Rules for Operators

Version 7 / 2013-03-08



TABLE OF CONTENTS

0 Introduction

FAMI-QS certification is based on the FAMI-QS Code of Practice for Feed Additive and Premixtures Operators (the 'FAMI-QS **Code**'). The only valid version of the Code is the English version, published on the FAMI-QS Asbl website (http://www.fami-qs.org/code).

The aim of this European Code of Practice is to ensure safety of Specialty Feed Ingredients and their Mixtures by:

a. minimizing the risk, that adulterated feed additives, functional feed ingredients, premixtures, specialty complementary (dietetic) feeds enter the feed chain;

b. enabling an Operator to implement the objectives of the feed hygiene regulation (183/2005/EC); and

c. providing measures to ensure that other applicable feed safety regulatory requirements are met.

Feed is considered unsafe for its intended use if it has adverse effect on human or animal health.

This Code shall apply to feed additives, functional feed ingredients, premixtures and specialty complementary (dietetic) feed Operators at all stages from the first placing on the market including importation based on current EU legislation. FAMI-QS Code covers the following activities: Design and Development, Production, Trade and placing on the market.

Compliance with FAMI-QS does not exonerate the Operator from meeting the statutory or regulatory requirements in each country in which the Operator is active and the country which the product is intended to be placed. A tool for checking the regulatory status of feed additives is the Register of Feed Additives:

http://ec.europa.eu/food/food/animalnutrition/feedadditives/comm_register_feed_additives_1831-03.pdf

FAMI-QS does not certify any individual active ingredient, but the Operator's Feed Safety Management System. The product covered under this system must be eligible to the FAMI-QS scope.

1 FAMI-QS Scope

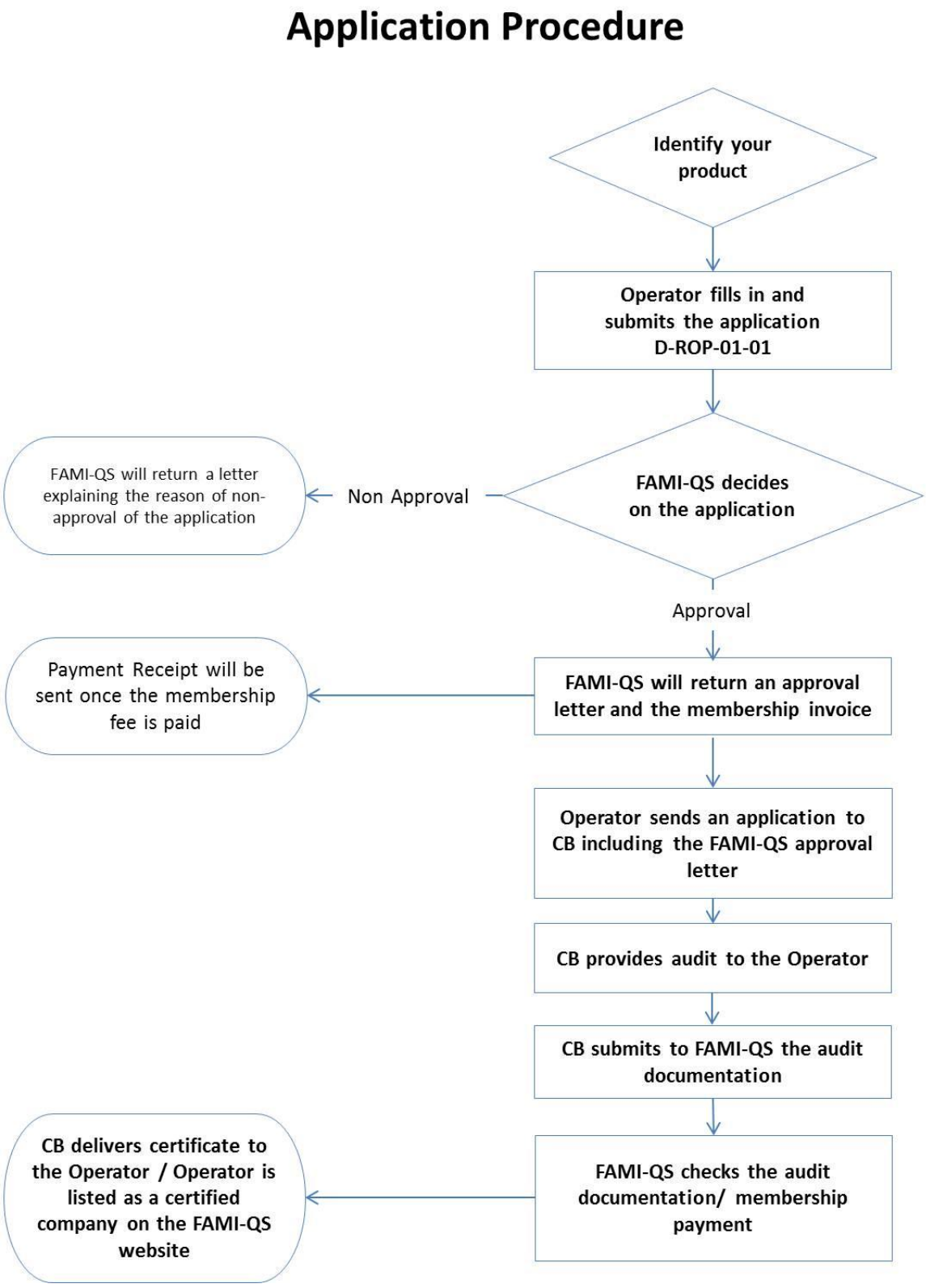
For the current scope of FAMI-QS certification, please consult the document P-SCD-01 Scope Description (available on http://www.fami-qs.org/scope).

2 Application for certification

Any Operator willing to be FAMI-QS certified can send an application form to FAMI-QS with the products list (section 4 of the application form) using the application form (online or in word) which is available on the FAMI-QS website (http://www.fami-qs.org/apply - you can also find the document "*10 steps towards FAMI-QS certification*").

Upon receipt, the FAMI-QS process manager will return a letter of acceptance / rejection of the application. The acceptance / rejection of the application will be based on the products included in the application and their relevance to the FAMI-QS scope (see section 2.1 Evaluation procedure of the application).

A flowchart outlining the certification process is detailed below:



2.1 Evaluation procedure of the application

Which evaluation procedure to apply depends on the selected scope of certification.

2.1.1 Feed Additives

For the approval of the application for feed additives, it is required that the ingredient is listed on the European Union Register of Feed Additives. As feed additives can be considered only those that are included under the European Feed Additives Register.

The current version of the register can be found under:

http://ec.europa.eu/food/food/animalnutrition/feedadditives/comm_register_feed_additives_1831-03.pdf

2.1.2 Functional Feed Ingredients

Following the Operator's application for Functional Feed Ingredients, FAMI-QS Process Manager will send a Product Classification questionnaire (D-SCD-01-01) to be filled in by the Operator.

Process manager FAMI-QS will test the received questionnaire with the FEFANA Classification Tool. http://www.fefana.org/ClassTool/.

To get an application's approval, the result of the classification tool shall be "*Functional Feed Ingredients*". Any other result will lead to the rejection of the application.

2.1.3 Premixtures

For the approval of Premixtures, Regulation EC 1831/2003 applies. Premixture means "*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*". As feed additives can be considered only those that are included under the European Feed Additives Register

http://ec.europa.eu/food/food/animalnutrition/feedadditives/comm_register_feed_additives_1831-03.pdf

2.1.4 Specialty Complementary Feed & Specialty Complementary Dietetic Feed

FAMI-QS will maintain a list with the approved Specialty Complementary (Dietetic) Feeds.

The status of these products will be individually assessed using the information from the Operator covering:

a. Composition (mg / kg or % for each component)
b. Functionality, use
c. Species (s) animal (s)

d. How is the product delivered? in water or in the feed?

e. Dosage in the total ration of "*complete feed*"

f. Do you have a risk assessment for this type of product ? yes or no.

The company shall attach documentation which can facilitate the evaluation (*e.g.* product data sheet, labels, MSDS). Any communication between Operator and FAMI-QS is strictly confidential.

3 FAMI-QS Membership Fees

Once the application has been approved, FAMI-QS will return an invoice for membership fee. The membership fee invoice shall be paid within 30 days from the issuing day.

Membership fees conditions

- A fee is applied for each registered site within the FAMI-QS system.
- The amount of the membership fee will be announced on the website.
- An invoice will be issued each calendar year following the application.
- In the event that a FAMI-QS certified Operator refuses to pay the membership fee, the company will be removed from the FAMI-QS website.

3.1 Other charges

In the event that a FAMI-QS certified Operator interrupts their membership and re-apply for FAMI-QS certification, an additional administrative fee will be charged and added to the yearly membership fee.

4 Assessment of Operators

Operators shall contact one of the FAMI-QS authorised Certification Bodies as listed in the FAMI-QS website (http://www.fami-qs.org/certificationbodies).

A copy of the approval of the FAMI QS application must be sent by the Operator to the Certification Body before the certification audit takes place. The Certification Body assesses the Operators' compliance with FAMI-QS, on the basis of initial, surveillance and re-certification audits.

In case of any unresolved disagreement between an Operator and an authorised Certification Body, circumstances should be reported in writing by the Operator to FAMI-QS Asbl for consideration by the FAMI-QS Board.

4.1 Auditing Time Calculation

4.1.1 Initial Auditing Time Calculation

A Basic audit time	B	C	D[4]	E[4]	F
For producers: 1 manufacturing process[1] For traders: 1 product category[2]	For producers: For each additional manufacturing process[1] For traders: For the total number of additional product categories[2]	For producers and traders: For the total number of assured / non-assured sources[3]	In absence of certified relevant management system	Number of employees	For each additional site visited, operating similar manufacturing processes
1.5 day	0.5 day	Assured: 0-50: 0 day 51-100: 0.25 >100: 0.5 Non-assured: 0-30: 0 day 31-60: 0.5 61-100: 0.75 >100: 1	0.25 day	1 to 19 = 0 day 20 to 49 = 0.5 50 to 79 = 1.0 80 to 199 = 1.5 200 to 499 = 2.0	50 % of minimum on site audit time

[1] According to the processes described in Guidance – Annex 1: standard fermentation process – mining process – standard processes for the manufacture of premixtures – Chemical processes – Extraction process.

[2] According to the Scope Description document P-SCD-01, products category are defined as the following: Feed additives (FA) with the following 5 categories, Technological – Sensory – Nutritional – Zootechnical – Coccidiostats and Histomonostats – Functional Feed Ingredients (FFI) – Specialty Complementary Feed (SCD) and Specialty Complementary Dietetic Feed (SCDF).

[3] According to chapter 9 "*Assessment of raw materials / suppliers*" of the Rules for CBs resp. for Operators.

[4] Columns D and E are not applicable if a certified management system, *e.g.* ISO 9001, is already in place

Legend of the table for auditing time calculation

A: Basic audit time for producers or traders of specialty feed ingredients and their mixtures.

B: Additional auditing time for additional manufacturing processes or total additional traded product categories

C: Additional auditing time based on the total number of assured/non-assured sources.

D: Additional auditing time in absence of relevant certified systems.

E: Additional auditing time in absence of relevant certified systems according to the number of employees.

F: Auditing time reduction for additional sites operating similar manufacturing processes.

Note to the auditing time calculation

- The initial certification auditing time includes the auditing time for Stage 1 and Stage 2 audit
- The initial certification auditing time does not include the time for preparation of the audit nor for writing the audit report.

4.1.2 Auditing Time Calculation for Surveillance audit and Re-Certification

a. ***Surveillance Audit***: the total minimum surveillance audit time should be one-third of the initial certification audit time, with a minimum of eight hours.

b. ***Re-Certification Audit***: the total minimum time should be two-thirds of the initial certification audit time, with a minimum of eight hours.

5 Audit planning

According to the requirements of ISO /IEC 17021 and ISO/TS 22003, the FAMI-QS initial certification audit shall be conducted in two stages, stage 1 and stage 2.

Before the stage 1 audit for initial certification, the Operator shall provide the Certification Body (in written, electronic form or during a meeting between the Operator and the auditor) with the following documentation:

a. Approval letter from FAMI-QS.

b. List of products under the FAMI-QS scope.

   All the products falling under FAMI-QS scope shall be listed. Certification Body will verify the list on-site. The Operator shall maintain a list of products which are marketed in EU and in non-EU countries.

c. List of assured and non-assured sources / traded products.

d. Information about production site(s).

e. Audit report from the subcontractor(s) (toll manufacturer(s), supplier(s)…- if applicable, section 9 step D).

f. Information about subcontractor(s) covered under the Feed Safety Management System of the Operator.

g. Relevant organisational charts and process descriptions

h. Feed Safety Manual

i. Any other information the auditor/Operator may find useful ~~/~~ or relevant

Note to the list of products

If during the audit, auditors identify products that fall under FAMI-QS scope and are not part of the list, they shall immediately inform the feed business Operator that all products shall be part of the audit. Special attention shall be given to products which are already authorized as feed additives.

5.1 Initial Certification Audit

5.1.1 Stage 1 Audit approach

The objective of the stage 1 audit is to provide a focus for planning the stage 2 audit; this shall be achieved by gaining an understanding of the Feed Safety Management System (Feed SMS), in the context of the Operator's feed safety hazard identification, analysis, HACCP plan and PRPs, policy and objectives, and in particular according to the Operator's level of preparation for the audit, by reviewing the extent to which:

a. The Feed SMS is aligned with the requirements in the FAMI-QS Code.
b. The Operator has identified PRPs that are appropriate to the business (*e.g.* regulatory and statutory requirements).
c. Evaluate the audit report on audits carried out at the supplier premises (if applicable).
d. Evaluate the audit report on audits carried out at the subcontractor (if applicable).
e. The Feed SMS includes adequate processes and methods for the identification and assessment of the Operator's feed safety hazards as well as the subsequent selection and categorization of control measures according to the FAMI-QS code.
f. The Operator complies with the relevant feed legislation.
g. The Feed SMS is designed to achieve the Operator's feed safety policy.
h. The Feed SMS implementation programme allows to proceed to stage 2 of the audit.
i. The validation, verification and improvement programmes are conformed to the requirements of the FAMI-QS Code
j. The Feed SMS documentation is in place and its requirements are internally and externally communicated (relevant suppliers, customers, other interested parties *etc.*).
k. Additional documentation needs to be reviewed /or which knowledge needs to be obtained in advance.

It is the responsibility of the Certification Body to decide if Stage 1 will take place on the premises of the CB or of the client. Justification of the decision is required.

The findings in Stage 1 shall be documented and communicated to the client. The findings of Stage 1 do not include Non Conformities.

The stage 2 audit shall be conducted within six months after the date of Stage 1. In case that the stage 2 is not conducted within six months, the stage 1 audit must be repeated.

A stage 1 audit is required for the initial certification audit.

A stage 1 audit might apply for the re-certification audit when major changes in the Operator's Feed Safety Management system have occurred.

5.1.2 Stage 2

A stage 2 audit takes place at the location of an applicant who seeks certification against the FAMI-QS Code. All sections of the FAMI-QS code shall be verified.

The stage 2 audit takes place at the Operator's site. The purpose of the stage 2 audit is:

a. To confirm the implementation, including the effectiveness of the Operator's Feed Safety Management System to the requirements of the FAMI-QS Code.
b. To verify that the information and evidence of conformity is achieved, for all of the FAMI-QS Code's requirements.
c. To assess the capability of the Feed Safety Management System to perform key activities, such as production methods, controls, PRPs, HACCP plans and procedures, as well as the competency of the personnel involved in the feed/food safety functions, in conformity with the ISO standards.
d. To assess the Operator's Feed Safety Management System, in compliance with EU and local statutory, regulatory and contractual requirements.
e. To confirm that the Operator's Feed Safety Management System is effective in achieving the stated feed safety policies and objectives.

The selection of the executive and other personnel to be interviewed shall adequately cover every relevant functional area. If shift-work is performed, an interview can be planned outside normal working hours.

5.2 Subcontractor

The Operator's subcontractor(s) (toll manufacturer(s), supplier(s)…) is subject to the same approval criteria as any other supplier of FAMI-QS certified Operator.

If the subcontractor is not FAMI-QS certified or is not certified by any other mutual recognized standard, the Operator shall evaluate the risk connected to the Operator's service and, if relevant, perform a full audit, in order to ensure that the subcontractor meets the FAMI-QS requirements. Thus, the Operator shall audit the establishment of the subcontractor against FAMI-QS requirements. A report shall be made available.

During the Operator's certification and surveillance audits, the auditor shall check the audit report of the subcontractor.

The Certification Body may also audit the subcontractor based on the evidence presented in the subcontractor audit report. On successful completion of the audit, a certificate will be granted to the Operator only.

If the subcontractor is certified according to FAMI-QS or to a mutually recognized standard, no additional FAMI-QS audit by the Operator is required as long as the applicable product falls under the scope of that certification.

6 Special audits

6.1 Extension to the scope

In response to an application (changes notification form D-ROP-01-03) for the extension of the scope of a certification that has already been granted, the Certification Body shall undertake a review of the application and determine any audit activities that may be deemed necessary to decide whether or not the extension may be granted. This may be conducted in conjunction with a surveillance or re-certification audit.

6.2 Investigation of an complaint and/or an incident

It may be necessary for the Certification Body to conduct audit of certified Operator at short notice, in order to investigate a complaint or in response to a feed safety incident or crisis at the Operator's site or as a follow-up on suspended certificate(s). In such cases:

a. The Certification Body shall inform the certified Operator(s) in advance and describe the conditions under which this/these short notice visit(s) will be conducted.

b. The Certification Body shall notify FAMI-QS about the result of the audit.

7 Frequency of audits and re-certification

Initial certification, surveillance and re-certification audits may be combined with audits of other management systems. The frequency of surveillance audits for single site certification will never be below one audit per year.

Re-certification is carried out at the end of a certification period (3 years), in order to assess whether the Operator continues to meet the requirements of the FAMI-QS Code.

a. ***1st Surveillance Audit***: within 12 months after the Initial Certification Audit.

b. ***2nd Surveillance Audit***: approximately 24 months after the Initial Certification Audit.

c. ***Re-Certification Audit***: 36 months after the Initial Certification Audit. A re-certification audit takes place prior to end of a certification period. The audit shall be planned in due time, in order to avoid expiration of the certificate.

Note on the re-certification audit

- A failure to perform the re-certification audit before the expiration of the certificate results in the interruption of the certification cycle. In this case, the wording "*certified since*" cannot be included on the certificate.
- If a re-certification is conducted after the expiry of a certificate, a Stage 1 and Stage 2 Audit shall be carried out.

8 Classification of non-conformities and recommendations

8.1 Critical non-conformities

A critical non-conformity exists when the auditor observes a regulatory violation or a feed safety failure which requires that the Operator:

a. Immediately interrupts production.
b. Holds products in quarantine.
c. Discontinues shipping to customers.
d. Recalls the product.

Examples could include:

- Violations of European and/or national legislation.
- Direct observation of products being produced, packed or held in a manner which poses a clear threat to animal and/or human health, *e.g.* safety of raw material or/product cannot be assured.
- Discovery of records showing that products are being or have been produced in a manner which poses a clear threat to animal and/or human health.
- The product is adulterated because it contains an added poisonous or deleterious substance; *e.g.* melamine.

8.2 Major non-conformities

A major non-conformity is a complete failure to implement a requirement of the Code.

Examples could include:

- Failure to implement HACCP principles.
- Failure to implement a recall procedure.

- An imminent feed/food safety hazard exists.
- Failure to implement the raw material assessment according to the chapter 9 "*Assessment of raw materials / supplier*" of the Rules for CBs resp. for Operators.

8.3 Minor non-conformities

A minor non-conformity exists when a requirement of the FAMI-QS Code has been addressed but there is insufficient evidence to demonstrate that it has been properly controlled or implemented.

Examples could include:

- Failure to prove, that in connection with the FAMI-QS Feed Safety Incident and Crisis Management Procedure, the required notification form and progress report has been sent to FAMI-QS.
- Adequate cleaning is clearly taking place but records of evidence are not available.
- The HACCP plan is obviously effective but a documented review has not taken place in the last year.

8.4 Opportunity for improvements (recommendations)

In addition to non-conformities, opportunities for improvements may be made by an auditor according to his observations, with a view to help the continuous improvement of the Operator's Feed Safety Management System.

The basic requirement to identify and to record improvement opportunities is that the requirements of the FAMI-QS Code have been fulfilled but there are still areas for potential improvement of system effectiveness and efficiency.

Opportunity for Improvement will be checked during the following regular audit.

8.5 Consequences of non-conformities

Non-conformity	Initial audit	Surveillance or Re-certification audit
Critical	Certification cannot be granted until the non-conformities have been closed.	Certification will be temporarily suspended and cannot be re-instated until the non-conformities have been closed. In case the non-conformities are not resolved within the maximum suspension period of 72 calendar days, the certificate will be withdrawn.
Major	Certification cannot be granted until the non-conformities have been closed.	Certification continues. The action plan shall be presented to the Certification Body, at the latest 14 calendar days after the audit date. Evidence that non-conformities have been closed will be checked 28 days after the presentation of the action plan at the latest. If a non-conformity is not resolved and closed by then, it becomes a critical non-conformity.
Minor	Certification cannot be granted until the non-conformities have been closed.	Certification continues. An agreement on the action plan shall be reached between the Certification Body and the Operator. The deadline for this agreement is 28 calendar days after the Certification Body has received the action plan from the Operator. Evidence that non-conformities have been closed will be checked by the auditor, at the latest during the following audit. If the non-conformity is not solved and closed by then, it becomes a major non-conformity.

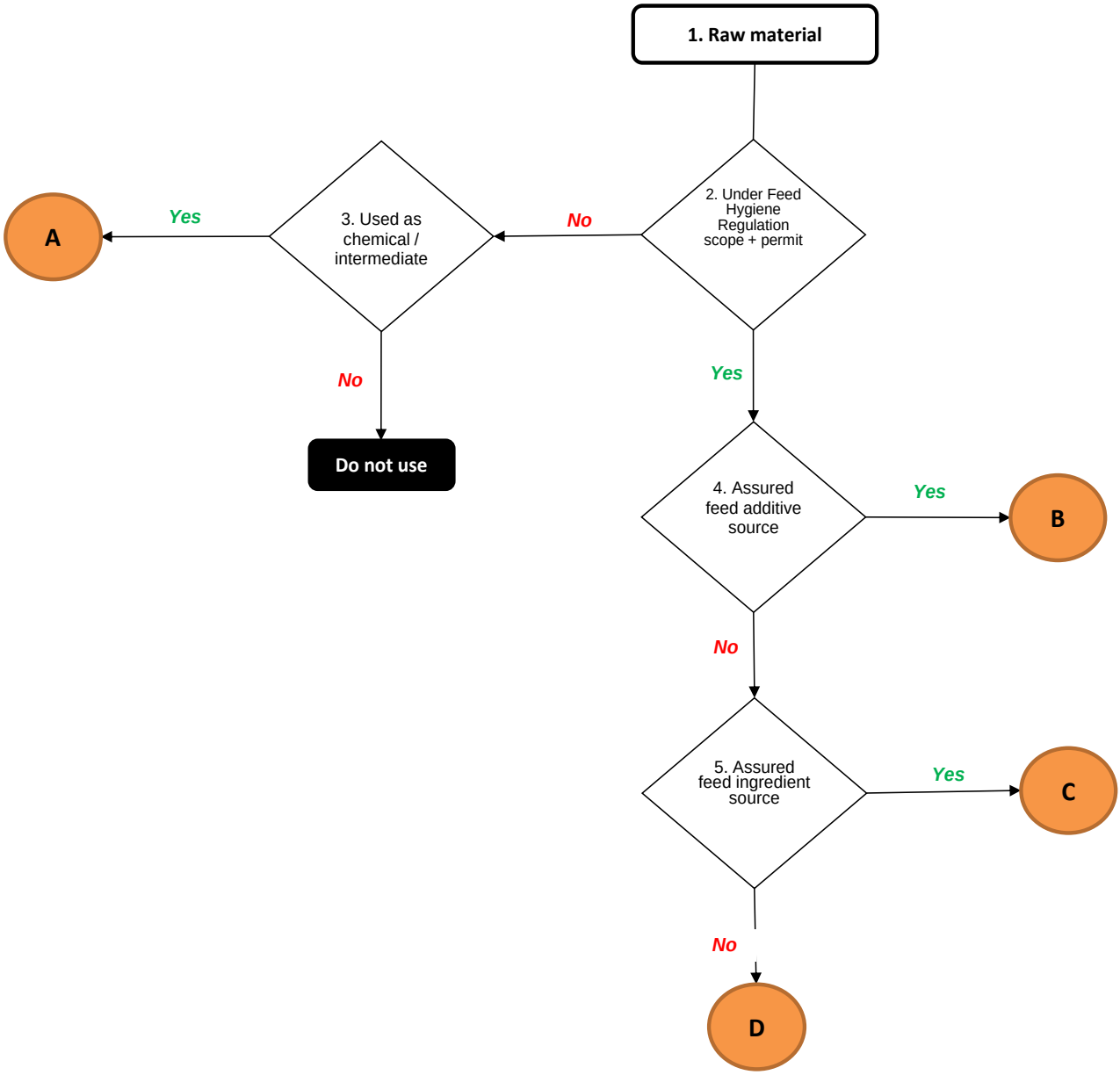
The auditor shall confirm that he has reviewed, accepted and verified the effectiveness of corrective actions.

9 Assessment of suppliers and assured sources

Any raw material / traded product which enter the manufacturing process or trade of any product under the FAMI-QS scope shall be assessed according to chapter 7.4.1 of the FAMI-QS Code.

Depending on the nature of the product and the certification status of the supplier, the requirements ensuring that the raw material is assured for its intended use will be different.

The decision shall be made according to the following chart and table:


1. Raw material
2. Under Feed Hygiene Regulation scope + permit
No
3. Used as chemical / intermediate
Yes
A
No
Do not use
Yes
4. Assured feed additive source
Yes
B
No
5. Assured feed ingredient source
Yes
C
No
D

Step	Action
1	Define all of the raw materials that enter the production process of all products under the FAMI-QS scope.
2	Is the raw material regulated according to 183/2005? If yes, go to step 4 If no, go to step 3
3	Is the raw material used as a chemical / intermediate? If yes, go to A If no, don't use the raw material
A	Apply the management requirements from a to f and from h to j of chapter 7.4.1 of the FAMI-QS Code *e.g.* solvents
4	• Is the supplier certified according to FAMI-QS? If yes, go to B • Is the supplier certified according to a mutual recognized code? If yes, go to B The relevant Codes are published on the FAMI-QS website. • Is the supplier certified according to GMP Pharma with the product name included (API)? If yes, go to B • Is the supplier certified according to ISO 9001 and does he have a documented HACCP programme (food or feed) in place, for the production of the raw material? If yes, go to B • Is the supplier certified according to ISO 22000? Is the raw material also compliant with a JECFA (Joint FAO/WHO Expert Committee on Food Additives) specification? If yes, go to B If none of the above mentioned requirements can be met, go to step 5.
B	Apply the management requirements from a to j of chapter 7.4.1 of the FAMI-QS Code. *e.g.* ethoxyquin, antioxidants
5	Is the raw material of food grade quality? If yes, go to step C If no, go to step D
C	Apply the management requirements from a to j of chapter 7.4.1 of the FAMI-QS Code. *e.g.* gelatine, sugar
D	Apply both, the management requirements from a to j and the realization requirements from k to l of chapter 7.4.1 of the FAMI-QS Code. Perform also an audit at the supplier's production location.

Note for Brazilian Operators

FAMI-QS recognizes Brazilian Operators certified under "*Sindirações Level 2 domestic programme*" as an assured source for the ingredients which are not covered by the FAMI-QS scope.

Audit guidelines for supplier audits:

a. The frequency of the audits shall be at least every 3 years.

b. The first audit shall be executed no later than 6 months after the first raw material delivery.

c. Audits have to be executed by experienced employees (according to the Operator's procedures) or by a capable 3rd party auditor (according to the selection criteria established in the "*Rules for Certification Bodies*").

d. Relevant sections of the FAMI-QS Code shall be checked and audit reports, including follow-up procedures on actions, shall be available.

Note on the "experienced employees"

An experienced employee is the employee that can demonstrate competences related to the following aspects:

- Knowing the importance of the quality of the raw material for the production process.
- Understanding the principles of a Feed Safety Management System.
- Knowing auditing techniques
- Have been for at least three years within the Operator.

It is the FAMI-QS external auditor's responsibility to check that the requirements set according to the previous flowchart and chapters 7.4.1 of the FAMI-QS Code are met.

10 Feed Safety Incident Management

In the event that the Operator becomes aware or has reasons to suspect a feed safety incident, or in the event of a product recall in relation to such incidents, the Operator shall immediately make the FAMI-QS Process Manager and the Certification Body aware of the situation.

Together with the Operator, the Certification Body in turn shall take appropriate action steps to assess the situation and any implications that there may be for the Operator's certificate. The Certification Body shall inform FAMI-QS of the result from this assessment and its further progress.

The Operator and the Certification Body shall follow the "*Feed Safety Incident and Crisis Management Procedure for Operators and CBs*" (P-CM-01).

11 Certificate

11.1 Text of the certificate

Operator's Name

has implemented and maintains a Feed Safety Management System including

Good Manufacturing Practice (GMP) in compliance with:

FAMI-QS Code (Version x, yyyy-mm-dd)

on the following site/s[(1)] :

XXX

for

Activity[(2)]

Scope[(3)]

This certificate is valid until: yyyy-mm-dd

Signature of the Certification Body: Place, Date yyyy-mm-dd

FAMI-QS Registration Number: FAM-*xxxx*

For the validity of this certificate please check www.fami-qs.org

[(1)] For Operators running multiple manufacturing processes at different sites, it is sufficient to issue one certificate listing all the sites.
[(2)] Activity means: design and development - production - trading - placing on the market.
[(3)] Scope:

- Feed Additives: The categories and functional groups of additives shall be indicated as they appear in Annex I of Regulation (EC) 1831/2003.

The below listed categories will appear on the certificate only as a category name:

- Functional Feed Ingredient
- Premixtures
- Specialty Complementary Feed
- Specialty Complementary Dietetic Feed

11.2 Withdrawal of certificates

The withdrawal of a certificate remains the responsibility of the Certification Body. Once a withdrawal is confirmed, the name of the Operator will be removed from the FAMI-QS "*Certified Companies register*" on the website: http://www.fami-qs.org/certifiedcompanies.

Certified companies holding valid certificates are listed on the above mentioned FAMI-QS website.

A note of a withdrawn certificate will be e-mailed to all of the FAMI-QS certified companies and also uploaded on our section news of FAMI-QS website.

11.3 Suspended Certificates

The suspension of a certificate remains the responsibility of the Certification Body. CBs shall maintain a register of the suspended certificates. The minimum information that shall be included in the register is:

a. Name of the company.
b. Certificate number.
c. Reason of the suspension.
d. Suspension period.
e. Condition for termination of the suspension.

The CB shall make FAMI-QS immediately aware about the suspension of a certificate. The name of the Operator will be removed from the section certified companies on the FAMI-QS website during the period of the suspension.

11.4 Expiring certificates

Once the validity date of the certificate has expired, the name of the company will still remain on the "*Certified Companies register*" on the FAMI-QS website http://www.fami-qs.org/certifiedcompanies for a period of one month. If, after this period, a renewed certificate has not been submitted to FAMI-QS Asbl, the name of the company will be removed from the FAMI-QS "*Certified Companies register*" which is published on the FAMI-QS website.

11.5 Exclusions on certificates

It is an obligation of the FAMI-QS certified Operators not to mislead stakeholders and authorities regarding the scope of their certification, validity of the certificate and site(s).

12 Transparency

FAMI-QS is eligible to answer any questions concerning the products covered under the certificate.

13 Surveillance Programme

The objective of the surveillance programme is to establish the level of confidence in the CB's certification process by on-site and off-site observations.

In the surveillance programme process, a representative of FAMI-QS monitors the activities of the Certification Bodies and its associated auditor(s) on the occasion of an assessment of a specific feed business Operator on site and / or at the Certification Body's premises. The surveillance

process is compulsory for all of the authorized Certification Bodies. The surveillance process is considered beneficial to all stakeholders.

The surveillance programme consists of two parts:

Part 1: Office Audit - FAMI-QS conducts an assessment, at the Certification Body premises, to verify the implementation of the FAMI-QS rules.

Part 2: FAMI-QS conducts an assessment of a Certification Body's performance, during its on-site audit, with prior agreement of the Operator.

The CBs shall include in the contracts with their clients a relevant reference, for the on-site audit with the participation of the FAMI-QS auditor. A FAMI-QS certified Operator shall be aware that it might be selected for the FAMI-QS Surveillance Programme.

FAMI-QS may also initiate the Surveillance Programme in case of an Operator's complaint.

A copy of the Surveillance Programme audit report will also be made available to the Certification Body's local accreditation body.

Any exchange of information related to the purpose of the surveillance activities will be kept strictly confidential and shall only be communicated between the parties involved (FAMI-QS, Certification Body)

A National Accreditation Body could have access to the Surveillance Programme report after a request.

The information obtained during the surveillance of the Certification Body, which is recorded in the report, will be handled in a strictly confidential manner by FAMI-QS. FAMI-QS will not use it for purposes apart from those established in the frame of the surveillance process.

14 Notification of Changes

A FAMI-QS certified Operator shall inform the Certification Body and FAMI-QS without delay, for the following changes:

a. The legal, commercial, organizational status or ownership.
b. Operator and management changes
c. Contact address and sites.
d. Changes on the current certified scope.
e. Major changes to the management system and processes.
f. Issues related to the safety of the product.
g. Any other issue which may affect the capability of the Feed Safety Management System.

For changes regarding a, b, c, d, the FAMI-QS certified Operator needs to use the FAMI-QS Changes Notification form (D-ROP-01-03).

15 Use of logo

The FAMI-QS name and logo may only be used by Operators that have obtained certification from a Certification Body recognised by FAMI-QS Asbl. The right to use the FAMI-QS logo and/or name is exclusively granted by FAMI-QS Asbl, and can be withdrawn at any moment in the event of non-compliance with certification requirements.

Certified Operators may display the FAMI-QS logo for the period of validity of their certificate. Use or display of the FAMI-QS logo does not constitute proof that the Operator is certified.

The FAMI-QS logo is available upon request made to FAMI-QS Asbl and/or to the relevant Certification Body. It may be used only in its original colours and proportions.

The FAMI-QS name and logo shall not be used on products, packaging, labels, means of transport, but may be used on certificates, advertisements and brochures.

Certification Body will verify during the on-site audit the appropriate use of the logo.

16 Additional Applicable Procedures

[1] P-CM-001 Feed Safety Incident and Crisis Management Procedure for Operators and CBs.
[2] P-SP-01 Surveillance Programme.