



GMP+ Feed Safety Assurance scheme

Approval requirements and Procedure for Certification Bo- dies

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GMP+ C1

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Version:

1 January 2012

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History of the document

Revision no. / Date of approval	Amendement	Concerns	Final implementation date
0.0 / 09-2010	Transfer of the document from PDV to GMP+ International	Entire document	01-01-2011
1.0 / 09-2011	Introduction has been updated Textual adjustments To clarify the compensation of the results of the examination Transfer of the document from standard to scope Apply the requirements of the auditors for country notes	1.1; 1.2 Entire document Appendix 5 Entire document Paragraph 3.5	01-01-2012

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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.

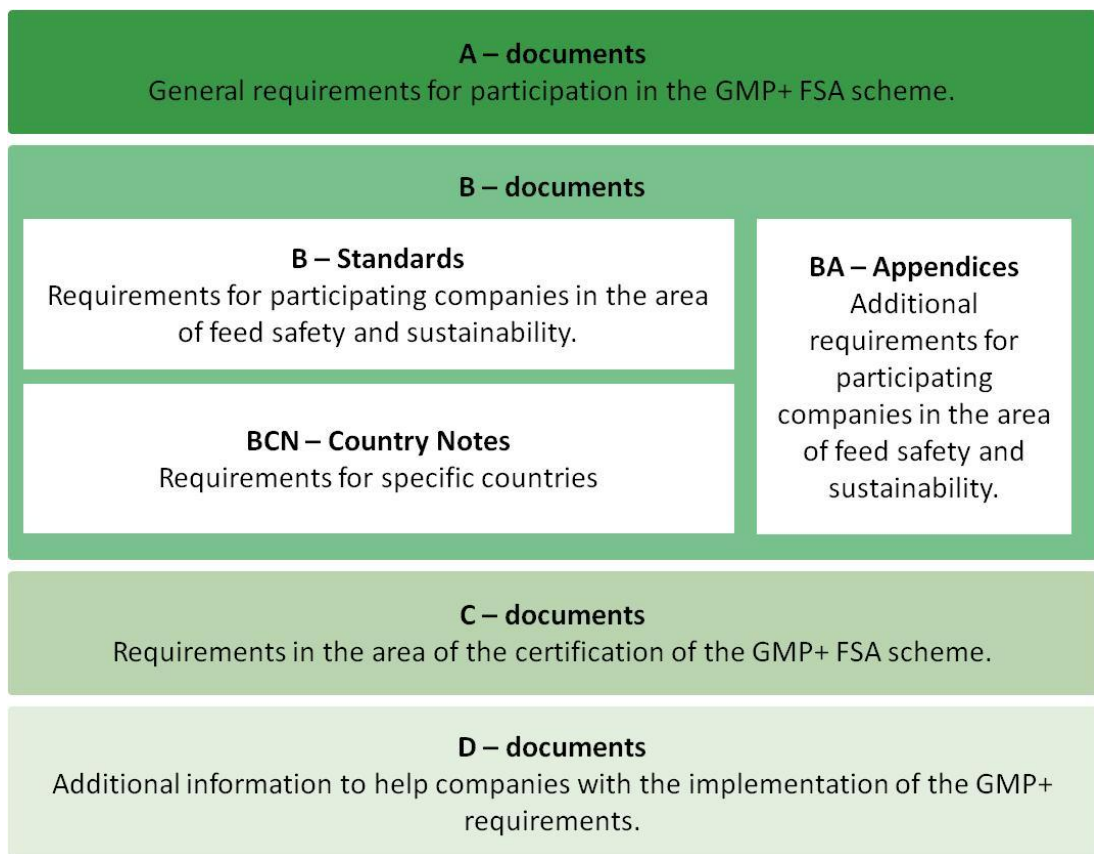
Based on needs in practice, multiple components have been integrated into the GMP+ FSA scheme, such as requirements for the quality management system (ISO 9001), HACCP, product standards, traceability, monitoring, prerequisites programmes, chain approach and the Early Warning System.

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).

This document is referred to as standard GMP+ C1 *Approval Requirements and Procedure for Certification Bodies* and is part of the GMP+ FSA scheme.

1.3 Scope

The establishment of the conditions and procedure for the approval of certification bodies with respect to the carrying out of audits as specified in GMP+ A1 *General Regulations* of the GMP+ Feed Safety Assurance scheme by GMP+ International, referred to hereafter as 'GMP+ FSA scheme'. These approval requirements and procedure are based on section 7.2 of the regulations.

These approval requirements are intended for certification bodies which are or will be carrying out GMP+ audits at companies in the feed sector on the basis of the GMP+ standards scopes as specified in the GMP+ FSA scheme

1.4 Structure of the document

This standard has a structure of its own.

~~GMP+ Appendices (GMP+ BAxx), to which there are also references, are separate GMP+ documents within the B segment of the GMP+ FSA scheme. If there is a reference in this standard to such an GMP+ BAxx-appendix, then it applies within the framework of this standard. GMP+ BAxx-appendices are indicated as such.~~

Next to this, also reference to a number of other appendices is made. These appendices are only part of this standard, and are attached to it. To indicate them, only the word 'appendix' is used.

2 General

A certification body which wishes to certify a company under one or more GMP+ standards/ **scope(s)** should demonstrably comply with the requirements. These are laid down in the following sections.

GMP+ International will approve a certification body as a body which can issue companies with a GMP+ certificate or a temporary approval (see *GMP+ C3 Assessment and Certification Criteria for GMP+ Certification / GMP+ C6 Assessment and Certification Criteria for GMP+ Certification*) for a particular GMP+ standard/ **scope**, if it complies with

- a. that which is determined in GMP+ A1 *General Regulations*, in as far as it is applicable
- b. the requirements specified in this document
- c. the approval procedure (appendix 3).

GMP+ International determines within the scope of the approval of the certification body which GMP+ standards apply.

3 Requirements with respect to the implementation of certification for the GMP+ FSA scheme

3.1 Application for approval and assessment

The certification body applies using an application form (appendix 1) to GMP+ International. GMP+ International will confirm this application in writing if this has been given the status “complete”. This is only possible when all the documents specified in appendix 1 including the CVs of at least 2 auditors / inspectors who work in the same field or work have been submitted to GMP+ International.

The application will be considered when the application form has been filled completely, all the requested documents have been sent and the payment for the handling of the application has been made. The handling of the application will take at least 4 and a maximum of 6 weeks.

The assessment will be carried out as specified in the GMP+ A1 *General Regulation*. After this assessment GMP+ International will carry out an approval audit on site at the certification body. The findings of the approval audit are part of the assessment of approval of the certification body.

3.2 Contract

If the application is approved then GMP+ International will offer a contract to the certification body as specified in the GMP+ A1 *General Regulation*. GMP+ International will draw up a contract in duplicate and send it to the certification body in question. The certification body will send one of the copies back signed and dated to GMP+ International. The approval is complete following receipt of the signed contract.

GMP+ International will put the approved certification body on a public list with a specification of for which GMP+ standards/scopes the approval applies.

3.3 Requirement for certification bodies

A certification body should be accredited (if applicable) for the GMP+ FSA standards/ scopes for which they have applied for approval pursuant to this document, in accordance with the requirements in appendix 1, by an accreditation body which is a member of the IAF Multi-Lateral Agreement (MLA), not later than one year after the date of approval by GMP+ International.

On request the certification body should allow GMP+ International to inspect reports of audits carried out by an accreditation body which is a member of the IAF Multi-Lateral Agreement (MLA) within the framework of the accreditation for the GMP+ FSA scheme.

GMP+ International organises a meeting three times per year on policy coordination and harmonisation. For each meeting there should be at least one person present per certification body (preferably the coordinator). Each certification body is

obliged to supply GMP+ International with at least one case study in good time each year for discussion during the harmonisation meeting. If there are insufficient relevant agenda items for a certification body then GMP+ International may decide to issue an individual dispensation from the mandatory attendance.

3.4 Independence / impartiality

The auditor / inspector or the certification body must demonstrably confirm that there is compliance with the requirements with respect to independence. The certification body and the auditor / inspector may, within a period of two years prior to the audit, not have undertaken any consultancy or training activities at the company to be audited. The quality system and the accounting records of the certification body must show this.

3.5 Requirements for auditors, inspectors, coordinators and technical reviewers

The auditors / inspectors to be used must demonstrably comply with the requirements laid down in appendix 2.

The certifying agency will appoint one person as coordinator for the GMP+ certification who will act as contact person to GMP+ International. In addition, a technical reviewer will assess the reports by the auditors / inspectors. The technical reviewer must comply with the requirements specified in appendix 2. If the technical reviewer also carries out audits / inspections then it is not possible for him to assess his own reports from these audits / inspections.

The certification body should when applying hand over to GMP+ International the CVs of all qualified auditors / inspectors and of the technical reviewer for approval during the application in accordance with appendix 4. This also applies for every new auditor who qualifies and who will be used for GMP+ audits. GMP+ International will maintain a register of approved auditors. If the approval of an auditor / technical reviewer has expired then, if the auditor / technical reviewer wishes to be approved again, then an initial approval procedure should be initiated.

3.6 Availability of audit data and duty of confidentiality

The certification body has a duty of confidentiality with respect to the dissemination of information obtained during an audit. The reports will only be issued to the company, GMP+ International and the approval body. The data must be retained for at least six years.

The certification body should record the mandatory issuing of the reports and certification data to GMP+ International in the contract with the company. The auditor / inspector should report the duty of confidentiality to the company. The duty of confidentiality also applies to the experts in the material who are used. In the transition of a company from one certification body to another, the certification body is obliged to make available all relevant company data to the certification body in question.

3.7 Carrying out the audit

The certification body describes the way in which they carry out the sections which are relevant for GMP+ certification (application through to issuing of the certificate) in procedures and other documents. These documents are part of the quality system of the certification body and will be maintained within the framework of the accreditation (to be obtained) as specified in section 3.3.

In the event of changes in the certification requirements the certification body should begin with checking these immediately after the implementation date.

Appendix 1: Application Form

Application for the approval of a certification body for the carrying out of certification in accordance with the GMP+ FSA scheme.

General information

Name of certification body			
Name of the signer			
Name of coordinator			
Location address			
Postal code		Place	
Country			
Postal address			
Postal code		Place	
Telephone no.		Fax no.:	
Country			
E-mail address			

This application relates to the issuing of certificates related to the following GMP+ standards/ **scope(s)** specified on this form.

The undersigned hereby applies for approval as a body permitted to carry out GMP+ audits and audits in the feed industry and to issue GMP+ certificates.

The undersigned is acquainted with GMP+ C1 *Approval Requirements and Procedure for Certification Bodies* of GMP+ International and the approval procedure and undertakes to cooperate in the approval procedure.

Date:

Signature:

NB: The undersigned must be a legally-entitled representative of the certification body .

The following must be enclosed:

(NB: Without these enclosures the application will not be considered.)

No	Description	Remarks
1.	Valid accreditation certificate including list of operations (EN 45011) depending on the application	
2.	Audit procedure and assessment process	
3.	Other documents used during certification <ul style="list-style-type: none"> - sample contract - sample certificate and temporary approval - procedure and forms for internal assessment for GMP+ audits 	
4.	List of qualified auditors / inspectors / technical reviewers including CV (drawn up in accordance with the sample in appendix 4) and list of qualifications for each auditor inspector and CV of the technical reviewer.	

	GMP+ standard / scope	GMP+ standard
<input type="checkbox"/>	GMP+ B1 <i>Production, Trade and Services</i> scope: production and/or trade and/or storage of compound feeds production feed compound feed and/or storage and transshipment feed and/or Trade in feed	GMP+ B1
<input type="checkbox"/>	GMP+ B1 <i>Production, Trade and Services</i> scope: production and/or trade and/or storage of premixes production feed premixes and/or storage and transshipment feed and/or Trade in feed	GMP+ B1
<input type="checkbox"/>	GMP+ B1 <i>Production, Trade and Services</i> scope: production and/or trade and/or storage of feed materials production feed, feed materials and/or storage and transshipment feed and/or Trade in feed	GMP+ B1
<input type="checkbox"/>	GMP+ B1 <i>Production, Trade and Services</i> scope: production and/or trade and/or storage of feed additives production feed, feed additives and/or storage and transshipment feed and/or Trade in feed	GMP+ B1
<input type="checkbox"/>	GMP+ B2 <i>Quality Control of Feed Materials</i> scope: production and/or trade and/or storage of feed materials, trade and/or storage of compound feeds / premixes.	GMP+ B2
<input type="checkbox"/>	GMP+ B2 <i>Quality Control of Feed Materials</i> scope: Trade and/or storage of feed additives	GMP+ B2
<input type="checkbox"/>	GMP+ B2(2010) <i>Production of Feed Ingredients</i> scope: production feed, of feed materials	GMP+ B2(2010)

	GMP+ standard / scope	GMP+ standard
<input type="checkbox"/>	GMP+ B2(2010) <i>Production of Feed Ingredients</i> scope: production feed, of feed additives	GMP+ B2(2010)
<input type="checkbox"/>	GMP+ B3 <i>Trade</i> scope: trade in animal feed	GMP+ B3(2006)
<input type="checkbox"/>	GMP+ B3(2007) <i>Trade, Collection and Storage & Transhipment</i> scope: trade & collection-trade in feed	GMP+ B3(2007)
<input type="checkbox"/>	GMP+ B3(2007) <i>Trade, Collection and Storage & Transhipment</i> scope: storage and transhipment feed	GMP+ B3(2007)
<input type="checkbox"/>	GMP+ B3(2007) <i>Trade, Collection and Storage & Transhipment</i> / scope: transport of own products	GMP+ B3(2007)
<input type="checkbox"/>	GMP+ B3.2 <i>Trade to Livestock Farms</i> scope: Trade in feed	GMP+ B3.2
<input type="checkbox"/>	GMP+ B4.1 <i>Road Transport</i> scope: transport feed, road transport and/or Affreightment feed, road transport	GMP+ B4.1
<input type="checkbox"/>	GMP+ B4.2 <i>Affreightment of Short Sea Shipping and Inland Waterway Transport</i> scope: affreightment feed, short sea shipping and inland waterway transport	GMP+ B4.2
<input type="checkbox"/>	GMP+ B4.3 <i>Inland Waterways Transport</i> scope: Inland waterways feed	GMP+ B4.3
<input type="checkbox"/>	GMP+ B4.4 <i>Sea Transport Affreightment</i> scope: affreightment feed, sea transport	GMP+ B4.4
<input type="checkbox"/>	GMP+ B4.5 <i>Rail Transport Affreightment</i> scope: affreightment feed, rail transport	GMP+ B4.5
<input type="checkbox"/>	GMP+ B5 <i>Storage & Transhipment</i> scope: storage and transhipment feed	GMP+ B5
<input type="checkbox"/>	GMP+ B6 <i>Feed Materials Cultivation</i> scope: feed materials cultivation	GMP+ B6
<input type="checkbox"/>	GMP+ B8 <i>Production of and Trade in Pet Foods</i> scope: production feed pet foods and/or and/or Trade in feed pet foods	GMP+ B8
<input type="checkbox"/>	GMP+ B10 <i>Laboratory testing</i> scope: laboratory testing	GMP+ B10
<input type="checkbox"/>	GMP+ BCN-CN1 <i>Suppliers assurance for China</i> Scope: Assuring suppliers of feed ingredients and services for China	GMP+ BCN-CN1
<input type="checkbox"/>	GMP+ BCN-NL1 <i>Antibiotics free feed</i> Scope: Antibiotics-free feed produced at an antibiotics-free production site or Antibiotics-free feed produced on antibiotics-free production line(s)	GMP+ BCN-NL1

Appendix 2: Requirements for auditors, inspectors and technical reviewers

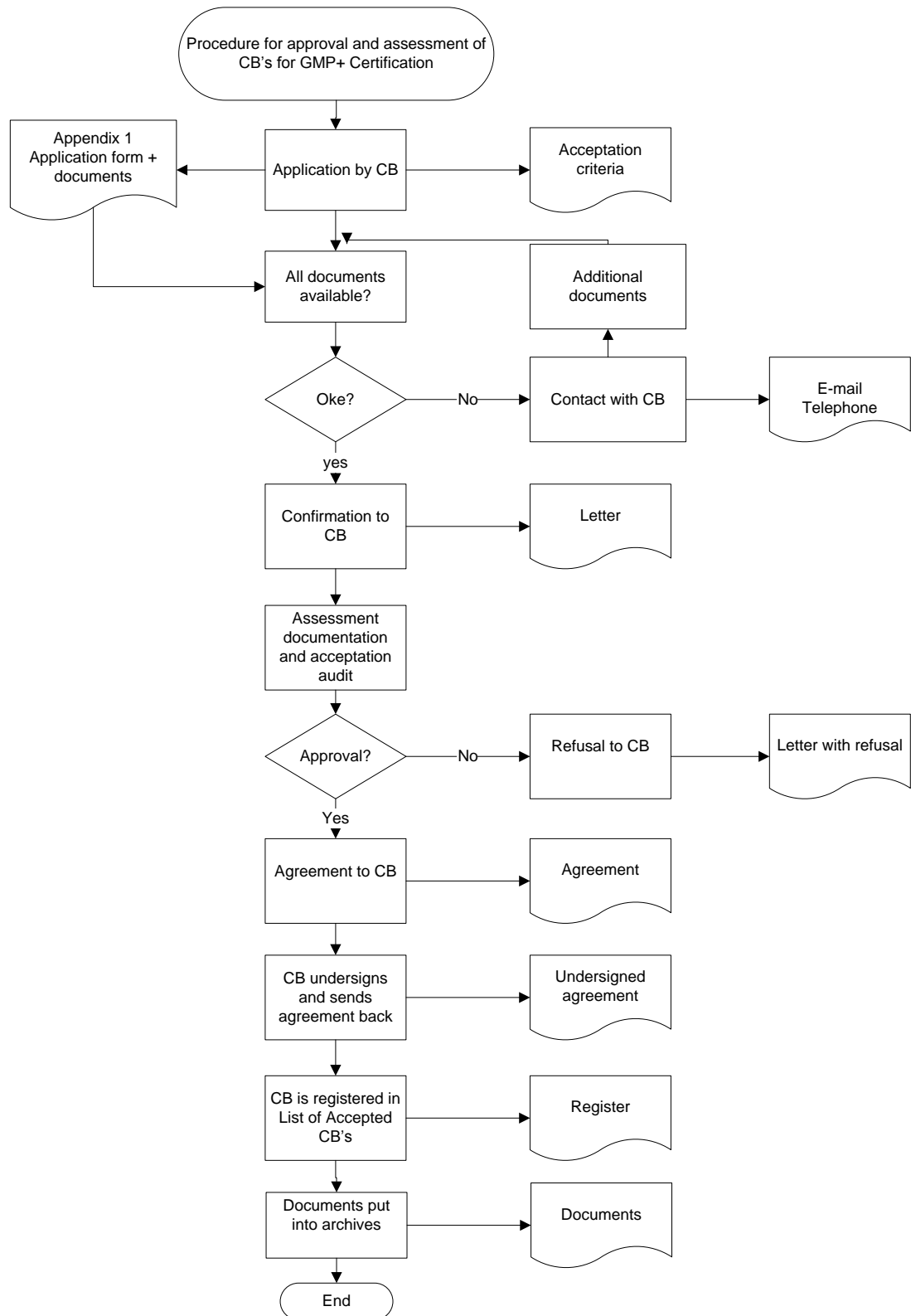
General	
Training	<ul style="list-style-type: none"> - Relevant agricultural, foodstuffs, logistics, transport or laboratory training to at least Bachelorlevel (for: GMP+ B4.3 Inner land transport of animal feed and GMP+ B6 scope Cultivation feed materials: MBO (intermediate vocational education level) or at least an equivalent level of experience.
Required knowledge	<ul style="list-style-type: none"> - Knowledge and skills with respect to methods and techniques aimed at the assessment of quality assurance systems; - GMP+ standard for feed FSA scheme; - HACCP feed, HACCP foodstuff or ISO 22000; - Feed legislation. <p>Specific (additional):</p> <ul style="list-style-type: none"> - GMP+ B1 / GMP+ B2(2010) scope: production and/or trade feed additives: Demonstrable knowledge of the relevant chemical processes. - Material expert: A certification body must ensure that there is a satisfactory level of expertise within the audit team. If an auditor does not have a satisfactory level of expertise in a specific material then the certification body must add an expert in the material to the audit team.
Audit skills	<ul style="list-style-type: none"> - Compliance with requirements for auditors EN ISO19011:2002; - Lead assessor training (IRCA certified, or demonstrable equivalent); - Effective interviews, good depth. <p>N.B. the first two items do not apply for GMP+ B4.3 and GMP+ B6 the scope Inner land transport of animal feed and Cultivation feed materials.</p>
Audit experience	<ul style="list-style-type: none"> - minimum of 3 audits specifically for this standard scope or equivalent systems as laid down in GMP+ BA10 Minimum requirements for Purchasing of the GMP+ FSA scheme (accompanied by an experienced GMP+ auditor; - and also a minimum of 5 independently carried out audits in relevant fields of work (for example another GMP+ standard, standards scope(s)/standard with which GMP+ has mutual recognition, HACCP feed / food, ISO 9001/22000.
Work experience	<ul style="list-style-type: none"> - Extensive experience working in the feed / food sector in a relevant position (for example quality assurance, production, consultancy on quality systems, laboratory). <p>Exceptions to the above are:</p> <ul style="list-style-type: none"> - GMP+ B4.2 / GMP+ B4.4 / GMP+ B4.5 Scope Afreightment of animal feed : Demonstrable knowledge of the freight brokerage of inland waterways vessels (GMP+ B4.2), sea-going vessels (GMP+ B4.4), railway wagons (GMP+ B4.5) or road transport. This knowl-

General	
	edge to be obtained by demonstrably taking an internal or external course or demonstrable experience in the carrying out of audits or checks at relevant companies.
Additional requirements for technical reviewer	<ul style="list-style-type: none"> - Minimum 1 years experience in the assessment of audit reports or a minimum of 10 audit (attendances).
Other	
Training and supplementary training, updating and maintaining professional expertise	<ul style="list-style-type: none"> - Each auditor / technical reviewer / inspector to be used should have demonstrably followed an established initial training programme organised by the certification body. The content of the training programme must be demonstrable. - Each auditor / coordinator / technical reviewer / inspector will attend at least the mandatory number of hours at the professional meetings organised by the certification body. For each approved standard scope this is 8 hours to a maximum of 32 hours. For the GMP+ B1 / GMP+ B2(2010) standards a distinction is made among the various scopes; 1 scope applies as 1 standard. In addition, equivalent standards / scopes have been formulated for which exemptions are possible. The requirements for these exemptions have been laid down in the following table (see under "number of audits / year"). - Continuous professional development through supplementary work experience, training, study, meetings or other activities.
Examinations	<ul style="list-style-type: none"> - After the training programme the auditor / technical reviewer / inspector must successfully take an initial examination for each GMP+ standard scope. For retention of approval every auditor / technical reviewer / inspector should pass the periodic examination. This checks expertise in the field of animal feed. These examinations are taken by GMP+ International on behalf of the IEC. Refer also to appendix 5 (Examination Regulation) of this standard document. It is possible to obtain exemption for some examinations. The requirements for these exemptions have been laid down in the following table (see under "number of audits / year")

General																																	
Number of audits per year	<p>– In order to retain approval each auditor / technical reviewer / inspector should carry out at least five audits per year per standard / scope for which the auditor / technical reviewer / inspector in question has been approved. The audits will take place at the appropriate companies. If the technical reviewer does not carry out independent GMP+ audits then the internal attendances at relevant GMP+ audits may be counted. The following exemptions apply:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">An audit / examination / professional meeting / approval for:</th> <th style="text-align: left;">Also applies audit / examination / professional meeting / approved for:</th> </tr> </thead> <tbody> <tr> <td>GMP+ B1 any scope</td> <td>GMP+ B3(2006), GMP+ B2, GMP+ B2(2010) scope: production of feed materials, GMP+ B5, GMP+ B6, GMP+ B3(2007) scopes trade and storage, GMP+ B3.2, GMP+ BCN-CN1 Antibiotics free feed</td> </tr> <tr> <td>GMP+ B1 scope compound feed</td> <td>GMP+ B8(2005) and GMP+ B8(2008), GMP+ BCN-CN1 Suppliers assurance for China</td> </tr> <tr> <td>GMP+ B1 scope feed additives</td> <td>GMP+ B2(2010) scope: production of feed additives, GMP+ BCN-CN1 Suppliers assurance for China</td> </tr> <tr> <td>GMP+ B1 scope feed materials</td> <td>GMP+ B2(2010) scope: production of feed materials</td> </tr> <tr> <td>GMP+ B2</td> <td>GMP+ B3(2007) scopes trade and storage, GMP+ B3.2, GMP+ B5 and GMP+ B2(2010) scope feed materials</td> </tr> <tr> <td>GMP+ B3(2006)</td> <td>GMP+ B3(2007) scope trade</td> </tr> <tr> <td>GMP+ B3(2006) + GMP+ B5</td> <td>GMP+ B3.2</td> </tr> <tr> <td>GMP+ B3(2007) scopes trade + storage</td> <td>GMP+ B3.2</td> </tr> <tr> <td>GMP+ B3(2007)</td> <td>GMP+ B5</td> </tr> <tr> <td>GMP+ B1+ GMP+ B4.1</td> <td>GMP+ B3(2007) all scopes</td> </tr> <tr> <td>GMP+ B2+ GMP+ B4.1</td> <td>GMP+ B3(2007) all scopes</td> </tr> <tr> <td>GMP+ B3(2006) + GMP+ B4.1 + GMP+ B5</td> <td>GMP+ B3(2007) all scopes</td> </tr> <tr> <td>GMP+ B4.2</td> <td>GMP+ B4.4 and GMP+ B4.5</td> </tr> <tr> <td>GMP+ B4.4</td> <td>GMP+ B4.2 and GMP+ B4.5</td> </tr> <tr> <td>GMP+ B4.5</td> <td>GMP+ B4.2 and GMP+ B4.4</td> </tr> </tbody> </table> <p>Because these standards / scopes are not equivalent, the exemption does not apply the opposite way.</p> <p>N.B. The above table also applies for any exemptions from examinations and time spent at the professional meetings and approval of auditor / inspector.</p>	An audit / examination / professional meeting / approval for:	Also applies audit / examination / professional meeting / approved for:	GMP+ B1 any scope	GMP+ B3(2006), GMP+ B2, GMP+ B2(2010) scope: production of feed materials, GMP+ B5, GMP+ B6, GMP+ B3(2007) scopes trade and storage, GMP+ B3.2, GMP+ BCN-CN1 Antibiotics free feed	GMP+ B1 scope compound feed	GMP+ B8(2005) and GMP+ B8(2008), GMP+ BCN-CN1 Suppliers assurance for China	GMP+ B1 scope feed additives	GMP+ B2(2010) scope: production of feed additives, GMP+ BCN-CN1 Suppliers assurance for China	GMP+ B1 scope feed materials	GMP+ B2(2010) scope: production of feed materials	GMP+ B2	GMP+ B3(2007) scopes trade and storage, GMP+ B3.2, GMP+ B5 and GMP+ B2(2010) scope feed materials	GMP+ B3(2006)	GMP+ B3(2007) scope trade	GMP+ B3(2006) + GMP+ B5	GMP+ B3.2	GMP+ B3(2007) scopes trade + storage	GMP+ B3.2	GMP+ B3(2007)	GMP+ B5	GMP+ B1+ GMP+ B4.1	GMP+ B3(2007) all scopes	GMP+ B2+ GMP+ B4.1	GMP+ B3(2007) all scopes	GMP+ B3(2006) + GMP+ B4.1 + GMP+ B5	GMP+ B3(2007) all scopes	GMP+ B4.2	GMP+ B4.4 and GMP+ B4.5	GMP+ B4.4	GMP+ B4.2 and GMP+ B4.5	GMP+ B4.5	GMP+ B4.2 and GMP+ B4.4
An audit / examination / professional meeting / approval for:	Also applies audit / examination / professional meeting / approved for:																																
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GMP+ B4.4	GMP+ B4.2 and GMP+ B4.5																																
GMP+ B4.5	GMP+ B4.2 and GMP+ B4.4																																

General									
	With respect to the retention of an approval for an auditor/ technical reviewer / inspector as far as the requirement for at least five audits per year per standard / scope is concerned, the audits which take place at relevant companies under the following equivalent standards may also apply:								
	<table border="1"> <thead> <tr> <th style="text-align: left;">An audit for:</th> <th style="text-align: left;">Also applies as an audit for:</th> </tr> </thead> <tbody> <tr> <td>FAMI-QS</td> <td>GMP+ B1 / GMP+ B2(2010); with the scope: <ul style="list-style-type: none"> - production of feed additives and / or - production of feed premixes </td> </tr> <tr> <td>GMP-Ovocom</td> <td>GMP+ for the relevant standard / scope</td> </tr> <tr> <td>IFIS</td> <td>GMP+ B1 / GMP+ B2 / GMP+ B2(2010) with the scope: production of feed materials</td> </tr> </tbody> </table>	An audit for:	Also applies as an audit for:	FAMI-QS	GMP+ B1 / GMP+ B2(2010); with the scope: <ul style="list-style-type: none"> - production of feed additives and / or - production of feed premixes 	GMP-Ovocom	GMP+ for the relevant standard / scope	IFIS	GMP+ B1 / GMP+ B2 / GMP+ B2(2010) with the scope: production of feed materials
An audit for:	Also applies as an audit for:								
FAMI-QS	GMP+ B1 / GMP+ B2(2010); with the scope: <ul style="list-style-type: none"> - production of feed additives and / or - production of feed premixes 								
GMP-Ovocom	GMP+ for the relevant standard / scope								
IFIS	GMP+ B1 / GMP+ B2 / GMP+ B2(2010) with the scope: production of feed materials								

Appendix 3: Procedure for the approval and assessment of certification bodies



Appendix 4: Personal details of the auditors / inspectors and coordinators / technical reviewers GMP+ FSA scheme

Certification body	
Address	
Place of residence	

Name of auditor / inspector	
Address	
Place of residence	
E-mail address	
Date of birth	

Education (after secondary school)			
Educational institution	Year	(Graduation) subjects	Diploma

Relevant courses and training			
Name of course / training description	Year	Educational institution	Diploma/Certificate

Work experience (starting with the most recent)			
Name and location of employer	Period	Function	Description of activities

Audit / inspection experience (relevant audits in the last three years incl. number of audits carried out)				
Date	Company name	Activities / sector of company	Norm checked	(Lead)Auditor/Observer

Add: Relevant diplomas and certificates

Appendix 5: GMP+ International Examination Regulation

General

Examinations will be set to validate the approval of GMP+ auditors and to approve new candidates. The approval of an auditor for a particular period to be able to carry out audits at companies will be effective by way of success in an examination for a particular GMP+ ~~standard~~ / scope. This approval is only effective for new auditors after a positive document assessment by GMP+ International as specified in appendix 2 of the GMP+ C1 *Approval Requirements and Procedure for Certification Bodies* document.

Costs will be charged for examinations. The certification body will be invoiced for the examination fees each year.

GMP+ International may refuse participation in examinations on the grounds of non-fulfilment of financial obligations, suspension or withdrawal of approval or for other valid reasons.

The dates for examinations are notified in the list of GMP+ examinations in the log-in section of GMP+ International website.

Application

Application for participation in the examination is done using the application form which is to be found in the log-in section of the website. This application will determine the examination fees which will be charged to the certification body each year. Only application forms received from coordinators will be considered by GMP+ International. Application forms received after the closing date for the examination session in question will no longer be considered. GMP+ International will only take the examinations specified in the application forms.

Cancellation

Cancellation of examinations by candidates for which the certification bodies have submitted an application should be done at least 1 week before the examinations in question. Cancellations (except in the case of force majeure) which are submitted to GMP+ International within 1 week of the examination will not be considered. The examination fees will then be charged to the certification body.

Examination

Participants in the examination must, if requested, be able to provide identification for the examination. This identification is done by handing over one of the following valid documents:

- a. Passport
- b. Driving licence,
- c. ID card.

Examinations for a particular GMP+ ~~standard~~ / scope will consist of a number of relevant questions. These may be open questions or multiple choice questions or a combination of the two types.

The maximum examination time depends on the number of examinations for which the candidate has registered. If a candidate does not turn up for the examination

then GMP+ International will charge the fees for the examinations which the candidate had registered.

During the examination the candidates may make use of a calculator, a laptop, the standards documents on the Internet or the standards documents and other relevant sources in hard copy form. The use of the Internet is at one's own expense and good operation should be ensured before the start of the examination.

Candidates may not make use of E-mail or telephones (mobile phones must be switched off) and should answer the questions completely independently without consulting colleagues.

If a GMP+ International staff member establishes during the examination that the examination regulation is not being complied with or if he or she has a serious suspicion that the work is not being done independently then he or she may decide to declare all examinations taken on the day in question by the candidate to be invalid. The examination fees will still be charged to the certification body.

Assessment

Answers to the questions will be assessed in their correctness by GMP+ International's employees and each correct answer will be included in the calculation of the final result. Open questions may be answered partially correctly and in that cases points will be allocated accordingly. Certification bodies can request the examination results of auditors in their employment or who carry out services for them. It is possible to receive a copy of the examination results on request. This will involve extra costs which will be charged to the certification body.

The approval of an auditor will be effective or not depending on the result of the examinations:

Score 0% – 59%: approval not effective and/or not extended.

Score 60% – 69%: approval effective and/or extended for 1 year.

Score 70 % – 79%: approval effective and/or extended for 2 years.

Score 80 % – 100%: approval effective and/or extended for 3 years.

An exception to this is the successful taking of the examination relating to the **GMP+ B4.3 Inland Waterways Transport** scope: Inland waterway transport of animal feed.

a. Score 0% – 59%: approval not effective and/or not extended.

b. Score 60% – 79%: approval effective and/or extended for 2 years.

c. Score 80% – 100%: approval effective and/or extended for 4 years.

Re-examination

GMP+ International organises examination sessions spread across the calendar year. Auditors may take a maximum of two examinations per year per standard/scope. If auditors fail one or more examinations in a calendar year then they can do one re-sit of those examinations which they failed. This re-examination can be taken during one of the examination sessions in the current calendar year.

Exemptions

Because there are common areas among the various GMP+ standards it is not always necessary to take an examination for each GMP+ standard in order to become approved or to continue to be approved as an auditor. The provision of ex-

emptions is done in accordance with the table on page 11, appendix 2 of this document on the same conditions.

If an auditor does decide to take part in an examination which is not mandatory then the result of the examination is binding.

The issuing of an exemption will only be done at the request of the coordinator of the certification body. The certification body should also be approved for the GMP+ standard for which the exemption has been requested. If an exemption is requested on the basis of a combination then the lowest percentage in the combination is binding for the period of exemption.

The exemption will always be linked to the last successful examination. If the approval for one GMP+ standard / scope expires then the (possibility of) exemption for the related standards / scopes will also expire automatically.

Averaging Compensation of examination results.

The examination results continue to determine the duration of the approval period for auditors. In some cases the results of examinations may be rounded off upwards to the next higher value. This can only be done if other examinations have been passed with a better result. In this way GMP+ International wants to offer auditors the possibility to compensate for lower examination results so that they do not have to come back each year.

In order to qualify for the compensation of the examination results, the coordinator of the certification body must file a motivated request with GMP+ International. This will be checked against the following criteria:

- a. The examination result for which the certification body files a request, must be at least 60%
- b. The auditor concerned must have examinations that have been taken with a better result
- c. The coordinator of a certification body may submit such a request for a maximum of two standards / scopes per auditor during a calendar year.

To be eligible for the averaging of examinations results, the certification body must submit a reasoned request to GMP+ International. The coordinator of a certification body may submit such a request for a maximum of two standards / scopes per auditor during a calendar year. A request such as this may not be submitted if the examination result is less than 60%.

GMP+ International wishes to avoid the situation where auditors who attain good examination results for, for example, one examination have to come back the next year.

The approval period can be extended due to the averaging by a maximum of 1 year.

Guidance:

Example averaging:

<i>scope compound feed</i>	<i>90</i>
<i>scope feed additives</i>	<i>95</i>
<i>scope feed materials</i>	<i>67</i>
<i>scope road transport</i>	<i>65</i>

In this example, the average is 79. The lowest two results (67 and 65) will be replaced with the average 79. This means that for these results the acceptance is prolonged from 1 year to 2 years for feed materials and road transport.

Communication

The coordinator of the certification body of the examination candidate will be informed of the assessment of the examinations taken by way of the web application.

If desired, the certification body may request written certificates relating to the approval of each individual auditor working with the certification body. This will involve extra costs which will be charged to the certification body.