designed to protect the feed during normal storage, handling and delivery conditions.

H 13.2 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 represent a risk to feed safety.

H 13.3 Intermediate bulk containers (IBCs, including FIBCs) holding feed must have covers in place to protect the product during storage and transportation.

H 13.4 Contamination / cross contamination during the packaging process must be controlled to maintain feed safety.

H 13.5 Labels must be applied to all packaged feeds, as required by relevant feed legislation.

H14 Despatch of Feed in Bulk Road Transport

H 14.1 Feed must be protected from contamination or recontamination during loading.

H 14.2 Records must be available showing the previous 3 loads carried by bulk transport (including demountable containers) and any cleaning subsequently carried out as a consequence.

The Participant's procedures must confirm that previous loads and cleaning methods comply with the requirements of the IDTF and are compatible with the feeds to be carried.

Bulk vehicles presented without such evidence must not be loaded.

The descriptions of the three previous loads must be precise and generic terms must not be used.

Guidance *Where vehicles and trailers are permanently dedicated to carriage of a single feed, inspection regimes may be carried out based on a random selection of vehicles and previous three loads need not be recorded.*

See the International Coalition for Road Transport (ICRT) International Database for the Transport of Feed (IDTF) at www.icrt-idtf.com.

H 14.3 Unless a specific derogation is granted by the Certification Body, or indicated in the relevant Sector Notes, bulk vehicles or trailers (including demountable containers), which have previously carried materials forbidden by the IDTF, must not be loaded.

Guidance *See the International Coalition for Road Transport (ICRT) International Database for the Transport of Feed (IDTF) at www.icrt-idtf.com.*

H 14.4 The load compartment unique identification reference (and where available the haulier's assurance scheme number), must be checked and recorded.

H 14.5 If the bulk vehicle collecting the feed is not clearly marked with the assurance scheme number, it must not be loaded unless confirmation is received in writing from the customer that it is acceptable to load the unmarked vehicle.

H 14.6 Unless risk assessment specifies other controls, bulk vehicle load compartments must be inspected and be free from contamination and, for non-liquid feeds, dry before loading.

H 14.7 If the load area of the bulk vehicle is found to be unsuitable and the bulk vehicle is contracted 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 14.8 The Participant must demonstrate that feed safety and legality is not compromised during loading and sampling. Bulk vehicles must be covered when leaving the site.

H 14.9 There must be procedures in place to minimise the possibility of incorrect loading.

H15 Despatch of Packaged Feeds

H 15.1 Vehicles and trailers presented for loading must not present a risk to the feed being loaded.

H 15.2 If the load area of the vehicle is unsuitable and the vehicle is contracted by the customer / recipient, the customer must be informed of the condition of the vehicle. Any subsequent action must be confirmed by the customer.

H16 Despatch Documentation

H 16.1 All feeds despatched must be accompanied by the documents required by relevant feed legislation.

H 16.2 The despatch documentation must also include any relevant information, including special requirements to maintain feed safety.

H17 Collection of Feeds

H 17.1 Where feeds are collected by or on behalf of the customer, the Participant must obtain a signed collection record.

H18 Delivery of Bulk and Packaged Feeds by the Participant

H 18.1 Procedures must be in place to ensure the delivery driver is informed of relevant delivery information and customer specific delivery requirements.

H 18.2 Once offloading / discharge has been completed, the driver must obtain a signed record confirming acceptance of the delivery.

H 18.3 Procedures must be in place for the driver to contact the relevant individuals in the Participants business in the event of a potential feed safety event / issue.

Section I Sampling and Analysis

I1 Sampling and Analysis Schedules

I 1.1 Sampling and analysis schedules must be defined by risk assessment, taking into account regulatory and customer requirements.

I2 Intake Samples

I 2.1 Participants must have procedures in place that ensure the suitability of all raw materials and feeds on arrival. Inspections must 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

I 2.2 A sample of each bulk or bag raw material or feed intake must be taken unless the risk assessment confirms this is unnecessary.

Guidance *In the case of packaged raw materials and feeds which will not be opened by the Participant, it is acceptable for the Participant to demonstrate that suitable samples are taken and retained by the supplier.*

I 2.3 The sampling system must be appropriate to both the volume and nature of the raw materials or feeds concerned.

I3 Feed Samples

I 3.1 Samples must be taken from each batch, run or delivery of feed, as detailed in a documented schedule. Sufficient samples of feed must be taken to ensure the true representation of any feed supplied.

Guidance *In the case of packaged feeds which have not been opened or processed by the Participant, it is acceptable for the Participant to demonstrate that a suitable sample was taken and retained by the supplier.*

I4 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.

I 4.2 Samples must be stored in such a way that deterioration is minimised.

Guidance *Where samples are perishable, freezing may be required.*

I 4.3 Disposal of samples must be controlled. Where samples are incorporated back into feed, their re-use must risk assessed and records maintained of where the samples have been used.

I5 Analysis

I 5.1 The analysis schedule must be risk based and take into account the volume and potential risks associated with the raw materials and feed concerned.

I 5.2 The analysis schedule must as a minimum meet the defined analysis requirement from the FEMAS Calculator, unless a derogation from this level of testing has been agreed with the Certification Body.

Guidance *Analysis conducted by suppliers may be taken into account, where results are made available and test methods are appropriate.*

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

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

I6 Bacteriological Testing

I 6.1 The frequency of sampling and testing for Salmonella must be determined in accordance with the current Defra Code of Practice for the Control of Salmonella in Feed.

Guidance *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 Bacteriological analysis of buildings, vehicles and equipment must be carried out where indicated as necessary by risk assessment. When this is the case, appropriate records must exist to show that correct methods are being used and, where necessary, corrective action implemented.

I 6.3 Participants must be able to demonstrate that the level of microbiological sampling and testing carried out will ensure the safety of any feed supplied.

I7 Testing Facilities

I 7.1 The methods of analysis employed must be appropriate for the raw materials and feed being tested.

I 7.2 The effectiveness of testing laboratories must be regularly reviewed and approved by one or more of the following methods:

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

I 7.3 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 or labelling.

I8 Evaluation of Test Results

I 8.1 All test results must be reviewed by an authorised person(s) with responsibility for ensuring that both raw materials and feed meet specified parameters.

I 8.2 The test results must be compared against specified limits. Where results fall outside the specified limits, relevant action must be taken and documented.

I 8.3 Records of analysis results must be maintained using in-house data and / or that available from third parties.

Section J Complaints, Recall and Feed Safety Controls

J1 Complaints

J 1.1 The Participant must register, record and address complaints relating to feed 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 which has been delivered to the customer / recipient and returned following a complaint must be formally risk assessed on its return, to determine use or disposal.

J2 Feed Safety Incidents

J 2.1 There must be a designated person (or persons) with deputies, responsible for the management of feed safety incidents, including recall.

J 2.2 There must be a feed safety incident management and recall procedure that is capable of being put into operation at any time and includes immediate notification to the Competent Authorities, affected customer(s), and the Certification Body where required.

The procedure must include up to date contact details (including out of hours) for relevant personnel and authorities.

J 2.3 The Participant must notify the Certification Body where a feed safety investigation by a Competent Authority results in formal enforcement action or withdrawal of earned recognition.

J3 Market Recall

J 3.1 If a recall becomes necessary, the reasons for the recall must be recorded and assessed and corrective action taken as necessary to address both the immediate issue and the root cause.

J 3.2 Where a recall of a non-feed product is required, recall of feed must also be considered and, if necessary, implemented.

J 3.3 Recalled or returned feed must be formally risk assessed on return, to determine use or disposal.

J 3.4 The destination of any recalled feed must be recorded.

J 3.5 The operation of any recall must be reviewed after it has been carried out so that procedures can be modified if necessary.

J 3.6 The recall procedure (including traceability of raw material(s) and / or feed), including any traded feed products, must be tested at a frequency determined by risk assessment, and at least every 12 months.

Section K Traceability

K1 General Traceability

K 1.1 The history of each delivery of raw material and feed must be traceable.

K 1.2 The traceability system must encompass raw material(s) used and feed produced, as well as any traded feeds.

Guidance *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 1.3 The Participant need not hold all relevant traceability records for feed but they must be capable of accessing such records, if required to do so. Access to trace information must be tested at least every 12 months.

Guidance *This may be done as part of a recall test, see J 3.5*

K2 Traceability Records

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

Guidance *Examples include:*

- *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*

K 2.2 Intake records must include details relevant to feed safety and traceability.

Guidance *Examples include:*

- *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 2.3 Operational documentation and records must include details relevant to feed safety and traceability.

Guidance *Examples include:*

- *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 2.4 Despatch records must include details relevant to feed safety and traceability.

Guidance *Examples include:*

- *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*
- *Delivery order or fixing reference where available*

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

Guidance *Examples include:*

- *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 2.6 The Participant must be able to demonstrate that feed despatched meets the customer order.

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)
Participant	A producer or processor holding certification against this standard for the production and supply of feed intended for feeding to livestock (from which products will be derived for human consumption) or to companion animals.
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 materials used by Participants for manufacturing, processing or blending into feed.
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)