



GMP⁺-Certification Scheme Animal Feed Sector 2006

Minimum Requirements EWS

Appendix 5

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1. INTRODUCTION

Various GMP⁺ standards include that an applicant must draw up a documented procedure for the timely (and early) warning and handling of signals which indicate that the safety of a product is not in accordance with the legal norms or with the norms laid down in Appendix 1 and which may lead to damage to the customers in the chain. These signals will be assessed on this basis and, if desired, control measures will be taken to prevent or to control the hazard.

If there is a potential hazard which can not be controlled by the participant in question and which may also cause damage to others then the participant is obliged to inform the Product Board Animal Feed. This should be done in accordance with this appendix.

2. WHY AN EARLY WARNING SYSTEM (EWS)?

The objective of an Early Warning and Response System (EWS) is the early detection and reporting of irregularities in (raw materials for use in) animal feeds¹ and to allow rapid response and communication throughout the animal food production chain, with the aim of preventing or limiting the harmful consequences for man, animals and the environment.

EWS is a supplement to the existing GMP⁺ feed safety system.

EWS is required to prevent the consequences of (potential) irregularities.

This means preventing or limiting crises and incidents.

The Product Board Animal Feed has at sector level developed an EWS Scenario under the GMP⁺ Certification Scheme for the Animal Feed Sector. The board of the Product Board Animal Feed has indicated that an EWS Manual should be drawn up in line with this strategy, with the aim of offering businesses and interested parties in the animal feed sector and the animal production chain a practical overview of the procedures and instructions relating to reporting and issues (incidents, potential problems and risks).

3. WHO SHOULD REPORT?

Those directly involved with animal feed (raw materials)¹. They will be the first appointed persons to discover irregularities in (raw materials for) animal feed, since they assess these on the basis of specifications. In the first instance these will be animal feed businesses and laboratories carrying out analyses. Sector organisations, livestock holders, arable farmers, inspection agencies, dairy, meat and egg processors, the foodstuffs industry and, for example, veterinarians and agricultural consultants may also make reports.

¹ *Definition animal feed in accordance with the statutory legislation*

Those making reports may include:

1. animal feed businesses (including trade, production, storage and transshipment, and transport)
2. customers
3. laboratories (invariably via their client)
4. branch organisations of which the company is a member
5. third parties, such as veterinarians (via their clients), consultants, the media etc, as well as service providers and inspection agencies (dockside inspections of commodities on import) and also agents (via their clients).
6. third party coordinating agencies (for example, the Royal Dutch Veterinary Society)
7. parties elsewhere in the supply chain, such as dairy, meat and egg processors.
8. other EWS reporting points in the animal production chain (when these are established).
9. centres of knowledge (such as TNO, Rikilt, RIVM, Animal Sciences Group Lelystad)

4. WHAT IS TO BE REPORTED UNDER EWS?

All types of irregularities in the product or the production process, but also inexplicable events or suspicions which might have consequences in the area of feed or food safety or public health. You should not report, unless obliged under law to do so, if the irregularity can be fixed or controlled by the party involved. Reporting is required only when there is a long or short-term risk to a number of businesses or to the whole animal feed sector or the animal production chain.

Examples of reports

- Matters directly observable in the product (odour, colour and other organoleptic anomalies, for example a strong odour of petrol).
- Analytical results falling outside standards or specifications (exceeding agreed action limits, standards or tolerances, or extremely high values in the absence of standards).
- Abnormal illness/death of animals.
- Rejected consignments of goods.
- Unusual or inexplicable occurrences.

5. WHO DECIDES WHETHER AND WHEN TO REPORT?

The reporting party is to decide, following internal consultation, whether or not the observation needs to be reported to the EWS Reporting Point. Where an anomaly can not be rectified internally by means of (control) measures, or where the consequences threaten to pass beyond the bounds of the business, the anomaly must be reported directly to the EWS Reporting Point.

In the event of a decision to report an observation to the EWS Reporting Point, the person in charge of quality assurance and the Directors of the business should be consulted.

In the event of a decision to report, the person reporting must provide as much information as possible to the EWS Reporting Point.

6. WHAT IS THE EWS CENTRAL REPORTING POINT FOR THE ANIMAL FEED SECTOR?

Within the animal feed sector the Product Board Animal Feed is designated as the central reporting point for EWS reports for the animal feed sector.

EWS Reporting centre for the Animal Feed Sector: Product Board Animal Feed

Product Board Animal Feed	070 - 3708390	
J. den Hartog	070 – 3708390	mob. 06 - 53833190
L. Vellenga	070 – 3708249	mob. 06 - 51255034
Fax	070 - 3708290	
Email	pdv@hpa.agro.nl	

The report will subsequently be assessed by the **EWS Internal animal feed team**, and discussed if necessary with the **EWS team for the animal feed sector**. When necessary, customers (livestock farmers), parties in the chain (dairy sector, slaughterhouses, meat and egg processors) will be informed via the EWS Team for the animal production chain. Mutual discussions will allow a decision as to whether the Government or the EU will need to be informed. This is dependent on the nature and possible spread of a (potential) risk.

A list of the various EWS teams can be found in the Appendix 1.

7. WHAT AND HOW TO REPORT?

Before making a report it is important to assemble the fullest possible details in relation to the irregularity detected.

These may include:

- where has the observation originated?
- has the observation been noted and reported previously?
- why can it not be rectified internally?
- does it involve products or raw materials?
- which products or raw materials are involved?
- are animals involved?
- what is the possible cause?
- who made the observation?
- who has been informed?
- have measures been taken, and if so, what measures?
- has the product already been supplied? If so, to whom?
- etc.

You may wish to make use of the *Observation Report Form* (Appendix 2) in order to be aware of which information to collect so as to make the fullest possible report.

8. WHAT WILL BE DONE WITH THE REPORT?

The Product Board Animal Feed (the central reporting point) is required to observe a Protocol on Confidentiality.

This stipulates the following:

1. All reports will be treated in confidence. No business-specific information will be provided to third parties without the permission of the reporting body.
2. Despite the requirements of point 1, the requirement to report under AID remains in force, where there is the possibility of a criminal act.
3. The ***EWS reporting centre for the animal feed sector (PDV)*** will allocate an anonymous serial number to the report so that the report may be discussed anonymously (where possible).
4. The information provided will be available only to the ***EWS reporting centre for the animal feed sector (PDV)*** and the ***EWS team for the animal feed sector.***
5. The report will be passed on to the ***EWS Team for the animal production chain*** only following discussion within the ***EWS team for the animal feed sector.***

6. The reporting party will be informed of the outcome of the assessment.
7. The ***EWS reporting centre for the animal feed sector (PDV)*** will not provide information to third parties without prior discussion with the relevant ***EWS teams for the animal feed sector and for the animal production chain***.
8. The EWS registers are accessible only to the ***EWS reporting centre for the animal feed sector***. Third parties will only have access with the permission of the Secretary of the Product Board Animal Feed.

This protocol has been drawn up in order to assure you that the information reported will not be used against the reporting body. This may include “competition” (economic disadvantage), fines, etc. Anonymity is assured.

APPENDIX 1: LIST OF EWS REPORTING POINTS

Central EWS reporting centre for the animal feed sector:

Product Board Animal Feed: (available 24 hours)

Contact:

J. den Hartog (Secretary of the PDV)

Tel. + 31 70 3708390 / home + 31 180 436224

Fax. + 31 70 3708290

Mob. 06 53833190

Mail: j.den.hartog@hpa.agro.nl or pdv@hpa.agro.nl

L. Vellenga (Head of Quality Assurance for the PDV)

Tel. + 31 70 3708249 / home + 31 348 420308

Fax. + 31 70 3708290

Mob. 06 51255034

Mail: l.vellenga@hpa.agro.nl or pdv@hpa.agro.nl

EWS Internal animal feed team

J. den Hartog (Secretary of the PDV)

L. Vellenga (Head of Quality Assurance for the PDV)

Head of BCD

EWS Team for the animal feed sector

LTO-Nederland

Comité van Graanhandelaren

NEVEDI

HISFA

NEFATO

OPNV

Association of Destructors

VERNOF

VFNM

NVG

EWS Team for the animal production chain

Consists of representatives from the reporting points for the dairy, white meat, red meat and egg industries.

APPENDIX 2: OBSERVATION REPORT FORM

Observation Report Form		No:
Date and time:	
Reported by: (contact person, organisation)	Code: (anonymous)
Telephone:	
E-mail address:	
Nature of report: <ul style="list-style-type: none"> • What has been observed, and what is the context of the problem? • What products or raw materials are involved? • What anomalies, contaminants or hazards have been observed? • Details of the observation? • What is the possible cause, is this confirmed or only suspected? • What other information is available? 	
Origin of the goods <ul style="list-style-type: none"> • What is the origin of the goods? • Quantity/size of the batch involved? • Where is the batch at this time? 	
Have products or raw materials already been delivered? (Information required to implement isolation of the relevant links in the supply chain)	
What measures have already been taken?	Measure 1: Measure 2:	
What measures have been taken by the reporter in the short term?	Measure 1: Measure 2:	
Agreed follow-up action: (Any follow-up action agreed between the reporter and the staff-member at the reporting centre; when (after what period) will the reporter be called back?)	
Has there been discussion with others? If so, with whom?	
Date:	
Signature:	

Fax no. 070 – 3708290 or Mail pdv@hpa.agro.nl