



*GMP+ Feed Safety Assurance scheme*

## **Trade to Livestock Farms**

**B**

### **GMP+ B3.2**

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**3.2**

**EN**

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## History of the document

Revision no. / Date of approval	Amendment	Concerns	Final implementation date
0.0 / 09-2010	Transfer of the document from PDV to GMP+ International	Entire document	01-01-2011
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# 1 Introduction

## 1.1 General

The GMP+ Feed Safety Assurance Scheme (GMP+ FSA scheme) was initiated and developed in 1992 by the Dutch feed industry in response to various more or less serious incidents involving contamination in feed materials. Although it started as a national scheme, it has developed to become an international scheme that is managed by GMP+ International in collaboration with various international stakeholders.

The GMP+ FSA scheme is a complete scheme for the assurance of feed safety in all the links of the feed chain. Demonstrable assurance of feed safety is a 'license to sell' in many countries and markets and participation in the GMP+ FSA scheme can facilitate this excellently.

The basic principle of the GMP+ FSA scheme is that the feed chain is part of the food production chain. Proper quality assurance of feed safety throughout the feed chain has a high priority. It is important that companies take their responsibilities in this respect by responding in a proper and convincing way to the need for safe feed materials in the food production chain.

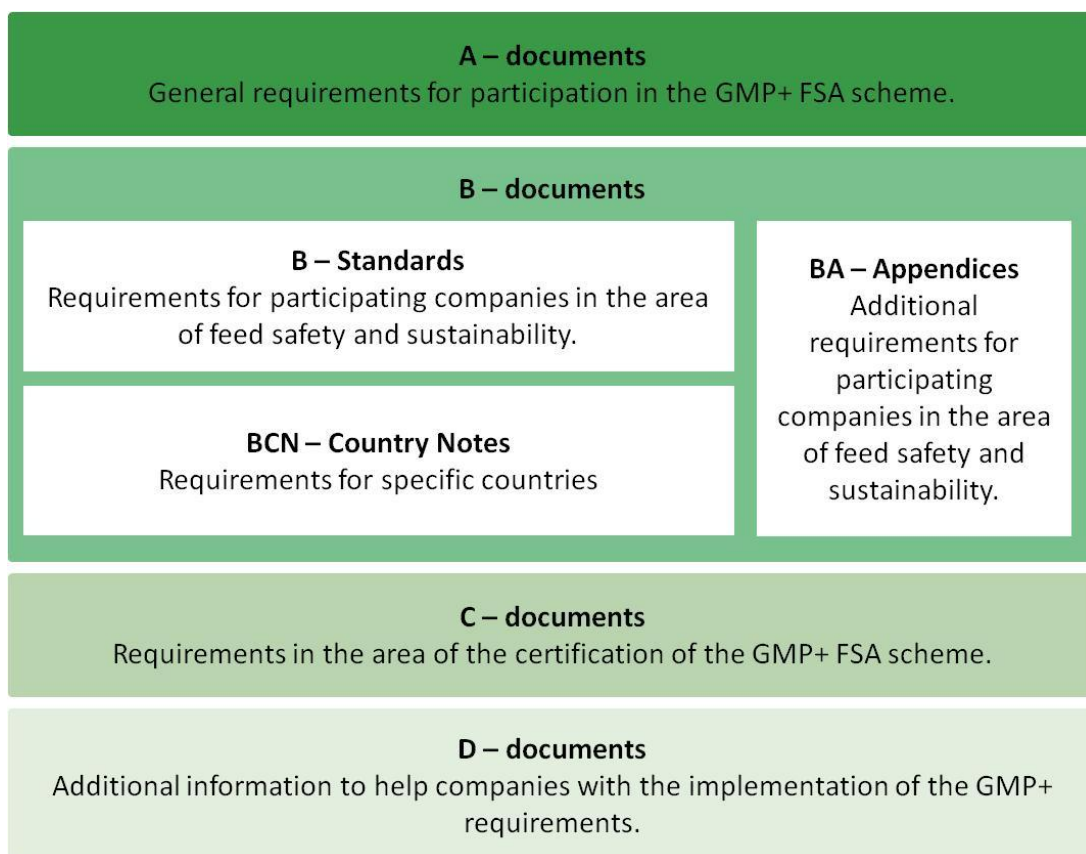
Based on needs in practice, multiple components have been integrated into the GMP+ FSA scheme, such as requirements for the quality management system (ISO 9001), HACCP, product standards, traceability, monitoring, prerequisites programmes, chain approach and the Early Warning System.

Together with the GMP+ partners, GMP+ International transparently sets clear requirements so that feed safety is guaranteed and certification bodies are able to carry out GMP+ certification independently.

GMP+ International supports the GMP+ participants with useful and practical information by way of its various databases, newsletters, Q&A lists and seminars.

## 1.2 Structure of the GMP+ Feed Safety Assurance scheme

The documents within the GMP+ FSA scheme are subdivided into a number of series. The next page shows a schematic representation of the contents of the GMP+ FSA scheme:



All these documents are available via the website of GMP+ International ([www.gmpplus.org](http://www.gmpplus.org)).

This document is referred to as GMP+ B3.2 *Trade to Livestock Farms* and is part of the GMP+ FSA scheme.

### 1.3 This GMP+-standard and Feed Hygiene Regulation

*In this paragraph the relation between this standard and the Feed Hygiene Regulation is explained. This standard can be considered as an approved Dutch Code of Practice, as mentioned in the Feed Hygiene Regulation, which is adopted as a standard in the GMP+ FSA scheme. In 2010 this status of this standard will be re-considered, and the disentanglement between the Product Board Animal Feed (as owner of the guide) and GMP+ International (as owner of this standard) will be completed.*

The Feed Hygiene Regulation (Regulation EC 1831/2003; further referred to as Hygiene Regulation or FH) became effective as per 1 January 2006. This made the application of HACCP (Hazard Analyses Critical Control) principles mandatory in general for all companies within the animal feed sector. Furthermore, the Regulation and its Appendices include requirements that distributive trading companies must comply with.

The Hygiene Regulation determines that representatives of animal feed companies may prepare a guide. The animal feed sector in the Netherlands chooses to prepare a guide that is also included as a standard in the GMP+ Feed Safety Assurance scheme. Due to its status as a guide in the Netherlands, this document refers to the

Dutch Ministry of Agriculture, Nature and Food Quality (LNV) and the Dutch supervisory body for guides (*Food and Consumer Product Safety Authority - further referred to as VWA*). This has no significance for companies abroad.

The document presented is a combination of a guide and a standard. This document is the result of tailoring to the distributive trading companies guaranteed by GMP+ certified animal feed producing companies under the 2006 GMP+ Feed Safety Assurance scheme. This document will further be referred to as: guide.

This guide includes a number of Best Production Practices derived from a HACCP based hazard analysis of the distributive trade sector in compound feedstuffs and feedstuffs. In this guide, the HACCP principles were generically tailored to the distributive trade in animal feedstuffs. This resulted in specific control measures relating to purchasing, storage and transport of compound feedstuffs and feedstuffs. This guide is intended for distributive trading companies that do not have their own HACCP plan and wish to use identifications of critical points in distributive trade and the general control measures determined in this guide.

It is a business' own responsibility to ensure if the processes as described in this guide fit in with the companies' own working methods. If items are not adequately described in this guide, the distributive trading company is expected to prepare its own risk and hazard analysis for these items and translate any pursuant action points into control measures for the company.

The purpose of this guide is to control the contamination risk of animal feedstuffs during their passage through the distributive trade links. The critical points in the process were determined on the basis of a generic specification of HACCP steps for the distributive trade in the animal feed sector and general control measures have been set out.

This guide was prepared by the Product Board Animal Feed in consultation with the Central Board of Experts Animal Feed Sector. All levels of the animal feed column are represented in these bodies.

The guide consists of two parts. Part 1 contains detailed legal requirements, supplemented by the GMP+ conditions above statutory minimum. Part 2 contains registration forms that the distributive trading companies may use in their daily business in applying the conditions included in Part 1 of the guide.

With correct application of this guide, the distributive trading company demonstrates compliance with the conditions stated in the Animal Feed Hygiene Regulation. A distributive trading company may also translate the conditions as included in FH on an individual basis.

### **Supplementary GMP+ requirements**

In various paragraphs, a number of supplementary requirements are provided as part of the GMP+ Feed Safety Assurance scheme. In this guide, these supplementary GMP+ requirements are highlighted in a green box. The Minister of LNV's approval was not requested for these parts.

The complete document is part of the GMP+ Feed Safety Assurance scheme as GMP+ standard 3.2 and is certifiable as such. This guide “Distributive Trade Sector” is part of the GMP+ Feed Safety Assurance scheme for animal feedstuffs. This implies that GMP+ certified companies can demonstrate compliance with the FH conditions via GMP+ Feed Safety Assurance during a VWA inspection.

The guide is publicly available free of charge via the website. Companies not participating in the GMP+ Feed Safety Assurance scheme may use this guide for FH compliance.

#### 1.4 Scope and application of this standard

This standard contains the conditions and requirements for the feed safety assurance of trading in feed materials and compound feeds, directly from registered suppliers and selling these feeds directly to cattle farms.

##### Supplementary GMP+ requirements

The requirements from this guide are applicable to distributive trade companies purchasing *feedstuffs and/or compound feedstuffs* (in this document further referred to as *animal feed*) directly from certified suppliers and selling these directly to cattle farms.

The scope of this guide includes trade in animal feed for farm animals by registered suppliers. Trade in pet food and non-animal feed (for example veterinary drugs, fertiliser and other items for animals and garden products) are not in scope of FH and for this reason this guide does not include any details on these items. Naturally, trade is allowed in such items, provided that this does not have an adverse effect on the safety of animal feed for farm animals that are in scope of this guide.

##### Supplementary GMP+ requirements

The scope of this guide includes trade in animal feed for farm animals by GMP+ certified suppliers. Trade in animal feed of non-GMP+ certified suppliers and trade in non-animal feed (for example veterinary drugs, fertiliser and other items for animals and garden products) is allowed, provided that this trading is included in the quality system and kept separate, both in physical and administrative terms, of trading in GMP+ certified animal feed. These products should not negatively affect the safety of the GMP+ certified animal feed for farm animals that are in scope of this guide.

##### Which activities?

We must discern between distributive trade in packaged animal feed and bulk animal feed. A distributive trading company may conduct both forms of distributive trade.

##### **Distributive trade in packaged animal feed**

In the case of packaged animal feed, the following activities fall in scope of this guide's field of application.

- a. Purchasing from registered suppliers\* and;

- b. Transport from the producer to the storage location and/or sales point of the distributive trading company and;
- c. Storage with the distributive trading company and;
- d. Selling (including repackaging) directly to the cattle farm and;
- e. Transport to the cattle farm.

### **Distributive trade in bulk animal feed**

In the case of bulk animal feed, the following activities fall in scope of this guide's field of application:

- a. Purchasing from registered suppliers\* and;
- b. Selling directly to the cattle farm.

### **What is not in scope?**

The distributive trading company may not carry out any processing of animal feed or change any labels or accompanying documents. Furthermore, the distributive trade company may not carry out transport and storage of bulk animal feed. If these activities are carried out by the company, the company may no longer be defined as a distributive trade company. In such a case, the company must prepare its own details for FH compliance relating to these activities. However, outsourcing such activities to companies registered or certified for FH allows the company to remain within the definition of a distributive trade company. The Product Board Animal Feed provides an approved guide for road transport.

### **Supplementary GMP+ requirements**

The distributive trading company may not carry out any processing of animal feed or change any labels or accompanying documents. Furthermore, the distributive trade company may not carry out transport and storage of bulk animal feed. Additionally, selling GMP+ certified animal feed to other GMP+ certified companies is not allowed. If the company fulfils these activities, it may no longer be defined as a distributive trade company, which implies that certification under this guide is not possible. GMP+ International provides other applicable GMP+ standards in that respect.

Transport and storage can be outsourced to companies with a relevant GMP+ certificate.

\* ... which supplies third party animal feed in addition to its own animal feed.

The requirements of this standard apply to organisations, irrespective of their type or size, which carry out activities which are covered within the scope of this standard.

If a participant carries out activities with feeds which are outside the scope of this standard then it may be necessary to apply another GMP+ standard instead of, or in addition to, this standard.

For exact details is referred to *GMP+ C1 Approval Requirements and Procedure for Certification Bodies*, Appendix 1

The participant remains responsible at all times for the safety of the feeds and activities associated with them, as well as for checking on compliance with the requirements. This must be done by the participant himself. By complying with the

requirements of this standard and by being certified accordingly, the participant can demonstrate the safety and quality of his services or feeds to third parties.

Irrespective of the obligations arising from this standard, the participant will only place on the market or offer services regarding feeds which are safe for animals and (indirectly) safe for the consumers of the animal products.

The participant may not introduce any feeds to the market which represent a danger to the health of consumers of animal products or animals or to the environment.

### **1.5 The structure of this standard**

This standard is structured in its own way.

GMP+ Appendices (GMP+ BAxx), to which there are also references, are separate GMP+ documents within the B series which are not attached to this standard. If there is a reference then it applies within the framework of this standard. See also Chapter 2.

### **1.6 Exclusion of requirements**

It is possible that certain requirements do not apply to a participant. A participant may exclude these requirements. Exclusions must, however, be justified and recorded. The exclusions may in any event not lead to the participant supplying feeds which do not comply with feed safety as defined in the GMP+ FSA scheme.

No requirements may be excluded because the participant finds them to be not relevant such as because customers do not ask for them or because compliance with these requirements is not a legal obligation or because the company is small.

## 2 Normative references

The distributive trade company must comply with the standards and requirements as recorded in the animal feed legislation and regulations.

The distributive trade company must provide a registration or certificate (depending on the activity) in the framework of DVH (Regulation (EC) Nr. 183/2005, Article 10). (see also box under section 4.2.1).

The overview below includes the applicable animal feed regulations.

Number	Referring to:	Official title
-	Kaderwet Diervoeders ( <i>Framework Act Animal Feed</i> )	Kaderwet Diervoeders ( <i>Framework Act Animal Feed</i> ) Besluit Diervoeders ( <i>Decision Animal Feedstuffs</i> ) Regeling Diervoeders ( <i>Regulation Animal Feedstuffs</i> )
178/2002	Algemene Levensmiddelen Verordening ( <i>General Foodstuffs Regulation</i> )	Regulation (EC) Nr. 178/2002 of the European Parliament and the Commission of 28 January 2002 to determine the general principles and requirements of the foodstuffs regulations, to form a European Authority for Food Safety and to determine procedures for food safety issues.
183/2005	Diervoeder Hygiëne Verordening ( <i>Animal Feed Hygiene Regulation</i> )	Regulation (EC) Nr. 183/2005 of the European Parliament and the Commission of 12 January 2005 to determine the requirements for animal feed hygiene. Including Articles 6 and 7 HACCP system requirements and Appendix 2 with further conditions.
2002/32/EG	Undesirable substances	Directive 2002/32/EC of the European Parliament and the Commission of 7 May 2002 relating to undesirable substances in animal feed.
999/2001	Animal proteins	Regulation (EC) Nr. 999/2001 of the European Parliament and the Commission of 22 May 2001 pertaining to determining requirements relating to prevention, combating and exterminating certain transferable spongiform encephalopathies.
-	Medicated feedstuffs	Regulations PDV medicated feed 2003 of the Product Board Animal Feed of 12 February 2003.

The existing legislation is frequently changed. These changes are carried out by means of change regulations, change guidelines and change decrees. The change legislation generally contains information regarding what changes to which regulation in which section, rather than providing the new integral text of the changed law.

That means that it is up to the user of the legislation to read all later relevant changes in the original legislation text. This can be done based on so-called consolidated law texts that have already been updated. These consolidated versions, however, do not have official status and are generally not updated to include the most recent changes. However, an introductory section to the consolidated law texts indicates up to which change the text has been updated. To enhance transparency, this document exclusively mentions the original legislation, rather than the change legislation.

Please note: The current animal feed legislation can be consulted via the Product Board Animal Feed's website on the following link:  
<http://www.pdv.nl/nederland/diervoederwetgeving/>

### **Supplementary GMP+ requirements**

In addition to the requirements listed in this GMP+ standard, the participant must also comply with the requirements included in the GMP+ Appendices (GMP+ BAxx) to which reference is made in this standard.

The participant must also comply with the relevant requirements as recorded in the GMP+ A-documents.

These documents can be found on the GMP+ International website ([www.gmpplus.org](http://www.gmpplus.org))

Product standards (both legal and GMP+), are listed in a GMP document with the title GMP BA1 *Product Standards*. This GMP+ Appendix may be found on the website of GMP+ International. The overview below includes the applicable animal feed regulations.

### 3 Terminology and definitions

Prerequisite programme	Each specified and documented activity or facility implemented in accordance with the “Codex General Requirements of Food Hygiene”, the GMP Feed Safety Assurance scheme and the applicable animal feed legislation, aiming to create prerequisites needed for producing safe animal feed during all stages of the animal feed chain.
Control measure	Each action or activity used to avoid hazards or eliminate, reduce or control these up to an acceptable level. General control measure: A measure to control a specific section of the prerequisite programme. Specific control measure: A measure to control a critical control point (CCP).
To control	Taking the necessary measures in order to ensure that all safety procedures are carried out, aimed at eliminating any possible risk to food safety or reducing these to an acceptable level.
CCP (Critical Control Point)	A point, step or procedure where it is essential to apply specific control measures in order to avoid or eliminate hazards, or to reduce and control these until an acceptable level is achieved.
Corrective action	The action(s) to be undertaken when the monitoring system of the critical control point indicates that this point is no longer controlled.
Animal feedstuffs	<p>“Products of vegetable or animal origin in their natural state, fresh or preserved, and the products derived from these by industrial processing; and organic or inorganic substances, singular or in the form of a mixture, with or without additives, which are intended for oral animal feeding (definition from Directive 79/373 art 2)”.</p> <p>Within the context of this guide, this term solely refers to compound feedstuffs and feedstuffs.</p> <p>“Compound feedstuffs: Mixtures of feedstuffs, with or without additives, intended for feeding animals in the form of complete animal feedstuffs or supplementary animal feedstuffs.</p> <p>Furthermore, this includes: Mineral mixtures, milk replacer feedstuffs, molasses feedstuffs and diet feedstuffs. Medicated compound feedstuffs are also considered compound feedstuffs.</p> <p>Feedstuffs: The various products of vegetable or animal origin in their natural state, fresh or preserved, and the products derived from these by industrial processing; and organic or inorganic substances, with or without additives, which are intended for preparation of compound feedstuffs or as carriers of premixes, be it processed or unprocessed.</p> <p>Within the context of this guide, this solely concerns feedstuffs intended for feeding to animals.</p>

Animal feed legislation	The laws, regulations and administrative stipulations with respect to animal feed in general and the safety of animal feed in particular, both on national and Community level; this includes each production stage, processing, distribution and the use of animal feed.
FIFO	First in First out: Products with the earliest sell-by date should be delivered first.
HACCP	Hazard Analysis Critical Control Point: Concept for systematic identification, evaluation, control and elimination of potential hazards relating to food and feed safety.
Undesirable substances	All substances and products, excepting pathogens, that are present in and/or on product intended for feeding animals and that may form a potential hazard for human or animal health or the environment, or that may negatively affect animal production (definition from Directive 2000/2/32 Art 2)”
Storage Cleaning	Storing packaged products during a certain period of time. Removing product residue, dirt and micro-organisms by means of an adequate cleaning method in order to ensure that the loading/storage space is clean.
Risk Distributive trade sector (point of sale)	The probability that a certain potential hazard has a negative impact. Activity aiming to buy and sell compound feedstuffs and/or feedstuffs intended for delivery to (hobby) cattle farms. This refers exclusively to storage and transport of packaged animal feedstuffs; not to intermediate bulk storage or bulk transport.
(Intermediate) storage	Location where a distributive trade company concentrates the logistics of animal feedstuffs. In an (intermediate) storage space, packaged animal feedstuffs are received, redistributed and transported to points of sale or cattle farms.
UBN number Repackaging	Uniek Bedrijfs Nummer (Unique Company Number) The compound feedstuffs and/or feedstuffs are repackaged in small retail packs in accordance with the retail repackaging regulation as included in Decision Animal Feedstuffs Article 20 b and Regulation Animal Feedstuffs Article 36 sub 2.
Cattle farm	Companies or private individuals keeping farm animals.  “Farm animals: Animals of species that are normally fed and kept by people and that are intended for human consumption or the products of which are intended for human consumption, or are intended for a different purpose.”  This guide uses the word “cattle farm”.
Packaged animal feed	Packaged in such a manner by the manufacturer that the animal feed cannot be contaminated by external influences. This may concern bagged goods, jars, buckets or big-bags.

## 4 HACCP System Requirements

### 4.1 Responsibility of the management

#### 4.1.1 General

The distributive trading company shall always be aware of its responsibility for animal feed safety during the period in which the animal feedstuffs are traded and in the event where the company collects, stores, keeps, repackages and delivers the packaged animal feed.

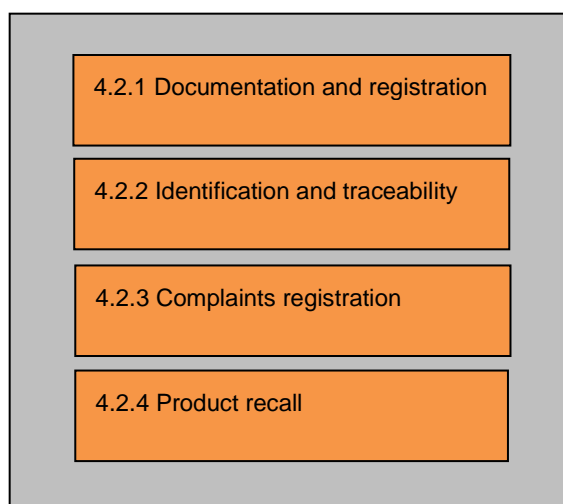
The distributive trading company shall ensure that the activities are controlled and carried out in such a manner that any hazards that may affect feed safety will be prevented, eliminated or reduced to a minimum.

- a. *The distributive trading company shall describe its activities (see 6, process control overview);*
- b. *Activities that are not in scope of this guide (including storage of fertiliser and pet food) shall not have a negative impact on the animal feed products.*

*For a description of activities, the company may use registration form 1.*

### 4.2 Quality manual

In order to be able to guarantee feed safety, the distributive trading company should have minimum procedures in place with respect to documentation, registration, identification, traceability, complaints registration and product recalls.



#### 4.2.1 Documentation and registration

The distributive trading company should have a documentation system in place in order to determine and control critical points in distributive trade.

The company should maintain a register with required documentation, the required registrations and inspections. Registrations must be determined and updated in order to provide proof of compliance with requirements in this guide in order to guarantee feed safety.

*The distributive trading company should prepare and update a manual. This manual should contain or refer to at least the following documentation insofar applicable:*

- a. A description of all activities of the distributive trading company as required under paragraph 4.1.1;*
- b. Documented procedures as in paragraph 4.2 and;*
- c. Any other documents that the distributive trading company should require for realising an effective planning, execution and control of the distributive trade;*
- d. Registrations required by this guide;*
- e. Registrations of inspections and analysis results;*
- f. All relevant legally required permissions, registrations and certifications pursuant to the animal feed legislation and regulations.*

#### **Supplementary GMP+ requirements**

*Registration of inspection reports and certificates in the context of the GMP+ Feed Safety Assurance scheme.*

*A documented procedure must be determined for control, identification, storage, protection, finding, duration of storage and destruction of registrations. The following minimum requirements apply:*

- g. Registrations must be legible, easily identifiable and easy to find;*
- h. The retention period for registrations amounts to at least three years, unless a longer retention period is required by law or pursuant to other regulations;*
- i. The above documents and registrations must be easily accessible and shall be made available to the competent authorities at their request.*

#### **4.2.2 Identification and traceability**

Animal feed must be traceable as of the moment of purchasing the product up to sale, including transport.

*The distributive trading company must at least include the following details in its records:*

*Purchasing:*

- a. Name, address and telephone number of the suppliers of compound feedstuffs and feedstuffs;*
- b. Date of delivery;*
- c. Type of product and composition (the distributive trading company may use the information from product specifications received from its suppliers);*
- d. The quantity of each product delivered;*
- e. Charge number if applicable. This is also referred to as the reference number, batch number or lot number.*

***Most information will be available as purchase orders must be retained;***

*Repackaging:*

- f. *Date of breaching sack;*
- g. *Type of product;*
- h. *Charge number if applicable. This is also referred to as the reference number, batch number or lot number.*

*Sale:*

*In order to limit damage as much as possible in the event of calamities, the distributive trading company shall make a reasonable effort to register the following details of the cattle farms:*

- i. *Name, address, telephone number and UBN number<sup>1</sup> of customers;*
- j. *Date of delivery;*
- k. *Type of product;*
- l. *The quantity of each product delivered;*
- m. *Charge number if applicable. This is also referred to as the reference number, batch number or lot number.*
- n. *Carriers (if applicable).*

<sup>1</sup> *Professional cattle farms have a UBN number.  
All other customers are regarded as hobby cattle farms.*

#### 4.2.3 Complaints and calamity registration

The distributive trading company sets up a system for registration and processing of complaints or calamities. It is possible that a complaint or calamity is of such a nature that it results in a hazard in terms of animal feed causing damage to animals. In some cases, the applicable standards are not complied with. It may also concern complaints or deviations, such as non-conforming packaging, incorrect delivery, exceeding the animal feed guarantee date, deviations in transport, detected pests etc. The distributive trading company must then implement control measures in order to prevent or control the detected hazard.

How complaints or calamities with respect to animal feed are interpreted or processed depends on the complaint, a shared responsibility between the distributive trading company and the supplier. Consultation with the supplier may be necessary.

*In any case, the distributive trading company should:*

- a. *Register the complaint / calamity;*  
*For registration and processing complaints, the company may use registration form 2.*
- b. *Contact the supplier of the animal feed;*
- c. *In consultation with the supplier, derive the root cause and take corrective measures;*
- d. *Register the corrective measures taken;*  
*This can also be reported by the supplier. The distributive trading company must in that event retain a copy of the supplier's report in its records.*
- e. *If applicable, report the complaint / calamity to VWA. Consult VWA's reporting guide (see [www.vwa.nl](http://www.vwa.nl)) to check what and how must be reported. This may also be done in consultation with the Product Board Animal Feed;*

- f. Receive feedback in writing from the supplier with respect to the final process/resolution and completion of the report.

#### **Supplementary GMP+ requirements**

- a. *In the event of a potential hazard that cannot be controlled by either the distributive trading company and/or the supplier, and that may cause damage to other parties as well, the complaint should be reported to GMP+ International (in the context of the Early Warning System). Consultation with GMP+ International is necessary to check if this has consequences for the relevant animal feed.*
- b. *Registration form 2 must in any case be used if the complaint / calamity is reported to GMP+ International.*

#### 4.2.4 Product recall

The distributive trading company should record a fast recall system in a procedure and implement this in the event where an animal feed is discovered that is unsafe for either humans and/or animals. This may occur after a complaint or a calamity (see section 4.2.3) or at the request of the animal feed supplier. Recalling animal feed, depending on the complaint, is a shared responsibility. The supplier needs the distributive trading company's information and vice versa. Consultation with the supplier may be necessary.

Before any products that were recalled (returned) are brought into economic traffic again, the distributive trading company must reassess these by means of a quality control procedure (see section 6.2.1).

The distributive trading company should take the following measures in consultation with the supplier:

- a. Immediately, possibly after receiving a request to that effect from the supplier, supplying information regarding one or more shipments delivered. *This concerns the information stated in paragraph 4.2.2: Name, address, telephone number and if applicable UBN number of customers, delivery date and quantity;*
- b. *Immediately informing the private persons/customers<sup>2</sup>;*
- c. *Immediately blocking the animal feedstuffs or having these blocked;*
- d. *Recalling the animal feedstuffs and returning these to the supplier.*

*Appendix 1 includes guidelines for a recall plan.*

<sup>2</sup> *Warning the general public regarding unsafe animal feed*

*If consumption of an animal feedstuff may lead to adverse effects for animal or human health and the customers of this animal feed cannot all be contacted directly, the company must warn the animal feed customers via the media. Depending on the spread area of the product, regional or national newspapers may be used, such always in combination with a press release. See Appendix 1 for an example of such ad advertisement.*

### 4.3 Verification

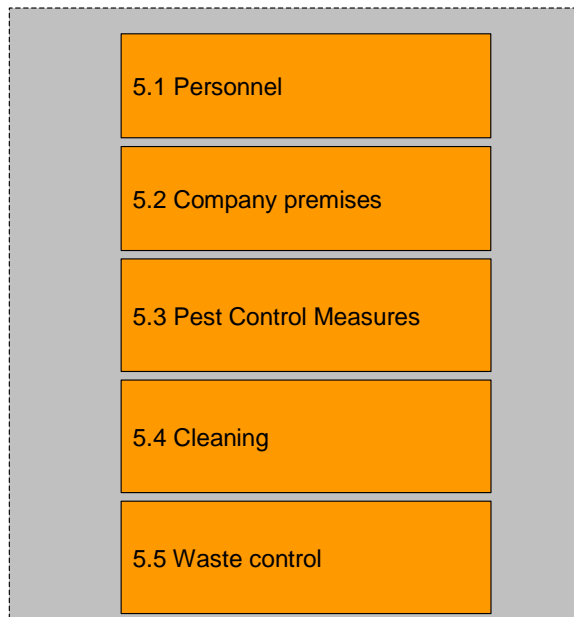
In order to check compliance with the requirements in this guide, the distributive trading company should verify the system, by means of analysis and/or assess-

ment via an internal audit The company may use registration form 3 for conducting such an internal audit.

The verification (internal audit) must be conducted at least once in 12 months. If the answer to any of the questions is “no”, the distributive trading company must take corrective measures and check their effectiveness within one month of their implementation. This working method is to be repeated until full compliance with requirements.

## 5 Basic requirements

The prerequisite programme for distributive trade in animal feed consists of 5 components as indicated in the diagram below.



### 5.1 Personnel

The distributive trading company and its employees carrying out activities that may influence feed safety must be sufficiently knowledgeable, skilled and competent. Additionally, the distributive trading company and its employees must be aware of the importance of their activities relating to animal feed safety.

- a. *This may be based on a certificate or equivalent experience in the field of feed safety.*
- b. *Updating knowledge by means of literature and courses in this field is desirable. This also applies to temporary staff;*
- c. *The distributive trading company must record the responsibilities and authorisation levels of each employee in a registration form, as well as their training and professional experience levels.*
- d. *Where relevant, quality control must be assigned to a person with the required qualifications.*
- e. *Each employee must be informed in writing of his/her tasks, responsibilities and authorisation level with respect to animal feed safety.*

*Registration form 4 specifies the above-mentioned items.*

## 5.2 Company promises

The company premises must be laid out and maintained in such a way that:

- a. The risk of mistakes is minimised and contamination, cross-contamination and general deterioration of the animal feedstuffs' safety and quality are prevented as much as possible;
- b. Any ambiguity between different products is prevented, the products are easy to identify and cross-contamination and deterioration are avoided.

### *General:*

- a. *Products must be stored in clean and dry spaces;*
- b. *The storage space must be in excellent state of maintenance;*
- c. *The storage space must be lit by sufficient daylight and/or artificial light in order to ensure work can be carried out in good order.*
- d. *Where necessary, the temperature must be kept as low as possible in order to prevent condense and decomposing;*
- e. *The storage spaces must be accessible exclusively to persons with the distributive trading company's permission.*

### *Windows, doors and other openings:*

- f. *Windows and other openings must be constructed to bar any hazardous organisms. Doors must close properly and, when closed, should be impenetrable to hazardous/harmful organisms and pests. All openings must be closed as much as possible as activities allow. Windows should, if necessary, be equipped with insect screens;*
- g. *Where closing is not an option, or not always possible (for example in the case of fans, doors etc.), measures must be implemented (for instance in the form of plastic flaps or screen doors) in order to limit access opportunities to pests.*

### *Ceilings:*

- h. *Where necessary, ceilings and ceiling elements must be designed, constructed and finished to prevent dirt from accumulating and to limit condensation, undesired fungal growth and loose particles, which may affect the safety and quality of the animal feed.*

## 5.3 Birds, pets and pests

The distributive trading company must prevent any pets, birds, pests, insects or any excrement from coming into contact with the (stored) product. The distributive trading company must prepare a pest control plan:

*The pest control plan should at least include the following elements:*

- a. *The types of pests that are controlled by the plan;*
- b. *The tools and substances used to prevent and counter the presence of pests; only permissible agents are used for pest control and extermination. Consult the latest update of permissible pest control and extermination agents in the database of CTB (Council for Admission of Pest Control) on the internet: [www.ctb-wageningen.nl](http://www.ctb-wageningen.nl)*
- c. *Where and with which frequency the measures must be carried out.*

*For registration of data, the company may use registration form 5.*

- d. If a professional pest control and extermination company is used, retaining the registration sources issued by the pest control company will suffice.*

*In the context of Environmental legislation, pest control must be carried out by either an official pest control company or sufficiently qualified and certified company staff.*

#### **5.4 Cleaning and disinfection**

Deterioration and dust must be prevented and controlled in order to prevent hazardous organisms from entering the animal feed.

Cleaning programmes must be implemented in respect of the storage spaces of the animal feed (intermediate storage and point of sale), as well as the spaces where waste is stored (see section 5.5). Where applicable, traces of cleaning and disinfection agents must be minimised.

*The cleaning programme should at least include the following elements:*

- a. The responsibilities with respect to cleaning;*
- b. Description of the relevant spaces;*
- c. The frequency of cleaning;*
- d. Application of various cleaning and disinfection regimes depending on the products;*
- e. Cleaning and disinfection agents. These must be suitable for the purpose of actual use. Additionally, these must not form a risk to animal feed safety.*

*For registration of data, the company may use registration form 6.*

#### **5.5 Waste and toxic material**

Waste and toxic material (including crop protection agents, cleaning agents, pest control agents, fertilisers and manure) must be visually marked as such and protected in order to eliminate the risk of accidents or unintended use.

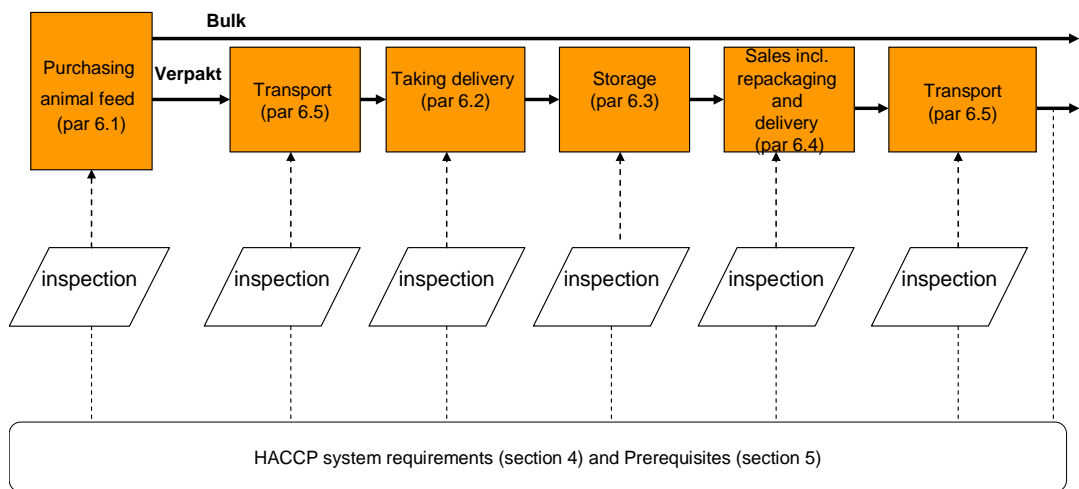
*Waste must be collected or stored in separate containers. These must be easy to identify and must be covered if the waste attracts pests and insects;*

- a. Waste must be stored separate from the animal feed;*
- b. The distributive trading company must make clear how waste and waste removal are controlled. The company must be able to demonstrate that waste has not entered and cannot enter the animal feed chain. Retain the customer receipt slips.*

## 6 Process Control

The critical points in the process were determined on the basis of a generic specification of HACCP steps for the distributive trade in the animal feed sector and general control measures have been set out - see the summary.

### Process control distributive trade in animal feedstuffs



### Summary of hazards, control measures, monitoring and corrective measures

	PROCESS STEP	DESCRIPTION OF HAZARD			TYPE OF CONTROL MEASURES	CONTROL METHOD	FREQUENCY	CORRECTIVE MEASURES	REGISTRATION
		RISK	DEGREE	RISK CAT					
Purchasing (par 6.1)	Product does not comply with legal and GMP+ requirements	small	high	3	<p>Exclusively purchasing compound feedstuffs and feedstuffs from companies certified or registered under FH</p> <p>Exclusively purchasing compound feedstuffs and feedstuffs from GMP+ certified suppliers</p>	<p>Does supplier have valid registration or certification</p> <p>Does producer have GMP+ or equivalent certificate</p>	At least once in 12 months	No purchasing	Register deviations on registration form 7
Transport Supply (par 6.5)	(cross) contamination product	medium	medium	3	<p><u>Inbound and outbound transport of packaged products in own management</u></p> <p>-load space must be clean and dry</p> <p>-load space must be completely empty and free of load residue and smell of previous loads</p> <p>-when combining loads, keep products separate</p>	Visual inspection of load space	For each loading of load space	No loading. Clean load space before loading.	Register deviations on registration form 7

	PROCESS STEP	DESCRIPTION OF HAZARD			TYPE OF CONTROL MEASURES	CONTROL METHOD	FREQUENCY	CORRECTIVE MEASURES	REGISTRATION
		RISK	DEGREE	RISK CAT					
		small	medium	2	<u>Delivery of bulk and packaged products by third parties</u> -exclusively by registered or certified carriers working in accordance with the Road Transport guide.  - <i>Packaged</i> : Exclusively for companies complying with requirements 6.5.1 which have a contract.  - <i>Bulk</i> : Exclusively GMP+ certified carrier	Does carrier have valid registration or certification  Check if the company fulfils the agreement  Does carrier have a GMP+ or equivalent certificate	At least once in 12 months	Do not use again.	Register deviations on registration form 7
Taking delivery (par 6.2);	Loss of quality	small	medium	2	-Packaging clean and intact -Not past guarantee date	Visual inspection	All deliveries	Remove as waste or; Return to supplier	Register deviations on registration form 7
	Cross-contamination / contamination	small	medium	2	- return of animal feedstuffs that were in contact with animals cannot be accepted	Assess if return is possible	All returns	Remove as waste or return to supplier	Register deviations on registration form 7

	PROCESS STEP	DESCRIPTION OF HAZARD			TYPE OF CONTROL MEASURES	CONTROL METHOD	FREQUENCY	CORRECTIVE MEASURES	REGISTRATION
		RISK	DEGREE	RISK CAT					
Storage (par 6.3);	Loss of quality and Cross- contamination	small	medium	2	Storage of packaged products in own company premises -repair/remove broken packaging -do not place packaging on the ground -labels legible -do not exceed guarantee date, supply based on FIFO	Visual inspection of packaging	Frequently, at least once in 12 months	Remove as waste or; Return to supplier	Register devia- tions on registra- tion form 7
		medium	medium	3	-separate storage for animal feed and non-animal feed			Separate and check if products are not con- taminated. If contami- nated, remove as waste	
			small	medium	2	Storage of bulk and packaged products by third parties -exclusively by registered or certified storage companies working in accor- dance with FH.  -Packaged: Exclusively for companies complying with requirements 6.3.1 which have a contract.  - Bulk: Exclusively GMP+ certified storage companies	Does storage company have valid registration or certification  Check if the com- pany fulfils the agreement  Does storage company have GMP+ or equiva- lent certificate	Frequently, at least once in 12 months	

	<i>PROCESS STEP</i>	<i>DESCRIPTION OF HAZARD</i>			<i>TYPE OF CONTROL MEASURES</i>	<i>CONTROL METHOD</i>	<i>FREQUENCY</i>	<i>CORRECTIVE MEASURES</i>	<i>REGISTRATION</i>
		<i>RISK</i>	<i>DEGREE</i>	<i>RISK CAT</i>					
Sales (incl repackaging and delivery) (§6.4)	animal feed not suitable for animal species	small	high	3	-sell animal feed intended for animal species as stated on packaging and/or product specification sheet	Checking information on label / product specification sheet	All sales	Accept return and/or contact supplier to determine corrective measure	Register deviations on registration form 7
Transport outbound (par 6.5)	See transport inbound	medium	medium	3	See transport inbound	See transport inbound	See transport inbound	See transport inbound	See transport inbound

## 7 Purchasing

The distributive trading company exclusively purchases compound feedstuffs and/or feedstuffs from suppliers that:

- a. *Are demonstrably registered or certified under FH*
- b. *Frequently check if the supplier still complies with the applicable requirements, for example once in 12 months.*
- c. *Any irregularities regarding purchasing must be registered on registration form 7.*

### **Supplementary GMP+ requirements**

- a. *Must be certified with a GMP+ certificate (scope: Production and /or trade in feeds), or:*
- b. *Must be certified with an equivalent certificate;*
- c. *A copy of the certificate must be present in the distributive trading company's records. This is not necessary if the producer is included in the GMP+ International database, see [www.gmpplus.org](http://www.gmpplus.org)*

### **7.1 Taking delivery of packaged products in own company premises**

The company may exclusively take delivery of (packaged) animal feedstuffs if these comply with the applicable requirements in order to prevent loss of quality, cross-contamination and/or (hazardous) contamination in subsequent stages of the process.

- a. *The packaging material of the animal feedstuffs must be clean and intact on delivery. Check the packaging of each delivery;*
- b. *Check if the product has a label. If not, contact the supplier;*
- c. *The products should not be past their guarantee date. Check the guarantee date of animal feedstuffs of each delivery.*
- d. *If a product or the packaging does not comply with requirements, it must be removed or returned to the supplier (depending on the agreements with the producer);*
- e. *Any irregularities regarding taking delivery must be registered on registration form 7.*

#### **7.1.1 Returns**

In the event of a possible return (e.g. due to errors in the order procedure), the distributive trading company must assess which actions should be taken.

- a. *The distributive trading company must assess if returns are possible due to errors in the order procedure (products must have the original, clean and unopened packaging with the original label; product has not been in the stables and was not in contact with animals, etc.);*
- b. *In order to prevent germs and diseases spreading, packaged animal feed that has been in contact with animals will not be accepted as a return. These products must be easy to identify and must be considered as waste;*
- c. *Returns must be registered. Registration form 7 may be used to describe this registration (including the cause).*

## 7.2 Storage

### 7.2.1 Storage of packaged animal feed in own company premises

The (packaged) animal feed purchased by the distributive trading company must be stored in such a manner that loss of quality, cross-contamination and/or (hazardous) contamination are prevented.

- a. *The animal feedstuffs must be stored and delivered in accordance with the FIFO principle as much possible. Ensure that the date of entry or a lot code is stated on the package if the supplier has not already done this;*
- b. *Place the animal feed not directly on the ground. Use pallets or racks, for example;*
- c. *In order to prevent cross-contamination, animal feed must not be in contact with non-animal feed products, including crop protection agents, cleaning agents, pest control agents, fertiliser, manure etc.). These products must be separated from the animal feed in order to prevent cross-contamination.*

*Inspection of animal feed:*

- d. *Frequently check the packaging and the label. The packaging must be clean and intact. Repair broken packaging or remove broken bags (see section 5.5);*
- e. *Labels must be clearly legible;*
- f. *Frequently check if the product is not past its guarantee date;*
- g. *Any irregularities regarding storage and delivery must be registered on registration form 7.*

#### **Supplementary GMP+ requirements**

*In order to prevent cross-contamination, GMP+ certified animal feed must not be allowed to come into contact with non-GMP+ certified animal feedstuffs.*

### 7.2.2 Storage of bulk and packaged animal feed products by third parties

If the distributive trading company outsources storage to an external (storage) company, this company must:

- a. *Be demonstrably registered or certified under FH.*
- b. *The distributive trading company must frequently check if the (storage) company still complies with applicable requirements, for example once in 12 months.*
- c. *The distributive trading company must register any irregularities on registration form 7.*

### **Supplementary GMP+ requirements**

#### *Packaged:*

- a. *The (storage) company does not need to be GMP+ certified, but must comply with the requirements applicable to storage at own premises, see paragraph 6.3.1. The distributive trading company must make agreements to this effect with the (storage) company. These agreements must be recorded in a contract.*

*An example of such a contract is included in Appendix 2.*

#### *Bulk:*

- b. *The (storage) company must have a GMP+ certificate (scope: Storage), or;*
- c. *Must be certified with an equivalent certificate;*
- d. *A copy of the certificate must be present in the distributive trading company's records. This is not necessary if the (storage) company is included in the GMP+ International's company database, see [www.gmpplus.org](http://www.gmpplus.org)*

### **7.3 Sales (including repackaging and delivery)**

The distributive trading company exclusively sells animal feed to cattle farms. The animal feed must be suitable for the intended species.

- a. *In the event where products are repackaged, the label data of the relevant animal feedstuffs must be available for inspection at the point of sale. This means that above each shelf, or at the cash register, a sign must state that the label data of the relevant animal feedstuffs can be viewed at request and are available in a folder. Alternatively, these may be available in digital form and can be printed at request;*
- b. *Animal feedstuffs that are almost past their guarantee date may be delivered only if the animal feed is certain to be fed to the animals before it is past its guarantee date.*
- c. *Any irregularities regarding sales must be registered on registration form 7.*

### **7.4 Transport**

#### **7.4.1 Inbound and outbound transport of packaged products in own management**

If the distributive trading company transports the packaged animal feed to the own company and/or to the customer, the load space and technical tools of the transport vehicle(s) used must be clean.

- a. *The load space must be clean and dry;*
- b. *The load space must be completely empty and free of load residue and smell of previous loads;*
- c. *If the load space does not comply with the requirements under subs a and b, cleaning is required. The load space must at least be swept out;*
- d. *In the event of combined loads of animal feedstuffs and other products/materials, cross-contamination must be prevented;*
- e. *Any irregularities regarding transport must be registered on registration form 7.*

#### 7.4.2 Delivery of bulk and packaged products by third parties

If the distributive trading company outsources transport to an external (transport) company, this company must:

- a. *Be demonstrably registered or certified under FH.*
- b. *The distributive trading company must frequently check if the (transport) company still complies with applicable requirements, for example once in 12 months.*
- c. *The distributive trading company must register any irregularities on registration form 7.*

#### **Supplementary GMP+ requirements**

##### *Packaged:*

- a. *The carrier has a certificate GMP+ B4.1 Road Transport - but;*
- b. *The (transport) company does not need to be GMP+ certified, but must comply with the requirements applicable to transport under own management, see paragraph 6.3.1. The distributive trading company must make agreements to this effect with the (transport) company. These agreements must be recorded in a contract.*

*An example of such a contract is included in Appendix 3.*

##### *Bulk:*

- c. *The carrier must have a certificate GMP+ B4.1 Road Transport - or;*
- d. *Must be certified with an equivalent certificate;*
- e. *A copy of the certificate must be present in the distributive trading company's records. This is not necessary if the carrier is included in the GMP+ International's company database, see [www.gmpplus.org](http://www.gmpplus.org).*

## **PART 2: Registration forms for the distributive trade guide**

The guide refers to registration forms. These registration forms are an important part of process control. These serve to demonstrate that the procedures described were carried out. The registration forms are provided as examples only. If a company has its own forms that provide the same or more extensive information, the use of such in-company forms is permitted.

Please note: Make copies of the forms.

The following registration forms are available:

- Registration form 1 - activities distributive trading company
- Registration form 2 - complaints / calamity form
- Registration form 3 - questionnaire internal audit and verification
- Registration form 4 - overview of employees
- Registration form 5 - pest control
- Registration form 6 - cleaning
- Registration form 7 - deviation situations

## REGISTRATION FORM 1: ACTIVITIES DISTRIBUTIVE TRADING COMPANY

Address details		
Name of company / organisation		
Street + Nr. : .....		
Postcode Town:		
Telephone number(s)		
<i>If applicable:</i>		
<u>(Intermediate) storage location</u>		
Street + Nr. : .....		
Postcode Town:.....		
Telephone number(s) : .....		
<u>Location point of sale</u>		
Street + Nr. : .....		
Postcode Town:.....		
Telephone number(s) : .....		
<input type="checkbox"/> Tick for multiple points of sale Add a separate address list as an Appendix		
Animal feed		
	Activities	Products
<b>Bulk</b>	<input type="checkbox"/> Purchasing - selling <input type="checkbox"/> Transport (outsourced) <input type="checkbox"/> Storage (outsourced)	<input type="checkbox"/> Feedstuffs * <input type="checkbox"/> Compound feed-stuffs *
<b>Packaged product</b>	<input type="checkbox"/> Purchasing - selling <input type="checkbox"/> (Intermediate) storage (own management) <input type="checkbox"/> Storage point of sale <input type="checkbox"/> Storage (outsourced) <input type="checkbox"/> Repackaging <input type="checkbox"/> Transport (own management) <input type="checkbox"/> Transport (outsourced)	<input type="checkbox"/> Feedstuffs * <input type="checkbox"/> Compound feed-stuffs *
<input type="checkbox"/> Tick if non-GMP+ certified animal feed is traded here as well Add a separate list of activities and product types as an Appendix.		
Other products		
<b>Please note: These products must not have a negative effect on animal feedstuffs</b>		
	Activities	Products
	<input type="checkbox"/> Purchasing - selling <input type="checkbox"/> (Intermediate) storage (own management) <input type="checkbox"/> Storage point of sale <input type="checkbox"/> Transport (own management)	<input type="checkbox"/> Fertiliser <input type="checkbox"/> Veterinary drugs <input type="checkbox"/> ..... ... <input type="checkbox"/> ..... ...

\*: The specifications of these products are described on the packaging or on attached documents (for bulk products).

**Date:**.....

**Signature :**.....

## REGISTRATION FORM 2: COMPLAINTS / CALAMITY FORM

<b>Date of complaint / calamity</b>	.....-.....-.....	
<b>Notifier</b>	<ul style="list-style-type: none"> <li>• Name of contact .....</li> <li>• Telephone number(s) .....</li> <li>• Email address .....</li> </ul>	
<b>Nature of complaint / calamity</b>	(product(s), deviations, cause)	
<b>Explanation origin of goods</b>	<ul style="list-style-type: none"> <li>• Which supplier delivered the product? .....</li> <li>• Lot size? .....</li> <li>• Where is the lot currently located? .....</li> </ul>	
<b>Has the product been delivered?</b>	<input type="radio"/> No <input type="radio"/> Yes	
<b>Date of notification producer</b>	.....-.....-.....	
<b>Which measures have been/will be taken in consultation with the producer?</b>	Measure 1: .....	
	Measure 2: .....	
<b>NOTIFICATION TO VWA (if it concerns a hazard that could not be controlled)</b> <b>Telephone number: 0800 0488</b> <b>website: www.vwa.nl</b>		
<b>NOTIFICATION TO GMP+ International (if it concerns a hazard that could not be controlled)</b> <b>Fax Number: 070-3708671</b> <b>Email: info@gmplus.org</b>		
<b>By whom?</b>	<input type="radio"/> personally (distributive trading company) <input type="radio"/> supplier	
<b>Date:</b>	.....-.....-.....	Contact GMP+ International
		Mr. / Mrs.
<b>Complete items below only if you personally notified GMP+ International/VWA. If the producer notified GMP+ International / VWA, this must be demonstrable and clear from follow-up arrangements, for example a copy of the supplier's Notification form.</b>		
<b>Follow-up action agreed:</b>	..... (which follow-up action is agreed by the notifier and detection centre employee; when (after which period) will the notifier receive a follow-up call)	
<b>If necessary: Date of notification VWA</b>	.....-.....-.....	Contact VWA
		Mr. / Mrs.
<b>Follow-up action agreed:</b>	..... (which follow-up action is agreed by notifier and detection centre employee; when (after which period) will the notifier receive follow-up call)	
<b>Date:</b>	.....-.....-.....	
<b>Signature:</b>	.....	

## REGISTRATION FORM 3: QUESTIONNAIRE INTERNATL AUDIT AND VERIFICATION

This form must be completed once every 12 months.

If the answer to one or more questions is “No”, you are required to complete another questionnaire after one month.

**Date:**

Question	Requirements described in:	Yes / No / N/a	Measure to be taken after deviation
<b>HACCP SYSTEM REQUIREMENTS</b>			
1. Were the activities described, see registration 1?	§ 4.1.1		
2. Is a manual available with the following procedures: <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation and registration</li> <li><input type="checkbox"/> Identification and registration</li> <li><input type="checkbox"/> Complaints registration</li> <li><input type="checkbox"/> Early Warning System</li> <li><input type="checkbox"/> Product recall</li> <li><input type="checkbox"/> Verification</li> </ul>	§ 4.2		
3. Were all documents and registrations updated and retained for at least 3 years? <ul style="list-style-type: none"> <li><input type="checkbox"/> inspections</li> <li><input type="checkbox"/> Analyses and certificates</li> <li><input type="checkbox"/> Permits, registrations and certifications</li> </ul>	§ 4.2.1		
4. Were the details of all suppliers and products entered in the records? <ul style="list-style-type: none"> <li><input type="checkbox"/> Name and address details</li> <li><input type="checkbox"/> Date of delivery</li> <li><input type="checkbox"/> Type of product, composition</li> <li><input type="checkbox"/> quantity</li> <li><input type="checkbox"/> Applicable transport</li> <li><input type="checkbox"/> Charge number if applicable (reference number, batch number, lot number)</li> </ul>	§ 4.2.2		

Question	Requirements described in:	Yes / No / N/a	Measure to be taken after deviation
<p>5. Were all the details of the products entered in the records if concerning repackaging?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date of breaching sack</li> <li><input type="checkbox"/> Type of product</li> <li><input type="checkbox"/> Charge number if applicable (reference number, batch number, lot number)</li> </ul>	§ 4.2.2		
<p>6. Were adequate efforts made in order to register the details of professional cattle farms?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name and address details, telephone number and UBN number</li> <li><input type="checkbox"/> Date of delivery</li> <li><input type="checkbox"/> Type of product</li> <li><input type="checkbox"/> quantity</li> <li><input type="checkbox"/> Charge number if applicable (reference number, batch number, lot number)</li> <li><input type="checkbox"/> Carriers</li> </ul>	§ 4.2.2		
<p>7. Was a system set up for registration and processing of complaints or calamities?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration of complaints and actions taken (registration form 2)</li> <li><input type="checkbox"/> Consultation with the supplier (including feedback regarding completion of the Notification)</li> <li><input type="checkbox"/> If necessary, Notification to VWA</li> </ul>	§ 4.2.3		
<p>8. Was a recall plan in writing available and does it contain the minimum required elements?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Supply information regarding customers (including UBN numbers)</li> <li><input type="checkbox"/> Inform the customer immediately</li> <li><input type="checkbox"/> See Appendix 1 for further interpretation and details.</li> </ul>	§ 4.2.4		
<p>9. Verification (see bottom of this questionnaire Record conclusion).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is this questionnaire be completed at least once in 12 months?</li> </ul>	§ 4.3		

Question	Requirements described in:	Yes / No / N/a	Measure to be taken after deviation
<b>GENERAL REQUIREMENTS</b>			
<p><b>Personnel</b></p> <p>10. Are the distributive trading company and its employees carrying out activities that may influence feed safety sufficiently knowledgeable, skilled and competent? See registration form 4.</p>	§ 5.1		
<p>11. Was each employee instructed in writing regarding his/her tasks, responsibilities and authorisation level regarding animal feed safety? See registration form 4.</p>	§ 5.1		
<p><b>Company premises (only for storage under own management)</b></p> <p>12. Is the risk of mistakes (confusion between products) minimised and are contamination, cross-contamination and general deterioration of the animal feedstuffs' safety and quality prevented as much as possible?</p> <p>The storage space must be clean, dry and in excellent state of maintenance;</p> <p>Sufficient daylight and/or artificial light</p> <p>Adequate temperature in view of condensation</p> <p>Storage space accessible only to authorised persons</p> <p>Windows, doors and other openings must be inaccessible to harmful organisms where necessary.</p> <p>Ceilings: Dirt accumulation, condensation, fungal growth and loose particles are limited.</p>	§ 5.2		

Question	Requirements described in:	Yes / No / N/a	Measure to be taken after deviation
<p><b>Birds, pets and pests (only for storage under own management)</b></p> <p>13. Does the company prevent any pets, birds, pests, insects or any excrement from coming in contact with the (stored) product.</p> <p>14. Was a pest control plan prepared? See registration form 5.</p>	<p>§ 5.3</p> <p>§ 5.3</p>		
<p><b>Cleaning and disinfection (only for storage under own management)</b></p> <p>15. Is a cleaning programme implemented for the animal feed storage spaces and the waste storage space? See registration form 6.</p> <p>16. Are traces of cleaning and disinfection agents reduced to a minimum?</p>	<p>§ 5.4</p> <p>§ 5.4</p>		
<p><b>Waste and toxic material (only for storage under own management)</b></p> <p>17. Are waste and materials that are not suitable as animal feed kept separate and are these identified as such?</p>	<p>§ 5.5</p>		
<b>PROCESS CONTROL</b>			
<p>18. Is a hazard and risk analysis conducted for the business processes and if necessary, are corrective measures applied and registered?</p>	<p>§ 6.0</p>		
<p><b>Purchasing</b></p> <p>19. Is animal feed purchased exclusively from registered or certified suppliers?</p> <p>20. Is animal feed purchased exclusively from GMP+ certified suppliers?</p>	<p>§ 6.1</p>		
<p><b>Taking delivery of packaged products in own company prem-</b></p>			

Question	Requirements described in:	Yes / No / N/a	Measure to be taken after deviation
<b>ises</b>			
21. Does the company take delivery exclusively of packaged animal feed that complies with the applicable requirements in order to prevent loss of quality, cross-contamination and/or contamination? (including clean / intact packaging, with label, guarantee date in order)	§ 6.2		
<b>Returns</b> 22. Are returns effectively processed? (assessment if return is possible, adequate storage and registration in form 7).	§ 6.2.1		
<b>Storage of packaged products in own company premises</b> 23. Are packaged animal feedstuffs stored to ensure preventing loss of quality, cross-contamination and/or contamination? (First In First Out principle to be applied on delivery; do not place animal feedstuffs directly on the ground, separate animal feedstuffs) 24. Are GMP+ animal feedstuffs stored separately from non-GMP+ certified animal feedstuffs? <b>Storage of bulk and packaged products by third parties</b> 25. Does the storage company have a valid registration or certification (in the context of FH)? <b>Bulk storage:</b> 26. Does the storage company have a GMP+ certificate? (retain a copy of the certificate in the records, or use GMP+ International database to check validity) <b>Storage of packaged animal feedstuffs:</b> 27. Was an agreement signed with the external storage company? See Example agreement (Appendix 2)	§ 6.3		
<b>Sales (incl repackaging and delivery)</b> 28. Are animal feedstuffs sold ex-	§ 6.4		



**VERIFICATION:** In order to check compliance with the requirements in this guide, the distributive trading company should verify the system by means of analysis and/or assessment via an internal audit. The company may use registration form 3 for conducting such an internal audit.

The verification (internal audit) must be conducted at least once in 12 months. If the answer to any of the questions is “no”, the distributive trading company must take corrective measures and check their effectiveness within one month of their implementation. This working method is to be repeated until full compliance with requirements.

**CONCLUSION:** DOES THE FEED SAFETY SYSTEM COMPLY WITH REQUIREMENTS? IF NOT: WHICH IMPROVEMENTS ARE IMPLEMENTED?

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**REGISTRATION FORM 4: OVERVIEW OF EMPLOYEES**

<b>Date:</b>					
<b>Name of employee</b>	<b>Position</b>	<b>Training (add copy of diploma)</b>	<b>Experience (position / years)</b>	<b>Tasks, Responsibilities, Authorisation level*</b>	<b>Initial for approval of employee</b>
				T: R: A:	
				T: R: A:	
				T: R: A:	
				T: R: A:	
				T: R: A:	
				T: R: A:	

**REGISTRATION FORM 5: PEST CONTROL**

(Frequency: .....the frequency can be determined based on elements such as hygiene level of spaces)

(add **floor plan** with numbered places)

NAME OF COMPANY / ORGANISATION IMPLEMENTING PEST CONTROL																				
NUMBER AND NATURE OF BAIT DISPENSERS																				
Nature of bait dispenser R /M /VL ⇒ Date ↓	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	..	..	..	..	..

O = Taken and refilled (if this was necessary)  
- = Not taken

R = Rat    Name of agent / active ingredient .....  
M = Mouse    Name of agent / active ingredient .....  
FL = Flying pests    Name of agent / active ingredient .....

**FINDINGS (RESULTS) BASED ON PREVIOUS TIME**

.....

**COMMENTS AND ACTIONS TAKEN**

**REGISTRATION FORM 6: CLEANING**

(This form must be completed once every 4 months)

**Warehouse / point of sale / waste storage (circle applicable option)**

Object	Cleaning method	Name of agent used (if applicable). Please Note: <small>Follow the</small> instructions as stated on the label.	Frequency (daily, weekly, monthly etc)	Name of responsible person / company / organisation
Ceilings				
Shelves, racks				
Floors				
Walls				
.....				
.....				

\* Cleaning method: Indicated how this was cleaned: Dry / swept, water / high pressure etc.

**FINDINGS / inspection of cleaning programme**

.....  
COMMENTS AND ACTIONS TAKEN

**DATE:**.....

**SIGNATURE:** .....



## APPENDIX 1: RECALL PLAN

*The recall plan must include the following elements: The completeness of the plan depends on the organisation's size.*

- a. reasons for a recall action;*
- b. responsibilities and authorisation of distributive trading company and supplier;*
- c. responsibilities and authorisation of recall coordinator and if applicable, the recall team;*
- d. criteria for starting and ending the recall;*
- e. emergency measures;*
- f. information to own employees;*
- g. information external: customers, chain links, product board(s), certification bodies, sector organisations, government, media, other stakeholders;*
- h. Example texts of press releases, advertisements, warnings, letters. See below;*
- i. Checklists, lists of contacts, lists of media, lists of external experts;*
- j. Registration of data and experiences;*
- k. Notification and evaluation;*
- l. Aftercare.*

**Example model recall message** (this message complies with the guidelines issued by VWA)

**(TITLE): “Name of distributive trading company and/or supplier” recalls “product name”**

“Name of distributive trading company and/or supplier” recalls “product name” with sell-by date “date”. The reason is.....

In order to avoid any risk, we kindly request you to take the relevant article back to (one of the subsidiaries of) “company name”. You will receive your money back when handing in the product.

For more information, please feel free to contact: “state Telephone number(s)”

We thank you for your cooperation and offer you our apologies for the inconvenience.

“company name / company details”

## APPENDIX 2: EXAMPLE AGREEMENT (STORAGE) COMPANY

In order to guarantee the safety of the service delivered, storage of packaged animal feedstuffs, the storage company (name, address) states that:

- a. The animal feedstuffs are stored and delivered in accordance with the FIFO principle as much as possible. Ensure that the date of entry or a lot code is stated on the package if the supplier has not already done this;
- b. The animal feedstuffs are not placed directly on the ground. Instead, pallets or racks are used;
- c. Animal feedstuffs and non-animal feedstuffs, including crop protection agents, cleaning agents, pest control agents, fertilisers, manure etc. are stored separately in order to prevent cross-contamination
- d. GMP+ certified animal feed and non-GMP+ certified animal feed do not come into contact.
- e. Visual inspection is regularly conducted on:
  1. the packaging. The packaging must be clean and intact.
  2. the guarantee date The product is not past its guarantee date.
- f. In the event of non-compliance with the above-mentioned quality aspects, the distributive trading company (name distributive trading company) is notified of this as soon as possible;
- g. .... (the distributive trading company may decide on supplementary conditions).

Place and date : .....

Signature : .....

### APPENDIX 3: EXAMPLE AGREEMENT CARRIER

In order to guarantee the safety of the service delivered, the carrier (name, address) states that, before the load space is used for transporting packaged animal feedstuffs:

- a. The load space is clean and dry;
- b. The load space is completely empty and free of load residue and smell of previous loads;
- c. A suitable cleaning regime is carried out if the load space should not comply with the requirements under a and b. The load space shall at least be swept.
- d. cross-contamination is prevented in the event of combined loads of animal feedstuffs and other products/materials;
- e. In the event of non-compliance with the above-mentioned quality aspects, the distributive trading company (name distributive trading company) is notified of this as soon as possible;
- f. .... (the distributive trading company may decide on supplementary conditions).

Place and date : .....

Signature : .....