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1. INTRODUCTION

This document describes additional certification rules for any party seeking certification for compound feed manufacturing against the GLOBALG.A.P. Compound Feed Manufacturing (CFM) Standard.

These compound feed manufacturing rules shall be used in combination with the GLOBALG.A.P. General Regulations which define the certification rules generic for all GLOBALG.A.P. Standards.

The term “shall” is used throughout this document to indicate those provisions which, reflecting the requirements of GLOBALG.A.P., are mandatory.

2. CERTIFICATION SCOPE

The **scope** of the Compound Feed Manufacturing Standard covers all production steps from purchase, handling and storage to processing and transport of compound feed for food producing animals. This excludes the production of ingredients such as forage or grains (simple feed materials), pre-mixtures, additives or medications (prepared feed supplements) etc., but covers the production of compound feeds (which can be complete or complementary) that may be produced using any or all of these ingredients as raw materials.

The production of home mixed feeds, which do not leave the farm where they have been produced, and grazing/foraging materials for animals is *not* covered by this standard.

The production of compound feeds destined for non-food producing animals (e.g. pets) is *not* covered by this standard.

3. CERTIFICATION OPTION

Manufacturers can achieve GLOBALG.A.P. Certification under Option 1 – individual certification (single sites without quality management systems) only. However, only GLOBALG.A.P. approved auditors (see 6. Auditor Requirements) may conduct the audits.

4. REGISTRATION PROCESS

4.1 *Parallel Production*

Parallel production according to GLOBALG.A.P.’s definition (certified manufacturing process versus non-certified one) in the same compound feed manufacturing site is not allowed; e.g. it is not possible to have compound feed for pigs certified, but not for aquaculture.

5. ASSESSMENT PROCESS

All rules as per General Regulations V5 Part I, 5.1 are valid.

5.1 *Audit timing*

The audit of a compound feed manufacturer is linked to the registration (no audit can take place until the CB has accepted the manufacturer’s registration or re-registration, which must be done on an annual basis).

Each compound feed manufacturing site registered and accepted for certification **must be completely assessed** (all applicable control points must be verified) **prior to issuing the certificate**.

The CB shall inspect compound feed manufacturing sites only when **activities relevant to the feed manufacturing** take place. Units visited without production of feed material available on site cannot be certified.

5.2 Audit Duration

A minimum CFM audit duration shall be followed:

Number of processing lines	Audit duration – on site (days)	Audit duration - reporting (days)	Total audit duration (days)
01	1.5	0.5	2
02 to 04	2.0	0.5	2.5
05 to 10	2.5	0.5	3
>10	3.0	0.5	3.5

This is applicable for livestock as well as for aquaculture feed. The "processing line" is the physical/mechanical line. The time indicated is the minimum time. Factors such as production for different (animal) species per production line, several different formulations of feed per production line, etc. may increase audit duration.

6. AUDITOR REQUIREMENTS (REPLACING GENERAL REGULATIONS V5 PART III ANNEX 3.2)

6.1 Formal Qualifications and Work Experience

- a) At least a post high school diploma or equivalent (minimum course duration of 2 years) in a discipline related to the scope of certification (Feed Manufacturing/Milling/Animal Nutrition)
AND
A minimum of 2 years' experience gained after finishing the respective post high school studies and 3 years overall experience in the agricultural industry
- OR
- b) A post high school diploma with a minimum duration of 2 years in a feed-related discipline
AND
A minimum of 4 years industry experience either in a practical capacity on site or in a technical production management role

6.2 Technical Skills and Qualifications

6.2.1. Lead Assessor Training

- a) Practical auditing experience of minimum 10 days in management systems (e.g.: ISO 9000, ISO 14000, ISO 22000, OSHAS 18000), BRC Food, IFS Food, previous GLOBALG.A.P. Option 2 or Option 4, FSSC 22000 Feed). This does not include witnessing or observing of audits, but includes being witnessed or observed as auditor-in-training.
- b) Successful completion of a Lead Assessor training course based on ISO 19011 principles that shall have a minimum duration of 37 hours, and shall be externally recognized by the industry. The certificate shall specify the course content and duration. Successful completion shall be indicated on the certificate.
- c) The Lead Assessor training course shall cover applicable standards on quality auditing, auditing techniques, focus of the audits (psychological aspects and communication) and reporting, and it shall also include a practical case study.

6.2.2. Food Safety, g.a.p. Training and Work Experience

- a) Training in HACCP principles, either as part of formal qualifications or through the successful completion of a formal course based on the principles of Codex Alimentarius (the formal course may be an internal training by the CB). The training duration shall be a minimum of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (course certificate, evidence of training included in formal qualifications, etc.).
- b) Feed hygiene training, either as part of formal qualifications or through the successful completion of a formal course (the formal course may be an internal training by the CB).

Successful completion of a Feed Hygiene training course with a minimum duration of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (course certificate, evidence of training included in formal qualifications, etc.).

Both trainings in points a) and b) can have been completed together in the same formal course (minimum duration 16 hours).

- c) GLOBALG.A.P. Online Training, with the successful completion of all online tests and the respective updates within 3 months after release of the training in the inspector's language.
- d) **For CFM Standard:** Knowledge of the relevant regional/national feed legislation applicable to the scope of activity.

For CFM, three years (overall) working experience is required in the feed, nutrition or food industry.

The formal courses (mentioned above) may be part of the formal qualifications (degree/diploma) or can be separate courses that were taken by the auditor. The auditor shall present proof of qualification. If it was part of the degree/diploma, it shall be in the syllabus of the course. Or, if it was acquired separately, then there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam).

6.2.3. Communication Skills

- a) "Working language" skills in the corresponding native/working language. This shall include the locally used specialist terminology in this working language.
- b) Exceptions to this rule shall be discussed beforehand with the GLOBALG.A.P. Secretariat.

6.2.4. Initial Training Before Sign-Off by the CB

- a) The CB shall put a training program in place that is customized to the candidate/trainee.
- b) As a minimum requirement, the CB shall verify competence in the following topics:
 - Technical knowledge in a given sub-scope
 - Ability to identify feed safety risks/hazards
 - Ability to evaluate the HACCP system and identify/challenge critical control points
 - Up-to-date knowledge of compound feed manufacturing
 - Ability to carry out traceability checks and mass balance analyses
 - Wherever the control point refers to local legislation, knowledge of the relevant requirements
 - Having the sufficient communication and behavioral skills as to be able to conduct an inspection/audit
 - "Working language" skills in the corresponding native/working language

6.2.5. Maintenance of Competency

- a) The CB shall have in place a procedure to ensure that annually every inspector/auditor conducts at least five audits or 10 audit days, at a number of different producers, against the GLOBALG.A.P. CFM Standard, an AMC or a fully Benchmarked Scheme, to maintain scheme knowledge and to stay registered in the GLOBALG.A.P. Database.
- b) Witness inspections/audits shall also be acceptable to maintain competency.
- c) Exceptions to this rule, e.g., if the CB does not have a total of five clients, shall be discussed with and confirmed in writing beforehand by the GLOBALG.A.P. Secretariat.
- d) These requirements are not valid for those auditors whose main task it is to be part of the certification body decision-making committee.
- e) The CB shall carry out a GLOBALG.A.P. witness audit and/or re-audit for each of its GLOBALG.A.P. auditors at least once every four years to verify competence
- f) If it is not possible to maintain competency from one year to the other, 3.4 shall apply.

6.3 Key Tasks

6.3.1. General

- a) To audit Compound Feed Manufacturing facilities against the standard.
- b) To maintain up-to-date files of all quality policies, procedures, work instructions and documentation issued by the CB.
- c) To keep abreast of developments, issues and legislative changes pertaining to the scope in which audits are carried out.
- d) To carry out any other tasks the CB may assign outside the scope of GLOBALG.A.P. so long as these activities do not contradict EN 45011 or ISO/IEC Guide 17065 principles or any stipulation set down by GLOBALG.A.P. General Regulations.

6.3.2. Independence and Confidentiality

- a) Auditors are not permitted to take ultimate certification decisions regarding own audits or inspections they have carried out themselves.
- b) Auditors are not permitted to carry out any activities that may affect their independence or impartiality, and specifically are not permitted to have carried out consultancy activities in the last two years for the producers they are performing inspections on. Training is not considered to be consultancy, provided that, where the course relates to management systems or auditing, it is confined to the provision of generic information that is freely available in the public domain, i.e. the trainer cannot provide company-specific solutions.
- c) Auditors shall strictly observe the producer's and the CB's procedures to maintain the confidentiality of information and records.

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