



FEMAS Intermediate Scheme – Desk Top Scope Extensions

Scope

Businesses who are certificated to the FEMAS Intermediate Scheme are restricted to an agreed scope, this is in the form of the product name (feed material or additive) and the supplier this is sourced from. Scope extensions can be conducted in between annual audits by the Certification Body as a desk top study. Products covered can be both assured at source and non-assured (gatekeepered).

Costs

Cost (£)	Type	To include
£0	Assured	No charge for the addition of an assured product
£100	Gatekeepered	<ol style="list-style-type: none">1. Initial review by Kiwa2. Application review by the IS Technical Group.3. If approval is granted, review of all documentation by Kiwa Agri Food.

Timescales

Type	Activity	Working days
Assured	Certificate review and approval of product	3
Gatekeepered	Application to Kiwa → Application to IS Group	3
	Response from IS Group	5
	Documentation review and feedback to applicant	5

Information required at the point of application:

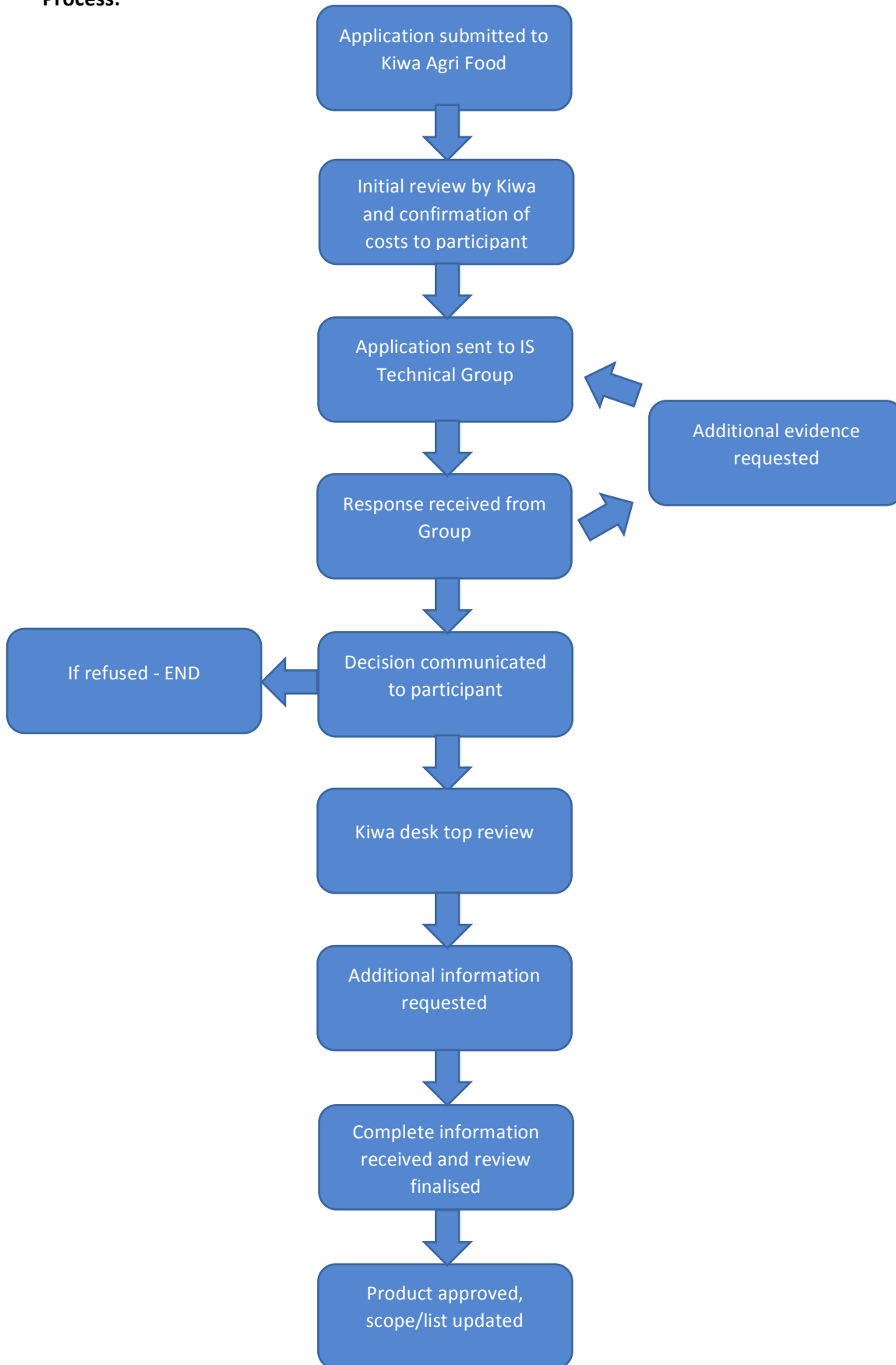
1. The feed ingredient name and legal status.
2. The supplier name and country of origin.
3. Justification for the product being considered for gatekeeping rather than the manufacturer/processor holding full certification. See FEMAS IS Process v1, FEMAS Intermediate Supplier Application Process.
4. Additional details to support the application (Appendix 1).

Duration of approval

Restrictions are in place for the gatekeeping of certain feed materials. These approvals will only be granted for 12 months, after this time the supplier is expected to have full certification in place and the product will be removed from the FEMAS participant's scope. This will be confirmed at the point of approval.



Process:





Appendix 1
Kiwa Scope Extension Review

The following information should be submitted, following confirmation of application approval by the FEMAS Intermediate Technical Group, in order for Kiwa to conduct the scope extension audit:

FEMAS IS Client Name:		Date of submission:	
------------------------------	--	----------------------------	--

Feed Material/ Additive Name(s):		Supplier:	
Legal category of material:	<i>Catalogue of Feed Materials/Feed Additive register reference numbers.</i>	Assurance - Scheme:	
EU Producer:	Country:	Non-EU:	Country:
If Non-EU: If you are sourcing materials from outside the EU, for some products it is required that there is an EU representative. You must be aware of who the representative is, and where they are registered.	EU Representative:	Approval number	
	EU country registered:		

	Y/N	Comments/ Notes
Sourced direct from manufacturer:		<i>If N then complete below</i>
Middle market supplier:		<i>Name & address</i>
1. SUPPLIER ASSESSMENT:	Comments/ Notes	
Method of approval :(physical audit/questionnaire)	<i>State how approved and submit a copy of relevant documentation. Areas which should be considered are detailed in the FEMAS standard, though should include information on the sites: Quality Management System, hygiene and fabrication, foreign body control, recall, pest control, water used in the process, staff training.</i>	
Producer registered for feed hygiene regulations:	<i>Record registration or approval number and local authority</i>	
Traceability system:	<i>Detail how traceability is managed or submit a documented example</i>	
Other materials produced or stored on site.	<i>Please detail other products which are handled and stored on site (for example packed on the same line) which may have an impact on the feed product which is being sourced.</i>	
Contamination risk from adjacent properties/activities	<i>Adjacent premises may present risks of airborne contamination and need to be considered.</i>	
Transport method(s):		
Delivery documents & labels:	<i>Submit copies</i>	



Supplier Storage:	<i>If at a different location, site name & address, how has this been approved?</i>
Undesirables testing (FEMAS Calculator minimum level must be considered)	<i>Submit analysis results</i>
Laboratories used/ Laboratory accreditation: (laboratory must be approved for the analyses being carried out)	
2. PRODUCT RISK ASSESSMENT:	
	Comments/ Notes
Specification (copy)	<i>Submit a copy</i>
Knowledge of process (flow chart copy)	<i>Include details of raw materials used and their sources</i>
HACCP/Risk Assessment covering all stages of production and supply, CCPs (submit a copy)	<i>This may not be the suppliers HACCP and can be documented by the FEMAS IS participant based on supplier documentation.</i>
GM status	<i>Any crops associated with the process or acting as carriers must be considered</i>
Carriers (additives), processing aids	
Microbiological considerations	
Undesirables risk	<i>Examples include salmonella, mycotoxins, pesticides and dioxins.</i>
Drying involved (direct/indirect/fuel type)	<i>This relates to exhaust gases from fuel passing through the feed during the drying process.</i>
Bulk/packaged (if packaged form of packaging)	<i>Bags, tote bags etc.</i>
Sampling Schedule (FEMAS calculator considered)	<i>Submit a copy</i>
3. DELIVERY & STORAGE:	
	Comments/ Notes
Direct to customer or via a store	<i>Details if via a store</i>
Transport approval (shipping/haulier)	<i>How approved. Certification or in house</i>
Storage location approval (owned/subcontracted)	<i>Detail method of approval</i>