Feed Quality Assurance Scheme

Manufacturer and Feed Supplier Standard

BORD BIA
IRISH FOOD BOARD

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Manufacturer and Feed Supplier (Non-Manufacturing) Standard

Revision 02, April 2020

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Contents

1 Introduction

1.1 Scheme Overview

This standard sets out the key requirements for those who wish to participate in the Feed Quality Assurance Scheme (FQAS). To help ensure the safety of the food produced (i.e. meat, eggs and dairy products), both feed business operators and farmers have a regulatory obligation to control the safety of feed offered to food producing animals. Participants are required to remain compliant with the relevant legislation (see also Appendix 1, Reference Information).

The Bord Bia core standards (for beef and lamb, dairy, eggs, pigs and poultry) each contain specific criteria / requirements relating to the sourcing, handling and management of materials used to feed animals on the farms. This applies to grass (silage, hay, etc.), other crops grown for feeding animals (including cereals, roots, pulses, etc.) as well as to manufactured feeds and other purchased feedstuffs. In all cases, the feedstuffs must be provided to the animals in a manner that ensures compliance with the feed legislation (safety and hygiene of the feed[1]) and compliance with these criteria / requirements in the core Standards is assessed through audit. In addition, under all Schemes, each participating Member is required to complete a declaration of compliance with the relevant applicable legislation (which includes legislation relevant to feedstuffs).

FQAS Participants are encouraged to obtain feedstuffs from sustainable sources and will take into account issues such as sourcing from established cereal and grain production regions instead of from areas subject to ongoing clearance of rainforests to support new production. Participants will also be aware of their legal responsibility to use chemicals (herbicides, pesticides, rodenticides, etc.) in a responsible and sustainable manner, especially with respect to the environment and wildlife, and will adopt appropriate practices for the use of chemicals as recommended by the various organisations (see Appendix 1, Reference Information).

This Standard replaces the previous Feed Quality Assurance Standard (FQAS), Revision 01 of 2015.

1.2 Participation

Participation in the Feed Quality Assurance Scheme (FQAS) is on a voluntary basis. Application for membership is open to all those involved in supplying feed for consumption on farms, including feed compounders, supplement manufacturers, other feed suppliers (including traders / by-products suppliers / recycled food suppliers / processors).

Certification to the Standard will only be granted to Participants who meet the relevant requirements. Any Participant involved in the feed supply chain that has been convicted in the last three years of an offence under feed legislation will not be eligible for certification to this Standard until a three-year period from the date of conviction has elapsed.

In addition, if, during the period of validity of the certificate, the Participant is convicted of an offence, the Participant is obliged to advise Bord Bia and this will normally result in the Certificate being revoked and the Participant being withdrawn from the Scheme for a period of three years from the date of conviction.

Certification under other feed quality assurance schemes will be taken into account in the application process. Please go to www.bordbia.ie/feed for a current list of schemes which have been recognised under FQAS.

[1] Regulation (EC) 183/2005 of The European Parliament and of the Council of 12 January 2005 laying down requirements for feed hygiene – See Annex I, Primary Production, and Annex III Good Animal Feeding Practice

1.3 Scheme Development

Animal feed produced and processed in accordance with the requirements laid down in this Standard is described as Quality Assured Feed. No other implication can be taken from this term (see also definitions below).

Other standards that are deemed to be equivalent to this Standard may be acceptable subject to formal approval by Bord Bia.

The Feed Quality Assurance Standard was developed by an expert group representing Bord Bia, the Food Safety Authority of Ireland, the Department of Agriculture, Food and the Marine (DAFM), the feed industry (millers and farmers), Teagasc, and industry advisors.

The full onus of responsibility for compliance with the requirements of this Standard is on those participating in the Scheme and not on Bord Bia or its auditors or any other third party. Compliance is monitored through independent audit.

The requirements detailed in this Standard do not and are not intended to replace any statutory obligations of the industry.

1.4 Objectives

The principal objectives of the FQAS are:

- To set out the requirements for best practice in the production / supply of animal feed so as to ensure the safety of the feed and the safety of the food products that derive from the animals consuming it;
- To provide a uniform mechanism for recording and monitoring feed manufacture activities with a view to achieving continuous improvement in feed supply standards;
- To support and complement the core Bord Bia quality assurance schemes relating to animal production.

1.5 Normative References for the Standard

This Standard has been derived bearing in mind the requirements of the following legislation and standards:

- Relevant national and EU-derived legislative requirements (see Appendix 1);
- Recognised international Quality Management Standards (such as ISO 9001:2008);
- ISO 22000:2005, Food safety management systems – requirements for any organisation in the food chain;
- Hazard Analysis and Critical Control Point (HACCP) system for identification and management of risks associated with food as outlined by Codex Alimentarius (1997);
- Code of Practice on Good Animal Feeding (Codex Alimentarius CAC / RCP 2004 as amended);
- ISO 17065:2012: General Criteria for Certification Bodies Operating Product Certification;
- Other sources of information on best practice in feed manufacture.

Note: Compliance with this Standard does not guarantee compliance with all relevant legislation. It is recommended that Participants consult with their advisors and the relevant competent authority.

1.6 Definitions, Terms and Abbreviations

Note: Definitions for the various participants are set out in the Scope statement at the start of sections 3 and 4.

Applicant: Feed Business Operator (FeBO) that applies for membership of the FQAS under the scope of Manufacturer or Feed Supplier (Non-Manufacturing):

Manufacturer: Participant involved in the manufacture of compound feeds, mineral / vitamin supplements, or other feedstuffs relevant to the scope of the Standard.

Feed Supplier (Non-Manufacturing): Participant involved in trade, importation or sale of compound feeds, mineral / vitamin supplements, or other feedstuffs relevant to the scope of the Standard.

Auditor: the independent auditor carrying out the Bord Bia FQAS audits.

Bord Bia: the Irish Food Board.

Catalogue of Feed Materials: this means Regulation EC 2013:68.

Certification Committee: A Committee appointed by Bord Bia, to which the Bord Bia Quality Assurance Board has devolved responsibility and authority for all certification decisions with regard to membership of the Scheme.

Certification Period: The period of validity of the certification. (See Scheme Regulations 2.6 for further details.)

Competence: The ability to apply knowledge and skills to achieve intended results.

Competent Authority: Where used in this Standard, 'competent authority' refers to the state authority with responsibility for the relevant official controls and is defined as follows: *"competent authorities" means: (a) the central authorities of a Member State responsible for the organisation of official controls and of other official activities, in accordance with this Regulation and the rules referred to in Article 1(2); (b) any other authority to which that responsibility has been conferred; (c) where appropriate, the corresponding authorities of a third country* (EC 2017: 625.3.3).

DAFM: the Department of Agriculture, Food and the Marine, or equivalent competent authority in other jurisdictions.

EMA: European Medicines Agency (formerly known as European Medicines Evaluation Agency (EMEA)).

Feed (or "feedingstuff"): any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for oral feeding to animals as per Regulation EC 2002:178.

Feed Additives: substances or micro-organisms as authorised under Regulation EC 2003:1831 on additives for use in animal nutrition.

Feed Categories:

- **Feed additive**: 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 EC 1831/2003 Article 5(3);
- **Feed materials**: 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
  Note The terms "feed ingredients" and "feed materials" and "raw materials" are used interchangeably throughout this standard;
- **Compound feed**: a mixture of at least two feed materials, whether or not containing feed additives, for oral animal-feeding in the form of complete or complementary feed (see EC 2009:767);
- **Complete feed**: compound feed which, by reason of its composition, is sufficient for a daily ration;
- **Complementary feed**: compound feed which has a high content of certain substances but which, by reason of its composition, is sufficient for a daily ration only if used in combination with other feed;
- **Mineral feed:** complementary feed containing at least 40% crude ash;

- **Milk replacer**: compound feed administered in dry form or after dilution in a given quantity of liquid for feeding young animals as a complement to, or substitute for, post-colostral milk or for feeding young animals such as calves, lambs or kids intended for slaughter;
- **Feed Supplements**: mineral / vitamin mixes designed to be complementary to other feed mixes to achieve a satisfactory overall balance of nutrients;
- **Straights**: single-component feed ingredients (e.g. wheat, barley).
- **Premixtures**: mixtures of feed additives or mixtures of one or more feed additives with feed materials or water used as carriers, not intended for direct feeding to animals (see EC 2003:1831).

Feed Business Operator: the natural or legal person responsible for ensuring that the requirements of the feed hygiene legislation as set out in Regulation EC 2005:183 are met within the feed business under their control.

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.

Finished Product: Animal feed product that emerges at the end of a manufacturing process.

Formal Training: used to indicate the requirement that the training was received from a national or public body or from a Bord Bia-approved organisation / individual and that a certificate is available.

FQAS: the Bord Bia Feed Quality Assurance Scheme.

FQAS Register / Database: the register / database of the current certified FQAS Members indicating the membership status.

FSAI: The Food Safety Authority of Ireland, or equivalent in other jurisdictions.

HACCP: "Hazard Analysis and Critical Control Points", which is an internationally recognised system for the identification and control of hazards relating to food safety.

HACCP Plan: A documented plan / system which shows how Product / process safety is ensured through the identification, monitoring and control of hazards.

HPRA: Health Products Regulatory Authority, which is the body in Ireland that regulates medicines, including animal remedies (see also www.hpra.ie).

Manufacture / Production: all operations from sourcing / purchasing of feed ingredients to the final delivery of the manufactured product.

Member: a Participant that is certified under the FQAS and is shown on the FQAS register / database.

Membership Certification Period: this will normally be 60 months from the date of issue of the Membership Certificate or until the next certification decision. See Scheme Regulations 2.6 for full details.

Notifiable feed safety issues: where a feed business operator discovers an issue that could have public or animal safety implications, this must be notified to the relevant authority immediately (see Regulation EC 2002:178).

Origin Green: Bord Bia's unique national sustainability programme that provides proof of commitment to sustainable food and drink production.

Participant: an Applicant or Member.

PRCD: "Pesticide Registration and Controls Division", which is a subsection of DAFM responsible for implementing the regulatory system for all pesticides (plant protection products and biocides). Products approved bear a PCS (for pesticides) or BPA (for biocides) number.

Product: compound feeds, additives, premixes and feed materials where appropriate.

Quality Assurance Board: an independent subsidiary Board within Bord Bia, which has overall responsibility for policy in relation to all Bord Bia Quality Assurance Schemes.

Register / Database: the Bord Bia register / database (either term may be used interchangeably) of the current certified FQAS Members indicating the membership status.

Regulatory Status:

- **Registered:** farms / feed business operators that are registered with DAFM for their activity;
- **Approved:** feed business operators using or handling certain additives or premixtures of additives with DAFM approval;
- **Licensed:** DAFM-approved feed business operators incorporating specified additives (including animal remedies) in the feed with a DAFM licence.

Residues: A residue means a residue of substances having a pharmacological action, of their metabolites and of other substances transmitted to animal products and likely to be harmful to human health. (See Directive EC 2002:32)

Scheme: The Feed Quality Assurance Scheme consists of the following elements:

- The FQAS Standard;
- The process for ensuring that the requirements as set out in the Standard are met (through auditing, certification, etc.) and that the relevant details are published.

Schemes: there are several other Bord Bia schemes relating to various animal species / farm enterprises including the following: Beef and Lamb (SBLAS), Dairy (SDAS), Eggs (SEAS), Pigs (SPAS), Poultry (SPPAS). These are referred to in the text as the "core" schemes and the standards that apply are referred to as "core standards".

Standard: a document that sets out the criteria for participation in the Scheme.

Sustainability: the productive, competitive and efficient production of safe agricultural products, while protecting and improving the natural environment and the socio-economic conditions of farmers and local communities, and while safeguarding the health and welfare of all farmed species. (as stated in www.SAIplatform.org, of which Bord Bia is an affiliate member).

Teagasc: The Agriculture and Food Development Authority in Ireland.

Technical Advisory Committee: A committee representing the stakeholders in the sector, which is assigned the role of advising Bord Bia on the technical content of the Standard.

Veterinary Prescription / Veterinary Written Direction (VWD): this document is commonly referred to on farms as a "prescription", however is more correctly entitled a Veterinary Written Direction (VWD). It is a document (containing the information specified in SI 2007:786, Schedule 3) issued by a registered veterinary practitioner in respect of an animal or animals under his / her care that provides for the administration of an animal remedy.

Veterinary Product Approvals: medicines intended for use in animals each carry an approval. The following product approvals are relevant:

- **EMEA**: European Medicines Evaluation Agency
- **VPA**: Veterinary Product Approval from the HPRA – Health Products Regulatory Authority, the body in Ireland that regulates animal remedies.

1.7 Cautionary Notes

Although every effort has been made to ensure the accuracy of this Standard, Bord Bia cannot accept any responsibility for errors or omissions.

It is not a requirement that the Participant be registered to any part of the ISO standards mentioned above (sub-section 1.5), nor is it implied that meeting the requirements of this Standard will automatically mean full compliance with those standards. This Standard can, however, provide a basis for the attainment of compliance.

Bord Bia is not liable for any potential or estimated losses of earnings or costs (by applicants or members) associated with achieving compliance with any requirement of this scheme or in regard to the consequences of being found to be in breach of the criteria.

2 Scheme Regulations

Note: **This section contains important general information for Participants and forms part of the overall requirements of the Standard. It is crucial that Participants take enough time to read and fully understand this section of the Standard (Scheme Regulations, all sub-sections).**

2.1 Eligibility under the Scheme

Membership of the Scheme is voluntary and open to all Participants that have valid registration with the Competent Authority (as defined in Introduction, section 1.6).

A Participant who has been convicted of an offence under legislation against any of the criteria in this Standard, at any time in the 3-year period prior to application, will not be eligible for certification to this Standard. Furthermore, if the Participant is convicted of an offence under legislation relevant to the Standard during the period of validity of the certificate, the certificate will be revoked. In this case, the Participant will also be withdrawn from the Scheme and removed from the register of certified Participants. Failure to inform Bord Bia of a conviction will be deemed a violation of the conditions of membership and suspension from the Scheme will apply for a period of 3 years from the date the conviction was notified to, or discovered by, Bord Bia.

2.2 Scheme Control and Applications

2.2.1 Scheme Control

Overall control of the Scheme will be exercised by the Bord Bia Quality Assurance Board. This Board is representative of the relevant sectors of the food industry and collaborates with the Technical Advisory Committee, which is responsible for drafting the Standard and formulating required amendments.

The decision of the Quality Assurance Board on any matter relating to the control or operation of the Scheme is final.

2.2.2 Applications

Applicants seeking membership must initially apply in writing to the Certification Body (or Bord Bia) using the application form that is provided on request. All applicants will be required to complete a declaration and may be required to give additional undertakings which will be communicated through the application process.

The application will then be evaluated and, if appropriate, a full independent audit will be required to establish the capability of the applicant to meet all the criteria of the Standard.

A schedule of the fees applicable will be communicated by Bord Bia during the application process.

2.3 Audits, Verification and Conditions

2.3.1 Audits

Compliance of all Participants with the criteria of the Standard will be determined through independent audit. Participants must submit to audit under all the criteria of the Standard. Certification will be granted based on compliance with the criteria as determined through these audits. Certification will be granted for a maximum period of 60 months.

Following the granting of Bord Bia certification the member must undergo surveillance audits on at least an annual basis, with a full re-assessment audit visit at a minimum every 60 months. The purpose of surveillance audits is to determine whether the member is continuing to comply with the relevant Standard and Bord Bia regulations. During each surveillance audit the auditor/s will complete a sample-based audit program against the criteria of the Standard and verify the effective implementation of corrective actions from the previous visit.

A full re-assessment audit will occur at a minimum every 60 months, or at the discretion of the Certification Committee. These audits will be full assessments against all criteria of the relevant module.

Note: All Members are required to comply with the relevant criteria at all times, as a condition of participation in the Scheme. This includes legal compliance (see also Appendix 2: Member Declaration).

Bord Bia reserves the right to carry out audits or spot checks on an unannounced basis, for the purpose of verifying compliance with the criteria of the Standard, or in order to determine that the corrective and/or preventative actions arising from audit findings remain in place and are effective.

2.3.2 Closeout Verification

A closeout verification visit on an existing audit may be required for one of the following reasons:

- Based on the audit performance against Scheme criteria;
- Requested by the auditor at time of closing meeting and approved by the Certification Committee;
- Directly requested by the Certification Committee following assessment of initial closeout evidence.

A fee may be charged to the Participant at the discretion of Bord Bia.

2.3.3 Conditions

Bord Bia-appointed auditors are entitled to seek access to all relevant areas of the enterprise (buildings, fields, etc.), as well as all relevant regulatory reports that the Participant is required to maintain under the legislation. Participants must supply any information requested by the auditor that is relevant to establishing compliance with the Standard. Failure to grant the requested access, or to supply the relevant information to the Bord Bia auditor, may result in the suspension of the Participant from the Scheme.

When certified, the applicant will become a certified Member, will be issued with a Membership Certificate and will be listed on the Bord Bia database / register. All Members are required to remain fully compliant with the criteria of the Scheme at all times.

Due to the nature of some Non-conformance closeouts (e.g. commitment to attend next available training session in 2 months), the Certification Committee may require post-audit verification to ensure ongoing compliance with one or more criteria of the Scheme, and failure to provide satisfactory verification evidence may result in a spot audit / closeout verification visit.

Bord Bia (or its appointed agents) reserves the right to remove samples for independent analysis (feed, water, dust, faeces, litter, birds, eggs, etc.) in order to establish compliance with the Standard.

The full onus of responsibility for compliance with the criteria of this Standard is on the Scheme Participants and not on Bord Bia, its agents or any other third party.

As required in ISO 17065, Bord Bia will occasionally require the audit to be observed. This will be notified in advance to the auditee.

Where it is established during audit that there are serious breaches of legal requirements Bord Bia reserves the right to notify the relevant authority.

All certified Members are eligible to apply for permission to use the Quality Assured Logo on approved specified product/packaging and/or related documentation.

2.4 Compliance Criteria, Audit Scoring and Non-conformances

2.4.1 Compliance Criteria

The compliance criteria required under the Standard are classified as **Critical** and General and can be seen in Sections 3 and 4 of this Standard.

- **Critical**: These criteria are printed in **bold underlined** black text, are surrounded with a black frame, have a white background and all end with the word "(**Critical**)". These relate to areas of high significance (e.g. product safety and traceability) and to Scheme regulations. The Participants must comply fully with each of these criteria.
- **General**: These criteria are printed in black text surrounded with a black frame, have a white background and relate to core best practice. The Participants must comply with each of these criteria as set out in the sections below.
- **Recommendations for Best Practice**: The Standard also contains a number of recommendations for best practice. These are printed in black *italic* text numbered *R1), R2),* etc. within each section. Compliance with these recommendations is not mandatory for certification. This may be revised at a future date in consultation with the Technical Advisory Committee.

2.4.2 Audit Scoring

The performance of the enterprise against the applicable compliance criteria is evaluated. For Critical criteria, 100% compliance is required. For General criteria, the score is allocated as follows:

- **Full Compliance**: There is full compliance with the criterion (e.g. the record is available, correctly completed and up to date) and the score allocated is 2;
- **Minor Non-conformance**: The criterion is being met in some respects, but not in other respects (e.g. there is a record, but several entries are incorrect or missing) and the score allocated is 0;
- **Major Non-conformance:** There is a complete failure to meet the criterion (e.g. there is no record of the activity) and the score allocated is -1;
- **Not Applicable**: The criterion does not apply on this farm (e.g. there is no assisted ventilation present) and is scored NA.

The score calculation is illustrated with the sample values below.
If there are 200 criteria in total (i.e. those in the black text surrounded by a black frame) and of these, 20 are critical criteria and 180 are general criteria:

- Total general criteria = 180
- Total not applicable criteria for this enterprise (for example): 30
- Total applicable general criteria = 150. Thus, maximum score achievable = 300
- The actual score achieved = 250 (this could arise where there were 10 major non-conformances (score -1) and 10 minor non-conformances (score 0), for example)
- The actual overall score = 83%.

The overall percentage performance of the Participant is calculated in this way when the audit is completed. The manner in which this information is applied is set out in Sections 2.4.3 and 2.5 below.

Figure 1: Scoring Example

2.4.3 Non-conformance Management

All major Non-conformances must be closed out, prior to being granted certification, through the Bord Bia database.

Where major Non-conformances are identified, the Bord Bia auditor will advise the Participant of each Non-conformance, the type of evidence that could be submitted and how this evidence can be supplied. The auditor is, however, precluded from providing advice on what action to take in order to close out the Non-conformance.

Additional sanctions will apply based on poor audit performance or repeat poor performance. These are explained further in **Section 2.5** below and the Bord Bia auditor will advise if these apply at the time of the audit closing meeting.

Non-conformance against Critical Criteria

Where a Non-conformance is identified against a **critical** criterion then a satisfactory response must be recorded on the Bord Bia database within 48 hours describing clearly the actions taken to address the Non-conformance.

Depending on the nature of the Non-conformance existing members may be suspended immediately. Failure to respond in 48 hours will result in automatic exclusion from the register of certified Participants. The Participant will be notified in writing and the conditions for re-applying for participation in the Scheme will be advised. Alternatively, Bord Bia may impose special restrictions and may conduct unannounced audits to verify compliance with the conditions imposed.

Non-conformance against General Criteria

Where a major Non-conformance is identified against a general criterion then a satisfactory response must be recorded on the Bord Bia database within 30 days describing clearly the actions taken to address the major Non-conformance. Evidence of the closeout of each major Non-conformance must be uploaded to the Bord Bia database. This evidence will be reviewed by Bord Bia. If it is acceptable, and closeout is deemed to have been completed, the audit can be considered for certification.

Failure to respond within the required time, or failure to close out the Non-conformance in the required period, will result in the Participant being suspended from the Scheme.

Participants must also give an undertaking to ensure that all minor Non-conformances against general criteria are closed within a 60 day period (unless a poor audit performance sanction applies).

Bord Bia reserve the right to verify, through unscheduled audit, that the corrective actions are being implemented.

Where the overall score achieved is less than 70%, the member cannot be certified, and a full re-audit will be required to verify compliance with the criteria of the Scheme.

2.5 Sanctions

Poor audit performance or repeat poor performance in subsequent audits will result in the application of automatic sanctions which are outlined below. The Bord Bia auditor will advise if these apply at the time of the audit closing meeting.

2.5.1 Sanction Types

The sanctions that may apply for poor audit performance or repeat poor performance fall into the following categories:

Closeout of minor Non-conformances

- Where this sanction applies then a satisfactory response must be recorded on the Bord Bia database within the audit closeout period describing clearly the actions taken to address each relevant minor Non-conformance. Please see Section 2.5.2 and Section 2.5.3 below for an outline of the automatic rules that will require the closeout of minor Non-conformances.

Detailed Root Cause Analysis for major Non-conformances

- Where this sanction applies then a detailed root cause analysis form must be completed on the Bord Bia database within the audit closeout period describing clearly the actions taken to address each relevant major Non-conformance. Please see Section 2.5.2 and Section 2.5.3 below for an outline of the automatic rules that will require a root cause analysis.
- In addition to the automatic rules outlined below, the auditor can request this for any major Non-conformance at their own discretion.

Closeout Verification Visit

- Please see Section 2.3.2 for more information on closeout verification visits and Section 2.5.2 and Section 2.5.3 below for an outline of the automatic rules that will require a closeout verification visit.
- In addition to the automatic rules outlined below, the auditor can request a closeout verification visit, but this must be approved by Certification Committee.
- Prior to making a final decision a closeout verification visit can also be requested by the Certification Committee following initial review of closeout.
- The auditee is required to upload all evidence as normal prior to the date of the closeout verification visit.

Temporary Suspension

- Please see Section 2.5.2 and Section 2.5.3 below for an outline of the automatic rules that will trigger a temporary suspension.

2.5.2 Sanction Rules for First Audits

For the purposes of assessing audit performance and applying automatic sanctions, each section of the Standard (e.g. Competence & Responsibility, Health & Safety, Biosecurity, etc.) is individually scored using the calculation method outlined in Section 2.4.2.

For first-time audits the Participant's score against all the criteria within each section of the Standard will be assessed and the sanctions will apply as per the graphic below.

Note: The Participant must meet the overall pass score for the entire audit as normal to be eligible for certification.

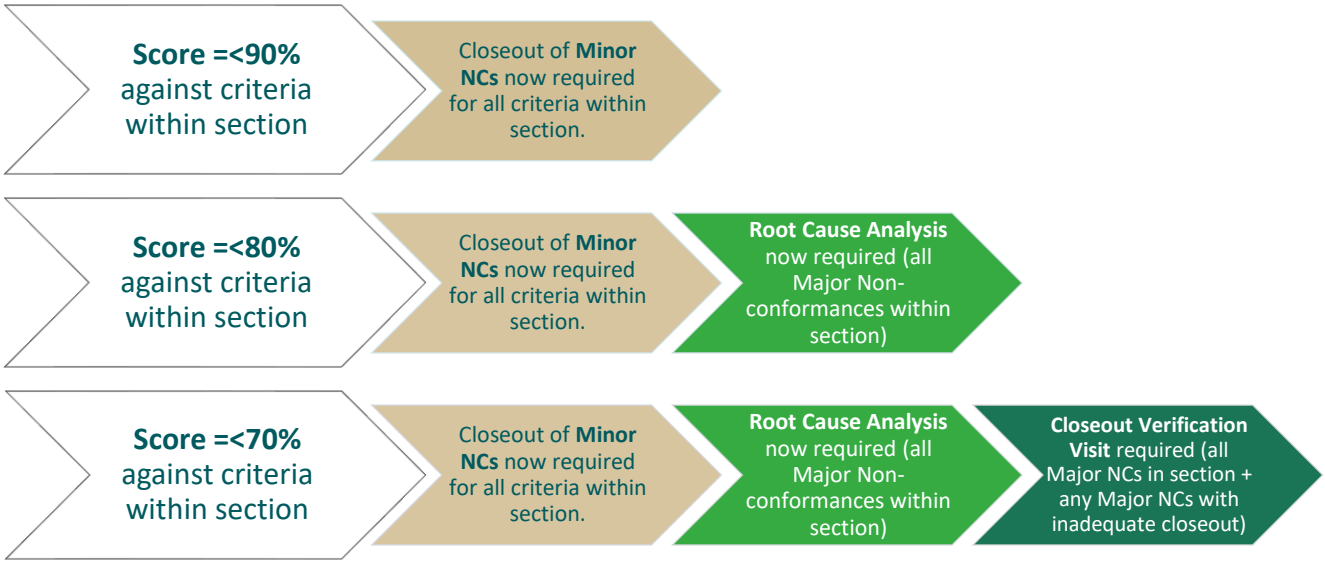

Figure 2: Summary of Rules for First Audit

2.5.3 Sanction Rules for Subsequent Audits

For subsequent audits the Participant's score against all the criteria within each section will be assessed and the sanctions will apply as per Figure 2 above.

In addition, the following rules will apply for subsequent audits and the Bord Bia auditor will advise if these apply at the time of the audit closing meeting.

1. Any repeat Minor Non-conformances will require closeout (i.e. a minor in the last audit and again in this audit).
2. Any repeat Major Non-conformance will require closeout as normal and a detailed root cause analysis.
3. If a root cause analysis (see limits in first audit example above) has been triggered due to poor performance within the same section as on a previous audit (e.g. Competence & Responsibility, Health & Safety, Biosecurity, etc.) then this will require a closeout verification visit.
4. If a closeout verification visit has been triggered due to poor performance within the same section as on a previous audit (e.g. Competence & Responsibility, Health & Safety, Biosecurity, etc.), then this will result in an immediate temporary suspension.
    a. To get certification reinstated, the Participant must upload closeout and the auditor must visit the site.
    b. If all Non-conformances are not closed out within 3 months, then the member is withdrawn.

2.5.4 Sanction Rules for Spot Audits (Full)

For full spot audits, then the Sanction Rules for Subsequent Audits (See Section 2.5.3 above) apply with the exception that any repeat Major Non-conformances may result in a temporary suspension (at the discretion of the Certification Committee).

2.5.5 Sanction Rules for Spot Audits (Focussed)

- The scoring thresholds (outlined in Figure 2 in Section 2.5.1) will not apply to focussed spot audits as it is a reduced audit.
- Any repeat Minor Non-conformances raised in a focussed spot audit will require closeout (i.e. a minor Non-conformance in the last audit and again in this audit).

- Any repeat Major Non-conformances raised in a focussed spot audit may result in a temporary suspension (at the discretion of the Certification Committee).

2.6 Certification Decisions

When the Participant is deemed to have complied with the requirements of the Standard, as determined by independent audit, the Participant will be considered for certification under the Scheme.

The decision to grant, extend, withdraw or suspend certification to or from a Participant is made by the Bord Bia Certification Committee. This decision is made primarily on the basis of the audit findings. However, other factors recorded by the auditor, or factors that come to light after the audit (such as failure to meet regulatory compliance), may be taken into consideration in arriving at the certification decision.

The certification decision is published on the Bord Bia database.

All certification decisions are notified in writing to the Participants. If certified, the Participant will also be issued with a membership certificate. This certificate can be used as evidence of certification, but may not be used for any other purpose without the permission of Bord Bia. In the event that certification is withdrawn, the certificate must be returned and the Participant will be removed from the register of certified Participants.

Certificates are issued under the following conditions:

- The Member may only make claims regarding certification in respect of the scope for which the enterprise has been certified;
- Certification must not be used in such a manner as to bring Bord Bia into disrepute and the Member must not make any statement regarding the certification which Bord Bia may consider misleading or unauthorised;
- No certificate, report, or any part thereof may be used in a misleading manner;
- Members must comply with the criteria of the Bord Bia scheme where reference is made to Bord Bia certification in any communication media such as documents, brochures or advertising.

Where a Participant is excluded from the register of certified Participants and membership is withdrawn, the Participant is advised of the exclusion period (up to 180 days at the discretion of the Certification Committee) and of the re-application process.

2.7 Use of the Bord Bia Logo / Claims

The Quality Assured Scheme Logo is a registered Trademark. It is the property of Bord Bia and must only be used with Bord Bia's prior full knowledge and written approval in accordance with Bord Bia's Logo Use Policy, available on the Bord Bia website (www.bordbia.ie), and on request from Bord Bia.

2.8 Database Information

The status of all certified Participants in the Scheme will be maintained in a Bord Bia database or register.

Bord Bia records all relevant and applicable data gathered during the official visit by the Bord Bia appointed auditor and this is maintained on the Bord Bia database. All data is maintained on a confidential basis in the database, in accordance with data protection legislation. Access to the data is provided to Bord Bia personnel for the purposes of making certification decisions.

The Bord Bia database performs a number of functions:

- Recording enterprise details and key contact details (name, address, phone numbers, directions) for communication purposes;

- Recording and collating data collected as part of the Bord Bia audit for the purpose of certification;
- Recording the results of the audits carried out by the Bord Bia appointed auditors and subsequently communicating those results to the Participant and to Bord Bia, as relevant;
- Providing information about the certification status of Members, as relevant.

The Bord Bia database is linked to the Bord Bia public website (www.bordbia.ie) which provides various features e.g. checking certification status and downloading documentation relating to the Schemes (Standard, templates, other information relevant to the scheme, etc.) (see web-link in Appendix 1: Reference Information).

Access to the Bord Bia database is provided by Bord Bia only on an 'as-required' basis. In each case, the Bord Bia database administrator will, on Bord Bia's instruction, issue a user with a username and password, which will grant that user access to the information relevant to his or her function in the Scheme.

2.9 Appeals

The Participant may appeal certification decisions in relation to a certification status by writing to Bord Bia within two weeks of the date of issue of the certification decision communication.

Bord Bia's Appeals Procedure will be followed and, where necessary, the matter will be referred to Bord Bia's Appeals Committee. The decision of Bord Bia's Appeals Committee is final. However, this does not affect the right of the Participant to refer the issue to the Ombudsman for consideration. Contact can be made at:

Address: Office of Ombudsman, 18 Lower Leeson Street, Dublin 2, D02 HE97
Tel: 01 639 5600
Email: info@ombudsman.ie
Website: www.ombudsman.ie

2.10 Complaints (including to Members)

The Participant may lodge a complaint at any time, with regard to the audits or to any other aspect of the operation of the Scheme. All complaints must be in writing and must be addressed to Bord Bia. All such complaints will be acknowledged and fully investigated by Bord Bia.

Members of the public may complain with regard to the Scheme or with regard to a Member of the Scheme. Where such complaints are made to Bord Bia, they will be acknowledged and fully investigated. Where complaints are made to a Scheme Member, a record must be maintained.

2.11 Revision Updates

Users should note that this revision of the Standard (Revision 02) is now in effect, and that this revision supersedes all previous revisions. When future changes occur, updates will be issued in whole or in part to all Participants. Participants are responsible for ensuring that the obsolete sections are replaced in their own documentation.

2.12 Notification of Change

In the event that the ownership, structure or management of the Participant changes, or in the event that the Management Representative changes, Bord Bia or its nominated Certification Body must be immediately informed.

3 Manufacturer Criteria

Manufacturer Introduction

Scope and Membership

Membership of the Scheme is voluntary and open to all companies involved in the manufacturing of Compound Feeds, mineral / vitamin supplements, or other feedstuffs relevant to the scope of the Standard.

Membership is site-specific, and all activities undertaken on the Participant's facility relevant to the scope of the Scheme must be included in the scope of the Audit.

Other standards that are deemed to be equivalent to this Standard may be acceptable, subject to formal approval by Bord Bia; please see Appendix 4 for further information.

Layout

This module of the Feed Quality Assurance Scheme (FQAS) contains the criteria with which all Manufacturing Participants must comply. To ensure clarity and to assist the reader, the diagram below describes how the module for Manufacturers is laid out and the purpose of the different elements.

Please see Scheme Regulations Section 2.4 for a full description of the Compliance Criteria types which is summarised in the layout graphic below.

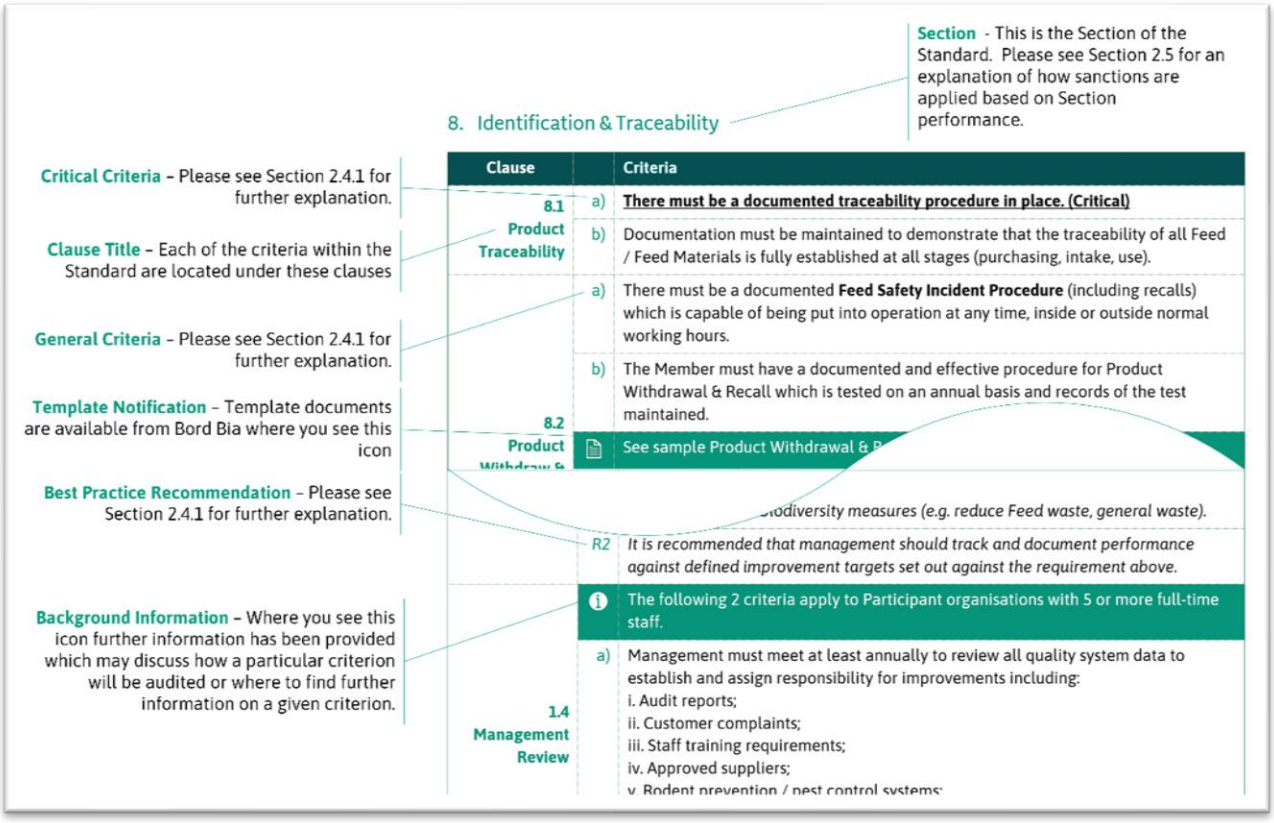

Figure 3: Layout of Module

1. Competence & Responsibility

Clause		Criteria
1.1 Regulatory Approvals	a)	Evidence must be available to demonstrate that the Participant is registered/approved with the Competent Authority (e.g. DAFM) for the scope of activities undertaken.
1.2 Policies	a)	The Member must have a documented Feed Safety / Quality Policy which states the commitment of management to ensuring quality and safety of the Product and their commitment to meeting the requirements of this Scheme and to continuous improvement.
		See sample Quality Policy (available from Bord Bia)
	b)	Members must document and communicate to all employees their policies on employment (permanent and temporary), minimum wages, working conditions, working hours, equal opportunities, discrimination, resolution of disciplinary issues, etc.
		This can be demonstrated with a sample policy and evidence that documented policy has been communicated to staff (verbal or otherwise).
	c)	Manufacturers must document and communicate their **Ethical Trading Policies.**
	d)	A documented **Hygiene Policy** must be in place that includes policies regarding visitors, subcontractors and all employees.
		See sample Hygiene Policy (available from Bord Bia)
1.3 Management Responsibilities	a)	An organisational chart must be maintained showing the company structure.
		See sample organisational chart (available from Bord Bia)
	b)	Management must define the person(s) with responsibility for: i. This Standard and regulatory requirements; ii. Hygiene and biosecurity; iii. Feed safety and quality management; iv. Production decisions; v. Formulations / labelling; vi. Non-conforming Product management; vii. Product recall and traceability; viii. Managing complaints; ix. Managing suppliers; x. Chemical selection and use; xi. Health and safety; xii. Staff training.
	c)	Bord Bia must be notified in writing of any significant changes to the business, typically but not limited to: i. Ownership; ii. Scope of operations; iii. Management contacts (especially the person responsible for Feed safety and quality management).

Clause		Criteria
1.3 Management Responsibilities (continued)	*R1*	*It is recommended that management should conduct an annual assessment of the business activities to identify and set at least one documented target for improvement in each of the following areas:* *i. Raw material sourcing;* *ii. Resource efficiency (e.g. fuel use, transport, water use, energy use, etc.);* *iii. Social sustainability;* *iv. Environmental/biodiversity measures (e.g. reduce Feed waste, general waste).*
	R2	*It is recommended that management should track and document performance against defined improvement targets set out against the requirement above.*
1.4 Management Review	a)	Management must meet at least annually to review all quality system data to establish and assign responsibility for improvements including: i. Audit reports; ii. Customer complaints; iii. Staff training requirements; iv. Approved suppliers; v. Rodent prevention / pest control systems; vi. Hauliers; vii. Quality improvement objectives.
	b)	Minutes of this meeting(s) must be retained.
1.5 Document Control	a)	Documents and records must: i. include clear identification and description (e.g. a title, issue date, author, or reference number); ii. be available and suitable for use; iii. be adequately protected (e.g. from loss of confidentiality, improper use); iv. be managed to prevent inadvertent use of superseded documents; v. be written in ink for handwritten records; vi. ensure that the person making any entry, alteration or deletion is identifiable; vii. ensure that the person and date is included on all record entries; viii.be available to Auditors or regulatory authorities when required.
1.6 Customer Contracts	a)	A documented **Product specification** must be available for each Product produced.
	b)	Manufacturers must actively engage with customers to develop a good understanding of their customers' requirements and future plans (e.g. through regular meetings).
	c)	Agreed specific **customer requirements** must be recorded and implemented.
1.7 Customer Complaints	a)	The Member must have a documented **Complaints Procedure** that ensures that complaints are recorded, followed up and analysed, and records must be available of all complaints, as well as the actions taken as a result.

Clause		Criteria
1.8 Feed Defence and Feed Fraud	ⓘ	Feed defence is the effort to protect Feed from acts of intentional adulteration.
	a)	Members must be aware of the potential for Feed fraud to occur and must have a documented **Feed Fraud Policy** outlining the measures in place to mitigate the risks.
	🗎	See sample **Feed Fraud Policy** which is available from Bord Bia.
1.9 Quality Management System Procedures & Records	a)	The Manufacturer must have documented **procedures** that cover all stages of the operation that could affect Product quality and that define how each relevant process / stage[2] is managed to ensure the quality and safety of the Feed Product throughout the process.
	b)	Quality documentation must be made available and understood by personnel as appropriate to their responsibilities.
	c)	All records must be signed and dated, and must be available for inspection at audits (or in the case of archived records, maintained at a secure and easily accessible location) for a minimum period of three years, unless an alternative longer retention period is required by legislation.
	ⓘ	See summary list of all records, procedures and policies required in this module in Appendix 6.
1.10 Quality Assurance Control Plan	a)	For each process / stage, the documentation must include the following: i. A detailed description of each process step, including steps in the process where rework may arise or be dealt with; ii. The control measures applicable to each step in the process; iii. The responsibility and frequency for monitoring at each step in the process, where relevant; iv. The tests / checks that must be performed to verify that the limits for each step are not exceeded; v. The corrective action to be taken if a non-conformance occurs at any step; vi. Identification of the responsibilities, **procedures** and records applicable for each step in the process.
	b)	The Quality Assurance (QA) control plan must be verified annually at a minimum or whenever a change that could affect the process is implemented.
1.11 Staff Training & Training Records	a)	The person with responsibility for staff training must review the **training records** of all staff an annual basis to assess training needs and ensure that training is up to date.
	b)	Staff must be provided with training to ensure that they are competent to carry out their responsibilities, and the following **training records** (which must be signed off by the trainer and trainee) or certification must be available for each employee, where applicable: i. Staff induction (all staff); ii. Specific job responsibilities including relevant HACCP CCP training (all staff); iii. Ongoing Feed Hygiene (operational / maintenance staff);

[2] Stages include (but not limited to) the following: intake, drying, storage, grinding, mixing, conditioning / heat treatment, pelleting, cooling; and processes include (but not limited to) the following: weighing, packaging, labelling, metal detection, aspiration, sieving / separation, etc

Clause		Criteria
		iv. Personal hygiene (all staff); v. Health & safety (all staff); vi. Valid first aid certification (applicable staff).
1.12 Employee Welfare	a)	There must be a documented **Employee Welfare Policy** that includes respect and fair treatment in the workplace, systems and processes to ensure that child labour is not used, and worker wellbeing and development; and this must be communicated to all employees.
		See sample **Employee Welfare Policy** in Appendix 10.
	b)	There must be a named and competent individual responsible for ensuring employees' rights are respected as outlined in the documented **Employee Welfare Policy** and obligations are met under national employment law.
	c)	There must be written contracts for all employees, which specify their rate of pay, and the full terms and conditions (sick pay, holiday pay, etc.) of their employment.
		This can be demonstrated with a sample contract and evidence that contract has been communicated to staff (verbal or otherwise).
1.13 Subcontractors	a)	Where subcontractors are used for any activity on the premises they must be made aware and confirm understanding of the compliance criteria of this Scheme applicable to their area of activity.
	b)	Where activities have been undertaken by a subcontractor and records/documentation are required by the associated compliance criteria of this Scheme, then these records must be available.

2. Health & Safety

Clause		Criteria
2.1 Safety Risk Assessment	a)	A signed and up-to-date Safety Risk Assessment that identifies specific hazards on site, assesses the risk of injury, and specifies how these risks are to be controlled (www.hsa.ie and http://besmart.ie) must be available to all people who visit and work on site (with a visible notice advising visitors of its availability if not immediately available to hand).
	b)	The Member must demonstrate that staff who handle chemicals have been informed that they have the right to request medical surveillance, in relation to chemical hazards.
2.2 Emergency Procedure / Plan	a)	A documented **Emergency Procedure/Plan** for dealing with emergencies (such as personal injury, fire, flood or power failure) must be in place and displayed in a prominent location.
		See sample **Emergency Procedure/Plan** which is available from Bord Bia.
	b)	The **Emergency Procedure/Plan** must have been communicated to all staff, and must contain the following information in the predominant language(s) required, if an accident were to occur: i. Site location, address (including Eircode) and directions; ii. Contact person(s); iii. Name of first aid certificate holder on site; iv. An up-to-date list of relevant phone numbers e.g., Gardaí, hospital, fire brigade, etc.; v. Location of fire extinguishers; vi. Emergency cut-off procedure for electricity, gas, water.
	c)	An accident record book must be maintained and made available for inspection.
2.3 First Aid	a)	First aid kits, that include blue plasters, must be located close to the working areas, so that they are easily accessible in the case of an accident.
	b)	At least one member of staff (who is ordinarily on-site during production hours) must be qualified in occupational first aid, or be a currently registered health professional with first aid, and hold a valid certificate/professional qualification.
	c)	Where an occupational first aider is absent, there must be a person designated to take charge to ensure that medical assistance is obtained, if required.
2.4 Protective Clothing & Footwear	a)	Suitable hygiene protective clothing must be available for all persons, where identified as required by risk assessment, and must be clean and in good repair.
	b)	When handling or using hazardous materials, protective clothing and respiratory equipment, as recommended by the manufacturer, must be used, and when not in use must be stored in a separate enclosed area, away from chemicals, Feed or other contaminants.

3. Biosecurity & Pest Control

Clause		Criteria
3.1 Pesticide Sales	ⓘ	The term 'Pesticides' includes both plant protection products (PPPs) such as herbicides, insecticides and fungicides, and biocides such as detergents, sanitisers, disinfectants, rodenticides, etc. The Member will be aware of the need to comply with all regulations relating to the use of pesticides, the need for safe handling and storage in accordance with the manufacturers' recommendations, as well as the requirements for the use of appropriate personal protective equipment (PPE) in accordance with manufacturer recommendations.
	a)	Members engaging in the sale of pesticides must be registered with the Competent Authority as a pesticide distributor.
3.2 Pesticide Storage & Use	a)	All pesticides must be stored separate from Feed and in their original packaging, except in the event of breakage, when the label information must be retained or recorded on the new container.
	b)	The pesticide store must be: i. Of sound structure and enclosed; ii. Fire resistant; iii. Secure/locked and access restricted to authorised personnel only; iv. Ventilated (if walk-in) to avoid build-up of harmful vapours; v. Well lit; vi. Capable of containing the volume of liquid within the store plus 20% (e.g. using tanks/trays/bunding), to ensure that there cannot be any leakage, seepage or contamination to the exterior of the store; vii. Equipped with shelving and work surfaces that are made of non-absorbent material, and fitted with anti-slip flooring that can be easily cleaned and is resistant to chemical attack.
	ⓘ	The criterion above applies to pesticides used on site and the storage of such pesticides.
	c)	Any person applying professional-use pesticides on site must be registered with DAFM as a Professional User.
3.3 Chemical Storage & Use	a)	**All the chemicals applied must be officially registered and must be approved for use in Ireland. Chemical usage must be based on reference to the PCS website listing (Critical).**
	b)	Chemicals must only be used according to the conditions laid down in the official approval, and stated on the label.
	c)	Chemicals must be procured from DAFM-registered distributors.
	d)	Where baiting supplies are stored on site, the store must be kept locked.
3.4 Chemical Disposal	a)	All empty chemical containers must be: i. Triple-rinsed, crushed and/or pierced to prevent re-use; ii. Appropriately stored, labelled and handled, pending disposal; iii. Disposed of using a licenced waste contractor (or the supplying company) and **records** maintained.

Clause		Criteria
	b)	Any surplus spray mix must be stored pending safe disposal.
	c)	Expired / obsolete chemicals must be: i. Labelled for disposal; ii. Segregated within the store; iii. Disposed of through an approved chemical waste contractor or the supplying company.
3.5 Pest Control Programme	ⓘ	The Member will be aware of the need for responsible control of rodents, birds and other pests. The selection and placement of approved pest control products is important, given the desirability of minimising the impact on the environment, as well as minimising exposure to non-target species.
	a)	There must be an effective pest control program7me to ensure feed/product safety.
	ⓘ	Please see the recommendations made in the CRRU Ireland best practice requirements for rodent control and safe use of rodenticides (www.crru.ie/best-practice)
	b)	Where treatments are used the person carrying out treatment must be registered with DAFM as a Pest Management Trained Professional User.
3.6 Pest Control System Monitoring	a)	A documented rodent baiting programme, where used, must reflect the label instructions for the rodenticide selected, and include the following: i. Measures to ensure bait is not exposed to non-target species, and does not contaminate Product or water; ii. Measures to ensure that, where used, all bait stations are secured and clearly identified on a site map; iii. A record of regular inspections and replenishment of bait points; iv. Measures to ensure that only products with a valid PCS or IE/BPA number are used; v. A schedule of routine collection of dead rodents and safe disposal as per Product label instructions.
	b)	Members must review the effectiveness of rodent prevention / pest control systems, which should consider an assessment of bait takes and location of bait points. This review must be conducted on an annual basis at a minimum, by a competent person.
	c)	Where pest activity has led to damage / fouling of Feeds or packaging then immediate actions must be taken to protect the safety of the Feed.
	d)	Insect infestation by weevils, mites, flies or cockroaches must be monitored and controlled (where necessary by the application of physical or chemical treatments in addition to structural and operational hygiene and environmental controls).

4. Site & Environmental Management

Clause		Criteria
4.1 Internal / External Audit Program	a)	The Member must have a documented schedule of internal audits and the program must comply with the following: i. Audits carried out by suitably trained members of staff; ii. The frequency of auditing for any given activity is based on the activity risks and previous audit performance; iii. All activities shall be covered at least once each year.
	ⓘ	It is recommended that internal audit programs are spread across at least four different audit dates throughout the year.
	b)	At a minimum, the scope of the internal audit programme must include the: i. Feed safety management system, including the activities to implement it (e.g. supplier approval, corrective actions and verification); ii. Prerequisite programmes (e.g. hygiene, pest control); iii. Procedures implemented to achieve the Standard.
4.2 Non-conformance Management	a)	All non-conformances defined in these audits must be assigned and tracked, until completed by the target completion dates.
	b)	**In the event that a significant Feed safety issue arises and is identified during internal or external assessments or during routine checks, the Participant must immediately notify DAFM (or equivalent) and Bord Bia and implement the relevant procedures (including recall where necessary) (Critical).**
	c)	Where an environmental or health & safety (e.g. reportable accident or dangerous occurrence) incident has occurred on the site, the Member must inform the relevant authority and Bord Bia and **records of these communications** must be maintained.
4.3 Personnel Facilities	a)	All personnel facilities must be included in the cleaning programme and maintained in a clean condition.
	b)	Smoking, eating and drinking must only be permitted in designated areas away from the Production, handling or storage of Product and there must be clear signs to this effect.
	c)	The canteen must have sufficient and appropriate equipment and furnishings for the number of employees.
	d)	Staff must have access to clean, ventilated toilets and hand washing facilities in the vicinity of their work, including off-site work.
	e)	Toilets must have a supply of non-perfumed, liquid soap, clean water and hand drying facilities.
	f)	Toilet facilities must not open directly onto any food handling area.
4.4 Personnel Management	a)	A documented procedure (e.g. Fitness to Work Procedure outlining what is to be done if someone is sick or returning to work after illness) must be in place to ensure that no person who is likely to be a carrier of, or suffering from, a disease or infection which can be transmitted through Feed is permitted to handle Feed or enter any Feed-handling area in any capacity.

Clause		Criteria
	b)	Employees must be required to wash their hands after any activity which may cause contamination of the Product (e.g. smoking, eating).
4.5 Site Map & Zoning	a)	A site map must be in place that identifies all the internal and external areas where Feed Materials could be compromised (e.g. by cross-contamination, excess moisture, other contamination) and areas of environmental sensitivity.
	b)	For all sites conducting complex mixing, there must be a up-to-date comprehensive and annotated engineering flow diagram identifying each item of handling and processing equipment.
	ⓘ	Manufacturers with more than one coarse line, medicated Feed, heat treatment or cubing fall into the category of "complex" mixing.
4.6 Access to Site	a)	Members must ensure that before entry to the site, all visitors and subcontractors are required to sign a visitors book acknowledging that they: i. Are aware of safety procedures; ii. Are aware of the cleaning procedures and hygiene policy; iii. Understand and are willing to observe biosecurity measures.
	b)	Access to the manufacturing/storage facilities must be restricted to prevent ingress by animals or unauthorised personnel/visitors.
4.7 Site Signage	a)	A sign/signs containing the following information must be displayed at a prominent location on entry to the site: i. Please observe the biosecurity measures; ii. A safety statement is available on request; iii. No unauthorised access.
	b)	The following signage must be on display throughout the site, where appropriate: i. Hygiene; ii. Health & Safety.
	c)	Members must ensure that recognised symbols/signage are used where staff cannot read English.
4.8 Site Management	a)	A risk assessment must be conducted identifying any pollution risks, and measures implemented to control these risks.
	b)	All significant sources of air, odour and noise emissions must be identified, and measures put in place to reduce any negative effects.
	🗎	See sample Pollution Prevention Policy which is available from Bord Bia.
	c)	There must be systems in place (e.g. through provision of concreted yards) to minimise wet material being tracked into the store/facility.
	d)	All fuel stored on site must be in fully bunded facilities or double-skinned tanks (with outlets protected where gravity-fed tanks are used), in order to minimise the risk of spillage and/or contamination in the event of a breach.
	e)	When the bagging area is in use for bagging it must be: i. Used only for activities that are directly related to bagging; ii. Free of potential contaminants (e.g. non-Feed grade oil / paint etc.).

Clause		Criteria
	f)	Where a controlled environment is required to preserve quality and safety of the product, environmental readings must be monitored and **records** must be maintained (e.g. humidity, temperature).
4.9 Management of Exterior, Structure & Grounds	a)	The site must be free of any accumulated rubbish and be clear of any obstructions and machinery that might attract or be potential breeding sites for vermin.
	b)	All necessary fencing and boundaries must be maintained intact (e.g. fencing for security and safety purposes around reservoirs).
	c)	The grounds must be kept free of stagnant water.
4.10 Cleaning & Sanitation	a)	All facilities and equipment involved in the operation must be kept clean so as not to pose a risk of contamination to the Product.
	b)	All cleaning agents and other chemicals (detergents, lubricants, etc.) used must be approved for use in the food/feed industry and evidence maintained (i.e. through material safety data sheets).
	c)	When not in use, cleaning agents must be stored securely in a clean and dry place separate from Feed and packaging.
	d)	There must be a list of all equipment and plant that comes into contact with Feed Materials or Feed ingredients.
4.11 Cleaning Records	a)	A documented schedule for the cleaning of storage facilities (e.g. bins / bays) and associated areas must be in place and records demonstrating that the cleaning was undertaken must be maintained.
	b)	For all storage facilities an effective cleaning programme to prevent contamination of the Product must be in place and cleaning records maintained.
		See template Cleaning Schedule & Record which is available from Bord Bia.
4.12 Waste Management	a)	Members must have a documented and implemented **Waste Management Procedure** for the management of organic and inorganic waste, which ensures that it does not pose a contamination risk to the Product or environment, and evidence of the implementation of this procedure must be visible on site.
	b)	Waste materials must be controlled in the Production area and must be stored in containers pending collection / disposal.
	c)	Waste containers must be: i. clearly identified so that they cannot be mistaken for Feed use containers; ii. clearly designated and identified according the type of waste (separate waste containers for Feed and non-Feed materials) to be disposed of in them; iii covered or stored in fully proofed buildings when containing Feed waste; iv. available at appropriate locations; v. covered at all times except when being filled and be located as far as practicable from the "clean" area; vi. sited on a concrete surface; vii. managed to minimise spillages and any spillages cleaned up immediately.

Clause		Criteria
	d)	Discarded wrapping, packaging and other refuse must be placed in designated bins or skips so that it does not compromise the hygiene of the premises and does not provide a habitat for pests and vermin.
	e)	Members must ensure that only licenced waste hauliers are used for waste collection and **records** of collection agreement maintained.
	R3	*It is recommended that there is a programme for the segregation of all waste materials.*

5. Production Facilities & Equipment

Clause		Criteria
5.1 Storage Facility Management	a)	Storage facilities (including all overhead areas) must be clean, well ventilated, fit for purpose and free from materials that may pose a contamination risk to the Product.
	b)	The storage (including offsite storage by third parties) of all of all raw materials and/or finished products must be managed in a way that ensures Product quality and safety.
	c)	Provision must be made to permit full inspection of all raw materials and/or finished products in stores with regular checks made and recorded for each to ensure effective implementation of this Standard.
5.2 Storage Facility Construction / Maintenance	a)	Storage facilities must be maintained, and measures put in place to prevent the ingress of pests (rodents / birds / pets / etc.).
	b)	Facilities must have adequate lighting to permit the efficient movement of materials.
	c)	There must be a system in place to ensure that the store / silo is compatible with the material that is intended to be placed inside it.
5.3 Equipment Management / Maintenance	a)	All equipment (e.g. buckets, loaders, mixers, burners, acid treatment, etc.) used in any Production-related activities must be clean, fit for purpose and effectively maintained according to a documented **Maintenance Procedure** and schedule and records maintained.
	b)	Sieves, screens, filters, separators, magnets and metal detectors must be checked according to a documented schedule to ensure that they are not damaged and that they are operating effectively.
	c)	A contingency or back-up device must be available in the event of a CCP (Critical control point), or legally required, measuring / monitoring device being out of service/unavailable.
	d)	Planned and emergency maintenance of Feed handling equipment must be conducted in a manner so that Feed safety and specification is not compromised, and all maintenance activities must be recorded.
	e)	Equipment used for the handling of Feeds must never be used for handling materials forbidden by the International Database for Transport of Feed (IDTF). (See www.icrt-idtf.com for full list of materials.)
	f)	Where equipment used for Feeds is also used to handle other materials then these materials used must be assessed as part of the HACCP analysis.
	R4	*It is recommended that there is an equipment maintenance program in place to reduce breakdowns and to prolong the useful life of all equipment.*
5.4 Inspection, Measuring & Test Equipment	a)	A register of all inspection, measuring and test equipment must be maintained which includes: i. Identity / location; ii. Operating range; iii. Tolerance and accuracy required; iv. Calibration frequency and responsibility;

Clause		Criteria
		v. Calibration method or reference; vi. Operational checking (e.g. start-up checks) to ensure continuing accuracy.
	b)	All product monitoring and measuring equipment (weighing scales, thermometers, etc.) in use must be uniquely identified and appropriate for the range of weights or volumes to be measured.
5.5 Measuring equipment Calibration / Checks	a)	Key measuring equipment (at a minimum, all equipment used to validate the unit of sale or unit of purchase with farmer, and CCP monitoring equipment) must have a valid calibration certificate issued by an accredited calibration company (accredited to ISO 17025).
	b)	Operational checks on all measuring equipment must be in place where the checks are traceable to **certified calibrated equipment** (with the same resolution or better) and at a frequency determined by the Member and commensurate to the risk, to ensure continuing accuracy.
	ⓘ	Temperature probes must be calibrated / verified at the temperature range at which they are used.
	c)	When the accuracy of a device is found to be out of the required range, an assessment must be made of the validity of previous results and the likely impact of inaccurate results and the appropriate corrective actions must be determined and recorded.
5.6 Control of Glass / Hard Plastics	a)	A documented and implemented **Glass / Hard Plastic Procedure** for handling glass/hard plastics breakages must be in place for all manufacturing, handling and storage areas.
	b)	Where glass/hard plastics are present, a register must be maintained, and all items must be inspected according to a schedule, and record of corrective actions for any breakages recorded.
	c)	Where used, light fittings must be protected by shatterproof materials, to avoid possible contamination of product and packaging.

6. Production Inputs

Clause		Criteria
6.1 Supplier Approval & Auditing	a)	The Member must maintain a list of all suppliers (with contact details) that they have approved to supply materials and services that could affect Product quality and/or Feed safety, including maintenance, transport and other services.
	b)	All approved supplier lists must be subject to an annual review to maintain accuracy and additional reviews where significant deviations from specifications / service levels have occurred.
	c)	There must be a comprehensive documented **Supplier Auditing Programme** in place with the frequency and extent of the audits being based on a risk evaluation.
	d)	Supplier audits must be conducted for all suppliers (with no recognised assurance certificate) in the supply chain back to the original processed ingredient supplier and any off-site feed material stores, by suitably qualified persons, at least every 12 months.
	ⓘ	Please see Appendix 4 for information on recognised supplier schemes for various raw material types.
6.2 Product Approval & Specifications	a)	There must be a documented **Product Approval Procedure** which is implemented for each Feed ingredient prior to use. This procedure must consider the origin, transport, storage, processing, handling, nutritional and physical characteristics, and potential Feed safety hazards of each Feed ingredient.
	b)	Each Feed ingredient must have a documented Product specification that identifies: i. The nutritional and analytical characteristics; ii. The limits for all hazards and undesirable substances; iii. Any special requirements (e.g. approved origins or processing characteristics).
	c)	Evidence must be available that all ingredients: i. Are permitted under EU legislation, including the Feed Materials listed in the Catalogue of Feed Materials (see Appendix 1); ii. Are sourced from suppliers that have documented regulatory approval/registration; iii. Are purchased from members of a recognised assurance scheme (e.g. Bord Bia FQAS Manufacturer, Bord Bia FQAS Feed Supplier) as per Appendix 4 or in compliance with 6.1.d above.
	d)	Bord Bia members can merchant non-assured Feeds; however, non-assured Feeds cannot be used as Feed ingredients and must not include any medicated Feeds.
	e)	Feed ingredients obtained within Ireland must be purchased from suppliers with approved certification (e.g. Bord Bia FQAS). (Please see **Appendix 4** for a complete list of recognised certifications.)
	f)	Surplus food / Food by-products being used as animal feed ingredients must be sourced from companies that are approved/registered with the Competent Authority for the supply of these products and have relevant certification.

Clause		Criteria
6.3 Incoming Material Management	a)	All incoming materials must be inspected against the specifications prior to release to the process and a record of these checks must be maintained. Where materials are rejected, the reason for rejection, who did the rejection and the communication to the supplier, must be documented.
	b)	Unlabelled packages and containers must not be accepted at intake.
	c)	Staff must be available to inspect, approve and supervise the unloading and intake of Feed ingredients.
	d)	Members must maintain a record (e.g. delivery dockets) of all inputs and packaging, with the following information retained at a minimum: i. Name of supplier; ii. Address; iii. Product description; iv. Date of supply; v. Quantity received; vi. Vehicle/trailer identification.
6.4 Product Formulation	a)	Feeds must be formulated by a nominated person with appropriate experience and / or training.
	ⓘ	See record of training / qualification required under clause 1.11.
	b)	There must be a uniquely identified formulation document for each formulation, identified with a version number or date.
	c)	Formulations must include Feed ingredient inclusion levels and relevant details for scheduling (e.g. flush requirements).
	d)	Only the current approved version of the formulation must be used, with previous versions blocked or deleted from the mill system.
	e)	There must be a system to ensure that the formulations are correct and in compliance with EU limits for undesirable substances.
	ⓘ	This should include a check of each formulation that is manually loaded onto the mill computer.
6.5 Water Risk Assessment	a)	A risk assessment must be conducted and recorded for all water sources used in the Production system to identify: i. Hazards; ii. Risk of contamination; iii. Need for potable/non-potable; iv. Frequency of analysis of water sources; v. Scope of analysis of water; vi. Other control measures.
6.6 Water Monitoring	a)	Water samples for analysis must be taken aseptically at the point of use and, where water is stored in holding tanks on site, samples must be taken at a point downstream from these tanks.
	b)	Microbiological analysis of the process water supply must comply with the following: i. E. coli 0 / 100 ml (ISO method 9308-1); ii. Enterococci 0 / 100 ml (ISO method 7899-2).

Clause		Criteria
	c)	If there is a failure (detection of either organisms), an alternative compliant supply must be used immediately; corrective measures must be taken, and the original supply may be reused when it has been demonstrated to be compliant.
	d)	The Manufacturer must also have a documented **procedure** in place to verify that the water supplied within the plant meets the regulatory physico-chemical parameters.
	e)	Water samples must be tested in a laboratory accredited to ISO 17025 for the specific microbiological tests.
	f)	Where water analysis results are outside specification as established by the risk assessment, an alternative compliant water supply must be used immediately, and corrective measures must be taken. The original supply may only be reused when it has been demonstrated to be compliant, and a record maintained of this remediation.
6.7 Water Infrastructure Management	a)	Where the water supply is derived from well(s), the well-head(s) must be sealed and the area around the well-head(s) maintained to prevent water contamination.
	b)	There must be a documented and implemented **Water Management Plan** in place.
	c)	There must be a water distribution system map or drawing showing the source of the water, the storage facilities (tanks etc.), the hot and cold distribution systems in the plant and the locations of the sampling points, which must be located in Feed processing areas.
	d)	A programme must be in place to prevent organic matter build-up in water storage tanks.
6.8 Potable Water	a)	Potable water must be used for drinking water provided for staff.
	b)	Potable and non-potable water supplies must be clearly distinguished in order to prevent inadvertent use of non-potable water.
	c)	Potable water storage tanks must be fit for purpose, covered to prevent pest entry and contamination, and must conform to the following specification: i. Fitted with an inspection hatch; ii. Water inlet at the top of the tank (to prevent sediment disturbance); iii. Water outlet at the bottom of the tank; iv. Fitted with screened vent pipes.
6.9 Waste Water Management	a)	There must be appropriate facilities for the handling and disposal of waste water so as not to cause pollution to the environment, water bodies or ground water and evidence must be available to demonstrate that waste water is disposed of in compliance with current legislation.

7. Process Management

Clause		Criteria
7.1 HACCP Plan	a)	**The Participant must have a documented Hazard Analysis Critical Control Point (HACCP) Plan which shows how Product / process safety is ensured through the identification, monitoring and control of hazards (Critical).**
	b)	**The senior manager or owner must have primary responsibility for the effectiveness of the HACCP Plan (Critical).**
	c)	The HACCP Plan must be put in place by a multi-disciplinary team and at least one member of the team must have Formal Training in the application of HACCP Principles.
	d)	At a minimum the HACCP Plan should include: i. A detailed description of the **Feed ingredients** and **process steps** (e.g. a flow diagram showing all the steps of each process); ii. A detailed description of the hazards (chemical, microbiological and physical / foreign bodies) that could arise for each **Feed ingredient** or at each **process step** and the risks that these represent; iii. The **control measures** to prevent, eliminate or reduce hazards; iv. The identification of the Critical Control Points (CCPs) in the plan; v. The **limits** that must be met to ensure control of each CCP; vi. The monitoring required to ensure that control of each CCP is maintained; vii. The **corrective action** to be taken if a non-conformance occurs at a CCP (including an assessment of all existing Product); viii. The responsibilities, **procedures** and records that are applicable at each CCP.
	e)	The hazard analysis must include the potential for adulteration/deliberate contamination.
	f)	The Codex decision tree or equivalent must be used to determine if control measures are CCPs (Critical Control Points).
7.2 HACCP Procedures & Records	a)	Procedures required by the HACCP study (including prerequisites) and/or quality systems must be documented, implemented and records maintained.
	b)	The HACCP Plan must be validated to ensure that it is effective, reviewed when changes (e.g. to products, processes, **procedures,** equipment, storage or distribution) or deviations from defined limits occur and subsequently verified / tested annually at a minimum to ensure that it remains effective.
	c)	The documentation must include references to a specific pre-requisite, rather than generic comments e.g. 'Pre-requisite'.
7.3 Feeds / Feed Material Storage	ⓘ	The criteria outlined in section below apply to all storage operations including any third-party off-site storage.
	a)	All Feeds / Feed Materials must be clearly separated, identifiable and traceable.
	b)	All bags, bins or containers must be clearly labelled and traceable at all times.
	c)	Flat stores capable of storing more than one Feed must be identified and there must be a floor plan of the storage areas.

Clause		Criteria
	d)	There must be an effective system for stock rotation of all raw materials and finished Feed.
	f)	Opened bags/containers must be covered / closed when not in use.
	g)	Bin/bay storage areas must be maintained visibly clean at all times and emptied and deep-cleaned at planned intervals not exceeding 12 months (or more frequently as indicated by the HACCP study) and a record must be maintained of all bin/bay emptying and cleaning operations.
7.4 Feeds / Feed Material Equipment	a)	Intake pipes and blow lines must be controlled to prevent incorrect intake.
	b)	Thermometers and sampling equipment must be designed for the purpose must be maintained in working order.
7.5 Feeds / Feed Material Storage Checks	a)	Once combinable crops' temperatures are stabilised following intake, temperature checks must be made fortnightly or at a frequency determined by risk assessment.
	b)	Where temperature monitoring of combinable crops or animal Feed Materials is required but not possible, the hazards must be assessed as part of the HACCP study and alternative control measures put in place to ensure ongoing safe storage.
	c)	Where high temperatures or deteriorating conditions are identified, appropriate corrective action must be implemented and records maintained.
7.6 Drying of Feed Materials	a)	**Where a fuel other than electricity is used in the drying of any Feed material, a certificate must be maintained that demonstrates that only those fuels specified in Appendix 3 were used (Critical).**
	b)	Where direct drying or heat treatment systems are in place, the equipment must be managed and operated in accordance with the requirements in Appendix 3.
7.7 Production – Planning	a)	**The manufacturing process must be capable of compliance with all the relevant requirements of the Bord Bia Quality Assurance Schemes as set out in Appendix 8 (Critical).**
	b)	**The premises and process must be managed to maintain Product safety, quality and traceability (Critical).**
7.8 Production – Operation	a)	The routeing of bulk Feed ingredients and finished Feed designated storage areas must be controlled and recorded.
	b)	Mixers must operate according to defined mix times.
	c)	The recirculation of Feeds within the process (e.g. sieving, cuber re-runs) must be controlled to prevent Residues and cross-contamination.
	d)	The person(s) responsible for each batch manufactured must be identifiable.
	e)	Where processes are controlled electronically there must be evidence that the setup of the Production parameters complies with the defined procedures (e.g. new sheep Feed set up correctly to include flush) and changes may be made only by identified authorised persons.
	a)	All changes to Production parameters must be recorded to include at least: i. Affected formulation / specific parameter; ii. Date;

Clause		Criteria
		iii. Time; iv. Name of person making change.
7.9 Production – Records	b)	Batch records must include individual weights of ingredients, or of multiples of bags where ingredients are added from pre-weighed bags, and **records** must show that the batch was manufactured in accordance with the formula.
	c)	For additives, Premixtures and medicines, the identity, batch number (where available) and quantity used must be recorded.
7.10 Production – Flushing	a)	Where required, there must be a documented **flushing procedure** which specifies the quantity and type of material to be used for the flush and appropriate validation carry-over tests completed at least annually to ensure compliance with EU limits.
	ⓘ	The requirement to complete a flush step should be considered where controlled products are used (See Clause 7.22-7.24).
	b)	The flushing procedure must apply to the mixer and, where necessary, to the pelleting lines with sampling points selected to verify adequate purging of the line through to the finished Product storage or packing lines.
	c)	Any flushes must be accurately recorded in the Production **records.**
	d)	Flush materials must be clearly identified and traceable with the destination of the material controlled and recorded.
7.11 Production – Rework	a)	Finished Feeds must be formally risk-assessed by a competent official and approval given, before accepting as approved rework material and bulk feed delivered to customer must not be accepted back as rework.
	b)	Limitations on the use of reworks must be specified and limited to a maximum 5% in approved rework and a maximum 1% in approved rework containing medicinal products for which the products are authorised (Please see criterion 7.24.g).
	c)	All reworks must be clearly identified at all times, including their source, and segregated as required.
	d)	Unapproved rework must be dealt with as waste.
7.12 Production – Substitutions	a)	Production planning must aim to prevent stock shortages for any required Feed ingredient.
	b)	Substitutions must only be carried out in accordance with a documented **procedure** and in line with an established **Raw Material Substitution List.**
	c)	The Raw Material Substitution List must include a listing of finished products and raw materials which cannot be substituted (i.e. where no raw material means no Production).
	d)	Raw material substitutions must not be made for more than one raw material at a time.
	e)	Any substitution must be used for the shortest possible time and no longer than 15 hours continuously unless circumstances e.g. public holidays require a longer period.
	f)	All substitutions must be recorded.
	g)	Production staff must be trained in substitution management.

Clause		Criteria
	h)	If the site is unable to produce Feed, alternative supplies must only be sourced from Bord Bia-approved Feed mills.
	i)	Where custom formulations are in place for specific customers then they must be informed of any substitutions that may affect their order.
7.13 Sampling	a)	Representative samples must be retained for a minimum of 3 months or for as long as the shelf life of the products for which they are being incorporated (if more than 3 months), for: i. All incoming feed ingredients; and ii. All raw materials drawn from onsite long-term storage (i.e. raw materials stored for more than 3 months).
	ⓘ	For raw materials drawn from onsite long-term storage there must be at least 1 sample for every 100 tonnes, or every week (whichever is more frequent).
	b)	Samples for each batch of **finished Feed** must be retained for a period equivalent to the shelf life of the finished Feed (minimum 3 months) and the sample retention process must ensure that no deterioration occurs with respect to microbiological or chemical parameters.
	c)	Samples intended for microbiological testing must be taken aseptically, by trained operators in accordance with the documented **Inspection, sampling and testing procedure.**
	d)	Samples must be retained in sealed and labelled containers, which are traceable, and must be stored in a designated area.
7.14 Testing Regime	a)	Participants must have a risk assessed inspection, sampling and testing regime that complies with the regulatory requirements, the HACCP Plan, the Quality Control Plan and Appendix 5.
	b)	Participants must have records to demonstrate that the regime in place includes the following: i. **Inspection, sampling and testing procedures;** ii. Inspection, sampling and testing frequencies; iii. Responsibility for inspection, sampling and testing; iv. Responsibility for corrective action.
	c)	In developing the testing schedule, the following factors must be considered: i. Feed Materials in use; ii. Range and type of finished Feed; iii. Output of mill (tonnes per annum); iv. Due diligence and legal compliance; v. The variability of the Feed ingredients; vi. Carryover (where applicable).
7.15 On-site Testing	a)	Where relevant, the competence of the Participant's laboratory staff must be demonstrated (e.g. through **training records,** certifications etc.).
	ⓘ	See record of training / qualification required under clause 1.11.

Clause		Criteria
	b)	The suitability, effectiveness and accuracy of the test methods must be demonstrated (e.g. by reference to industry norms or other standard test methodologies and by laboratory test validation).
7.16 Product Testing	a)	All measurement systems must be capable of complying with regulatory requirements for accuracy.
	b)	Testing on regulatory parameters must be carried out in a laboratory that has regulatory approval or has ISO 17025 accreditation for the specific test(s).
	c)	Where microbiological testing of Product is carried out, the evidence of the testing must be available.
	d)	There must be documented evidence establishing the capability of key processes (including homogeneity of mixing, etc.) and this must be completed on installation or amendment of key relevant equipment (e.g. mixers, weighers).
	e)	Heat-treated poultry Feeds must be tested monthly to verify a target total Enterobacteriaceae level of ≤ 10 cfu per gram.
	f)	Pelleted or crumbled Feeds must be tested monthly to verify a target total Enterobacteriaceae level of ≤ 1000 cfu per gram.
	g)	Mixer uniformity tests must be completed at a minimum of once per year and, where additives (including vitamins and minerals) are incorporated and levels declared, sampling and analysis to check efficiency of mixing (dispersion) must be carried out at intervals of no more than 6 months. The coefficient of variation (CoV) must be calculated and compared to predetermined acceptance criteria for each test.
	R5	*It is recommended that routine pesticide Residue analysis is carried out on product, at a frequency based on risk assessment, and the laboratory used for sampling accredited to ISO 17025 for the appropriate method with results in compliance with MRL tolerance.*
	R6	*It is recommended that microbiological and chemical testing is carried out on Product, as determined by risk assessment and/or legislative requirements, and the ISO 17025-accredited laboratory where testing is taking place.*
7.17 Packaging Equipment & Operations	a)	Care must be taken to avoid contamination / cross-contamination of Feed during the packaging process.
	b)	Where necessary, plant and equipment must be cleaned and/or flushed to avoid contamination between different products.
	c)	Access to the packaging store must be controlled.
	d)	All pallets and rigid containers which are returned must be inspected and cleaned before re-use, if applicable.
	e)	Bulk containers to be used for delivery must be capable of being covered during transport.
7.18 Packaging Materials	a)	Information must be available to demonstrate that packaging materials used are not a source of hazardous contamination of Feed (e.g. certificate of conformance, declaration from suppliers).

Clause		Criteria
	b)	Documentation must be maintained to demonstrate that the traceability of all packaging materials that could come into contact with Feed is fully established at all stages (purchasing, intake, use).
	c)	Reusing packaging (including paper or plastic sacks) must only be permitted where permission for its reuse is obtained from DAFM and a record maintained.
7.19 Labels	a)	All labelling must be compliant with the labelling requirements as set out in Regulation 767/2009 on the placing on the market and use of Feed, and for additives and pre-mixtures, Regulation (EC) 1831/2003 on additives for use in animal nutrition, and as outlined in customer specifications.
	ⓘ	Please see **Appendix 11 Summary of Labelling Regulations**
	b)	Labels must correspond with the documented **formulae** and specific batch for the Feed in question.
	c)	Feed labels must indicate details of the active ingredient inclusion levels of medicinal veterinary products. Brand details, active ingredient levels, contraindication warnings and withdrawal times must also be declared to the destination farm.
7.20 Labelling	a)	All feed must be clearly and correctly labelled (both packaged feed and bulk orders) and for packaged feed a label must be attached to each individual package.
	b)	An effective system for **checking labels** on outgoing Product must be in place and records of these checks maintained.
	c)	Where Feed is packed by another Scheme Member, confirmation of the merchant's and manufacturer's Bord Bia certification must be provided on contracts, receipts or invoices for all Feeds.
7.21 Bord Bia Logo Use	a)	The use of the Quality Symbol / Bord Bia Logo must be in accordance with the Bord Bia conditions which govern its use (full policy published on www.bordbia.ie; please see Section 2.7 for further information).
	b)	Where the Bord Bia Logo is in use for a specific Product, evidence of the approved application must be kept and made available for inspection.
	c)	Confirmation of the Bord Bia Member's certification must be provided on the delivery document or on the Product label for all Feeds.
7.22 Control of Non-Conforming Product	a)	There must be an implemented and documented **Non-Conforming Product procedure** to ensure that product that does not conform to requirements (e.g. held, returned, withdrawn, recalled or reworked) is managed appropriately to prevent unintended use or release.
	b)	**Finished Feed that does not comply with EU Legislation must be prevented from entering the food chain. (Critical)**
	🗎	See sample Non-Conforming Product Procedure which is available from Bord Bia.
	c)	The **Non-Conforming Product procedure** must provide for clear identification, adequate segregation and final disposition of the non-conforming material and records of such disposition must be maintained.

Clause		Criteria
	d)	Non-conforming product must be handled as follows: i. Reworking to meet requirements; or ii. Acceptance with or without reworking by agreed concession from the customer; or iii. Re-grading, including where necessary re-labelling, for alternative use to which it fully conforms; or iv. Rejection and destruction.
	e)	The Member must have a system in place to identify and record Feed Materials losses and must review and implement strategies to reduce waste at all stages of the process annually.
7.23 Controlled Product Management	ⓘ	The term **Controlled Product** applies to all Veterinary Medicinal Products (VMPs) and Feed Additives classified as Category 5 on the EU Feed Additives list (i.e. coccidiostats, histomonostats other medicinal substances)
	a)	There must be adequate **records** to permit verification of **Controlled Product** stocks and usage at all times.
	b)	There must be **documented operating procedures** or work instructions for incorporation of **Controlled Products**.
	c)	Where Controlled Products are sieved then the sievings must be controlled to prevent the contamination of Feeds.
	d)	**Controlled Product** Feed samples must be tested to check the recovery of the active ingredient is within the tolerances outlined in **Appendix 5** and testing frequency is based on the following formula: i. A frequency greater than the square root of 1% of the total annual tonnes manufactured of Feed containing controlled products (i.e. 1600 tonnes = 4 tests); ii. Of these routine checks, a minimum of 10% must be at the end of the declared shelf life of the Feed.
	e)	Packaged Feeds containing controlled products must be stored in a designated area.
	f)	Reworks of Feeds containing controlled products must only be reformulated into Products containing the same controlled products.
	g)	Reworks containing controlled products must comply with current legal limits.
	h)	All **records** relating to Feeds containing controlled products must be retained for a minimum of **five** years.
7.24 Controlled Product – Veterinary Medicinal Products (VMPs) Management	a)	There must be effective segregation of Veterinary Medicinal Products (VMPs) in storage with access only on an authorised basis.
	b)	Opened Veterinary Medicinal Product (VMP) bags or containers must be securely fastened or stored in clearly identified closable bins.
	c)	The following additional controls must be in place to ensure that with regard to **Veterinary Medicinal Products** (VMPs): i. All medicines are authorised and carry a VPA or EU authorisation number; ii. There are purchase records demonstrating clear regulatory licensing of the medicine supplier / wholesaler; iii. All medicine products are fully and clearly identified at all times; iv. The medicines have a clear expiry date, and expired medicines are returned to

Clause		Criteria
		suppliers or disposed of via disposal contractor, licensed to handle such waste; v. Medicines are kept in fully controlled / segregated storage and in a manner that ensures correct rotational use; vi. Medicines are only incorporated in Feeds on the basis of a valid Veterinary Written Direction (i.e. prescription) and in accordance with the conditions laid down in the product authorisation; vii. The best before date of the Feed must take into account the shelf life of the medicine(s) once incorporated in the Feed; viii. There is a system for the control of used packaging / containers pending approved disposal.
	d)	Non-medicated finished Feed must be tested for Residues to verify the effectiveness of controls to prevent Veterinary Medicinal Products (VMPs) contamination, as per the guidelines in Appendix 5.
	e)	Where animal protein or animal fat products are stored there must be a documented procedure in place to avoid cross-contamination with other Feed ingredients or Feeds.
	f)	All animal proteins are strictly prohibited in animal feed except fishmeal which may be allowed under strict licence from DAFM.
	ⓘ	The criterion above does not apply to sealed pet food products containing animal proteins. Please see criterion below.
	g)	Where animal fat products or sealed pet food containers are stored there must be a documented procedure in place to avoid cross-contamination with other Feed ingredients or Feeds.
	h)	Premixes and Feed Additives must be stored in a clearly defined segregated area.
	i)	Where approved reworks are formulated, the inclusion rate must be calculated so that the final level of the active ingredient in the finished Product is correct.
7.25 Production – Poultry Feeds	a)	Poultry Feeds must be subjected to an effective salmonella kill process by heat or chemical treatment.
	b)	The kill process must be validated for the full Production run including start-up.
	c)	The kill process must have effective, verified controls, as derived from the HACCP study.
	d)	Specific heat treatment must reach a temperature of not less than 80°C and a retention time of a minimum of 4 minutes.
	ⓘ	Alternate temperatures and dwell time can be considered if validated (as per guidelines in Appendix 8), e.g. 75°C at the core for 1 minute to inactivate Newcastle Disease.
	e)	The kill process controls must be monitored and recorded throughout Production.
	f)	For heat-treated Feeds, the cooler air supply must be taken into account by the HACCP study and appropriate filters used where necessary.
	g)	Any Feed not correctly processed must not be mixed with correctly processed poultry Feed nor delivered to farm.

Clause		Criteria
	h)	Heat-treated Feed must be protected from bacteriological recontamination.
	i)	Whole grain and/or oyster shell and grit which has not been heat- or acid-treated must not come into contact with pelleted Feeds.

8. Identification & Traceability

Clause		Criteria
8.1 Product Traceability	a)	**There must be a documented traceability procedure in place. (Critical)**
	b)	Documentation must be maintained to demonstrate that the traceability of all Feed / Feed Materials is fully established at all stages (purchasing, intake, use).
8.2 Product Withdraw & Recall	a)	There must be a documented **Feed Safety Incident Procedure** (including recalls) which is capable of being put into operation at any time, inside or outside normal working hours.
	b)	The Member must have a documented and effective procedure for Product Withdrawal & Recall which is tested on an annual basis and records of the test maintained.
		See sample Product Withdrawal & Recall Procedure which is available from Bord Bia.
	c)	If Product withdrawal/recall becomes necessary the reasons for withdrawal/recall must be recorded and assessed and corrective action taken as necessary, and the Member must inform Bord Bia immediately.
		See template Product Withdrawal & Recall Record which is available from Bord Bia.
	d)	The operation of any Product withdrawal/recall must be reviewed after it has been carried out to assess its effectiveness and to identify if modifications are required.

9. Transport

Clause		Criteria
9.1 Transport Approval	a)	All Feed hauliers must be registered with DAFM and have received training appropriate to the collection and delivery of Feeds and Feed ingredients for the feed business.
	ⓘ	See record of training / qualification required under clause 1.11.
	ⓘ	Hauliers of packaged feeds or containers need to be registered with DAFM and must be included in the approved supplier list.
	b)	Where feed hauliers used are not members of a recognised scheme (accepted schemes are found in Appendix 4 - Equivalent / Recognised Certifications) there must be agreed documented transport instructions that specify the appropriate controls with regard to hygiene and the prevention of contamination, and these instructions must be available on site and audited annually by suitably qualified persons to ensure compliance.
	c)	The haulier approval process must include an annual renewal of approval including a renewal of the commitments as required by the Member.
	ⓘ	Criteria apply to all vehicles that deliver or collect from the site.
9.2 Transport cleaning, maintenance & loading	a)	An effective cleaning and maintenance programme must be in place for all transport vehicles and **records** maintained.
	🗎	See Vehicle Cleaning & Inspection record templates which are available from Bord Bia.
	b)	Cleaning frequency and methods must recognise the risks associated with the Feeds/other materials being transported (e.g. fertilisers, veterinary medicinal products, etc.).
	c)	**Loading instructions** (to minimise the risk of contamination) must identify the quantities and Feeds to be loaded in each compartment and these instructions must be followed with **records** retained to support compliance.
	d)	Feed transport vehicles must be visually inspected prior to and during loading to confirm the absence of visible contamination.
	e)	A clearly established system must be in place that prevents contamination/damage of the Product during transport, loading and unloading (this includes the manner of transport and the hygiene/suitability of transport vehicles).
	f)	Any contamination identified before or during loading must be reported and the delivery must not proceed until an instruction has been issued.
9.3 Transport Records	a)	For all incoming and outgoing deliveries there must be a record of the previous three deliveries and details of these loads must be available.
	b)	For each delivery a record containing the following information must be copied to the customer: i. Date; ii. Vehicle operator or owner; iii. Trailer identification number; iv. Type of Feed;

Clause		Criteria
		v. Quantity; vi. Certificate or other documentation accurately describing the material; vii. Consignee; viii. Any deviations from the customer's original delivery instructions.
9.4 Transport of Controlled Products	a)	There must be written rules and **procedures** which govern how Feeds containing **Controlled Products** can be loaded/unloaded and the requirements for cleaning after delivery.
	b)	When delivering bulk Feeds containing **Controlled Products,** details of the storage area into which the Feeds are unloaded must be recorded.
	c)	After delivering Feeds containing **Controlled Products,** the vehicle body and blowing equipment must be cleaned to remove the risk of cross-contamination.
	ⓘ	The term **Controlled Product** applies to all Veterinary Medicinal Products (VMPs) and Specified Feed Additives (SFAs).
9.5 Transport exclusions	a)	The transport instructions must specify the exclusion list / contaminant-sensitive materials list and cleaning requirements as detailed in International Database for Transport (IDFT).
	ⓘ	See https://www.icrt-idtf.com/en/index.php
	b)	Feed delivery vehicles must not transport materials forbidden by the International Database for Transport of Feed (IDTF).
	c)	Vehicles or containers that have carried contamination-sensitive materials must record evidence of being cleaned or sanitised in accordance with IDFT appropriate requirements.

4 Feed Supplier (Non-Manufacturing) Criteria

Feed Supplier (Non-Manufacturing) Introduction

Scope and Membership

Membership of the Scheme is voluntary and open to all companies involved in trade, importation or sale of Compound Feeds, mineral / vitamin supplements, or other feedstuffs relevant to the scope of the Standard. Exemptions apply to retailers / suppliers of certified Feed in sealed containers (e.g. bags or buckets), who deal only in sealed bagged/bucket Feed sourced from a certified member of this or another recognised Feed assurance scheme.

Membership is site-specific and all activities undertaken on the Participant's facility relevant to the scope of the Scheme must be included in the scope of the Audit. Other standards that are deemed to be equivalent to this Standard may be acceptable, subject to formal approval by Bord Bia; please see Appendix 4 for further information.

Layout

This module of the Feed Quality Assurance Scheme (FQAS) contains the criteria with which all Non-Manufacturing Feed Supplier Participants must comply. To ensure clarity and to assist the reader, the diagram below describes how the module is laid out and the purpose of the different elements.

Please see Scheme Regulations Section 2.4 for a full description of the Compliance Criteria types which is summarised in the layout graphic below.

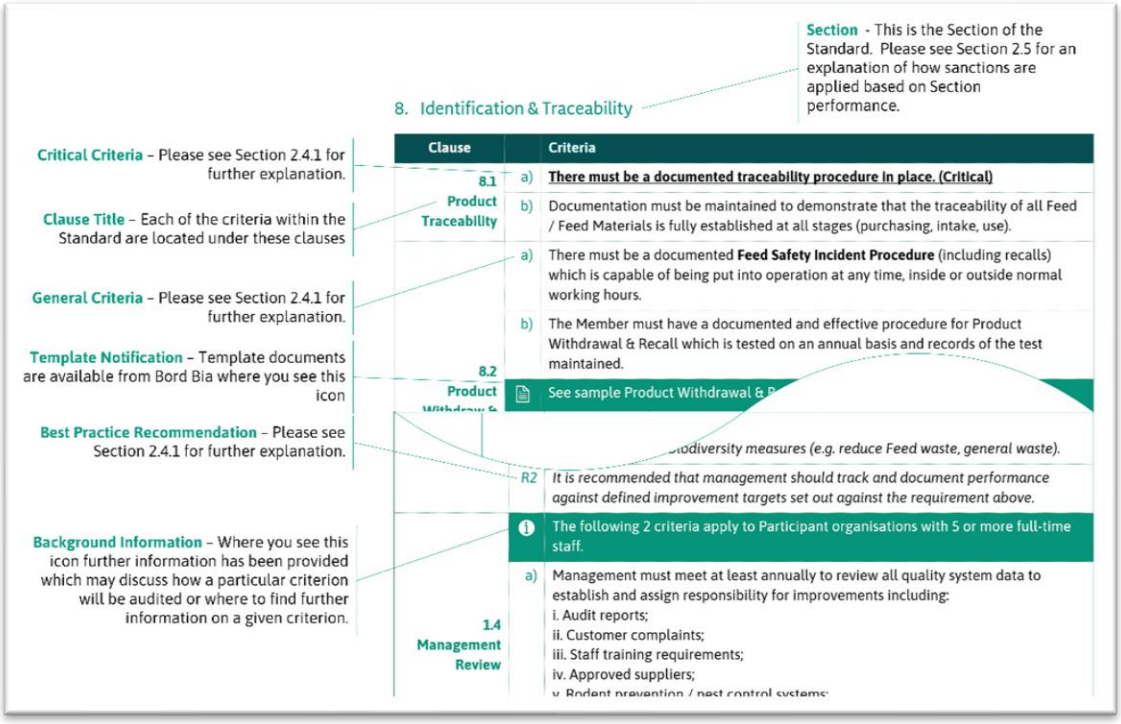

Figure 4: Layout of Module

1. Competence & Responsibility

Clause		Criteria
1.1 Regulatory Approvals	a)	Evidence must be available to demonstrate that the Participant is registered/approved with the Competent Authority (e.g. DAFM) for the scope of activities undertaken.
1.2 Policies	a)	The Member must have a documented Feed Safety / Quality Policy which states the commitment of management to ensuring quality and safety of the Product and their commitment to meeting the requirements of this Scheme and to continuous improvement.
		See sample Quality Policy which is available from Bord Bia.
	b)	Members must document and communicate to all employees their policies on employment (permanent and temporary), minimum wages, working conditions, working hours, equal opportunities, discrimination, resolution of disciplinary issues, etc.
		This can be demonstrated with a sample policy and evidence that documented policy has been communicated to staff (verbal or otherwise).
	c)	A documented **Hygiene Policy** must be in place that includes policies regarding visitors, subcontractors and all employees.
		See sample Hygiene Policy which is available from Bord Bia.
1.3 Management Responsibilities	a)	An organisational chart must be maintained showing the company structure.
		See sample organisational chart which is available from Bord Bia.
	b)	Management must define the person(s) with responsibility for: i. This Standard and regulatory requirements; ii. Hygiene and biosecurity; iii. Feed safety and quality management; iv. Production decisions; v. Formulations / labelling; vi. Non-conforming Product management; vii. Product recall and traceability; viii. Managing complaints; ix. Managing suppliers; x. Chemical selection and use; xi. Health and safety; xii. Staff training.
	c)	Bord Bia must be notified in writing of any significant changes to the business, typically but not limited to: i. Ownership; ii. Scope of operations; iii. Management contacts (especially the person responsible for Feed safety and quality management).
	R1	*It is recommended that management should conduct an annual assessment of the business activities to identify and set at least one documented target for improvement in each of the following areas:*

Clause		Criteria
		i. Raw material sourcing; *ii. Resource efficiency (e.g. fuel use, transport, water use, energy use, etc.);* *iii. Social sustainability;* *iv. Environmental/biodiversity measures (e.g. reduce Feed waste, general waste).*
	R2	*It is recommended that management should track and document performance against defined improvement targets set out against the requirement above.*
1.4 Management Review	ⓘ	The following 2 criteria apply to Participant organisations with 5 or more full-time staff.
	a)	Management must meet at least annually to review all quality system data to establish and assign responsibility for improvements including: i. Audit reports; ii. Customer complaints; iii. Staff training requirements; iv. Approved suppliers; v. Rodent prevention / pest control systems; vi. Hauliers; vii. Quality improvement objectives.
	b)	Minutes of this meeting(s) must be retained.
1.5 Document Control	a)	Documents and records must: i. include clear identification and description (e.g. a title, issue date, author, or reference number); ii. be available and suitable for use; iii. be adequately protected (e.g. from loss of confidentiality, improper use); iv. be managed to prevent inadvertent use of superseded documents; v. be written in ink for handwritten records; vi. ensure that the person making any entry, alteration or deletion is identifiable; vii. ensure that the person and date is included on all record entries; viii.be available to Auditors or regulatory authorities when required.
1.6 Customer Contracts	a)	A documented **Product specification** must be available for each Product produced.
	b)	Manufacturers must actively engage with stakeholders to develop a good understanding of customer requirements and market trends (e.g. responsible sourcing).
	c)	Agreed specific **customer requirements** must be recorded and implemented.
1.7 Customer Complaints	a)	The Member must have a documented **Complaints Procedure** that ensures that complaints are recorded, followed up and analysed, and records must be available of all complaints, as well as the actions taken as a result.
1.8 Feed Defence & Feed Fraud	ⓘ	Feed Defence is the effort to protect feed from acts of intentional adulteration.
	a)	Members must be aware of the potential for Feed fraud to occur and must have a documented **Feed Fraud Policy** outlining the measures in place to mitigate the risks.
	🗎	See sample Feed fraud policy which is available from Bord Bia.

Clause		Criteria
1.9 Quality Management System Procedures & Records	a)	Quality documentation must be made available and understood by personnel as appropriate to their responsibilities.
	b)	All records must be signed and dated, and must be available for inspection at audits (or in the case of archived records, maintained at a secure and easily accessible location) for a minimum period of three years, unless an alternative longer retention period is required by legislation.
	ⓘ	See summary list of all records, procedures and policies required in this module in Appendix 6.
1.10 Staff Training & Training Records	a)	The person with responsibility for staff training must review the **training records** of all staff an annual basis to assess training needs and ensure that training is up to date.
	b)	Staff must be provided with training to ensure that they are competent to carry out their responsibilities and the following **training records** (which must be signed off by the trainer and trainee) or certification must be available for each employee, where applicable: i. Staff induction (all staff); ii. Specific job responsibilities including relevant HACCP CCP training (all staff); iii. Ongoing Feed Hygiene (operational / maintenance staff); iv. Personal hygiene (all staff); v. Health & safety (all staff); vi. Valid first aid certification (applicable staff).
1.11 Employee Welfare	a)	There must be a documented **Employee Welfare Policy** that includes respect and fair treatment in the workplace, systems and processes to ensure that child labour is not used, and worker wellbeing and development; and this must be communicated to all employees.
	📄	See sample **Employee Welfare Policy** in Appendix 10.
	b)	There must be a named and competent individual responsible for ensuring employees' rights are respected as outlined in the documented **Employee Welfare Policy** and obligations are met under national employment law.
	c)	There must be written contracts for all employees, which specify their rate of pay, and the full terms and conditions (sick pay, holiday pay, etc.) of their employment.
	ⓘ	This can be demonstrated with a sample contract and evidence that contract has been communicated to staff (verbal or otherwise).
1.12 Subcontractors	a)	Where subcontractors are used for any activity on the premises they must be made aware and confirm understanding of the compliance criteria of this Scheme applicable to their area of activity.
	b)	Where activities have been undertaken by a subcontractor and records/documentation are required by the associated compliance criteria of this Scheme, then these records must be available.

2. Health & Safety

Clause		Criteria
2.1 Safety Risk Assessment	a)	A signed and up-to-date Safety Risk Assessment that identifies specific hazards on site, assesses the risk of injury, and specifies how these risks are to be controlled (www.hsa.ie and http://besmart.ie) must be available to all people who visit and work on site (with a visible notice advising visitors of its availability if not immediately available to hand).
	b)	The Member must demonstrate that staff who handle chemicals have been informed that they have the right to request medical surveillance, in relation chemical hazards.
2.2 Emergency Procedure/Plan	a)	A documented **Emergency Procedure/Plan** for dealing with emergencies (such as personal injury, fire, flood or power failure) must be in place and displayed in a prominent location.
		See sample **Emergency Procedure/Plan** which is available from Bord Bia.
	b)	The **Emergency Procedure/Plan** must have been communicated to all staff, and must contain the following information in the predominant language(s) required, if an accident were to occur: i. Site location, address (including Eircode) and directions; ii. Contact person(s); iii. Name of first aid certificate holder on site; iv. An up-to-date list of relevant phone numbers e.g., Gardaí, hospital, fire brigade, etc.; v. Location of fire extinguishers; vi. Emergency cut-off procedure for electricity, gas, water.
	c)	An accident record book must be maintained and made available for inspection.
2.3 First Aid	a)	First aid kits, that include blue plasters, must be located close to the working areas, so that they are easily accessible in the case of an accident.
	b)	At least one member of staff (who is ordinarily on site during production hours) must be qualified in occupational first aid, or be a currently registered health professional with first aid, and hold a valid certificate/professional qualification.
	c)	Where an occupational first aider is absent, there must be a person designated to take charge to ensure that medical assistance is obtained, if required.
2.4 Protective Clothing & Footwear	a)	Suitable hygiene protective clothing must be available for all persons, where identified as required by risk assessment and must be clean and in good repair.
	b)	When handling or using hazardous materials protective clothing and respiratory equipment, as recommended by the manufacturer, must be used, and when not in use must be stored in a separate enclosed area, away from chemicals, Feed or other contaminants.

3. Biosecurity & Pest Control

Clause		Criteria
3.1 Pesticide Sales	ⓘ	The term 'Pesticides' includes both plant protection products (PPPs) such as herbicides, insecticides and fungicides and biocides such as detergents, sanitisers, disinfectants, rodenticides, etc. The Member will be aware of the need to comply with all regulations relating to the use of pesticides, the need for safe handling and storage in accordance with the manufacturers' recommendations, as well as the requirements for the use of appropriate personal protective equipment (PPE) in accordance with manufacturer recommendations.
	a)	Members engaging in the sale of pesticides must be registered with the Competent Authority as a pesticide distributor.
3.2 Pesticide Storage & Use	a)	All pesticides must be stored separate from Feed and in their original packaging, except in the event of breakage, when the label information must be retained or recorded on the new container.
	b)	The pesticide store must be: i. Of sound structure and enclosed; ii. Fire resistant; iii. Secure/locked and access restricted to authorised personnel only; iv. Ventilated (if walk-in) to avoid build-up of harmful vapours; v. Well lit; vi. Capable of containing the volume of liquid within the store plus 20% (e.g. using tanks/trays/bunding), to ensure that there cannot be any leakage, seepage or contamination to the exterior of the store; vii. Equipped with shelving and work surfaces that are made of non-absorbent material, and fitted with anti-slip flooring that can be easily cleaned and is resistant to chemical attack.
	ⓘ	The criterion above applies to pesticides used on site and the storage of such pesticides.
	c)	Any person applying professional-use pesticides on site must be registered with DAFM as a Professional User.
3.3 Chemical Storage & Use	a)	**All the chemicals applied must be officially registered and must be approved for use in Ireland. Chemical usage must be based on reference to the PCS website listing (Critical).**
	b)	Chemicals must only be used according to the conditions laid down in the official approval, and stated on the label.
	c)	Chemicals must be procured from DAFM-registered distributors.
	d)	Where baiting supplies are stored on site, the store must be kept locked.
3.4 Chemical Disposal	a)	All empty chemical containers must be: i. Triple-rinsed, crushed and/or pierced to prevent re-use; ii. Appropriately stored, labelled and handled, pending disposal; iii. Disposed of using a licenced waste contractor (or the supplying company) and **records** maintained.

Clause		Criteria
	b)	Any surplus spray mix must be stored pending safe disposal.
	c)	Expired / obsolete chemicals must be: i. Labelled for disposal; ii. Segregated within the store; iii. Disposed of through an approved chemical waste contractor or the supplying company.
3.5 Pest Control Programme	ⓘ	The Member will be aware of the need for responsible control of rodents, birds and other pests. The selection and placement of approved pest control products is important, given the desirability of minimising the impact on the environment, as well as minimising exposure to non-target species.
	a)	There must be an effective pest control programme to ensure feed/product safety.
	ⓘ	Please see the recommendations made in the CRRU Ireland best practice requirements for rodent control and safe use of rodenticides (www.crru.ie/best-practice)
	b)	Where treatments are used the person carrying out treatment must be registered with DAFM as a Pest Management Trained Professional User.
3.6 Pest Control System Monitoring	a)	A documented rodent baiting programme, where used, must reflect the label instructions for the rodenticide selected, and include the following: i. Measures to ensure bait is not exposed to non-target species, and does not contaminate Product or water; ii. Measures to ensure that, where used, all bait stations are secured and clearly identified on a site map; iii. A record of regular inspections and replenishment of bait points; iv. Measures to ensure that only products with a valid PCS or IE/BPA number are used; v. A schedule of routine collection of dead rodents and safe disposal as per Product label instructions.
	b)	Members must review the effectiveness of rodent prevention / pest control systems, which should consider an assessment of bait takes and location of bait points. This review must be conducted on an annual basis at a minimum, by a competent person.
	c)	Where pest activity has led to damage / fouling of Feeds or packaging then immediate actions must be taken to protect the safety of the Feed.
	d)	Insect infestation by weevils, mites, flies or cockroaches must be monitored and controlled (where necessary by the application of physical or chemical treatments in addition to structural and operational hygiene and environmental controls).

4. Site & Environmental Management

Clause		Criteria
4.1 Internal / External Audit Program	a)	The Participant must complete / update their self-assessment (paper or online version) against all applicable FQAS requirements on an annual basis and make this available for inspection. The self-assessment must be reflective of actual site practices, with non-conformances raised where observed.
4.2 Non-conformance Management	a)	All non-conformances defined in these audits must be assigned and tracked, until completed by the target completion dates.
	b)	**In the event that a significant Feed safety issue arises and is identified during internal or external assessments or during routine checks, the Participant must immediately notify DAFM (or equivalent) and Bord Bia and implement the relevant procedures (including recall where necessary) (Critical).**
	c)	Where an environmental or health & safety (e.g. reportable accident or dangerous occurrence) incident has occurred on the site, the Member must inform the relevant authority and Bord Bia and **records of these communications** must be maintained.
4.3 Personnel Facilities	a)	All personnel facilities must be included in the cleaning programme and maintained in a clean condition.
	b)	Smoking, eating and drinking must only be permitted in designated areas away from the Production, handling or storage of Product and there must be clear signs to this effect.
	c)	The canteen must have sufficient and appropriate equipment and furnishings for the number of employees.
	d)	Staff must have access to clean, ventilated toilets and hand washing facilities in the vicinity of their work, including off-site work.
	e)	Toilets must have a supply of non-perfumed, liquid soap, clean water and hand drying facilities.
	f)	Toilet facilities must not open directly onto any food handling area.
4.4 Personnel Management	a)	A documented procedure (e.g. Fitness to Work Procedure outlining what is to be done if someone is sick or returning to work after illness) must be in place to ensure that no person who is likely to be a carrier of, or suffering from a disease or infection which can be transmitted through Feed is permitted to handle Feed or enter any Feed-handling area in any capacity.
	b)	Employees must be required to wash their hands after any activity which may cause contamination of the Product (e.g. smoking, eating).
4.5 Site Map & Zoning	a)	A site map must be in place that identifies all the internal and external areas where Feed Materials could be compromised (e.g. by cross-contamination, excess moisture, other contamination) and areas of environmental sensitivity.
4.6 Access to Site	a)	Members must ensure that before entry to the site, all visitors and subcontractors are required to sign a visitors book acknowledging that they: i. Are aware of safety procedures; ii. Are aware of the cleaning procedures and hygiene policy; iii. Understand and are willing to observe biosecurity measures.

Clause		Criteria
	b)	Access to the manufacturing / storage facilities must be restricted to prevent ingress by animals or unauthorised personnel/visitors.
4.7 Site Signage	a)	A sign/signs containing the following information must be displayed at a prominent location on entry to the site: i. Please observe the biosecurity measures; ii. A safety statement is available on request; iii. No unauthorised access.
	b)	The following signage must be on display throughout the site, where appropriate: i. Hygiene; ii. Health & Safety.
	c)	Members must ensure that recognised symbols/signage are used where staff cannot read English.
4.8 Site Management	a)	All significant sources of air, odour and noise emissions must be identified and measures put in place to reduce any negative effects.
		See sample Pollution Prevention Policy which is available from Bord Bia.
	b)	There must be systems in place (e.g. through provision of concreted yards) to minimise wet material being tracked into the store/facility.
	c)	All fuel stored on site must be in fully bunded facilities or double-skinned tanks (with outlets protected where gravity fed tanks are used), in order to minimise the risk of spillage and/or contamination in the event of a breach.
	d)	When the bagging area is in use for bagging it must be: i. Used only for activities that are directly related to bagging; ii. Free of potential contaminants (e.g. non-Feed grade oil / paint etc.).
	e)	Where a controlled environment is required to preserve quality and safety of the product, environmental readings must be monitored and **records** must be maintained (e.g. humidity, temperature).
4.9 Management of Exterior, Structure & Grounds	a)	The site must be free of any accumulated rubbish, and be clear of any obstructions and machinery that might attract or be potential breeding sites for vermin.
	b)	All necessary fencing and boundaries must be maintained intact (e.g. fencing for security and safety purposes around reservoirs).
	c)	The grounds must be kept free of stagnant water.
4.10 Cleaning & Sanitation	a)	All facilities and equipment involved in the operation must be kept clean so as not to pose a risk of contamination to the Product.
	b)	All cleaning agents and other chemicals (detergents, lubricants, etc.) used must be approved for use in the food/feed industry and evidence maintained (i.e. through material safety data sheets).
	c)	When not in use, cleaning agents must be stored securely in a clean and dry place separate from Feed and packaging.
	d)	There must be a list of all equipment and plant that comes into contact with Feed Materials or Feed ingredients.

Clause		Criteria
4.11 Cleaning Records	a)	A documented schedule for the cleaning of storage facilities (e.g. bins / bays) and associated areas must be in place and records demonstrating that the cleaning was undertaken must be maintained.
	b)	For all storage facilities an effective cleaning programme to prevent contamination of the Product must be in place and cleaning records maintained.
		See template Cleaning Schedule & Record which is available from Bord Bia.
4.12 Waste Management	a)	Members must have a documented and implemented **Waste Management Procedure** for the management of organic and inorganic waste, which ensures that it does not pose a contamination risk to the Product or environment, and evidence of the implementation of this procedure must be visible on site.
	b)	Waste materials must be controlled in the Production area and must be stored in containers pending collection / disposal.
	c)	Waste containers must be: i. clearly identified so that they cannot be mistaken for Feed use containers; ii. clearly designated and identified according the type of waste (separate waste containers for Feed and non-Feed materials) to be disposed of in them; iii covered or stored in fully proofed buildings when containing Feed waste; iv. available at appropriate locations; v. covered at all times except when being filled and be located as far as practicable from the "clean" area; vi. sited on a concrete surface; vii. managed to minimise spillages and any spillages cleaned up immediately.
	d)	Discarded wrapping, packaging and other refuse must be placed in designated bins or skips so that it does not compromise the hygiene of the premises and does not provide a habitat for pests and vermin.
	e)	Members must ensure that only licenced waste hauliers are used for waste collection and **records** of collection agreement maintained.
	R3	*It is recommended that there is a programme for the segregation of all waste materials.*

5. Production Facilities & Equipment

Clause		Criteria
5.1 Storage Facility Management	a)	Storage facilities (including all overhead areas) must be clean, well ventilated, fit for purpose and free from materials that may pose a contamination risk to the Product.
	b)	The storage (including offsite storage by third parties) of all of all raw materials and/or finished products must be managed in a way that ensures Product quality and safety.
	c)	Provision must be made to permit full inspection of all raw materials and/or finished products in stores with regular checks made and recorded for each to ensure effective implementation of this Standard.
5.2 Storage Facility Construction / Maintenance	a)	Storage facilities must be maintained, and measures put in place to prevent the ingress of pests (rodents / birds / pets / etc.).
	b)	Facilities must have adequate lighting to permit the efficient movement of materials.
	c)	There must be a system in place to ensure that the store / silo is compatible with the material that is intended to be placed inside it.
5.3 Equipment Management / Maintenance	a)	All equipment (e.g. buckets, loaders, mixers, burners, acid treatment, etc.) used in any Production-related activities must be clean, fit for purpose and effectively maintained according to a documented **Maintenance Procedure** and schedule and records maintained.
	b)	Sieves, screens, filters, separators, magnets and metal detectors must be checked according to a documented schedule to ensure that they are not damaged and that they are operating effectively.
	c)	A contingency or back-up device must be available in the event of CCP legal measuring equipment being out of service/unavailable.
	d)	Planned and emergency maintenance of Feed handling equipment must be conducted in a manner so that Feed safety and specification is not compromised, and all maintenance activities must be recorded.
	e)	Equipment used for the handling of Feeds must never be used for handling materials forbidden by the International Database for Transport of Feed (IDTF). (See www.icrt-idtf.com for full list of materials.)
	f)	Where equipment used for Feeds is also used to handle other materials then these materials used must be assessed as part of the HACCP analysis.
	R4	*It is recommended that there is an equipment maintenance program in place to reduce breakdowns and to prolong the useful life of all equipment.*
5.4 Inspection, Measuring & Test Equipment	a)	A register of all inspection measuring and test equipment must be maintained which includes: i. Identity / location; ii. Operating range; iii. Tolerance and accuracy required; iv. Calibration frequency and responsibility; v. Calibration method or reference; vi. Operational checking (e.g. start-up checks) to ensure continuing accuracy.

Clause		Criteria
	b)	All product monitoring and measuring equipment (weighing scales, thermometers, etc.) in use must be uniquely identified and appropriate for the range of weights or volumes to be measured.
5.5 Measuring equipment Calibration / Checks	a)	Key measuring equipment (at a minimum, all equipment used to validate the unit of sale or unit of purchase with farmer, and CCP monitoring equipment) must have a valid calibration certificate issued by an accredited calibration company (accredited to ISO 17025).
	b)	Operational checks on all measuring equipment must be in place where the checks are traceable to **certified calibrated equipment** (with the same resolution or better) and at a frequency determined by the Member and commensurate to the risk, to ensure continuing accuracy.
	ⓘ	Temperature probes must be calibrated / verified at the temperature range at which they are used.
	c)	When the accuracy of a device is found to be out of the required range, an assessment must be made of the validity of previous results and the likely impact of inaccurate results and the appropriate corrective actions must be determined and recorded.
5.6 Control of Glass / Hard Plastics	a)	A documented and implemented **Glass / Hard Plastic Procedure** for handling glass/hard plastics breakages must be in place for all manufacturing, handling and storage areas.
	b)	Where glass/hard plastics are present, a register must be maintained, and all items must be inspected according to a schedule, and record of corrective actions for any breakages recorded.
	c)	Where used, light fittings must be protected by shatterproof materials, to avoid possible contamination of produce and packaging.

6. Production Inputs

Clause		Criteria
6.1 Supplier Approval & Auditing	a)	The Member must maintain a list of all suppliers (with contact details) that they have approved to supply materials and services that could affect Product quality and/or Feed safety, including maintenance, transport and other services.
	b)	All approved supplier lists must be subject to an annual review to maintain accuracy and additional reviews where significant deviations from specifications / service levels have occurred.
	c)	There must be a comprehensive documented **Supplier Auditing Programme** in place with the frequency and extent of the audits being based on a risk evaluation.
	d)	Supplier audits must be conducted for all suppliers (with no recognised assurance certificate) in the supply chain back to the original processed ingredient supplier and any off-site feed material stores, by suitably qualified persons, at least every 12 months.
	ⓘ	Please see Appendix 4 for information on recognised supplier schemes for various raw material types.
6.2 Product Approval & Specifications	a)	There must be a documented **Product Approval Procedure** which is implemented for each Feed ingredient prior to use. This procedure must consider the origin, transport, storage, processing, handling, nutritional and physical characteristics, and potential Feed safety hazards of each Feed ingredient.
	b)	Each Feed ingredient must have a documented Product specification that identifies: i. The nutritional and analytical characteristics; ii. The limits for all hazards and undesirable substances; iii. Any special requirements (e.g. approved origins or processing characteristics).
	c)	Evidence must be available that all ingredients: i. Are permitted under EU legislation, including the Feed Materials listed in the Catalogue of Feed Materials (see Appendix 1); ii. Are sourced from suppliers that have documented regulatory approval/registration; iii. Are purchased from members of a recognised assurance scheme (e.g. Bord Bia FQAS Manufacturer, Bord Bia FQAS Feed Supplier) as per Appendix 4 or in compliance with 6.1.d above.
	d)	Feed ingredients obtained within Ireland must be purchased from suppliers with approved certification (e.g. Bord Bia FQAS) (Please see **Appendix 4** for a complete list of recognised certifications).
	e)	Surplus food / Food by-products being used as animal feed ingredients must be sourced from companies that are approved/registered with the Competent Authority for the supply of these products and have relevant certification.
6.3 Incoming Material Management	a)	All incoming materials must be inspected against the specifications prior to release to the process and a record of these checks must be maintained. Where materials are rejected, the reason for rejection, who did the rejection and the communication to the supplier, must be documented.
	b)	Unlabelled packages and containers must not be accepted at intake.

Clause		Criteria
	c)	Staff must be available to inspect, approve and supervise the unloading and intake of Feed ingredients.
	d)	Members must maintain a record (e.g. delivery dockets) of all inputs and packaging, with the following information retained at a minimum: i. Name of supplier; ii. Address; iii. Product description; iv. Date of supply; v. Quantity received; vi. Vehicle/trailer identification.
6.4 Potable Water	a)	Potable water must be used for drinking water provided for staff.
	b)	Potable and non-potable water supplies must be clearly distinguished in order to prevent inadvertent use of non-potable water.
6.5 Wastewater Management	a)	There must be appropriate facilities for the handling and disposal of wastewater so as not to cause pollution to the environment, water bodies or ground water and evidence must be available to demonstrate that waste water is disposed of in compliance with current legislation.

7. Process Management

Clause		Criteria
7.1 HACCP Plan	a)	**The Participant must have a documented Hazard Analysis Critical Control Point (HACCP) Plan which shows how Product / process safety is ensured through the identification, monitoring and control of hazards (Critical).**
	b)	**The senior manager or owner must have primary responsibility for the effectiveness of the HACCP plan (Critical).**
	c)	The HACCP Plan must be put in place by a multi-disciplinary team and at least one member of the team must have Formal Training in the application of HACCP Principles.
	d)	At a minimum the HACCP Plan should include: i. A detailed description of the **Feed ingredients** and **process steps** (e.g. a flow diagram showing all the steps of each process); ii. A detailed description of the hazards (chemical, microbiological and physical / foreign bodies) that could arise for each **Feed ingredient** or at each **process step** and the risks that these represent; iii. The **control measures** to prevent, eliminate or reduce hazards; iv. The identification of the Critical Control Points (CCP) in the plan; v. The **limits** that must be met to ensure control of each CCP; vi. The monitoring required to ensure that control of each CCP is maintained; vii. The **corrective action** to be taken if a non-conformance occurs at a CCP (including an assessment of all existing Product); viii. The responsibilities, **procedures** and records that are applicable at each CCP.
	e)	The hazard analysis must include the potential for adulteration/deliberate contamination.
	f)	The Codex decision tree or equivalent must be used to determine if control measures are CCPs (Critical Control Points).
7.2 HACCP Procedures & Records	a)	Procedures required by the HACCP study (including prerequisites) and/ or quality systems must be documented, implemented and records maintained.
	b)	The HACCP Plan must be validated to ensure that it is effective, reviewed when changes (e.g. to Products, processes, **procedures,** equipment, storage or distribution) or deviations from defined limits occur and subsequently verified / tested annually at a minimum to ensure that it remains effective.
	c)	The documentation must include references to a specific pre-requisite, rather than generic comments e.g. 'Pre-requisite'.
7.3 Feeds / Feed Material Storage	ⓘ	The criteria outlined in section below apply to all storage operations including any third-party off-site storage.
	a)	All Feeds / Feed Materials must be clearly separated, identifiable and traceable.
	b)	All bags, bins or containers must be clearly labelled and traceable at all times.
	c)	Flat stores capable of storing more than one Feed must be identified and there must be a floor plan of the storage areas.

Clause		Criteria
	d)	There must be an effective system for stock rotation of all raw materials and finished Feed.
	e)	Opened bags / containers must be covered / closed when not in use.
	f)	Bin/bay storage areas must be maintained visibly clean at all times and emptied and deep-cleaned at planned intervals not exceeding 12 months (or more frequently as indicated by the HACCP study) and a record must be maintained of all bin/bay emptying and cleaning operations.
7.4 Feeds / Feed Material Equipment	a)	Intake pipes and blow lines must be controlled to prevent incorrect intake.
	b)	Thermometers and sampling equipment must be designed for the purpose must be maintained in working order.
7.5 Feeds / Feed Material Storage Checks	a)	Once combinable crops' temperatures are stabilised following intake, temperature checks must be made fortnightly or at a frequency determined by risk assessment.
	b)	Where temperature monitoring of combinable crops or animal Feed Materials is required but not possible, the hazards must be assessed as part of the HACCP study and alternative control measures put in place to ensure ongoing safe storage.
	c)	Where high temperatures or deteriorating conditions are identified, appropriate corrective action must be implemented, and records maintained.
7.6 Drying of Feed Materials	a)	**Where a fuel other than electricity is used in the drying of any Feed material, a certificate must be maintained that demonstrates that only those fuels specified in Appendix 3 were used (Critical).**
	b)	Where direct drying or heat treatment systems are in place, the equipment must be managed and operated in accordance with the requirements in Appendix 3.
7.7 Production – Planning	a)	**The premises and process must be managed to maintain Product safety, quality and traceability (Critical).**
7.8 Production – Operation	a)	The routeing of bulk Feed ingredients and finished Feed designated storage areas must be controlled and recorded.
7.9 Production – Substitutions	a)	Where custom formulations are in place for specific customers then they must be informed of any substitutions that may affect their order.
7.10 Sampling	a)	Representative samples must be retained for a minimum of 3 months or for as long as the shelf life of the products for which they are being incorporated (if more than 3 months), for: i. All incoming feed ingredients; and ii. All raw materials drawn from onsite long-term storage (i.e. raw materials stored for more than 3 months).
	ℹ	For raw materials drawn from onsite long-term storage there must be at least 1 sample for every 100 tonnes, or every week (whichever is more frequent).
	b)	Samples for each batch of **finished Feed** must be retained for a period equivalent to the shelf life of the finished Feed (minimum 3 months) and the sample retention

Clause		Criteria
		process must ensure that no deterioration occurs with respect to microbiological or chemical parameters.
	c)	Samples intended for microbiological testing must be taken aseptically, by trained operators in accordance with the documented **Inspection, sampling and testing procedure.**
	d)	Samples must be retained in sealed and labelled containers, which are traceable, and must be stored in a designated area.
7.11 Testing Regime	a)	Participants must have a risk assessed inspection, sampling and testing regime that complies with the regulatory requirements, the HACCP Plan, the Quality Control Plan and Appendix 5.
	b)	Participants must have records to demonstrate that the regime in place includes the following: i. **Inspection, sampling and testing procedures;** ii. Inspection, sampling and testing frequencies; iii. Responsibility for inspection, sampling and testing; iv. Responsibility for corrective action.
	c)	In developing the testing schedule, the following factors must be considered: i. Feed Materials in use; ii. Range and type of finished Feed; iii. Output (tonnes per annum); iv. Due diligence and legal compliance; v. The variability of the Feed ingredients; vi. Carryover (where applicable).
7.12 On-site Testing	a)	Where relevant, the competence of the Participant's laboratory staff must be demonstrated (e.g. through **training records,** certifications etc.).
	ⓘ	See record of training / qualification required under clause 1.11.
	b)	The suitability, effectiveness and accuracy of the test methods must be demonstrated (e.g. by reference to industry norms or other standard test methodologies and by laboratory test validation).
7.13 Product Testing	a)	All measurement systems must be capable of complying with regulatory requirements for accuracy.
	b)	Testing on regulatory parameters must be carried out in a laboratory that has regulatory approval or has ISO 17025 accreditation for the specific test(s).
	c)	Where microbiological testing of Product is carried out, the evidence of the testing must be available.
	R5	*It is recommended that routine pesticide Residue analysis is carried out on produce, at a frequency based on risk assessment, and the laboratory used for sampling accredited to ISO 17025 for the appropriate method with results in compliance with MRL tolerance.*
	R6	*It is recommended that microbiological and chemical testing is carried out on Product, as determined by risk assessment and/or legislative requirements, and the ISO 17025-accredited laboratory where testing is taking place.*

Clause		Criteria
7.14 Packaging Equipment & Operations	a)	Care must be taken to avoid contamination / cross-contamination of Feed during the packaging process.
	b)	Where necessary, plant and equipment must be cleaned and/or flushed to avoid contamination between different Products.
	c)	Access to the packaging store must be controlled.
	d)	All pallets and rigid containers which are returned must be inspected and cleaned before re-use, if applicable.
	e)	Bulk containers to be used for delivery must be capable of being covered during transport.
7.15 Packaging Materials	a)	Information must be available to demonstrate that packaging materials used are not a source of hazardous contamination of Feed. (e.g. certificate of conformance, declaration from suppliers).
	b)	Documentation must be maintained to demonstrate that the traceability of all packaging materials that could come into contact with Feed is fully established at all stages (purchasing, intake, use).
	c)	Reusing packaging (including paper or plastic sacks) must only be permitted where permission for its reuse is obtained from DAFM and a record maintained.
7.16 Labels	a)	All labelling must be compliant with the labelling requirements as set out in Regulation 767/2009 on the placing on the market and use of Feed, and for additives and pre-mixtures, Regulation (EC) 1831/2003 on additives for use in animal nutrition, and as outlined in customer specifications.
	ⓘ	Please see **Appendix 11 Summary of Labelling Regulations**
	b)	Labels must correspond with the documented **formulae** and specific batch for the Feed in question.
	c)	Feed labels must indicate details of the active ingredient inclusion levels of medicinal veterinary products. Brand details, active ingredient levels, contra indication warnings and withdrawal times must also be declared to the destination farm.
7.17 Labelling	a)	All feed must be clearly and correctly labelled (both packaged feed and bulk orders) and for packaged feed a label must be attached to each individual package.
	b)	An effective system for **checking labels** on outgoing Product must be in place and records of these checks maintained.
	c)	Where Feed is packed by another Scheme Member, confirmation of the merchant's and manufacturer's Bord Bia certification must be provided on contracts, receipts or invoices for all Feeds.
7.18 Bord Bia Logo Use	a)	The use of the Quality Symbol / Bord Bia Logo must be in accordance with the Bord Bia conditions which govern its use (full policy published on www.bordbia.ie; please see Section 2.7 for further information).
	b)	Where the Bord Bia Logo is in use for a specific Product, evidence of the approved application must be kept and made available for inspection.

Clause		Criteria
	c)	Confirmation of the Bord Bia Member's certification must be provided on the delivery document or on the Product label for all Feeds.
7.19 Control of Non-Conforming Product	a)	There must be an implemented and documented **Non-Conforming Product procedure** to ensure that product that does not conform to requirements (e.g. held, returned, withdrawn, recalled or reworked) is managed appropriately to prevent unintended use or release.
	b)	**Finished Feed that does not comply with EU Legislation must be prevented from entering the food chain. (Critical)**
	ⓘ	See sample Non-Conforming Product Procedure which is available from Bord Bia.
	c)	The Member must have a system in place to identify and record Feed Materials losses and must review and implement strategies to reduce waste at all stages of the process annually.

8. Identification & Traceability

Clause		Criteria
8.1 Product Traceability	a)	**There must be a documented traceability procedure in place. (Critical)**
	b)	Documentation must be maintained to demonstrate that the traceability of all Feed / Feed Materials is fully established at all stages (purchasing, intake, use).
8.2 Product Withdraw & Recall	a)	There must be a documented **Feed Safety Incident Procedure** (including recalls) which is capable of being put into operation at any time, inside or outside normal working hours.
	b)	The Member must have a documented and effective procedure for Product Withdrawal & Recall (which is tested on an annual basis and records of the test maintained.
		See sample Product Withdrawal & Recall Procedure which is available from Bord Bia.
	c)	If Product withdrawal/recall becomes necessary the reasons for withdrawal/recall must be recorded and assessed and corrective action taken as necessary, and the Member must inform Bord Bia immediately.
		See template Product Withdrawal & Recall Record which is available from Bord Bia.
	d)	The operation of any Product withdrawal/recall must be reviewed after it has been carried out to assess its effectiveness and to identify if modifications are required.

9. Transport

Clause		Criteria
9.1 Transport Approval	a)	All feed hauliers must be registered with DAFM and have received training appropriate to the collection and delivery of Feeds and Feed ingredients for the feed business.
	ⓘ	See record of training / qualification required under clause 1.11.
	ⓘ	Hauliers of packaged feeds or containers need to be registered with DAFM and must be included in the approved supplier list.
	b)	Where feed hauliers used are not members of a recognised scheme (accepted schemes are found in Appendix 4 - Equivalent / Recognised Certifications) there must be agreed documented transport instructions that specify the appropriate controls with regard to hygiene and the prevention of contamination, and these instructions must be available on site and audited annually by suitably qualified persons to ensure compliance.
	c)	The haulier approval process must include an annual renewal of approval including a renewal of the commitments as required by the Member.
	ⓘ	Criteria apply to all vehicles that deliver or collect from the site.
9.2 Transport cleaning, maintenance & loading	a)	An effective cleaning and maintenance programme must be in place for all transport vehicles and **records** maintained.
	🗎	See Vehicle Cleaning & Inspection record templates which is available from Bord Bia.
	b)	Cleaning frequency and methods must recognise the risks associated with the Feeds/other materials being transported (e.g. fertilisers, veterinary medicinal products, etc.).
	c)	**Loading instructions** (to minimise the risk of contamination) must identify the quantities and Feeds to be loaded in each compartment and these instructions must be followed with **records** retained to support compliance.
	d)	Feed transport vehicles must be visually inspected prior to and during loading to confirm the absence of visible contamination.
	e)	A clearly established system must be in place that prevents contamination/damage of the Product during transport, loading and unloading (this includes the manner of transport and the hygiene/suitability of transport vehicles).
	f)	Any contamination identified before or during loading must be reported and the delivery must not proceed until an instruction has been issued.
9.3 Transport Records	a)	For all incoming and outgoing deliveries there must be a record of the previous three deliveries and details of these loads must be available.
	b)	For each delivery a record containing the following information must be copied to the customer: i. Date; ii. Vehicle operator or owner; iii. Trailer identification number; iv. Type of Feed;

Clause		Criteria
		v. Quantity; vi. Certificate or other documentation accurately describing the material; vii. Consignee; viii. Any deviations from the customer's original delivery instructions.
9.4 Transport of Controlled Products	a)	There must be written rules and **procedures** which govern how Feeds containing **Controlled Products** can be loaded/unloaded and the requirements for cleaning after delivery.
	b)	When delivering bulk Feeds containing **Controlled Products,** details of the storage area into which the Feeds are unloaded must be recorded.
	c)	After delivering Feeds containing **Controlled Products,** the vehicle body and blowing equipment must be cleaned to remove the risk of cross-contamination.
	ⓘ	The term **Controlled Product** applies to all Veterinary Medicinal Products (VMPs) and Specified Feed Additives (SFAs).
9.5 Transport exclusions	a)	The transport instructions must specify the exclusion list / contaminant-sensitive materials list and cleaning requirements as detailed in International Database for Transport (IDFT).
	ⓘ	See https://www.icrt-idtf.com/en/index.php
	b)	Feed delivery vehicles must not transport materials forbidden by the International Database for Transport of Feed (IDTF).
	c)	Vehicles or containers that have carried contamination-sensitive materials must record evidence of being cleaned or sanitised in accordance with IDFT appropriate requirements.

Appendix 1 Reference Information

Note: This is a list of the main Irish and EU legislation relating to feed production and safety. It is not intended as a definitive list of all relevant legislation and does not replace any applicable statutory requirement. It is the duty of producers to keep fully up to date with all legislation and legislation changes relevant to the sector.

The requirements of relevant Standards, Legislation and Codes of Practice (where relevant) have been incorporated into the Standard. All references are to be taken on an as-amended basis.

General Irish Legislation

- S.I. 364 of 1991: Diseases of Animals (Poultry Feed) Order 1991.
- S.I. 176 of 1994: European Communities (Animal Remedies and Medicated Feedingstuffs Regulations 1994).
- S.I. 507 of 1998: Control of Animal Remedies and their Residues Regulations, 1998.
- S.I. 597 of 2001: Diseases of Animals Act, 1966 (Prohibition on the Use of Swill) Order, 2001.
- S.I. 378 of 2006: European Communities (Good Agriculture Practice for the Protection of Water) Regulations 2006.
- S.I. 786 of 2007: European Communities (Animal Remedies) (No. 2) Regulations 2007.
- S.I. 252 of 2008: European Communities (TSE and ABP) Regulations 2008.
- S.I. 253 of 2008: Diseases of Animals Act 1966 (Transmissible Spongiform Encephalopathies) (Fertilisers & Soil Improvers) Order 2008.
- S.I. 432 of 2009: European Communities (Food and Feed Hygiene) Regulations 2009.
- S.I. 122 of 2014: European Communities (Drinking Water) Regulations 2014.

Note: For further information on Irish and EU legislation, please contact the Department of Agriculture, Food and the Marine.

General EU Regulations and Directives

- Regulation EC 2002:178 of the European Parliament and of the Council laying down the general principles and requirements of food law.
- Regulation EC 2004:852 on the hygiene of foodstuffs.
- Commission Recommendation EC 2006:583 on the prevention and reduction of Fusarium toxins in cereals and cereal product.
- Regulation EU 2010:242 creating the Catalogue of feed materials.
- Commission Regulation EU 2011:16 of 10 January 2011 laying down implementing measures for the Rapid alert system for food and feed.
- Commission Regulation EU 2013:68 of 16 January 2013 on the Catalogue of feed materials.

Feed Hygiene Legislation (EU and Ireland)

- Regulation EC 2005:183 of the European Parliament and of the Council of 12 January 2005 laying down requirements for feed hygiene (as amended).
- Commission Regulation EU 2012:225 of 15 March 2012 amending Annex II to Regulation EC No 2005:183 of the European Parliament and of the Council as regards the approval of establishments placing on the market, for feed use, products derived from vegetable oils and blended fats and as regards the specific requirements for production, storage, transport and dioxin testing of oils, fats and products derived thereof.

- Commission Regulation EU 2015:1905 of 22 October 2015 amending Annex II to Regulation EC No 2005:183 of the European Parliament and of the Council as regards the dioxin testing of oils, fats and products derived thereof.
- S.I. 432 of 2009: European Communities (Food and Feed Hygiene) Regulations 2009.
- S.I. 312 of 2010: European Communities (Food and Feed Hygiene) (Amendment) Regulations, 2010.
- S.I. 488 of 2010: European Communities (Food and Feed Hygiene) (Amendment) (No. 2) Regulations 2010.
- S.I. 587 of 2010: European Communities (Food and Feed Hygiene) (Amendment) (No. 3) Regulations 2010.
- S.I. 164 of 2012: European Communities (Food and Feed Hygiene) (Amendment) Regulations 2012.
- S.I. 362 of 2012: European Communities (Food and Feed Hygiene) (Amendment) (No. 2) Regulations 2012.

Inspection Legislation

- Regulation EC 2004:882 of the European Parliament and of the Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules.
- Commission Regulation EC 2009:669 of 24 July 2009 implementing Regulation EC 2004:882 of the European Parliament and of the Council as regards the increased level of official controls on imports of certain feed and food of non-animal origin and amending Decision EC 2006:504.
- Regulation EU 2015:170 of 4 February 2015 repealing Regulation EC 2009:1135 imposing special conditions governing the import of certain products originating in or consigned from China.
- Regulation (EU) 2017/625 of 15 March 2017 on official controls and other official activities performed to ensure the application of food and feed law, rules on animal health and welfare, plant health and plant protection products, amending Regulations (EC) No 999/2001, (EC) No 396/2005, (EC) No 1069/2009, (EC) No 1107/2009, (EU) No 1151/2012, (EU) No 652/2014, (EU) 2016/429 and (EU) 2016/2031 of the European Parliament and of the Council, Council Regulations (EC) No 1/2005 and (EC) No 1099/2009 and Council Directives 98/58/EC, 1999/74/EC, 2007/43/EC, 2008/119/EC and 2008/120/EC, and repealing Regulations (EC) No 854/2004 and (EC) No 882/2004 of the European Parliament and of the Council, Council Directives 89/608/EEC, 89/662/EEC, 90/425/EEC, 91/496/EEC, 96/23/EC, 96/93/EC and 97/78/EC and Council Decision 92/438/EEC (Official Controls Regulation)
- S.I. 432 of 2009: European Communities (Food and Feed Hygiene) Regulations 2009.
- S.I. 312 of 2010: European Communities (Food and Feed Hygiene) (amendment) Regulations 2010.
- S.I. 488 of 2010: European Communities (Food and Feed Hygiene) (Amendment) (No. 2) Regulations 2010.

Marketing and Labelling

- Regulation EC 2009:767 of the European Parliament and of the Council of 13 July 2009 on the placing on the market and use of feed amending European Parliament and Council Regulation EC 2003:1831 and repealing Council Directive EEC 79:373, Commission Directive EEC 80:511, Council Directives EEC 82:471, EEC 83:228, EEC 93:74, EC 93:113 and EC 96:25 and Commission Decision EC 2004:217.
- Regulation (EU) 2017/2279 of 11 December 2017 amending Annexes II, IV, VI, VII and VIII to Regulation (EC) No 767/2009 of the European Parliament and of the Council on the placing on the market and use of feed
- S.I. 432 of 2009: European Communities (Food and Feed Hygiene) Regulations 2009.
- S.I. 488 of 2010: European Communities (Food and Feed Hygiene) (Amendment) (No. 2) Regulations 2010.

- S.I. 587 of 2010: European Communities (Food and Feed Hygiene) (Amendment) (No. 3) Regulations 2010.

Contaminants - Undesirable Substances and Products

- Commission Regulation (EURATOM) EEC 90:770 of 29 March 1990 laying down maximum permitted levels of radioactive contamination of feedingstuffs following a nuclear accident or any other case of radiological emergency.
- Directive EC 2002:32 of the European Parliament and of the Council of 7 May 2002 on undesirable substances in animal feed.
- Regulation EC 2005:396 of the European Parliament and of the Council of 23 February 2005 on maximum residue levels of pesticides in or on food and feed of plant and animal origin and amending Council Directive EEC 91:414.
- Commission Recommendation EC2006:576 on the presence of deoxynivalenol, zearalenone, ochratoxin A, T-2 and HT-2 and fumonisins in products intended for animal feeding.
- Commission Recommendation EC 2006:583 on the prevention and reduction of Fusarium toxins in cereals and cereal product.
- Commission Recommendation EC 2013:165 on the presence of T-2 and HT-2 toxin in cereals and cereal products (Text with EEA relevance).
- Recommendation EU 2011:516 of 23 August 2011 on the reduction of the presence of dioxins, furans and PCBs in feed and food.
- Commission Implementing Regulation EU 2011:961 of 27 September 2011 imposing special conditions governing the import of feed and food originating in or consigned from Japan following the accident at the Fukushima nuclear power station and repealing Regulation EU 2011:297.
- Commission Regulation (EU) 2015/786 of 19 May 2015 defining acceptability criteria for detoxification processes applied to products intended for animal feed as provided for in Directive 2002/32/EC of the European Parliament and of the Council.
- S.I. 565 of 2008: European Communities (Pesticide Residues) Regulations 2008.
- S.I. 432 of 2009: European Communities (Food and Feed Hygiene) Regulations 2009.
- S.I. 488 of 2010: European Communities (Food and Feed Hygiene) (Amendment) (No. 2) Regulations 2010.
- S.I. 212 of 2012: European Communities (Pesticide Residues) (Amendment) Regulations 2012.
- S.I. 179 of 2013: European Communities (Pesticide Residues) (Amendment) Regulations 2013.

Animal Health

- Directive EC 2003:99 of the European Parliament and of the Council of 17 November 2003 on the monitoring of zoonoses and zoonotic agents, amending Council Decision EEC 90:424 and repealing Council Directive EEC 92:117.
- Regulation EC 2003:2160 of the European Parliament and of the Council of 17 November 2003 on the control of salmonella and other specified food-borne zoonotic agents.
- S.I. 364 of 1991: Diseases of Animals (Poultry Feed) Order 1991.

TSE / Animal By-products

- Regulation EC 2001:999 of the European Parliament and of the Council of 22 May 2001 laying down rules for the prevention, control and eradication of certain transmissible spongiform encephalopathies.

- Regulation EC 2009:1069 of the European Parliament and of the Council of 21 October 2009 laying down health rules as regards animal by-products and derived products not intended for human consumption and repealing Regulation EC 2002:1774 (Animal by-products Regulation).
- S.I. 257 of 1994: European Communities (Disposal, Processing and Placing on the Market of Animal By-products) Regulations, 1994.
- S.I. 77 of 2001: European Communities (Disposal, Processing and Placing on the Market of Animal By-products) (Amendment) Regulations, 2001.
- S.I. 597 of 2001: Diseases of Animals Act, 1966 (Prohibition on the Use of Swill) Order, 2001.
- S.I. 187 of 2014: European Union (Animal By-Products) Regulations 2014 and SI 532 of 2015: European Union (Transmissible Spongiform Encephalopathies) Regulations 2015.
- S.I. 253 of 2008: Diseases of Animals Act 1966 (Transmissible Spongiform Encephalopathies) (Fertilisers & Soil Improvers) Order 2008.
- S.I. 12 of 2009: Diseases of animals Act 1996 (Prohibition on the Use of Swill) Order, 2009.
- S.I. 291 of 2009: European Communities (Transmissible Spongiform Encephalopathies and Animal By-Products) (amendment) Regulations 2009.
- S.I. 345 of 2009: European Communities (Transmissible Spongiform Encephalopathies and Animal By-Products) (amendment) (No 2) Regulations 2009.
- S.I. 187 of 2014: European Union (Animal By-Products) Regulations 2014.

Medicated Feed

- Council Directive EEC 90:167 of 26 March 1990 laying down the conditions governing the preparation, placing on the market and use of medicated feedingstuffs in the Community.
- S.I. 176 of 1994: European Communities (Animal Remedies and Medicated Feedingstuffs) Regulations 1994.
- S.I. 365 of 2003: European Communities (Animal Remedies and Medicated Feedingstuffs) (Amendment) Regulations, 2003.
- S.I. 262 of 2012: European Communities (Animal Remedies) (Amendment) Regulations 2012.
- S.I. 263 of 2012: European Communities (Control of Animal Remedies and their Residues) (Amendment) Regulations 2012.
- Regulation (EU) 2019/4 of 11 December 2018 on the manufacture, placing on the market and use of medicated feed, amending Regulation (EC) No 183/2005 of the European Parliament and of the Council and repealing Council Directive 90/167/EEC

Feed Additives

- Regulation EC 2003:1831 on additives in use in animal nutrition.
- S.I. 242 of 2005: European Communities (Feed Additives in Feedingstuffs) Regulations 2005.

Genetically Modified Organisms (GMO)

- Regulation EC 2003:1829 of the European Parliament and of the Council of 22 September 2003 of genetically modified food and feed.
- Regulation EC 2003:1830 of the European Parliament and of the Council of 22 September 2003 concerning the traceability and labelling of genetically modified organisms and the traceability of food and feed products produced from genetically modified organisms and amending Directive EC 2001:18.

- Commission Regulation EU 2011:619 of 24 June 2011 laying down the methods of sampling and analysis for the official control of feed as regards presence of genetically modified material for which an authorisation procedure is pending or the authorisation of which has expired.
- S.I. 424 of 2004: European Communities (Feedingstuffs) (Genetically Modified Feed) Regulations 2004.

Methods of Sampling and Analysis

- Commission Regulation EC 2009:152 of 27 January 2009 laying down the methods of sampling and analysis for the official control of feed.

Contaminants in Foodstuffs

- Commission Regulation EC 2006:1881 of 19 December 2006 setting maximum levels for certain contaminants in foodstuffs.
- S.I. 218 of 2010: European Communities (Certain Contaminants in Foodstuffs) Regulations 2010.

Quality Standards:

- ISO 17025:2005, General requirements for the competence of testing and calibration laboratories.
- ISO 22000:2005, Food safety management systems – requirements for any organisation in the food chain.
- ISO 9001:2008, Quality Management Systems – Requirements.
- ISO 17065:2012, Conformity assessment -- Requirements for bodies certifying products, processes and services.

Recommended Publications from FSAI

- Residues of Animal Remedies in Food.
- Mycotoxins in Food.

Other References:

- Safety, Health and Welfare at Work Act 200, http://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print
- Health Protection Surveillance Centre: Food Borne Disease: A Focus on The Infected Food Handler (2004). See website: www.hpsc.ie
- Code of Practice for the Control of Salmonella during the Production, Storage and Transport of Compound Feeds, Premixtures, Feed Materials and Feed Additives (DEFRA).
- HACCP (Hazard Analysis Critical Control Point): the principles of HACCP are defined in Codex Alimentarius Commission Code of Practice – General Principles of Food Hygiene. CAC/RCP 1 1969, Rev. 4 – 2003 www.codexalimentarius.net.
- Responsible use of rodenticides CRRU Code – see http://www.thinkwildlife.org/crru-code/

Availability of Documents:

- Irish Legislation documents (referenced as S.I. xxx) are available from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2 or Department of Agriculture, Food and Rural Development, Agriculture House, Kildare Street, Dublin 2 or from the Irish Statute Book website: http://www.irishstatutebook.ie/

- Other Irish Standards (documents referenced as I.S. xxx) are available from the National Standards Authority of Ireland, Glasnevin, Dublin 11. Further information is available on the website: www.nsai.ie
- Documents from the Food Safety Authority of Ireland are available from FSAI, Abbey Court, Lower Abbey Street, Dublin 1. Some of the documents are available through their website: www.fsai.ie
- EC Regulations and Council Decisions can be accessed through the website: http://eur-lex.europa.eu/en/index.htm
- Teagasc documents are available from Teagasc, Ashtown Food Research Centre, Ashtown, Dublin 15 through the website: www.teagasc.ie

Useful websites:

- Department of Agriculture, Food and the Marine: www.agriculture.gov.ie
- For the feedingstuffs section: www.agriculture.gov.ie/agri-foodindustry/feedingstuffs/
- Environmental Protection Agency: www.epa.ie
- Food Safety Authority of Ireland: www.fsai.ie
- Health and Safety Authority: www.hsa.ie
- Irish legislation – Irish Statute Book: www.irishstatutebook.ie
- Teagasc: www.teagasc.ie
- The Fertiliser Association of Ireland: www.fertilizer-assoc.ie
- Feed Materials register in EU: www.feedmaterialsregister.eu
- Sustainable Agriculture Initiative Platform: http://www.saiplatform.org/

Appendix 2 Audit Declaration Form

Confidentiality Bord Bia would like to thank you for participating in this audit which will be conducted on a strictly confidential basis.

Certification Decision Please be aware that the Auditor can only make a recommendation regarding certification. The Certification Committee will make the final decision regarding your eligibility.

Opening Declaration

- I acknowledge having **received a copy** of this Standard and the accompanying documentation.
- I have access to or have seen the Requirements for Members (ISO17065) document and agree to the conditions therein.
- I understand that my participation in the Scheme is a **demonstration of my commitment** to achieving the highest standards in the production of quality feeds and my legal responsibilities in the feed chain.
- I declare I am in **compliance with the relevant statutory requirements** with regard to the operation of my facility.
- I undertake to **abide by the conditions** applicable to feed Manufacturers / Suppliers as laid down in the Bord Bia Feed Quality Assurance Scheme.
- I agree to provide **full and accurate details** of my practices that relate to the Bord Bia Feed Quality Assurance Scheme and at all reasonable times I will allow Bord Bia auditors **access to records**, to record relevant information and to take feed samples for test purposes.
- I grant permission to the Bord Bia auditor to **take photographs** during the audit to be used as objective evidence for certification purposes. (Yes/No)
- I will ensure that the auditor is fully **aware of hazards** to be avoided during the audit.
- I confirm that the auditor has **no conflict of interest** in carrying out this audit (e.g. has not provided training / consultancy / services that would affect the integrity or impartiality of the audit).
- I understand that should this audit be discontinued prior to completion, following my request or due to factors/circumstances within my control, this will result in an automatic **Not Eligible** audit recommendation.
- I agree to inform Bord Bia immediately in the **event of a conviction** under legislation relating to any section of the Standard, or any aspect of the Scheme.
- I agree to permit my name, status and scope to be included on the **Bord Bia Register**.
- I agree and accept that nothing in the audit process, any auditor recommendation, Bord Bia decision, granting of membership, shall be taken as a representation, warranty, assurance, undertaking or confirmation that the relevant farm or other premises reviewed by the audit are safe or secure; Bord Bia hereby disclaims any and all responsibility and liability in relation to the safety, security, fitness for occupation/habitation/visitation and/or use of the farm, farm buildings or other land or premises that have been the subject of the audit by or on behalf of Bord Bia.

Participant (Please Print)			
Signed Owner ☐ Manager ☐	X		
Signed (Auditor)	X	**Date**	__/__/20__

I agree that Bord Bia can use my contact details to communicate with me occasionally to keep me informed of:

Note: You may unsubscribe from these communications at any time.

Feed Industry Issues ☐
Bord Bia Programmes ☐
Bord Bia Events ☐

Figure 5: Sample Opening Declaration

Appendix 3 Heat Treatment Systems and Their Operation

When direct-drying grain or other feed materials, both Feed Business Operators and farmers will be aware of the need to conform with the DAFM requirements, i.e. that the fuel type used to generate the heat for drying is appropriate. As a consequence, only the defined fuels may be used, and these fuels permitted are listed below.

Where other heat treatment systems are used (conditioning, toasting, micronising or other such treatments) that use direct heating, the system must be operated and maintained as defined below (Refer to clause 7.6).

Heating equipment must not leak, be periodically checked for accuracy and regularly maintained in a safe working manner.

Data must be maintained for each burner used in the drying of feed ingredients or feed materials, specifying the following:

- Manufacturer;
- Model;
- Serial number;
- Date of manufacture;
- Fuels suitable for use in the burner;
- Emissions in terms of CO and other particulate matter.

Each such heat treatment system / burner must be serviced annually by a recognised service technician. For each service, the following data must be recorded:

- Date of service;
- Name of service company;
- Name of service technician;
- Emissions measured;
- Measurement method;
- Adjustments to the burner;
- Assessment of the burner.

Burners may only be operated using the following fuels (fuel grade in parentheses) or else with written permission from DAFM:

1. Gas (Natural, LPG) (B.S. 4250);
2. Marked Diesel (I.S. 251 / EN 2004:590);
3. Gas Oil (I.S. 251 or BS 2869 Class A2, D);
4. Kerosene (B.S. 2869 Class C1, C2)

Appendix 4 Equivalent / Recognised Certifications

This section provides an overview of the voluntary and national schemes that are accepted by Bord Bia. The requirements described in the relevant FQAS module still apply. Bord Bia reserves the right to withdraw the acceptance of schemes.

For any queries on the information below, please contact Bord Bia.

Equivalent Schemes for Manufacturing Members / Applicants	
Other Certification	**Conditions for Bord Bia Membership**
UFAS	• Must apply to Bord Bia • Must be open to spot audit and must supply previous audit reports (from UFAS certification body) • Routine Bord Bia audits are not required
Equivalent Schemes for Feed Supplier (Non-Manufacturing) Members / Applicants	
Other Certification	**Conditions for Bord Bia Membership**
FEMAS	• Must apply to Bord Bia • Must be open to spot audit and supply previous audit reports • Routine Bord Bia audits are not required
GMP+	• Must apply to Bord Bia • Must be open to spot audit and supply previous audit reports • Routine Bord Bia audits are not required
FAMI$_{QS}$	• Must apply to Bord Bia • Must be open to spot audit and supply previous audit reports • Routine Bord Bia audits are not required
Recognised Schemes	
Other Certification	**Conditions for Bord Bia Membership**
TASCC	• Recognised as an approved certification for transport operators
IGAS (Storage)	• Recognised as an approved certification for grain stores • Option may be available to complete a dual IGAS / Bord Bia audit
IGAS (Grower)	• Recognised as an approved certification for growers of cereal crops supplying FQAS members

Table 1: Equivalent Schemes for Manufacturing Members / Applicants

Appendix 5 Sampling and Testing Guidelines

1. Introduction

The sampling and testing programme should meet regulatory requirements, should include the key tests as identified in the HACCP plan (where relevant), should be carried out by a laboratory accredited to ISO 17025 (where applicable) and should cover all parameters specified within this appendix.

The amount of testing a Feed Business Operator should carry out to ensure Quality Control is the product of many considerations, some of them unique to the individual Operator.

Note: It is not possible to provide a risk assessment guide to cover every possible risk for all sectors of the compound feed industry; however, each Bord Bia participant must be aware of the known major hazards and how they arise. Manufacturers of feeds containing Controlled Products must be aware of the risks specific to the products they handle.

2. Deriving Testing Requirements

Under feed legislation there is a range of potential testing required to demonstrate compliance. Some examples of legislation are listed below, but this is not exhaustive.

a) EU 2005:183 Feed Hygiene Regulations (as amended). ‘‘Feed hygiene” is defined as the measures and conditions necessary to control hazards and to ensure fitness for animal consumption of a feed, taking into account its intended use; Annex II outlines the sampling and testing requirements.

b) EU 2009:767 Marketing and Feed Use Regulations.

c) EU 2002:32 Undesirable Substances in Animal Feed and subsequent amendments. “Using or putting into circulation products intended for animal feed which contain levels of undesirable substances that exceed the maximum levels laid down in Annex I must therefore be prohibited.”

d) EU 2012:225 Oils and Fats Dioxin Testing – “It is necessary to provide for an obligation for feed business operators to test fats, oils and products derived thereof for dioxin and dioxin- like PCBs in order to reduce the risk that contaminated products enter the food chain.”

3. Suggested Guidelines for Feed Ingredient Testing - Quality

Feed ingredients testing should be based on annual volume and risk (i.e. possibility of recontamination, new source or new supplier, history, seasonal effect, recent incidents) and meet the minimum requirements of the table below. Other tests can be adopted based on a risk assessment or HACCP plan.

	Dry Matter	Protein	Oil A/B	Crude Fibre/NDF	Ash	Mineral & trace elements	Salt/sodium	Fat quality
Cereal grains	M	M	A	A	A			
Cereal by-products	M	M	A	M	A			
Oil seeds/ fruits & their by-products	M	M	M	M	A			
Legumes & by-products	M	M	A	M	A			
Tubers, roots & by-products	A	A	A	M	M			
Other seeds & fruits & by-products	A	A	A	M	A			
Molasses	M	M		A	A	A		
Milk products & by-products		M	M				A	
Fishmeal		M	M		M		M	
Misc. food by-products	M	M	M	M	M		M	
Fats & oils	M							M
Minerals						M		

M – Minimum testing
A – Additional Testing (Recommended)
Where M or A not indicated – Individual company assessment required

Table 2: Feed Ingredient Testing Guidelines

4. Suggested Guidelines for Finished Feeds Quality Testing

Finished Feed testing should be based on annual volume and risk (i.e. possibility of recontamination, new source or new supplier, history, seasonal effect, recent incidents) and meet the minimum requirements of the table below. Other tests can be adopted based on a risk assessment or HACCP plan.

	Moisture	Protein	Oil A/B	Crude Fibre/NDF	Ash	Mixer efficiency	Carry-over/cross-contamination	Routine medicine/additive analyses	Contaminant (med/ SFA)	Copper	GMO
Cattle	M	M	M	M	M	M		M			
Sheep	M	M	M	M	M	M	A	M		M	
Pig	M	M	M	M	M	M		M			
Layers – Poultry	M	M	M	M	M	M		M			
Growing – Poultry	M	M	M	M	M	M		M			
Medicated						M	M	As per VMD	M		
Non-GM											M

M – Minimum testing
A – Additional Testing (Recommended)
Where M or A not indicated – Individual company assessment required

Table 3: Finished Feed Testing Guidelines

5. Suggested guidelines for Feed Materials / Finished Feed Safety Testing

Finished Feed testing should be based on annual weight and risk (i.e. possibility of recontamination, new source or new supplier, history, seasonal effect, recent incidents) and meet the minimum requirements of the table below. Other tests can be adopted based on a risk assessment or HACCP plan.

Test	Minimum number of tests (based on total tonnes of feed manufactured annually)				
	> 150k tonnes of feed	**150k – 100k** tonnes of feed	**100k – 50k** tonnes of feed	**50k – 10k** tonnes of feed	**<10k** tonnes of feed
Dioxins and/or PCB	3	2	2	1	1
Heavy metals	8	4	2	1	1
Mycotoxins • Aflatoxin B • Zearalenone • Ochratoxin A • Deoxynivalenol (DON) • Others as per risk assessment	4	4	3	2	2
Pesticide residues	1	1	1	1	1
Escherichia coli and Enterococci[1]	4	4	2	2	1
Salmonella[1] Composited samples taken from deliveries at point of dispatch	4	4	2	2	1
Listeria[1] Composited samples taken from deliveries at point of dispatch	4	4	2	2	1
Particles of animal origin	Frequency based on risk assessment and level of production with a minimum of 1 test carried out.				

[1] – Tonnage of ruminant feed can be excluded.

Table 4: Finished Feed Safety Testing Guidelines

6. Summary Guidelines for preparing a QC Testing Schedule

The testing schedule has to take into account:

1. The manufacturing / merchanting process to be controlled – multispecies, single species, bagging etc., tonnage, number of lines, types of products;
2. Feed ingredients used and split of usage;
3. Availability of data from other sources;
4. Finished feedingstuffs manufactured – species and stage of growth, tonnage;
5. Test parameters – including routine, in process, contaminants, due diligence, etc;

The frequency of testing will depend on all of the above.

7. Sampling

Sample Size

This should be sufficient to carry out the required analyses. Typically, this would require approximately 250 grams. The sample container must be clean and sealed.

Sampling Points

Feed Ingredients

Where possible, bulk feed ingredient samples should be a composite of several samples from different points in the load / delivery.

Finished feeds

A retained representative sample for each batch must be taken preferably at the point of outloading or alternatively at the end of the process.

Sampling for mixing and cross-contamination trial purposes are described in a later section.

Sampling Equipment

This should be suitable to permit a representative sample to be taken in a safe manner. Attention should be given to hygiene – always use clean sampling equipment to avoid any contamination.

8. In-Process Evaluations

These requirements ensure both that the manufacturing process is effective and that it produces safe finished feeds.

Mixer Efficiency

Where additives (including added vitamins) are used, a measurement to ensure that these are adequately mixed must be carried out at least once every six months on each mixer in use.

Mixer Efficiency Test – Method of Measurement

A batch of feed is manufactured containing the target parameter, which typically could be a trace element or mineral such as manganese. A minimum of 10 individual samples should be taken as close to the mixer discharge as possible and at predetermined intervals throughout the batch. The best way of determining the intervals is to establish the time taken for the batch to discharge from the mixer and to divide this by the number of samples to be taken. These samples should then be put into sequentially numbered bags and the whole set of individual samples sent for analysis.

Mixer Efficiency Test – Interpretation of the Results

Interpretation of the data must look at variation between samples and can be used to look at average recovery.

The normal measure for this test is the coefficient of variation (CV). This is a statistical measure which gives an indication of the degree of variation in levels across the batch. The calculation is as follows:

CV = (SD/Mean)*100

For manufactured of finished feed a CV of less than 10%[3] should be achieved.

In general this figure should be taken as a measure of the mixer performance. As such, once a figure for that mixer has been established, any deviation away from this should be investigated as it could indicate a hygiene and/or mechanical issue.

Carry-over Monitoring

Method of Measuring Carry-over

a) Manufacture a feed containing the feed ingredient for which the carry-over is being measured.

b) Carry out flush routine as per company procedures to clear the system.

c) Make a subsequent batch (Batch 2), which does not contain the feed ingredient for which the contamination is being measured.

d) Sampling should be taken at the point of outloading to validate the system and the frequency needs to be a minimum of 5 sub samples spaced evenly through the batch.

Note: Consideration should be given to sampling at the very start of the batch only in the event feed is ever used for bagging immediately after high risk ingredients.

e) Each sample should be tested. The contamination is calculated from the mean recovery of the analyte in Batch 2, expressed as a percentage of the original batch of feed.

The level of the analyte in the feed should also be taken into consideration as this may be needed to compare with levels laid down in legislation.

f) Generally, the number of samples taken, and the analyte measured is determined by risk assessment.

g) Where results exceed risk assessed limits and further investigation is needed then this procedure should be repeated with samples of Batch 2 taken as close as possible to the section of plant being investigated, such as the mixer and/or the press.

Measuring cross-contamination – Interpretation of Results

Consideration should be given to legislation, the danger to non-target species and food safety issues with immediate follow-up. This information should also be used in subsequent HACCP reviews.

If, for instance, the results show a level of contamination at the press but not at the mixer, then the press flush level may need to be increased or steps put in place to ensure that manufacture is planned to avoid the risk of the products being manufactured in that order.

[3] A CV of less than 13% should be achieved for coarse ration.

9. Microbiological Monitoring

Enterobacteriaceae (Enteros):

These are a group of bacteria often used in poultry feed microbiology as indicator organisms to validate and verify, where required, the effectiveness of heat treatment or acid treatment as a kill step. Their presence in processed poultry feed may indicate inadequate treatment or post process contamination from the environment. Entero testing may be used to monitor plant hygiene.

10. Testing Medicated Feed Recovery in Finished Feed

Method

Samples of finished feed containing medications should be selected using the routine sampling procedure and submitted for analysis at a frequency equal to the square root of 1% (in tonnes) of the medicated feed produced per annum (minimum 1 sample).

The testing should take into account all of the controlled products used on the manufacturing site where reliable analysis is available.

Interpretation of results

At a minimum, results should be within the tolerances in the table below unless otherwise specified in the marketing authorisation:

Level of active ingredient specified on the label[4]	Tolerance
≤ 50 mg/kg	+/- 50%
> 50 mg/kg ≤ 500 mg/kg	+/- 40%
> 500 mg/kg ≤ 5g/kg	+/- 30%
> 5g/kg ≤ 50g/kg	+/- 20%
> 50g/kg	+/- 10%

Table 5: Controlled Product Recovery Tolerances

[4] See http://www.legislation.gov.uk/uksi/2013/2033/schedule/5/made

11. Summary of Common Legal Limits / Tolerances

For further information please see Commission Regulation (EU) 2017/2279 of 11 December 2017 amending Annexes II, IV, VI, VII and VIII to Regulation (EC) No 767/2009 of the European Parliament and of the Council on the placing on the market and use of feed.

Constituent	Declared content of the constituent	Tolerance (1)	
	[%]	Below the labelled value	Above the labelled value
Crude fat	< 8	1	2
	8 - 24	12,5 %	25 %
	> 24	3	6
Crude fat, feed for non-food producing animals	< 16	2	4
	16 - 24	12,5 %	25 %
	> 24	3	6
Crude protein	< 8	1	1
	8 - 24	12,5 %	12,5 %
	> 24	3	3
Crude protein, feed for non-food producing animals	< 16	2	2
	16 - 24	12,5 %	12,5 %
	> 24	3	3
Crude ash	< 8	2	1
	8 - 32	25 %	12,5 %
	> 32	8	4
Crude fibre	< 10	1,75	1,75
	10 - 20	17,5 %	17,5 %
	> 20	3,5	3,5
Sugar	< 10	1,75	3,5
	10 - 20	17,5 %	35 %
	> 20	3,5	7
Starch	< 10	3,5	3,5
	10 - 20	35 %	35 %
	> 20	7	7
Calcium	< 1	0,3	0,6
	1 - 5	30 %	60 %
	> 5	1,5	3
Magnesium	< 1	0,3	0,6

Constituent	Declared content of the constituent	Tolerance (1)	
	[%]	Below the labelled value	Above the labelled value
	1 - 5	30 %	60 %
	> 5	1,5	3
Sodium	< 1	0,3	0,6
	1 - 5	30 %	60 %
	> 5	1,5	3
Total phosphorus	< 1	0,3	0,3
	1 - 5	30 %	30 %
	> 5	1,5	1,5
Ash insoluble in hydrochloric acid	< 1	no limits are set	0,3
	1 - < 5		30 %
	> 5		1,5
Potassium	< 1	0,2	0,4
	1 - 5	20 %	40 %
	> 5	1	2
Moisture	< 2	no limits are set	0,4
	2 - < 5		20 %
	5 - 12,5		1
	> 12,5		8 %
Energy value (2)		5 %	10 %
Protein value (2)		10 %	20 %

1. The tolerances are given either as an absolute percentage value (this value must be subtracted from/added to the declared content) or as a relative value marked with "%" after the value (this percentage must be applied to the declared content to calculate the acceptable deviation
2. The tolerances are applicable where no tolerance has been laid down in accordance with an EU method or in accordance with an official national method in the Member State in which the feed is placed on the market or in accordance with a method adopted by the European Committee for Standardisation

Appendix 6 Summary of Records, Procedures and Policies

Summary of Key Records, Procedures and Policies	Manufacturer Criteria References
Feed Safety / Hygiene / Quality Policy	1.2.a, 1.2.d, 4.6.a
Ethical Trading Policy / Employee Welfare Policy	1.2.c, 1.12.a, 1.12.b
Organisation Chart	1.3.a
Product Specifications	1.6.a, 6.2.b
Complaints Procedure	1.7.a
Food Fraud Policy	1.8.a
Training Records	1.11.b, 7.15.a
Emergency Procedure / Plan	2.2.a, 2.2.b
Hygiene Procedure	4.6.a
Environmental Records	4.8.f, 7.5.a
Cleaning Records	4.11.a, 4.11.b, 9.2.b
Waste Management Records / Procedure	4.12.a, 3.4.a, 4.12.e
Storage Check Records	5.1.c
Maintenance Procedure	5.3.a
Glass / Hard Plastic Procedure	5.6.a
Supplier Auditing Program	6.1.c
Product Approval Procedure	6.2.a
Intake Records	6.3.a, 6.3.d
Formulation Procedure	6.4.d / 7.8.e
Water Management Plan	6.7.b
HACCP Plan	7.1.a
Bin / Bay Emptying Records and Identification	7.3.g, 7.3.c
Production Records	7.9.b, 7.9.c
Flushing Procedures	7.10.a, 7.10.b
Raw Material Substitution Procedure	7.12.b
Inspection, Sampling And Testing Procedures + Results	7.14.b
Non-Conforming Product Procedure	7.22.a, 7.22.c
Medicine Inventory	7.23.a
Traceability Procedure	8.1.a
Feed Safety Incident Procedure / Product Withdraw & Recall Procedure + Records	4.2.b, 8.2.a, 8.2.b
Loading Records / Dispatch System / Records	9.2.c, 9.2.e

Table 6: Summary of Records, Procedures and Policies

Appendix 7 Emergency Procedures

The priorities for site staff are the protection of human life, and the avoidance of situations likely to cause injury or harm to staff and visitors.

Each FQAS Participant must:

- Carry out a safety risk assessment on the buildings.
- Document and implement a strategy to deal with each identified risk, including (as relevant):
  i. Gas leak
  ii. Fire
  iii. Power failure
  iv. Personal injury
  v. Equipment failure.
- The strategy must be posted on a noticeboard in a manner that is accessible to all staff, i.e. near exits and at a central location (e.g. canteen).
- The location of safety equipment must be identified and posted so as to be easily accessible.
- The emergency evacuation process must be documented and displayed at a central point showing escape routes.
- A list of emergency telephone numbers must be included (as relevant):

Emergency Numbers

Emergency Services		
Doctor		
Fire Brigade		
Gardaí		
Ambulance		
Directions to **this** Building		
Other Useful Contacts		
Safety Officer		
Site Manager		
Gas Service Centre		
Electrical Supplier		
Service Engineer		
Health and Safety Authority		
Key Safety information		
Detail	**Location**	**Comment**
Phone (location)		
Fire Extinguishers		
Gas Shutoff Valve		
Water Mains Valve		
Electricity Shutoff Switch		
Generator		
Generator Switchover		
First Aid Kit		

Appendix 8 Processing Conditions / Exclusions

The following is a list of the manufacturing / processing conditions that are specific to each of the Bord Bia Quality Assurance Schemes. All participants in the FQAS must comply in full with these conditions as relevant.

Scheme	Specific Requirement
Sustainable Egg Assurance Scheme	**Producers and Rearers:** All feed must be heat-treated to 80°C for a 4-minute period or heat-treated according to an equivalent Bord Bia-approved process.[5] All remedies must only be used at therapeutic level.
	Rearers: Anti-microbial substances administered through feed must only be used where deemed necessary by the veterinarian; administration must occur under veterinary control.
Sustainable Beef & Lamb Assurance Scheme **&** **Sustainable Dairy Assurance Scheme**	Bovine and ovine feeds must be manufactured without the incorporation of tallow.
	Only animal proteins derived from milk, egg and non-ruminant gelatine may be used in bovine or ovine feeds.
	The use of all medicinal feed additives, including antibiotic growth promoters and digestive enhancers, for non-therapeutic purposes is prohibited.
Sustainable Pig Assurance Scheme	The use of all medicinal feed additives, including antibiotic growth promoters and digestive enhancers, for non-therapeutic purposes is prohibited.
	With the exception of milk and egg protein products, the use of all other animal proteins is prohibited.
	Fishmeal and blood-based products can be used provided there is clear evidence that the Producer has a current licence / approval from DAFM for their use.
Sustainable Poultry Products Assurance Scheme	All feed must be heat-treated to 80°C for a 4-minute period or heat-treated according to an equivalent Bord Bia-approved process.[5]
	Anti-microbial substances administered through feed / water must only be used where deemed necessary by the veterinarian; administration must occur under veterinary control.

[5] Please see, S.I. No. 364/1991 - Diseases of Animals (Poultry Feed) Order, 1991. Any feed intended for feeding to poultry must be subjected to heat treatment to produce a minimum temperature of 75°C at the core for one minute or to such alternative heat treatment approved by the Minister as sufficient to inactivate Newcastle Disease virus.

Appendix 9 Chemicals - Safe Handling and Storage

Safe Handling of Chemicals: Guideline

- Purchase only approved chemicals.
- Do not transfer chemicals to other storage containers, especially soft drinks bottles or food containers.
- Read the label before opening the chemical and observe all safety precautions. Use chemicals in accordance with manufacturers' recommendations.
- Wear the correct personal protection equipment for the chemical and operation involved.
- Have a supply of clean water for washing off splashes.
- Wash hands and exposed skin before eating or drinking, and shower down after the job is complete.
- Thoroughly rinse all equipment used, and store it safely.
- Unused chemicals should be disposed of in a safe manner and so as not to harm personnel, animals or the environment
- Chemicals should only be used in a manner that protects hedgerows and waterways, and prevents drift and run-off.

At all times, treat chemicals as dangerous substances and identify the hazards associated with their use in the Farm Safety Statement/Farm Safety Risk Assessment.

Safe Storage of Chemicals: Guideline

- Purchase only approved chemicals.
- Store in external designated storage facilities, which are labelled & locked, and well away from food. Chemicals may be stored in a washable cabinet or shelf, but may also be placed on a clean concrete platform or non-corrosive frame at least 300mm from the floor.
- Maintain only minimum stocks of chemicals (to avoid out-of-date chemicals).
- Ensure that the chemical store is secure storage and dedicated to the storage of chemicals; is constructed to ensure that leakages or spillages are retained within the store (bunded); and where shelving is provided, the shelving is made from non-absorbent materials.
- Put a clearly visible warning sign at the entrance to the store.
- Ensure that facilities are available that include at least:
  i. a list of key emergency contact numbers displayed near the entrance of the store (e.g. doctor, fire service);
  ii. facilities for soaking up small spillages or leakages (e.g. bucket of sand or peat);
  iii. recommended protective clothing and equipment (cleaned and properly maintained);
  iv. calibrated weighing scales and measures for liquids/PPPs.
- Ensure that powdered products are either separated from or stored above liquids.
- Only store products in their original container (see www.pcs.agriculture.gov.ie for advice on storing chemicals).
- Do not transfer chemicals to other storage containers, especially soft drinks bottles or food containers.
- Maintain only minimum stocks of chemicals (to avoid out-of-date chemicals).

Appendix 10 Welfare in the Workplace

Employers must provide adequate and appropriate welfare facilities for employees while they are at work. The minimum statutory conditions applicable in Ireland are set out by S.I. No. 164/2010 - Employment Regulation Order (Agricultural Workers Joint Labour Committee) 2010.

Acceptable working conditions take into account payment for work undertaken and the ability of the worker to balance their commitments to work, family and community. Working hours, employee health and safety, and the potential of employees to fulfil the needs of others within their environments have been considered. The text on the page below contains a sample policy as a guideline to operators who wish to implement a Welfare in the Workplace Policy.

Note: This document is based on the Sustainable Agriculture Initiative (SAI) principles published by the Sustainable Agriculture Initiative (SAI) Platform Working Group on Dairy, which has adopted the Guide to Good Dairy Farming Practice – a joint publication of the International Dairy Federation (IDF) and the Food and Agriculture Organization of the United Nations (FAO), published in January 2004.

Welfare in the Workplace Policy

1. Wages and benefits received by employees/workers will comply with the minimum required under local and national legislation and are paid according to an agreed schedule.
2. There will be no discrimination of employees on any grounds recognised in Irish law (e.g. gender, age, race, etc.).
3. All employees are equally free to fulfil their religious and cultural needs in their leisure time.
4. All employees will not be subject to threatening or abusive behaviour, and will not be allowed to use threatening or abusive behaviour against others.
5. Employees are encouraged to report complaints without fear.
6. All workers (permanent or temporary) are assisted to obtain information regarding their legal rights and obligations, and are issued with a work contract that complies with national and local legislation and that specifies the conditions of work including those related to Health and Safety (see also relevant sections relating to assessment of risks in Sections 3–4).
7. All workers (permanent and temporary) are given a work contract. The work contract ensures that the weekly hours worked are limited (maximum 48 hours), that overtime is voluntary and limited (maximum 12 hours), that work breaks and shift breaks and rest days are agreed, and that access to toilet facilities is available at all times.
8. Work is provided on an equal opportunity basis and pay is based on skill level.
9. The work contract for full-time employees is based on the living wage as set out in national and local legislation.
10. When promotional opportunities are available, these are offered on a performance basis.
11. The work contract sets out the employee's right to paid leave, holiday pay, sick leave, work-related sick pay and parental leave.
12. Wage deductions are clearly set out so as to be clearly understood and are not used as a disciplinary measure.
13. Workers are encouraged to have independent health insurance.
14. Workers have a right to association and to join labour unions and the effective functioning of unions is facilitated.
15. Workers' right to collective bargaining is acknowledged.
16. Children under 15 years of age are not allowed to be employed.
17. Language and cultural barriers are taken into account to ensure understanding of signs, instructions, safety procedures and important communications.

18. Workers that are vulnerable (i.e. are under 18 years of age, or have physical or mental disabilities, or are pregnant, or are inexperienced, or are physically unable, or are ill, or have a respiratory difficulty) are not required to handle hazardous chemicals or engage in unsuitable or hazardous work (including working in unhealthy situations, or when alone).
19. Workers from the ages of 15 to 18 are not required to engage in work that is hazardous, or that could jeopardise physical, moral or mental well-being.
20. No bonded or forced labour is allowed.
21. Accidents are recorded and, where necessary, communicated to the Health and Safety Authority; prompt medical treatment is made available and corrective action is taken to prevent a recurrence.
22. Where workers are required to handle fuels, chemicals or potentially hazardous materials, medical testing for workers is provided as necessary, and training is provided on spill prevention and handling of such materials.
23. Access to safe drinking water is provided for all personnel.
24. Workers' children under 18 years of age are encouraged to attend school.
25. Employees and workers are encouraged and supported to become involved in general educational activities and to undertake training on all aspects of sustainable practices.
26. In so far as it is possible, the activities will contribute to the economic and social benefit of the local community.
27. Access to clean accommodation and cooking facilities is provided to the workers where necessary.

Appendix 11 Summary of Labelling Regulations

The following summary is based on Regulation (EC) No. 767/2009 on the marketing and use of feed and Regulation (EC) No. 1831/2003 on additives for use in animal nutrition.

For further information please see https://www.agriculture.gov.ie/agri-foodindustry/feedingstuffs/

Article 15 General mandatory labelling requirements (Regulation (EC) No. 767/2009)

1. A feed material or compound feed shall not be placed on the market unless the following particulars are indicated by labelling:

a) the **type** of feed: 'feed material', 'complete feed' or 'complementary feed', as appropriate;
   - for 'complete feed', the designation 'complete milk replacer feed' may be used, if appropriate,
   - for 'complementary feed', the following designations may be used if appropriate: 'mineral feed' or 'complementary milk replacer feed',
   - for pets other than cats and dogs, 'complete feed' or 'complementary feed' may be replaced by 'compound feed';

b) the name or business **name and the address** of the feed business operator responsible for the labelling;

c) if available, the establishment **approval number of the person responsible for the labelling** granted in accordance with Article 13 of Regulation (EC) No 1774/2002 for establishments authorised in accordance with Article 23(2)(a), (b) and (c) of Regulation (EC) No 1774/2002 or Article 17 of Regulation (EC) No 1774/2002 or with Article 10 of Regulation (EC) No 183/2005. If a person responsible for the labelling has several approval numbers he shall use the one granted in accordance with Regulation (EC) No 183/2005

d) the **batch** or lot reference number;

e) the **net quantity** expressed in units of mass in the case of solid products, and in units of mass or volume in the case of liquid products;

f) the **list of feed additives** preceded by the heading 'additives' in accordance with Chapter I of Annex VI or VII, as applicable, and without prejudice to labelling provisions laid down in the legal act authorising the respective feed additive; and

g) the **moisture** content in accordance with point 6 of Annex I below

> Provided that no other level is laid down in Annex V or the Catalogue referred to in Article 24 the moisture content of the feed must be stated if it exceeds:
> - % in the case of mineral feed containing no organic substances,
> - % in the case of milk replacer feeds and other compound feed with a milk-product content exceeding 40 %,
> - 10 % in the case of mineral feed containing organic substances,
> - 14 % in the case of other feed.

Article 16 Specific mandatory labelling requirements for feed materials (Regulation (EC) No. 767/2009)

1. In addition to the requirements provided for in Article 15, the labelling of feed materials shall also include:

a) the **name of the feed material**; the name shall be used in compliance with Article 24(5); and

b) the **compulsory declaration** corresponding to the respective category as set out in the list in Annex V; the compulsory declaration may be replaced by the particulars laid down in the Community Catalogue referred to in Article 24 for each feed material in the respective category.

Feed material consisting of	Compulsory declaration of
Forages and roughage	Crude protein, if > 10 %
	Crude fibre
Products and by-products of cereal grains	Starch, if > 20 %
	Crude protein, if > 10 %
	Crude oils and fats, if > 5 %
	Crude fibre
Products and by-products of oil seeds, oil fruits	Crude protein, if > 10 %
	Crude oils and fats, if > 5 %
	Crude fibre
Products and by-products of legume seeds	Crude protein, if > 10 %
	Crude fibre
Products and by-products of tubers and roots	Starch
	Crude fibre
	Ash insoluble in HCl, if > 3,5 % of dry matter
Products and by-products of the sugar beet processing industry	Crude fibre, if > 15 %
	Total sugar, calculated as sucrose
	Ash insoluble in HCl, if > 3,5 % of dry matter
Products and by-products of the sugar cane processing industry	Crude fibre, if > 15 %
	Total sugar calculated as sucrose
Other seeds and fruits, their products and by-products, except those mentioned in 2-7	Crude protein
	Crude fibre
	Crude oils and fats, if > 10 %
Other plants, their products and by-products, except those mentioned in 8-11	Crude protein, if > 10 %
	Crude fibre
Milk products and by-products	Crude protein
	Moisture, if > 5 %
	Lactose, if > 10 %
Land animal products and by-products	Crude protein, if > 10 %
	Crude oils and fats, if > 5 %
	Moisture, if > 8 %
Fish, other marine animals, their products and by-products	Crude protein, if > 10 %
	Crude oils and fats, if > 5 %
	Moisture, if > 8 %
Minerals	Calcium
	Sodium
	Phosphorus
	Other relevant minerals
Miscellaneous	Crude protein, if > 10 %
	Crude fibre
	Crude oils and fats, if > 10 %
	Starch, if > 30 %
	Total sugar, as sucrose, if > 10 %
	Ash insoluble in HCl, if > 3,5 % of dry matter

2. In addition to the requirements provided for in paragraph 1, the labelling of feed materials shall include the following when additives are incorporated:

a) the species or categories of **animals for which the feed material is intended** where the additives in question have not been authorised for all animal species or have been authorised with maximum limits for some species;
b) **instructions for proper use** in accordance with point 4 of Annex II, where a maximum content of the additives in question is set; and

> The instructions for proper use of complementary feed and feed materials containing additives in excess of the maximum levels fixed for complete feed shall state the maximum quantity:
> - in grams or kilograms or units of volume of complementary feed and feed materials per animal per day, or
> - percentage of the daily ration, or
> - per kilo of complete feed or percentage in complete feed,
> - in order to ensure that the respective maximum contents of feed additives in the daily ration are complied with.

c) the **minimum storage life for additives** other than technological additives.

Article 17 Specific mandatory labelling requirements for compound feed (Regulation (EC) No. 767/2009)

1. In addition to the requirements provided for in Article 15, the labelling of compound feed shall also include the following:

a) the **species** or categories of animals for which the compound feed is intended;
b) the **instructions for proper use** indicating the purpose for which the feed is intended; such instructions shall, where applicable, be in accordance with point 4 of Annex II;

> The instructions for proper use of complementary feed and feed materials containing additives in excess of the maximum levels fixed for complete feed shall state the maximum quantity:
> - in grams or kilograms or units of volume of complementary feed and feed materials per animal per day, or
> - percentage of the daily ration, or
> - per kilo of complete feed or percentage in complete feed,
> - in order to ensure that the respective maximum contents of feed additives in the daily ration are complied with.

c) in cases where the producer is not the person responsible for the labelling, the following shall be provided:
    - the **name or business name and address of the producer**, or
    - the **approval number of the producer** as referred to in Article 15(c) or an identifying number in accordance with Articles 9, 23 or 24 of Regulation (EC) No 183/2005; if such number is not available, an identifying number allocated at the request of the producers or the importing feed business operator, which shall be in accordance with the format laid down in Chapter II of Annex V to Regulation (EC) No 183/2005;

d) the indication of the **minimum storage life** in accordance with the following requirements:
   - 'use before ...' followed by the date indicating a certain day in the case of feed highly perishable due to degradation processes,
   - 'best before ...' followed by the date indicating a certain month in the case of other feed.

   If the date of manufacture is indicated on the label, the date indicating minimum storage life may be provided as well as '... (time period in days or months) after the date of manufacture';

e) a **list of the feed materials** of which the feed is composed, bearing the heading 'composition' and indicating the name of each feed material in accordance with Article 16(1)(a), and listing those feed materials in descending order by weight calculated on the moisture content in the compound feed; that list may include the percentage by weight; and

f) the **compulsory declarations** provided for in Chapter II of Annex VI or VII, as applicable.

- The analytical constituents of compound feed for **food producing** animals shall be labelled as follows:

Feed	Analytical constituents and levels	Target species
Complete feed	Crude protein	All species
	Crude fibre	All species
	Crude oils and fats	All species
	Crude ash	All species
	Lysine	Pigs and poultry
	Methionine	Pigs and poultry
	Calcium	All species
	Sodium	All species
	Phosphorus	All species
Complementary feed — Mineral	Lysine	Pigs and poultry
	Methionine	Pigs and poultry
	Calcium	All species
	Sodium	All species
	Phosphorus	All species
	Magnesium	Ruminants
Complementary feed — Other	Crude protein	All species
	Crude fibre	All species
	Crude oils and fats	All species
	Crude ash	All species
	Lysine	Pigs and poultry
	Methionine	Pigs and poultry
	Calcium ≥ 5 %	All species
	Sodium	All species
	Phosphorus ≥ 2 %	All species
	Magnesium ≥ 0,5 %	Ruminants

- If amino acids, vitamins and/or trace elements are indicated under the heading of analytical constituents, they shall be declared, along with the total amount thereof.

- If the energy value and/or protein value are indicated, such indication shall be in accordance with the EC method, if available or with the respective official national method in the Member State where the feed is placed on the market, if available.

2. As regards the list provided for in paragraph 1(e), the following requirements shall apply:

a) the **name and percentage by weight** of a feed material shall be indicated if its presence is emphasised on the labelling in words, pictures or graphics;
b) if the percentages by weight of the feed materials contained in compound feed for food-producing animals are not indicated on the labelling, the person responsible for the labelling shall, without prejudice to Directive 2004/48/EC, make available to the purchaser, on request, information on the quantitative composition data within a range of +/– 15 % of the value according to the feed formulation; and
c) in the case of compound feed intended for non-food producing animals except fur animals, the indication of the specific name of the feed material may be replaced by the name of the category to which the feed materials belong.

3. In the event of any urgency relating to human or animal health or to the environment, and without prejudice to Directive 2004/48/EC, the competent authority may provide the purchaser with information that is available to it under Article 5(2), provided that, after having balanced the respective legitimate interests of the manufacturers and the purchasers, it concludes that the provision of such information is justified. If appropriate, the competent authority shall provide such information subject to the signing of a confidentiality clause by the purchaser.

4. For the purposes of paragraph 2(c), the Commission shall establish a list of categories of feed materials which may be indicated instead of individual feed materials on the labelling of feed for non-food producing animals except fur animals.

Those measures, designed to amend non-essential elements of this Regulation, by supplementing it, shall be adopted in accordance with the regulatory procedure with scrutiny referred to in Article 28(4).

Article 18 Additional mandatory labelling requirements for feed intended for particular nutritional purposes (Regulation (EC) No. 767/2009)

1. In addition to the general mandatory requirements laid down in Articles 15, 16 and 17, as applicable, the labelling of feed intended for particular nutritional purposes shall also include:

a) the qualifying expression '**dietetic'**, in the case, exclusively, of feed intended for particular nutritional purposes, next to the designation of the feed as laid down in Article 15(a);

> the type of feed: 'feed material', 'complete feed' or 'complementary feed', as appropriate;
> - for 'complete feed', the designation 'complete milk replacer feed' may be used, if appropriate,
> - for 'complementary feed', the following designations may be used if appropriate: 'mineral feed' or 'complementary milk replacer feed',
> - for pets other than cats and dogs, 'complete feed' or 'complementary feed' may be replaced by 'compound feed'

b) the particulars prescribed for the respective intended use in columns 1 to 6 of the list of intended uses referred to in Article 9; and
c) an **indication that the opinion of a nutrition expert or veterinarian should be sought** before using the feed or before extending its period of use.

Article 16 Labelling and packaging of feed additives and premixtures (Regulation (EC) No. 1831/2003)

1. No person shall place on the market a feed additive or a premixture of additives unless its packaging or container is labelled under the responsibility of a producer, packer, importer, seller or distributor established within the Community and bears the following information, in a conspicuous, clearly legible and indelible manner, in at least the national language or languages of the Member State in which it is marketed, in relation to each additive contained in the material:

a) the **specific name** given to the additives upon authorisation, preceded by the **name of the functional** group as mentioned in the authorisation;
b) the name or **business name** and the **address** or registered place of business of the person responsible for the particulars referred to in this Article;
c) the **net weight** or, in the case of liquid additives and premixtures, either the **net volume** or the net weight;
d) where appropriate, the approval number assigned to the establishment or the intermediary pursuant to Article 5 of Directive 95/69/EC or the **registration number assigned to the establishment** or the intermediary pursuant to Article 10 of that Directive;
e) **directions for use**, and any **safety recommendations** regarding the use and, where applicable, the specific requirements mentioned in the authorisation, including animal species and categories for which the additive or premixture of additives is intended;
f) the **identification number**;
g) the **batch reference** number and **date of manufacture**.

2. For flavouring compounds, the list of additives may be replaced by the words 'mixture of flavouring compounds'. This shall not apply to flavouring compounds subject to a quantitative limitation when used in feed and drinking water.

3. In addition to the information specified in paragraph 1, the packaging or container of an additive belonging to a functional group specified in Annex III must bear the information, presented in a conspicuous, clearly legible and indelible manner, indicated in that Annex.

4. Moreover, in the case of premixtures, the word 'PREMIXTURE' (in capital letters) must appear clearly on the label, and the carrier substance must be declared.

5. Additives and premixtures shall be marketed only in closed packages or closed containers which must be closed in such a way that the fastener is damaged on opening and cannot be re-used.

6. Amendments to Annex III to take technological progress and scientific development into account may be adopted in accordance with the procedure referred to in Article 22(2).

a) Zootechnical additives, coccidiostats and histomonostats:
- the expiry date of the guarantee or the storage life from the date of manufacture,
- the directions for use, and
- the concentration;

b) Enzymes, in addition to the abovementioned indications:
- the specific name of the active component or components in accordance with their enzyme activities, in conformity with the authorisation given,
- the International Union of Biochemistry identification number, and
- instead of concentration: units of activity (units of activity per gram or units of activity per millilitre);

c) Micro-organisms:
- the expiry date of the guarantee or the storage life from the date of manufacture,

- the directions for use,
- the strain identification number, and
- the number of colony-forming units per gram;

d) Nutritional additives:

- the active-substance level, and
- the expiry date of the guarantee of that level or storage life from the date of manufacture;

e) Technological and sensory additives with the exception of flavouring compounds:

- the active substance level;

f) Flavouring compounds:

- the incorporation rate in premixtures.

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