

GMP⁺ Certification Scheme Animal Feed Sector 2006

Assessment and Certification Criteria for GMP Certification

C.3

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1. AIM OF THE DOCUMENT

This document contains the assessment and certification criteria relating to the carrying out of audits of companies as defined in Regulation A1 of the GMP⁺ Certification Scheme for the Animal Feed Sector 2006 of the Product Board Animal Feed (PDV) hereinafter referred to hereafter as the “GMP⁺ 2006”.

2. SCOPE

These assessment and certification criteria must be used by certification bodies in the carrying out of audits at companies for certification on the basis of the GMP⁺ standards for the animal feed sector which are part of GMP⁺:2006.

3. ASSESSMENT PROGRAMME

3.1 General

Under GMP⁺ :2006 any certification body approved by the Product Board is entitled to certify interested companies in respect of one or more of the GMP⁺ standards for the animal feed sector, as meant in GMP⁺ : 2006.

The regular audits are provided for:

- a. Initial audit
- b. supervision audit
- c. extension audit

Additionally, supplementary audits can be carried out in the form of a measure:

- a. compliance audit; this is an on-site audit to be charged to the participant which is aimed at specific requirements where shortcomings were observed in a previous audit
- b. repeat audit; this is an on-site audit to be charged to the participant aimed at all the requirements of the GMP⁺ certification scheme
- c. stricter supervision; placing the participant under stricter supervision during a period of a maximum of a year at the expense of the participant where an on-site audit is carried out monthly.

The certification body will make use of the *checklist(s)* (GMP C5) provided by the Product Board Animal Feed during every audit visit. These checklists indicate the minimum frequency for assessment of each element of the GMP⁺ standard. In a repeat audit as specified above it may be decided to deviate from this in consultation with the Product Board Animal Feed.

3.2 Initial audit

The certification body will carry out an *initial audit* in order to assess whether the company meets the criteria for the relevant GMP standard.

A GMP certificate may or may not be granted by the certification body on the basis of this initial audit, depending on whether the criteria for certification set out in appendix 1. The period of validity of the certificate is a maximum of three years.

The certification body is to carry out the full implementation of this audit, that is to say the planning, assessment of documents, the on-site audit, reporting and certification.

The initial audit is a comprehensive assessment of the quality system and consists of:

- An assessment of the quality documentation.
It will be investigated whether those items required to be recorded in writing by the applicable GMP⁺ standards such as organisation, scope, a statement by the Directors, risk assessment, etc., have indeed been so recorded in a quality manual or in a book of working or procedural instructions.

- An on-site audit.
At the company location(s) there will be an investigation into whether the *implementation* of the requirements the GMP⁺ standards is taking place in the correct manner.

- Assessment of products
A sample will be taken by the certification body at the company site from each product group of premixes, feed additives, feed materials or compound feeds. This will be done in accordance with the method defined in appendix 8, unless otherwise determined in GMP Appendix 4. The certification body will have the samples analysed in accordance with the product norms defined in Appendix 1 which are applicable to those products on the basis of the company's own risk analysis. The methods to be used are specified in the PDV website <http://www.pdv.nl/nederland/kwaliteit/OZM/index.php>. A laboratory may deviate from the methods established by the Product Board Animal Feed if it can be shown that the non-standard method has at least the same performance characteristics (specifiable limit, repeatability, reproducibility, etc).
The costs of these analyses will be charged to the company. The results of the analyses will be used for the certification process of the company and will also be made available to the PDV for the Database of Undesirable Substances.

It is possible, on the basis of a positive assessment of the quality documentation, to issue a certificate for a *limited* time (maximum 3 months) for an initial audit at a company which is starting its activities in the animal feed sector. During this period the additional initial audit should be carried out to assess whether the implementation of the GMP⁺ conditions has taken place correctly.

If the company also complies during the additional initial audit with the GMP⁺ requirements then a certificate with a maximum period of validity of 3 years may be issued, counting from the date of the additional audit. However, if the company does not appear to comply during the additional initial audit with all the GMP⁺ requirements then no certificate may be issued and the certificate should be suspended. If the company does not comply within 3 months with all the GMP⁺ requirements then the provisional certificate, which was issued for a maximum of 3 months, will be withdrawn.

3.3 Supervision audit

The certification body will carry out **supervision audits** during the period of validity of the GMP⁺ certificate, to assess whether the company continues to meet the requirements for certification. These supervision audits may be announced or unannounced. The frequency of these supervision audits is laid down per GMP⁺ standard in appendix 2.

In the event of certification in accordance with GMP B6 Cultivation of Feed Materials, an audit will be carried out once per three years and in addition each year 10% of the companies will be visited for a supervision audit.

The certification body will draw up an audit programme for this purpose. Account should be taken of the implementation of any improvement measures and those elements and assessment criteria required to be inspected as a minimum by the checklists (GMP C5).

An *announced* supervision audit, targeted at particular elements of the certificate requirements, shall consist of:

- An assessment of the quality documentation.

For the certificate requirements selected for inspection, it will be investigated whether those items required to be recorded in writing by the applicable GMP⁺ standards (such as organisational details, scope, a statement by the Directors, risk assessment etc.) have indeed been so recorded in a quality manual or in a book of working or procedural instructions.

- An on-site audit.

For the certificate conditions selected for inspection, it will be investigated whether the practical implementation of the requirements of the GMP⁺ standards is taking place in the correct manner at the company locations. Instead of this, in the case of road transport, the announced audit may also take place at a site other than the registered office. The requirements of appendix 9 should be taken into consideration

- Assessment of products

A sample will be taken by the certification body at the company site from each product group of premixes, feed additives, feed materials or compound feeds. This will be done in accordance with the method defined in Appendix 8, unless otherwise determined in GMP Appendix 4.. The certification body will have the samples analysed in accordance with the product norms defined in appendix 1 which are applicable to those products on the basis of the company's own risk analysis. The methods to be used are specified in the PDV website <http://www.pdv.nl/nederland/kwaliteit/OZM/index.php>. A laboratory may deviate from the methods established by the Product Board Animal Feed if it can be shown that the non-standard method has at least the same performance characteristics (specifiable limit, repeatability, reproducibility, etc).

The costs of these analyses will be charged to the company. The results of the analyses will be used for the certification process of the company and will also be made available to the PDV for the Database of Undesirable Substances.

An *unannounced* supervision audit shall consist of:

- An on-site audit.

Investigations will be carried out at the company locations to determine whether adequate improvement measures have been taken as a result of the shortcomings of previous audits. For the certificate requirements selected for inspection, it will be investigated whether the implementation of the requirements of the GMP⁺ standards is taking place in the correct manner.

An appointment for an unannounced audit may be made with a company up to a maximum of 24 hours in advance. Instead of this, in the case of road transport, the unannounced audit may also take place at a site other than the registered office, namely where the means of transport is actually located. Consideration should in this event be given to the separate protocol drawn up for this purpose by the Product Board.

In companies which only have activities in the animal feed sector for part of the year (≤ 4 months uninterrupted per year) the unannounced audit may lapse.

If the results of the audit indicate it then an additional audit (see par. 3.5) must be carried out. The circumstances in which this would be appropriate are indicated in appendix 1.

3.4 Extension audit

The certificate may be extended only where it is established during an **extension audit** that the company still complies with all the GMP⁺ requirements.

In good time, before the end of the period of validity of a certificate, an extension audit will be carried out to assess whether the company still complies with the requirements for GMP⁺ certification. The extension audit is a comprehensive assessment of the quality system.

An extension audit shall consist of:

- An assessment of the quality documentation.

It will be investigated whether those items required to be recorded in writing by the GMP standards (for example organisational arrangements, scope, a statement by the Director, risk assessment etc.) have indeed been so recorded in a quality manual or in a book of working or procedural instructions.

- An on-site audit.

It will be investigated on site whether the practical implementation of the requirements the GMP⁺ standards is taking place in the correct manner.

- Assessment of products

A sample will be taken by the certification body at the company site from each product group of premixes, feed additives, feed materials or compound feeds. This will be done in accordance with the method defined in Appendix 8, unless otherwise determined in GMP Appendix 4. The certification body will have the samples analysed in accordance with the product norms defined in Appendix 1 which are applicable to those products on the basis of the company's own risk analysis. The methods to be used are specified in the PDV website <http://www.pdv.nl/nederland/kwaliteit/OZM/index.php>. A laboratory may deviate from the methods established by the Product Board Animal Feed if it can be shown that the non-standard method has at least the same performance characteristics (specifiable limit, repeatability, reproducibility, etc).

The costs of these analyses will be charged to the company. The results of the analyses will be used for the certification process of the company and will also be made available to the PDV for the Database of Undesirable Substances.

3.5 Supplementary audits

If one or more Category 2 shortcomings are observed then the certification body may carry out a **compliance audit**. This audit is in addition to the normal audit cycle and is aimed at specific aspects related to the observed shortcoming and the improvement measures taken. A Category 2 shortcoming can also be handled administratively on the basis of compliance measures formulated by the company.

In the event of the observation of one or more Category 1 shortcomings a certification body may decide to withdraw the certificate of the company, to suspend the company or to place the company under **stricter supervision**. This last will only be done if unsatisfactory improvement measures are taken. The stricter supervision will take place for the period determined in appendix 1 and will be a minimum of 6 months and a maximum of 1 year. An on-site audit will take place each month aimed at all the GMP⁺ requirements.

In special circumstances there may be a **repeat audit**. This audit is aimed in principle at all the requirements of the GMP⁺ certification scheme. The reason for a repeat audit may be an EWS alert, complaints or incidents, or something else. Depending on the nature and content of the indications the PDV may on behalf of the CCvDD carry out the following repeat audits:

1. The certification body of the company in question will be asked by the PDV to carry out a repeat audit in the short term (a few days). This will consist of at least an on-site audit. In addition, physical and administrative checks and sampling may be carried out. The required appointments and communication on this will be made with the company by the certification body.
2. The PDV may ask the certification body to carry out a repeat audit in the short term (a few days) in the presence of an auditor and/or an expert from the PDV. This repeat check will consist of at least one audit. In addition, physical and administrative checks and sampling may be carried out. The required appointments and communication on this will be made with the company by the certification body in consultation with the PDV.

The costs of the repeat audit will be met in principle by the PDV. However, if it appears that one or more Category 1 or 2 shortcomings are observed then the costs will be charged to the company. Agreements on the repeat audits will be laid down in the contract between the certification body and the company

3.6 Duration and rotation of auditors

The minimum frequency and *duration* for the completion of the various audits (including the assessment of documentation) and reporting is stated in appendix 2. The duration of the audit is dependent on the size of the company and the number of activities requiring certification.

An auditor can:

- 1) carry out a maximum of six consecutive audits after which the progress of the auditing is carried out by a least 4 consecutive audits by another auditor, or
- 2) only carry out the extension audit on the basis of which the certification body takes the decision to extend the certificate or not if he or she has carried out four or less of the six previous audits of this GMP participant.

3.7 Assessment and Reporting

The certification body will assess the companies for compliance with the general assessment criteria specified in appendix 1 and the additional assessment criteria in the checklists (GMP C5). All shortcomings observed during the audit should be recorded in writing on a registration form (NCR). The certification body will report on the GMP⁺ audits in accordance with the report model in appendix 3. It is mandatory during the audit to work with the checklists established by the CCvDD.

Before leaving the audit location the auditor will establish the shortcomings observed together with the company representative. The company representative will provide the compliance measures and the result of the internal verification to the certification body within the agreed and recorded period of time.

The coordinator responsible for GMP⁺ certification or another person authorised for this (decision maker) will check the report drawn up by the auditor on the shortcomings observed during the and will provide a final judgement including sanctions and will then assess the agreed measures and the method of assessment of the compliance. Raw data is to be stored in conformity with the accreditation requirements in EN 45011 and/or ISO 17020 (if applicable). The reporting should be worked out completely and entered into a digital file.

The certification body will, **within 6 weeks** after conducting the audit, send the report together with the data from the certificate to the company.

Using the Internet application the certification body will check and administer the data relating to the name and address and place of establishment in as far as is necessary with a specification of the business units in the PDV database for each company where he issues a certificate as well as for which GMP⁺ standards. The information from the audit checklists should also be included in the PDV database by way of this web application within 6 weeks of the end of the audit.

If the PDV requests the audit reports on behalf of the CCvDD then the certification body will make them immediately available.

In the event of a repeat audit the reporting period should be determined in consultation with the Product Board Animal Feed.

3.8 Certification

Certificates will be issued to each company location for a period of three years. A GMP⁺ certificate will only be issued by a certification body approved by the Product Board Animal Feed on behalf of the CCvDD. A certificate will only be issued if there is full compliance with the requirements for certification taking into account the appendix 3 assessment criteria and measures. The classification of the shortcomings should also take place in accordance with the specified criteria.

The certification body reports to the PDV and provides the data specified in Article 4 of the Regulation (A1). The PDV administers and publishes the public register of GMP⁺-certified companies on behalf of the CCvDD.

The certification body must put the following text on the certificate:

A Text for feed products (feed materials, feed additives, premixes and compound feeds); producers and traders.

FIXED SECTION

"=*naam CI*= declares that there is a justifiable confidence the feed products = 2nd column of the table in Appendix 6= from the business location =*name of company*= complies on delivery with the applicable product requirements in appendices 1 and 3 of the GMP⁺ : 2006 certification scheme for the feed sector of the Product Board Animal Feed in The Hague, the Netherlands (www.pdv.nl)

This has been shown by periodic verification of the feed safety system and the process control requirements in standard B x =*name of standard* = (Appendix 5) and the assessment of the product(s) in accordance with the applicable norms in appendices 1 and 3 (if done by CB), as determined in the C 3 standard, assessment and certification criteria in GMP certification, of the GMP⁺ : 2006 certification scheme. "

The scope of this certificate relates to: table Appendix 6.

VRIJE DEEL

See Appendix 6

B text for service product road transport; transport companies.

FIXED SECTION

"=*naam CI*= declares that there is justifiable confidence that the road transport of feeds delivered by the business location =*name of company*= complies on delivery with the applicable requirements and conditions for road transport in Appendix 14 of the GMP⁺ : 2006 certification scheme for the feed sector of the Product Board Animal Feed in The Hague, the Netherlands (www.pdv.nl)

This has been shown by periodic verification of the feed safety system and process control requirements in standard B 4.1 Road Transport of Feeds and the verification of the conditions for road transport in Appendix 14, as determined in the C 3 standard, assessment and certification criteria for GMP certification, of the GMP⁺ : 2006 certification scheme. "

The scope of this certificate relates to: table Appendix 6.

FREE SECTION

See Appendix 6

C Text for services inland waterway affreightment, sea-going transport affreightment, rail transport affreightment and storage & transshipment.

FIXED SECTION

"=*naam Cl*= declares that there is justifiable confidence that the service (Appendix 6) delivered by the business location =*name of company*= complies on delivery with the applicable requirements and process requirements in Chapter 7 of standard B x of the GMP⁺ : 2006 certification scheme for the feed sector of the Product Board Animal Feed in The Hague, the Netherlands (www.pdv.nl)

This has been shown by periodic verification of the feed safety system and process control requirements in standard B x = *name of standard* = (Appendix 5) as determined in the C 3 standard, assessment and certification criteria for GMP certification, of the GMP⁺ : 2006 certification scheme. "

The scope of this certificate relates to: table Appendix 6.

FREE SECTION

See Appendix 6

D Text for combination A and B.

FIXED SECTION

"=*naam Cl*= declares that there is a justifiable confidence that the feed products = 2nd column of the table in Appendix 6= from and the road transport from the business location =*name of company*= complies on delivery with the applicable product norms of appendices 1 and 3 and with the applicable requirements and conditions of Appendix 14 of the GMP⁺ : 2006 certification scheme for the feed sector of the Product Board Animal Feed in The Hague, the Netherlands (www.pdv.nl)

This has been shown by periodic verification of the feed safety system and the process control requirements in standard B x =*name of standard* = (Appendix 5) and the B 4.1 Road Transport of Feed as well as the assessment of the product(s) in accordance with the applicable norms in appendices 1 and 3 (if done by CB) and the conditions for road transport in Appendix 14 as determined in the C 3 standard, assessment and certification criteria in GMP certification, of the GMP⁺ : 2006 certification scheme. "

The scope of this certificate relates to: table Appendix 6.

FREE SECTION

See Appendix 6

E Text for combination A and C.

FIXED SECTION

"=*naam Cl*= declares that there is a justifiable confidence that the feed products = 2nd column of the table in Appendix 6= and the service (Appendix 6 first column) from the business location = *name of company* = complies on delivery with the applicable product requirements of appendices 1 and 3 and the process requirements of Chapter 7 of the standard B y of the GMP⁺ : 2006 certification scheme for the feed sector of the Product Board Animal Feed in The Hague, the Netherlands (www.pdv.nl)

This has been shown by periodic verification of the feed safety system and the process control requirements in standard B x =*name of standard* = and B y = *name of standard* = (Appendix 5) as well as the assessment of the feed product(s) in accordance with the applicable norms in appendices 1 and 3 (if done by CB) and the process requirements in Chapter 7 as determined in the C 3 standard, assessment and certification criteria in GMP certification, of the GMP⁺ : 2006 certification scheme. "

The scope of this certificate relates to: table appendix 6.

FREE SECTION

See Appendix 6

F Text for GMP certificates which do not fall under accreditation such as B4.3 (inland waterways), B 6 (cultivation) and B 10 (laboratory)

FIXED SECTION

"=*naam Cl*= declares that there is justifiable confidence that the service (*Appendix 6*) delivered by the business location =*name of company*= complies on delivery with the applicable requirements of the GMP⁺ : 2006 certification scheme for the feed sector of the Product Board Animal Feed in The Hague, the Netherlands (www.pdv.nl)

This has been shown by periodic verification of the feed safety system or quality system (whichever is applicable) and process control requirements in standard B x = *name of standard* = as determined in the C 3 standard, assessment and certification criteria for GMP certification, of the GMP⁺ : 2006 certification scheme. "

The scope of this certificate relates to: table Appendix 6.

FREE SECTION

See Appendix 6

G Text layout for all certificates

Name of the certification body:

PDV registration number of the certification body:

Name, address, location of the business location

(Name of ship + EU number of ship)

Visit address

PDV registration number of the business location

FIXED SECTION

FREE SECTION

Place of establishment of the certification body and the certificate number.

Accreditation mark

Begin and end date of the certificate

(if applicable)

3.9 Suspension or withdrawal of a certificate of approval

If it is established that a GMP⁺-certified company no longer complies with the requirements then the certification body is obliged immediately to impose measures and sanctions in accordance with appendix 1.

In the event of Category 1 shortcomings as specified in the appendix 1 the auditor is obliged immediately to report his findings to the responsible coordinator. The certification body will immediately inform the BCD. This also applies in the event of certification being revoked or not extended.

3.10 Right to use the collective logo

GMP⁺-certified companies are entitled to make use of the GMP⁺ logo (A3). The certification body will establish in a contract that the GMP⁺-certified company may make use of the GMP⁺ logo and that it undertakes strict compliance with conditions set for this by the Product Board.

3.11 Exclusion of Product Board liability

Neither the CCvDD nor the PDV has any liability whatsoever with respect to the assessment of companies by the certifying bodies. The certification bodies in question will indemnify the CCvDD and the PDV in this respect.

3.12 Pricing issues

The certification body will use its own rates.

3.13 Disputes between certification bodies and companies

Disputes between certification bodies and companies with respect to the assessment will initially be handled in accordance with the disputes regulation of the certification body. If this does not lead to a solution then the dispute may be handled, in the second instance, in accordance with the disputes regulation (A4).

APPENDIX 1: ASSESSMENT CRITERIA AND MEASURES

Audit findings are to be classified on the basis of the general assessment criteria stated below. In addition the specific assessment criteria shown in the checklists (GMP C5) remain in force. The measures specified should be imposed as a minimum. A certification body is able to impose stricter measures.

Classification: Category 3

<p>Conclusion</p>	<ul style="list-style-type: none"> Where 10 or more Category 3 audit findings are observed during an or supervision audit the company does not meet the requirements for GMP⁺ certification.
<p>Finding</p> <ul style="list-style-type: none"> Relates to a shortcoming where the risk that food safety no longer complies to the GMP⁺ norm is slight. Some required element is not completely described in the documentation. An element previously described is not updated, while this is required as a consequence of amended requirements and regulations. Quality records have been overlooked or are out of date (< 2 months), clearly of an incidental nature. An element is not being properly implemented, but this will have only a limited negative effect on the basic quality of the product. The standard for an undesirable substance is breached, without direct hazard for humans, animals and/or the environment, where no adequate improvement measures have been taken. It is adjudged that the finding is an isolated occurrence. The above only applies if (it is reasonable to assume that) there is not a case of gross negligence, fraudulent actions or economic malpractice. 	<p>Measures</p> <ul style="list-style-type: none"> The company is obliged to take the necessary improvement measures to take care of the finding within the period of time set by the certification body (maximum 6 months). If the findings are not or not fully resolved then they will be converted to a Category 2 finding.
<ul style="list-style-type: none"> 10 or more Category 3 findings 	<ul style="list-style-type: none"> The company is obliged to take proper improvement measures to take care of the finding within the period of time set by the certification body (maximum 6 weeks).

Classification: Category 2

<p>Conclusion</p>	<ul style="list-style-type: none"> • The company does not meet the requirements for GMP certification. • If one or more Category 2 findings are observed during an initial or an extension audit then the GMP⁺ certificate may not be issued or extended.
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Finding	Measures
<ul style="list-style-type: none"> • A Category 3 audit finding has been observed and inadequate or no improvement has taken place. • An element is absent or is very incompletely described in the documentation, such that the functioning of the quality system is put in question. • Quality records are very out of date (> 2 months). • An element is not being properly implemented and is possibly critical for the basic quality of the product. • The company does not carry out proper sampling or analysis or does not carry it out properly in accordance with the requirements or does not provide the results to the Product Board in accordance with the requirements. • In addition it is reasonable to assume that there is <i>no</i> case of gross negligence, fraudulent actions or economic malpractice. • Internal audits not carried out or are late or incomplete 	<ul style="list-style-type: none"> • The company is obliged to take proper improvement measures to take care of the finding within the period of time set by the certification body (maximum 6 weeks). • The company will be subject in <i>all</i> cases – unless stated otherwise above – to at least one unannounced compliance audit within a period of 3 months. This may be handled administratively except in those cases where an assessment is necessary in practice.

Finding	Measures
<ul style="list-style-type: none"> • A serious shortcoming relating to critical GMP⁺ requirements¹. • A serious shortcoming of an incidental nature without direct consequences for the subsequent links in the chain. • Feed additives or feed medicines are not processed in accordance with the requirements. • It is reasonable to assume that there is <i>no</i> case of gross negligence, fraudulent actions or economic malpractice. 	<ul style="list-style-type: none"> • Immediate recall of all the products in question unless the company can show to the satisfaction of the certifying body that the shortcoming has no harmful health effects for animals and/or humans and the existing legal standards for animal products are not breached. • The company is obliged to take proper improvement measures to take care of the finding within the period of time set by the certification body (maximum 6 weeks). • The company will be given at least one unannounced compliance audit within 3 months. This may be handled administratively except in those cases where assessment in practice is necessary.
<ul style="list-style-type: none"> • During the compliance audit a previously observed category 2 finding is not put right in time or not completely. • Any recall is not carried out properly or (due to own negligence) is not carried out in time. 	<ul style="list-style-type: none"> • This finding will be converted into a category 1 finding.

¹ This covers in any event a) inadequate entry checks of delivered feed materials, b) unsatisfactory registration for tracking & tracing, c) purchase of feed materials which are not included in the Feed Materials Risk Assessment Database. This will be detailed in the checklists.

Classification: Category 1

Conclusion	<ul style="list-style-type: none"> The company does not meet the requirements for GMP certification. If one or more Category 1 findings are observed during an initial or an extension audit then the GMP⁺ certificate may not be issued or extended.
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Finding	Measures
<ul style="list-style-type: none"> There has been a previous Category 2 audit finding but only inadequate or late improvement measures have been implemented. 	<ul style="list-style-type: none"> The company is obliged to take proper improvement measures to take care of the finding within the period of time set by the certification body (maximum 2 weeks). The company will be given at least one unannounced compliance audit. The company will be placed under stricter supervision for a period of at least 6 and maximum 12 months. If the company does not take improvement measures within the period of time established then the certification body will suspend the certificate for 3 months. Lifting of suspension is only possible if the certification body has established during a compliance audit that proper improvement measures have been taken. The company will be placed under stricter supervision for a period of at least 6 and maximum 12 months.
<ul style="list-style-type: none"> A serious shortcoming relating to critical GMP⁺ requirements². A serious shortcoming, incidental or structural, with a direct or possible hazard to the safety of humans, animals or the environment and possible direct consequences for the subsequent links in the chain. 	<ul style="list-style-type: none"> The company is obliged to undertake an immediate recall of all the products in question unless the company can show to the satisfaction of the certification body that the shortcoming has no harmful health effects for animals or humans and the existing standards are not breached. The company is obliged to take improvement measures immediately (within 24 hours). The company will be placed for at least 6 and maximum 12 months under stricter supervision. If the company does not take improvement measures immediately then the certification body will suspend the certificate for 3 months. Lifting of suspension is only possible if the certification body has established during a compliance audit that proper improvement measures have been taken. The company will be placed under stricter supervision for a period of at least 6 and maximum 12 months.

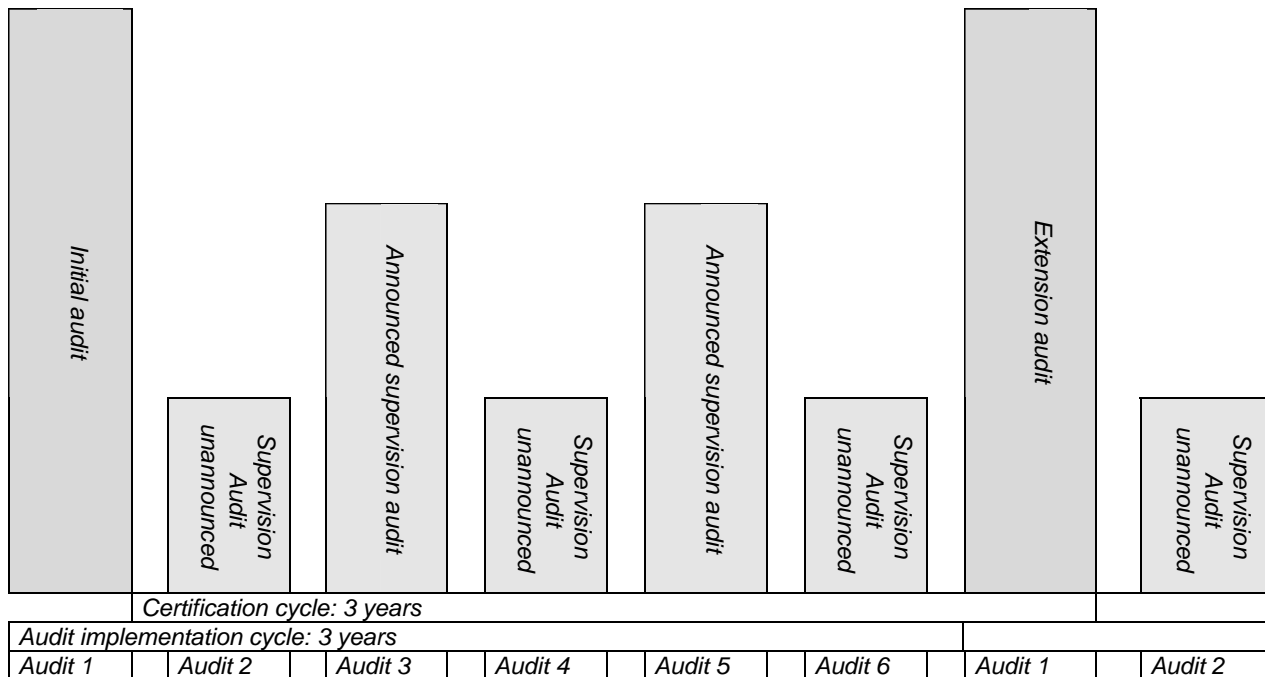
² This relates in any event to a) incorrect cleaning and disinfections, loading sequence for GMP⁺ transport, b) no risk assessment for a feed material, c) purchasing from a non-GMP⁺ supplier, d) non-compliance with the product norms where a breach forms a hazard for animals and/or humans.

<ul style="list-style-type: none"> Any recall is not carried out properly or (due to own negligence) is not carried out in time. 	<ul style="list-style-type: none"> The certification body will immediately withdraw the certificate. The company or natural persons involved are excluded for a period of at least 1 year from participation in the GMP⁺ Certification Scheme
<ul style="list-style-type: none"> Previously observed category 1 shortcomings are not properly fixed after a 3 month suspension of the GMP⁺ certificate or other such shortcomings are observed. 	<ul style="list-style-type: none"> The certification body will immediately withdraw the GMP⁺ certificate. The company or natural persons involved are excluded for a period of 1 year from participation in the GMP⁺ Certification Scheme

APPENDIX 2. FREQUENCY AND TIME EXPENDITURE FOR GMP⁺ AUDITS

Frequency

Audits should be carried out in accordance with the following cycle.



This is a qualitative representation of the audit cycle for the implementation of GMP⁺ audits.

Minimum time expenditure for audits

The tables below provide binding guidelines for the minimal allocation of time (in hours) for GMP⁺ audits of animal feed companies. Deviation from these binding guidelines is possible where this can be justified by the nature of the company.

If there is a deviation from the minimum audit times then the certification body should apply in advance to the BCD. The BCD will check and assess the justification and adjust if necessary. The certification body should make clear to the BCD what the audit duration was.

In the agreements (or tenders which are part of the agreement) between the certification body and companies the minimum GMP⁺ audit time should be specified exactly. Reference to GMP C3 is insufficient. It is not permitted to deviate from the minimum duration in the binding guidelines by way of invoicing on the basis of the costings. If on the basis of the auditor's findings a longer audit time should be used then this can be done in consultation with the company.

Assessment of documents and reporting is included in the period of time for the duration of the audit.

Where samples are taken for verification during the audit, 1 hour may be added to the total audit time.

A working day is 8 hours.

To determine the main activity of the company the following ranking should be applied:

1. Production and processing
2. Trade

Within these main categories the following ranking should be applied:

1. Compound feeds
2. Premixes
3. Feed additives
4. Feed materials
5. Pet foods
6. Storage and transshipment
7. Transport and affreightment

In the event of compliance audits, repeat audits and stricter supervision as specified in section 3.1 the time applies which is considered necessary by the certification body or the Product Board.

	Tonnage/ Number of products/ Number of staff/ Number of analyses	Audit frequency	Minimum time expenditure at location in hours ³			Note
			Initial or extension audit	Announced supervision audit	Unannounced supervision audit	
B1 Production and processing of compound feeds / semi-manufactured products						
Main office (incl. production)	< 50,000	2x per year	14.0 + 1.5X	10.0 + 1.5X	5.0	
	50,000 – 200,000	2x per year	15.5 + 1.5X	11.5 + 1.5X	6.5	
	>200,000	2x per year	17.0 + 1.5X	13.0 + 1.5X	8.0	
Production location	< 50,000	2x per year	10.0 + 1.5X	6.0 + 1.5X	4.0	
	50,000 – 200,000	2x per year	11.5 + 1.5X	7.5 + 1.5X	5.0	
	>200,000	2x per year	13.0 + 1.5X	9.0 + 1.5X	6.0	
Feed additives gatekeeper	1.5 hours per dossier					15
B 1 Production and processing of compound feeds / semi-manufactured products without the use of critical feed additives and critical veterinary medical products.						
Main office (incl. production)	< 50,000	2x per year	12.0 + 1.5X	8.0 + 1.5X	5.0	
	50,000 – 200,000	2x per year	13.5 + 1.5X	9.5 + 1.5X	6.0	
	>200,000	2x per year	15.0 + 1.5X	11.0 + 1.5X	7.0	
Production location	< 50,000	2x per year	8.0 + 1.5X	4.0 + 1.5X	4.0	
	50,000 – 200,000	2x per year	9.5 + 1.5X	5.5 + 1.5X	5.0	
	>200,000	2x per year	11.0 + 1.5X	7.0 + 1.5X	6.0	
Feed additives gatekeeper	1.5 hours per dossier					15
B1 Production and processing of premixes						
Main office (incl. production)	≤20,000	2x per year	14.0 + 1.5X	10.0 + 1.5X	5.0	
	> 20,000	2x per year	15.5 + 1.5X	11.5 + 1.5X	6.5	
Production location	≤20,000	2x per year	10.0 + 1.5X	6.0 + 1.5X	4.0	
	> 20,000	2x per year	11.5 + 1.5X	7.5 + 1.5X	6.0	
Feed additives gatekeeper	1.5 hours per dossier					15

¹ The starting point is the main activity of the company "X" is the number of additional activities to be certified and/or standards at the same location

¹⁵ All dossiers should be initially assessed and then on a random sample basis during the duration of the certificate.

	Tonnage/ Number of products/ Number of staff/ Number of analyses	Audit frequency	Minimum time expenditure at location in hours ³			Note
			Initial or extension audit	Announced supervision audit	Unannounced supervision audit	
B1 Production and processing of feed additives						
	Number of products					
Main office (incl. production)	≤ 5	2x per year	14.0 + 1.5X	10.0 + 1.5X	5.0	
	6-15	2x per year	15.5 + 1.5X	11.5 + 1.5X	6.5	
	>15	2x per year	17.0 + 1.5X	13.0 + 1.5X	8.0	
Production location	≤ 5	2x per year	10.0 + 1.5X	6.0 + 1.5X	4.0	
	6-15	2x per year	11.5 + 1.5X	7.5 + 1.5X	5.0	
	>15	2x per year	13.0 + 1.5X	9.0 + 1.5X	6.0	
B1 Production and processing of feed materials						
	Number of products					
Main office (incl. production)	≤ 5	2x per year	14.0 + 1.5X	10.0 + 1.5X	5.0	
	6-15	2x per year	15.5 + 1.5X	11.5 + 1.5X	6.5	
	>15	2x per year	17.0 + 1.5X	13.0 + 1.5X	8.0	
Production location	≤ 5	2x per year	10.0 + 1.5X	6.0 + 1.5X	4.0	
	6-15	2x per year	11.5 + 1.5X	7.5 + 1.5X	5.0	
	>15	2x per year	13.0 + 1.5X	9.0 + 1.5X	6.0	
B2 Quality control foreign suppliers						
	Number of products					
	≤ 5	1x per year	6.5 + 1.5X	5.0 + 1.5X	-	2
	6-15	1x per year	8.0 + 1.5X	5.5 + 1.5X	-	
	>15	1x per year	9.5 + 1.5X	6.5 + 1.5X	-	
Feed additives gatekeeper	1.5 hours per dossier					15
B3 Trade in animal feeds (except forage trade)						
	Number of products					
	≤ 5	2x per year	6.5 + 1.5X	5.0 + 1.5X	3.0	
	6-15	2x per year	8.0 + 1.5X	6.5 + 1.5X	4.0	
	>15	2x per year	9.5 + 1.5X	8.0 + 1.5X	5.0	

² This audit frequency also applies if GMP B2 certification is combined with GMP B4.1, GMP B4.2, GMP B4.4 and/or B4.5 certification

¹⁵ All dossiers should be initially assessed and then on a random sample basis during the duration of the certificate.

	Tonnage/ Number of products/ Number of staff/ Number of analyses	Audit frequency	Minimum time expenditure at location in hours ³			Note
			Initial or extension audit	Announced supervision audit	Unannounced supervision audit	
Feed additives gatekeeper	1.5 hours per dossier					15
B3 Trade in feeds (forage trade)						
	Number of products					
	≤ 5	1 x / year	6.5 + 1.5X	2.5 + 1.5X	-	
	6-15	1 x / year	8.0 + 1.5X	4.0 + 1.5X	-	
	>15	1 x / year	9.5 + 1.5X	6.5 + 1.5X	-	
B3 (2007) Trade, Collection and Storage & Transhipment of Feeds						
	Number of products					
This is the audit time for one B3(2007) scope.	≤ 5	2x per year	6.5 + 1.5X	5.0 + 1.5X	3,0	
The audit time will be increased by 1.5 hours for each additional B3(2007) scope.	6-15	2x per year	8.0 + 1.5X	5.5 + 1.5X	4,0	
	>15	2x per year	9.5 + 1.5X	6.5 + 1.5X	5,0	
Feed additives gatekeeper	1.5 hours per dossier					
B4.1 Road transport of feeds						
	Number of employees					
	≤ 2	2x per year	4.0 + 1.5X	2.5 + 1.5X	2.0	3
	3-5	2x per year	6.5 + 1.5X	4.0 + 1.5X	3.0	
	6-15	2x per year	8.0 + 1.5X	5.5 + 1.5X	4.0	
	>15	2x per year	9.5 + 1.5X	7.0 + 1.5X	5.0	
B4.1 Tractionair						
With own manual		2x per year	4.0	1.5	1.5	4
Included in customer's manual		2x per year	2.5	1.5	1.5	

³ If a different method of working is used during an unannounced audit for road transport as specified in section 3.3, there may be a deviation from the minimum time expenditure. In this case the established binding guidelines should be observed.

⁴ Time expenditure is charged to the tractionair. For reasons of efficiency the audit of the tractionair may take place at the same time as the audit of the client. A separate GMP⁺ report should be drawn up for both the client and the tractionair and a checklist should be completed and sent to the BCD.

¹⁵ All dossiers should be initially assessed and then on a random sample basis during the duration of the certificate.

	Tonnage/ Number of products/ Number of staff/ Number of analyses	Audit frequency	Minimum time expenditure at location in hours ³			Note
			Initial or extension audit	Announced supervision audit	Unannounced supervision audit	
B4.2 Transport by inland waterway		2x per year	5.5	4.0	4.0	
B4.3 Inland Waterway Hygiene Code		1x per 2 years	2.0			
B4.4 Transport by ship		2x per year	5.5	4.0	4.0	
B4.5 Transport by rail		2x per year	5.5	4.0	4.0	
B5 Storage and Transhipment of Feeds	Number of employees					
	≤ 5	2x per year	6.5 + 1.5X	4.0 + 1.5X	3.0	
	6-15	2x per year	8.0 + 1.5X	5.5 + 1.5X	4.0	
	>15	2x per year	9.5 + 1.5X	7.5 + 1.5X	5.0	
B6 Cultivation of feed materials	Number of products					
	≤ 5	1x per 3 years	6.5		3.0	5
	6-15	1x per 3 years	8.0		4.0	
	>15	1x per 3 years	9.5		5.0	
B8 Production of pet food		⁴				6.7
Main office (incl. production)	< 10,000	2x per year	14.0 + 1.5X	10.0 + 1.5X	5.0	

⁵ Each year 10 % of the companies are visited for a supervision audit. If shortcomings are observed then improvement measures must be implemented within the period of time set by the auditor. This period of time must lie within the current growing season. If an extra audit must be carried out to verify whether proper improvement measures have been carried out then this audit must also lie within the same growing season.

⁶ Where the company produces wet pet foods the scope of the production should be converted using the dry matter content.

⁷ Based on the ranking it should be assumed in the case of a company which produces both compound feeds and pet foods that the minimum audit duration for compound feed production should be supplemented by 1.5 hours (1-3 recipe) or 3.5 hours (>3 recipe). If during the first year of the certificate no Cat. 1 or 2 shortcomings are observed during the 2 audits then the frequency can be once per year in the year that follows. The unannounced audit lapses.

	Tonnage/ Number of products/ Number of staff/ Number of analyses	Audit frequency	Minimum time expenditure at location in hours ³			Note
			Initial or extension audit	Announced supervision audit	Unannounced supervision audit	
Production location	10,000 – 50,000	2x per year	15.5 + 1.5X	11.5 + 1.5X	6.5	
	>50,000	2x per year	17.0 + 1.5X	13.0 + 1.5X	8.0	
	< 10,000	2x per year	10.0 + 1.5X	6.0 + 1.5X	4.0	
	10,000 – 50,000	2x per year	11.5 + 1.5X	7.5 + 1.5X	5.0	
	>50,000	2x per year	13.0 + 1.5X	9.0 + 1.5X	6.0	
B8 Trade in pet foods						
	Number of products					
	≤ 5	2x per year	6.5 + 1.5X	4.0 + 1.5X	3.0	
	5-15	2x per year	8.0 + 1.5X	6.5 + 1.5X	4.0	
	>15	2x per year	9.5 + 1.5X	8.0 + 1.5X	5.0	
B9 Special regulations						
	Additional time expenditure per audit			1.0		
B10 Laboratory examination						
	Number of analyses					8 9.10
	ISO 17025 accredited			2.0		
	≤ 5	1x per year		2.0		
	5-15	1x per year		3.0		
	>15	1x per year		4.0		

⁸ The most important analyses must be assessed during the initial audit. At least once during the audit cycle all analyses should be assessed.

⁹ Types of laboratories:

1. The laboratory has all analyses under ISO 17025; administrative assessment once per year. If the laboratory is accredited for more than 50 analyses according to ISO 17025 the minimal time expenditure may be raised to 0.75.
1. If the laboratory does not have all analyses under ISO 17025 then just the material specialist visits for the non-ISO 17025 analyses.
2. Where the laboratory is not accredited according to ISO 17025; both the material specialist and the auditor visit for system assessment.

¹⁰ If a laboratory is certified for both GMP-B10 and ISO 9001; 2000 then a 35% audit time reduction may be applied on the condition that the laboratory is included in the scope of the ISO certificate.

¹¹ These reduced audit times may only be used if all locations of the laboratory work under the same quality system. At the main location the system requirements and analyses are assessed. At the sub-locations only the analyses are assessed. The audit at the sub-location will be carried out by the B 10 auditor, scope materials.

	Tonnage/ Number of products/ Number of staff/ Number of analyses	Audit frequency	Minimum time expenditure at location in hours ³			Note
			Initial or extension audit	Announced supervision audit	Unannounced supervision audit	
Partially ISO17025 accredited	≤ 5	2x per year	5.5	4.0	4.0	8,9,10 11
	5-15	2x per year	8.0	5.5	4.0	
	>15	2x per year	9.5	8.0	4.0	
Not ISO17025 accredited						
Main location (incl. system)	≤ 5	2x per year	8.0 + 8.0	4.0 + 4.0	4.0 + 4.0	
	5-20	2x per year	9.5 + 9.5	8.0 + 8.0	4.0 + 4.0	
	>20	2x per year	12.0 + 12.0	8.0 + 8.0	4.0 + 4.0	
Secondary location (analyses)	≤ 5	2x per year	5.0	3.0	3.0	
	6-20	2x per year	6.5	5.0	3.0	
	>20	2x per year	8.0	6.5	3.0	
Combined GMP⁺ 2006 audit and ISO and/or HACCP		2x per year	Time expenditure ISO 9000:2000. ISO 22000 and/or HACCP food audit + half the time expenditure for GMP+ 2006 audit		4.0	12

¹² The matches between the GMP10 laboratory testing and the other GMP⁺ standards are so few that a combined audit for GMP B10 and one or more of the other GMP⁺ standards will not give any reduction in the time expenditure. The minimum time duration should always be applied for a GMP B10 audit.

¹³ If the changes in the audit times lead to a substantial deviation from the audit times compared to the old situation (GMP⁺ 2003) then in consultation with the BCD the old times may be maintained.

¹⁴ Certification bodies have a possibility on condition that the total annual audit time stays the same to spread the time expenditure as they see fit between announced and unannounced supervision audits.

APPENDIX 3. REPORTING MODEL

1 General details

Details of main location

Name of the company :
Address :
Postal code and location :
Telephone :
Fax :
E-mail :
Registration number :
Contact Person :

Overview of all business locations (incl. head office) and GMP⁺ standards:

Registration number	Name location	Address Postal code + Location	GMP ⁺ standard(s) (incl. scope for B1 and B3) Incl. version – date and additional product criteria	Expiration date of current Certificate / New certificate valid until:

List of guaranteed brokers (if applicable)

Registration number of trader	Name of trader	Address Postal code + Location	Guaranteed products

List of locations in the event of multi-site certification (if applicable)

Registration number location	Name of location	Address Postal code + Location	Visit date

Audit details:

- Initial audit*
- Supervision audit, announced*
- Supervision audit, unannounced*
- Extension audit*
- Compliance audit*
- Repeat audit*
- Stricter supervision*
- Document assessment (in the event of a temporary certificate)*
- Other*

Date of document assessment :

Date of audit inspection :

Date of report :

Staff involved in inspection:
Name Position

Documents consulted :

Certification body :

Auditor(s) :
Name Signature

Subject specialist(s) :

2 Scope of company/locations

Specify the type of company and its activities. Describe the products and quantities. Specify the nature and the numbers of personnel (permanent, temporary) per location. Describe the organisational structure. Also take note of other companies on the same site or under the same holding (with similar names or incompatible activities). Provide a brief summary of purchasing, production process and sales of main and subsidiary product streams (focusing on the relationship with the activities covered by the application).

3 Summary of the assessment and conclusion

Start with a standard sentence such as “The company was visited for an unannounced supervision audit of the GMP⁺ requirements. The company was checked for the requirements of the applicable GMP⁺ standards”.

Indicate whether the audit findings observed in the previous audit have been resolved.

Make a summary per company location and in total.

Give a brief summary of the general impression of the quality system of the company.

Possible postscript after the final assessment by the coordinator: assessment of additional documents and follow-up inspection.

Summary of the assessment and the number of audit findings observed									
Location	During previous audit			During present audit			At final assessment		
	Number of audit findings			Number of audit findings			Number of audit findings		
	Cat. 1.	Cat. 2	Cat. 3	Cat. 1	Cat. 2	Cat. 3	Cat. 1	Cat. 2	Cat. 3

Audit conclusion: the company meets/fails to meet the requirements of the GMP⁺ standard.

Measures and sanctions: compliance audit, repeat audit, stricter supervision (including period of time), suspension, withdrawal.

4 Enclosures

Checklists used, report forms for audit findings.

APPENDIX 4: MULTI-SITE CERTIFICATION

For trading companies (GMP B2 and GMP B3) with multiple storage locations it is possible to make use of multi-site certification. This is also possible for large transport companies with multiple branches (GMP B4.1).

The following requirements apply:

- The company has a main office from which activities are planned and directed
- The company has a network of storage sites or, in the case of a transport company, a network of branches.
- All storage sites and branches use the same quality system which is managed from the main office. This quality system must be based on the GMP⁺ standard and all the locations must meet the GMP⁺ requirements.
- The same methods and procedures are used at all the locations.
- All the locations are included in the programme of internal audits.
- Corrective measures may be imposed from the main office on all branches.
- The company must show that it is able to collect data from every location, to analyse the data and, where necessary, to make changes with respect to:
 - o System documents and changes
 - o Management review
 - o Complaints handling
 - o Corrective measures
 - o Planning of internal audits and improvement measures

In the event of multi-site certification the audit frequency for the storage locations or branches (with the exception of the main office) may be lowered in accordance with the following schedule where each location must be visited at least once per three years.

Initial audit / extension audit

Number of locations (head office not included)	1	2-4	5-9	≥10
Number of locations to be visited	1	2	3	33%

Announced supervision audit

Number of locations (head office not included)	1	2	≥3
Number of locations to be visited	1	1	33%

Minimum time in hours to be spent per visit:

	Minimum time to be spent per visit
Storage location	2.0
Secondary location	1.5

As all storage locations and auxiliary branches must work in accordance with the same methods and procedures and under the same quality system, the assessment of the documentation can remain limited to verification of the presence of up to date documentation and the completeness of the HACCP documentation with respect to the location (GMP B2)

During audits of storage locations the following GMP⁺ requirements must be assessed:

- verification and administration of received products
- process control: Good Housekeeping, control measures with respect to critical points
- tracking & tracing
- delivery, verification of cargo spaces
- inspections and records

During audits of branches of transport companies the following GMP requirements should be assessed:

- reception of transport orders incl. product category classification
- route sheets; identification of cargo spaces, products, cleaning, loading and unloading addresses, etc.
- inspection of the presence of trucks
- administration; use of third parties, instructions with respect to GMP⁺ product categories

An overview should be included in the GMP⁺ report showing when all the storage locations and branches were visited.

If audit findings are observed at company level then the whole company does not meet the requirements for GMP⁺ certification. If at the level of storage site or branch audit findings are observed then only this location is in non-compliance.

A checklist should only be completed at company level. Audit findings which are observed at one of the storage locations or branches should be reported in the checklist and the GMP⁺ report.

Only one certificate will be issued. This certificate only contains those storage locations from which products are supplied; all storage locations should be visited for an audit (in accordance with the above schedule). All the branches will be specified on the certificate for a transport company.

APPENDIX 5: NORMATIEVE DOCUMENTEN

Product/service	Standard document	Normative document
Compound feed	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Grass-fed chicken feed	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock + GMP B 9.1: Special Regulations for Grass-Fed Chickens - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Compound feed for free-range animals	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock + GMP B 9.2: Special Regulations for Free-Range Animals - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Premix	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Feed material	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Feed material	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B2: Quality Control of Feed Materials - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006

Additive	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Pet Foods	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B1: Production and processing of animal feeds for productive livestock - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Pet Foods	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B8: Production and Trading of Pet Foods - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Trade in animal feeds	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B3: Trade in animal feeds for productive livestock - assessment of product(s)	Appendices 1 and 3 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Storage and transshipment of animal feeds	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B5: Storage & Transshipment of Animal Feeds for Productive Livestock	Process requirements as specified in Chapter 7 of GMP B5 of the GMP ⁺ certification scheme for the feed sector 2006
Road transport of animal feeds	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B4.1: Road transport of animal feeds - assessment of Appendix 14	Appendix 14 of the GMP ⁺ Certification Scheme for the Animal Feed Sector 2006
Afreightment of short sea shipping and inland waterway transport	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B4.2: Afreightment of short sea shipping and inland waterway transport	Process requirements as specified in Chapter 7 of GMP B4.2 of the GMP ⁺ certification scheme for the feed sector 2006
Sea transport affreightment	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B4.4: Sea transport affreightment	Process requirements as specified in Chapter 7 of GMP B4.4 of the GMP ⁺ certification scheme for the feed sector 2006
Rail transport affreightment	GMP ⁺ Certification Scheme for the Animal Feed Sector 2006 GMP B4.5: Rail transport affreightment	Process requirements as specified in Chapter 7 of GMP B4.5 of the GMP ⁺ certification scheme for the feed sector 2006

APPENDIX 6: PRODUCTS AND PROCESS STAGES/SERVICES

On the certificate a distinction can be made for the description of animal feeds which must be quality assured between a so-called fixed part and a free part.

Fixed part:

Completion of the fixed section is mandatory. The description of the assured animal feeds on the GMP⁺ certificate should be formulated in combination with the activities as combinations of activities and animal feeds as summarised in the following table which is derived from the titles of the GMP⁺ standards (see appendix 5 for the complete titles). The scope of the products is specified next to the activity as specified in accordance with the standard name to which the certificate refers.

Activities	Animal feeds
Production of	the animal feeds to be distinguished:
Treatment of..... feed additives
Cultivation of..... feed materials
Trading in..... premixes
Storage and transhipment of.... compound feeds
Road transport of animal feeds
Inland waterway transport of ...	
Affreightment of inland waterway transport for	In addition to 'compound feeds' the following can
Inland waterway transport of.....	be further specified:
Affreightment of sea transport for grass-fed chicken feeds
Affreightment of rail waterway transport for compound feed for free-range animals
Affreightment of short sea shipping for...	
	There can also be a separate mention of:
 pet foods

The standards applied by the participant are specified. (See appendix 5) followed by the product group. In the last part of the fixed part of the certificate the product groups are shown which are created by the business activity. For example: The certificate relates to the animal feed products from the Production and Processing of Animal Feeds for Productive Livestock of premixes.

Free part:

The completion of the free part is voluntary. In consultation with the certification body, the participant may show a further description of the activities and the animal feeds. This description may not conflict with the fixed part.

There can, for example, be sub-processes of production which can be distinguished (bagging, packaging, extrusion, etc.). Processing may include activities such as collection, cleaning, drying, etc.

The animal feeds may also be further specified. For example, in the category compound feeds there may be mineral mixes, calves milk or poultry feeds. Feed materials can also be detailed such as grains, grain by-products, etc. Or be more specific such as wheat, wheat grits.

Examples:

- a calf's milk manufacturer may specify his production of compound feeds as: production of calf's milk.
- a collector of grains may specify his treatment of feed materials as collection, cleaning and drying of grains
- a trader in grains may specify his trading in feed materials as: trade in grains, etc.

The validity of a certificate relates to the specified scope. Unspecified products or activities do not fall within the scope of the certificate.

APPENDIX 7: GUARANTEED BROKERS

With effect from 1 July 2004, it is only possible for non-GMP⁺-certified brokers to be guaranteed by one GMP⁺-certified producer of compound feeds (B1 compound feeds) or feed materials (B1 feed materials) if the following requirements are met (see GMP Appendix 11).

Guaranteed brokers should also be visited within the framework of the audit of the manufacturer providing the guarantee. Each broker should be visited at least once per 3 years. The number of brokers to be visited on a random sample basis per announced supervision audit visit is indicated in the following schedule:

Number of guaranteed brokers	1	2-4	5-9	≥10
Number of brokers to be visited	1	2	3	33%

The manufacturer providing the guarantee should include all the guaranteed brokers in the schedule for internal audits.

Minimum time in hours to be spent per visit:

	Minimum time to be spent per visit
Guaranteed broker	1.5

An overview should be included in the GMP⁺ report showing when all the guaranteed brokers were visited.

A checklist should be completed only for the GMP⁺-certified manufacturer providing the guarantee. Audit findings which are observed at one of the brokers should be reported in the checklist and the audit report for the manufacturer providing the guarantee.

APPENDIX 8: PROTOCOLS FOR INDEPENDENT SAMPLING BY CERTIFICATION BODIES

Sampling protocol M1: sampling from tank storage and silos or sheds.

Purpose

To obtain in a uniform fashion a sample from the batch in the event of an emergency or an incident.

Implementation

1. Sample material

Use can be made when taking a sample of a scoop, a hand scoop or a sample drill. The sample drill must be adjusted to the depth of the product in the shed. The samples can be collected in a plastic bucket or an equivalent receptacle. The sampling equipment and the sample bags or pots must be clean, dry and free of odours foreign to the product.

2. Sampling location

During turning over from one silo to another or at the location where the batch is stored. If this is technically not possible then it must be established how this will be implemented.

3. Sampling

The sample is taken by collecting a number of sub-samples and making a collective sample from these and then preparing a final sample. The number of sub-samples depends on the quantity of product in storage. See the table.

Product	Form	Quantity in tons	Number of sub-samples	Minimum quantity of collective sample	Minimum quantity of final sample
Feed materials	Dry	up to 50 tons	2	2 kg	600 g
		from 50 to 500 tons	1 per 25 tons	20 kg	600 g
		the part of the batch in excess of 500 tons	1 per 50 tons	1 kg per sub-sample	600 g
Compound feeds	Dry	up to 50 tons	2	2 kg	600 g
		from 50 to 500 tons	1 per 25 tons	20 kg	600 g
		the part of the batch in excess of 500 tons	1 per 50 tons	1 kg per sub-sample	600 g
Premixes	Dry	up to 50 tons	2	2 kg	200 g
		from 50 to 500 tons	1 per 25 tons	20 kg	200 g
		the part of the batch in excess of 500 tons	1 per 50 tons	1 kg per sub-sample	200 g
Feed additives	Dry	up to 50 tons	2	2 kg	200 g

		from 50 to 500 tons	1 per 25 tons	20 kg	200 g
		the part of the batch in excess of 500 tons	1 per 50 tons	1 kg per sub-sample	200 g
Feed materials	Liquid	up to 50 tons	1	500 g	600 g
		Above 50 tons	1 per 50 tons	7 kg	600 g
Compound feeds	Liquid	up to 50 tons	1	500 g	600 g
		Above 50 tons	1 per 50 tons	7 kg	600 g
Premixes	Liquid	up to 50 tons	1	250 g	200 g
		Above 50 tons	1 per 50 tons	7 kg	200 g
Feed additives	Liquid	up to 50 tons	1	250 g	200 g
		Above 50 tons	1 per 50 tons	7 kg	200 g

Sub-samples

The individual sub-samples should be of the same size. If the sample is taken during turning over from one silo to another silo then the sub-samples must be spread over the whole time of turning over. If the samples are taken using the sample drill then the sub-samples should be spread across the whole batch.

Collective sample

The sub-samples which are taken are collected into a collection receptacle (a bucket for example). The product which is present is well mixed to produce a collective sample.

Final sample

A final sample is made from the collective sample.

4. Sample sealing and storage

The sample should be labelled such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

Sampling protocol M2: Dry and wet feed materials delivery by inland waterways vessel / coaster¹

Purpose

Taking a sample from the batch in a uniform fashion.

Implementation

1. Sample material

Use can be made when taking a sample of a scoop, a hand scoop or sample drill consisting of one or more compartments. The sample drill must be adjusted to the depth of the product in the hold. In addition, use can be made of automatic sampling equipment. Automatic sampling equipment must be able to take samples over the whole production flow or to the extent that this is possible. The sampling equipment must be able to be set to the size of the sub-samples and the frequency of sampling.

In the event of manual sampling the sub-samples can be collected in a plastic bucket or an equivalent bin. All parts of the sampling automat and the storage facilities for the collective sample, sampling equipment and sample bags or pots must be clean, dry and free of odours foreign to the product. The sampling equipment must be easily accessible for inspection, cleaning, maintenance and for sample verification.

2. Sampling location

In the hold of the vessel before the vessel is unloaded if the sample drill is used for sampling. The whole load must be accessible. If it is not possible to sample the hold then the sampling must be done from the flow during unloading.

If use is made of automatic sampling equipment then the sample must be taken as close as possible to the point of transfer of ownership of the product (just after intake).

Samples must be taken in such a way that contamination of the samples, equipment or containers in which the samples are stored with, for example rain or dust, is prevented.

3. Sampling

The sample is taken by collecting a number of sub-samples and making a collective sample from these and then preparing a final sample. The number of sub-samples depends on the quantity of product delivered, see the table.

Quantity in tons	Number of sub-samples	Minimum quantity of collective sample	Final sample
up to 5,000 tons: for each 500 tons	minimum 5	for each 500 tons minimum 1.0 kg	300 g
5,000 – 10,000 tons for each 1000 tons	minimum 10	for each 1000 tons minimum 1.0 kg	300 g
More than 10,000 tons for each 5,000 tons	minimum 5	for each 5000 tons minimum 1.0 kg	300 g

Sub-samples

The individual sub-samples should be of the same size. If the sample is taken during unloading of the vessel then the sub-samples must be spread over the whole time that the vessel is being unloaded. If the samples are taken using the sample drill then the sub-samples should be spread across the whole load.

If use is made of automatic sampling equipment then the samples must be taken over as wide a cross-section as possible of the product flow such that nearly every part of the batch has a chance of flowing into the sampling machine.

The sub-samples can be taken by allowing a small part of the batch to flow continuously into the sampling equipment or by taking a series of sub-samples at a determined

interval. If the sub-samples are taken at intervals then samples must be taken throughout the whole time that the batch is flowing past the sampling equipment.

In the event of manual sampling the sub-samples which are taken should be collected on a clean, flat base where contamination by the environment is prevented or collected in a collection bin (such as a bucket).

Collective sample

The sub-samples which are taken are collected into a collection receptacle (a bucket for example). The product which is present is well mixed to produce a collective sample.

Final sample

A final sample is made from the collective sample. This refers to the retained sample. If inspection of the batch is desired then two or more final samples should be taken from the collective sample.

4. Sample sealing and storage

The sample should be labelled such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

¹ Customers may, if desired, make use of demonstrably recorded and agreed use of sampling in the port which takes place on the basis of Fosfa, Gafta and make use of simpler sampling at their own company.

Sampling protocol M3: feed materials, compound feeds, premixes and feed additives in bags, drums, big-bags, etc.

Purpose

Taking a sample from the batch in a uniform fashion.

Implementation

1. Sample material

Use can be made when taking a sample of a scoop, a hand scoop or a sample drill. The samples can be collected in a plastic bucket or an equivalent receptacle. The sampling equipment and the sample bags or pots must be clean, dry and free of odours foreign to the product.

2. Sampling location

Contamination from the environment is prevented by using a clean, dry location.

3. Sampling

The sample is taken by collecting a number of sub-samples and making a collective sample from these and then preparing a final sample. The number of units (for example bags or big bags) that must be sampled depends on the size of the batch. Per unit, in the case of sacks and big bags, should if possible be sampled at the top of the bag, big bag etc., in the middle and at the bottom. If this is not possible then open the unit at the top and take a sample from the top.

Product	Quantity	Number of sub-samples	Minimum quantity of collective sample	Minimum quantity of final sample
Feed materials	up to 50 tons (for example up to 2000 units of 25 kg)	2	2 kg	300 g
Feed materials	more than 50 tons (for example more than 2000 units of 25 kg)	1 per 25 tons	1kg per sub-sample	300 g
Compound feeds	All quantities	1	500 g	300 g
Premixes	All quantities	1	250 g	100 g
Feed additives	up to 50 tons (for example up to 2000 units of 25 kg)	2	1 kg	100 g
Feed additives	more than 50 tons (for example more than 2000 units of 25 kg)	1 per 25 tons	500 g per sub-sample	100 g

Sub-samples

The individual sub-samples should be of the same size.

Collective sample

The sub-samples which are taken are collected into a collection receptacle (a bucket for example). The product which is present is well mixed to produce a collective sample.

Final sample

A final sample is made from the collective sample. This refers to the retained sample. If inspection of the batch is desired then two or more final samples should be taken from the collective sample.

4. Sample sealing and storage

The sample should be labelled such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

Sampling protocol M4: compound feeds, dry feed materials, premixes and feed additives in bulk, transport per vehicle (for both the delivery and removal of these products) or in the event of bagging

Purpose

Taking a sample from the batch in a uniform fashion.

Implementation

1. Sample material

Use can be made when taking a sample of a scoop, a hand scoop or sample drill consisting of one or more compartments. The sample drill must be adjusted to the depth of the product in the vehicle. In addition, use can be made of automatic sampling equipment. Automatic sampling equipment must be able to take samples over the whole production flow or to the extent that this is possible. The sampling equipment must be able to be adjusted to the size of the sub-samples and the frequency of sampling. In the event of manual sampling the sub-samples can be collected in a plastic bucket or an equivalent receptacle. All the parts of the sampling equipment and the storage facilities for the collective sample, sample tools and sample bags or pots must be clean, dry and free of odours foreign to the product.

The sampling equipment must be easily accessible for inspection, cleaning, maintenance and for sample verification.

2. Sampling location

Preferably during loading or unloading of the vehicle. If this is not possible then from the stationary vehicle auto where the whole load must be accessible. Sampling during the production process is also possible. It is important then that after sampling there are no more additives to or treatments of the product. If the product is bagged then a sample can be taken during bagging. If use is made of automatic sampling equipment then the sample must be taken just after intake or as close as possible during loading. In the event of sampling of compound feeds and premixes the samples can be taken as closely as possible beyond the mixer. Samples must be taken such that contamination of the samples, equipment or containers in which the samples are stored with, for example rain or dust, is prevented. If the delivery consists of two parts (vehicle and trailer) then they can both be considered to be one batch.

3. Sampling

The sample is taken by collecting a number of sub-samples and making a collective sample from these and then preparing a final sample. The number of sub-samples depends on the quantity of product supplied or to be delivered, see the table.

Product	Quantity in tons	Number of sub-samples	Minimum quantity of collective sample	Final sample
Feed materials	up to 50 tons	2	2 kg	300 g
Compound feeds	up to 50 tons	1	300 g	300 g
Premixes	up to 50 tons	1	100 g	100 g
Feed additives	up to 50 tons	2	2 kg	100 g

Sub-samples

The individual sub-samples should be of the same size. If the sample is taken during loading or unloading of the vehicle or during the production process then the sub-samples must be spread over the whole time that the vehicle is being loaded or unloaded or the production time. If the samples are taken using the sample drill then the sub-samples should be spread across the whole batch using a sample drill. If applicable the sub-samples must be taken from multiple compartments or hatches.

If use is made of automatic sampling equipment then the samples must be taken over as wide a cross-section as possible of the product flow such that nearly every part of the batch has a chance of flowing into the sampling machine.

The sub-samples can be taken by allowing a small part of the batch to flow continuously into the sampling equipment or by taking a series of sub-samples at a determined interval. If the sub-samples are taken at intervals then samples must be taken throughout the whole time that the batch is flowing past the sampling equipment.

Collective sample

The sub-samples which are taken are collected into a collection receptacle (a bucket for example). The product which is present is well mixed to produce a collective sample.

Final sample

A final sample is made from the collective sample. This refers to the retained samples. If inspection of the batch is desired then two or more final samples should be taken.

4. Sample sealing and storage

The sample should be labelled such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

Sampling protocol M5: forage products

Purpose

Taking a sample from the batch in a uniform fashion.

Validity

This sampling protocol applies to the sampling of the following forage products:

Green maize

Grass hay

Grass

Grain maize

Corn Cob Mix

Implementation

1. Sample material

Use can be made when taking a sample of the hands, a scoop, a hand scoop or sample drill consisting of one or more compartments. The sample drill must be adjusted to the depth of the product (for example in the silage or loading compartment). The samples can be collected in a plastic bucket or an equivalent receptacle. The sampling equipment and the sample bags or pots must be clean, dry and free of odours foreign to the product.

2. Sampling location

Preferably during loading or unloading of the vehicle. If this is not possible then from the stationary vehicle auto where the whole load must be accessible. If loading is done from a rick or silage then this is one unit.

3. Sampling

The sample is taken by collecting a number of sub-samples and making a collective sample from these and then preparing a final sample. The number of sub-samples depends on the quantity of product supplied or to be delivered, see the table.

Quantity in tons per unit	Number of sub-samples	Minimum quantity of collective sample	Minimum quantity of final sample
up to 50 tons	Minimum 5	500 grams	500 grams
> 50 tons	Minimum 10	500 grams	500 grams

Sub-samples

The individual sub-samples should be of the same size. If the sample is taken during loading or unloading of the vehicle (for example feed potatoes) then the sub-samples must be spread over the whole time that the vehicle is being loaded or unloaded. If the samples are taken using the sample drill then the sub-samples should be spread across the whole batch using a sample drill if possible.

In the event of packs or bales then 5 units (bales or packs) should be sampled from the batch spread across the batch (if possible at the top, middle and bottom of the batch). If the batch can only be accessed from one side then the samples may be taken from that side.

Collective sample / final sample

The sub-samples which are taken are collected into a bucket or bag. The product which is present will if necessary be reduced and well stirred or mixed to produce a collective sample. This collective sample can also serve as a final sample.

4. Sample sealing and storage

The sample should be labelled such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

Sampling protocol M6: samples for microbiological examination.

Objective

To obtain a sample where the microbiological condition of the product is not changed.

Implementation

This sampling protocol may possibly be used in combination with other sampling protocols when sampling takes place for analysis of both microbiological and chemical characteristics.

1. Sample material

Use can be made when taking a sample of a scoop, a hand scoop or sample drill consisting of one or more compartments. The sample drill must be adjusted to the depth of the product in the vehicle. The sample materials used are disinfected (with 95% alcohol or another bactericidal agent) or are sterile.

2. Sampling location

Depends on the purpose of the sampling.

The following should be taken into consideration in the sampling of the bacteriological status of delivered feeds:

Preferably during loading or unloading of the vehicle. If this is not possible then from the stationary vehicle auto where the whole load must be accessible. If the product is bagged then a sample can be taken during bagging. Samples must be taken such that contamination, for example by rain or dust, of the samples or containers in which the samples are stored is prevented. If the delivery consists of two parts (vehicle and trailer) then they can both be considered to be one batch.

3. Sampling

Use sterile gloves, disinfect the hands. Do not cough, sneeze or talk during the sampling and, if necessary, take measures to avoid infection from clothing, hair, etc. Keep bags, pots and bottles, etc. open as short as possible and with the opening turned upwards at an angle of 45°. Do not touch the insides of bags, pots, covers and the sampling tools with the hands if the sample material could come in contact with it. Always hold spoons, etc., by the handles. Avoid sampling by pouring out. If this can not be avoided then disinfect the edge over which the pouring will be done prior to use. Avoid contact with heat / sunlight / damp / equipment.

The sample size amounts to at least 60 grams which is sufficient for a duplicate determination. This is also the final sample.

4. Sample sealing, storage and consignment

The sample should be labelled using labels such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

Consignment of the sample should be done in a sterile bottle or bag. Deliver samples of wet by-products to the laboratory within 24 hours. Other samples must be sent within two working days.

Sampling protocol M7: liquid feed materials and wet liquid feeds and solids in bulk, transport per vehicle (for both the delivery and removal of these products)

Purpose

Taking a sample from the batch in a uniform fashion.

Implementation

1. Sample material

Use should be made, when taking a liquid sample, of the drain cock of the vehicle. Use can be made when taking a sample from a solid product of a scoop, a hand scoop or sample drill consisting of one or more compartments. When using a sample drill this must be adjusted to the depth of the product in the vehicle or after unloading. The samples can be collected in a plastic bucket or an equivalent receptacle. A mixing spoon is required for mixing liquid product.

The sampling equipment and the sample bags or pots must be clean, dry and free of odours foreign to the product.

2. Sampling location

The following items for attention apply during the loading of the truck:

- there is no residual load in the truck
- after loading the product will be quickly delivered (meaning within a few hours) to the customer
- no additional loading will take place after the sampling
- for products which are collapsing or where lighter elements are drifting up it is desirable prior to and during the loading to stir it to obtain a good representative sample.

Solid products can be sampled after unloading. Liquid products can also be sampled during unloading.

3. Sampling

The sample is taken by collecting a number of sub-samples and making a collective sample from these and then preparing a final sample. The number of sub-samples depends on the quantity of product supplied or to be delivered, see the table.

Product	Quantity in tons	Number of sub-samples	Minimum quantity of collective sample	Final sample
Liquid	up to 50 tons	min. 2	250	250 g
Solid	up to 50 tons	min. 2	final sample	500 g

Sub-samples

When taking a sub-sample via a drain cock it is important always to allow the old material to drain out (not to use it as a sub-sample). In addition, the diameter of the ball valve must be enough to prevent the sieving out of solids.

The individual sub-samples should be of the same size. If the sample is taken during loading or unloading of the vehicle then the sub-samples must be spread over the whole time that the vehicle is being loaded or unloaded. For solid products a sample should be taken across the batch. This is done by taking sub-samples across the batch using a sampling drill or a scoop. The liquid samples which are taken are put in a sample pot or something like that and collected in a bucket or equivalent receptacle. The other sub-samples are collected into a bucket or equivalent receptacle. If inspection shows that the product is insufficiently homogenous then a single sub-sample (= collective sample) is sufficient.

Collective sample

The sub-samples which are taken are collected into a collection receptacle (a bucket for example). The product which is present is well mixed to produce a collective sample.

Final sample

A final sample is made from the collective sample. If inspection of the batch is desired then two or more final samples should be taken from the collective sample.

4. Sample sealing and storage

The sample should be labelled such that it can easily be identified. This means that at least the following records must be made, if applicable, on the sample using a clearly linked form of registration: date of sampling, product identification, batch identification, sampler, supplier, production unit where the sample was taken. The sample must be kept in such a way that damage to and deterioration of the sample is avoided. The sealing should be such that opening the sample inevitably leads to an irrevocable break in the seal on the sample.

APPENDIX 9: ANNOUNCED SUPERVISION AUDIT – NOT AT COMPANY LOCATION

For road transport companies (GMP B4.1) an announced supervision audit may also take place at another location than the registered offices of the company.

The following requirements apply:

- The company falls into the category: 1-5 employees
- The company does not have its own business area
- The company offers at least one loading compartment which is used for GMP transport (trailer / semi-trailer, etc.) for checking
- All the required GMP documentation for the previous 12 months should be present for a proper assessment, including:
 - o Quality manual
 - o Cleaning validations
 - o Internal audit reports
 - o Management review
 - o Journey sheets
 - o Waybills
 - o Order faxes
 - o Specifications of cleaning and disinfectant agents, etc.
- The alternative location is suitable for carrying out audits:
 - o Checking of loading compartments causes no hazardous situations for those involved or bystanders
 - o If there is a collective check (multiple companies are invited for audit at the same time) then the privacy of individual companies should be guaranteed.

Audit findings should be classified and handled at least using the general assessment criteria in Appendix 1 and the specific assessment criteria in the checklist.