



# GLOBALG.A.P. Compound Feed Manufacturing

## General Rules

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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 CFM general rules shall be used in combination with the GLOBALG.A.P. general regulations which define the framework of certification rules applying to all GLOBALG.A.P. standards. Only modified or additional rules, which overrides the GLOBALG.A.P. general regulations, are explained in this document.

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

The certification body (CB) shall, on request, send to the GLOBALG.A.P. Secretariat the latest results and the report for the accreditation assessment. This rule replaces the one set out in section 4.3 i) of version 6 of “GLOBALG.A.P. general regulations – Rules for certification bodies.”

## 2 CERTIFICATION SCOPE

The **scope** of the CFM standard covers all production steps from purchase, handling, and storage to processing and transport of compound feed for food-producing animals of livestock and aquaculture.

The compound feed manufacturer shall be audited and certified as a complete entity without exclusion of any production line operating on the same plant/site. The feed manufacturer may exclude certain plants/sites entirely from the certification scope, but in a site which is included in the certification scope, all production lines producing feed for food-producing animals shall be included.

The scope 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 CFM standard covers the certified production of compound feed destined for food-producing animals. Therefore, the production of feed for pets is *not* covered by this standard.

## 3 CERTIFICATION OPTION AND CUSTOMIZATION OF SECTION C

Manufacturers can achieve GLOBALG.A.P. certification under Option 1 individual certification (single site or multisite production) only.

In Option 1 individual certification with multisite production, the sampling of plants/sites for auditing is not allowed, regardless of whether the applicant manufacturer operates a single quality management system (QMS) covering all plants/sites.

Sections A, B, and D of the CFM standard are mandatory for the audit and are defined as core content of the CFM standard.

Section C of the CFM standard, titled “Additional Environmental and Social Governance,” may be customized. Compliance with all requirements of section C is not mandatory for achieving CFM certification. The producer may select individual sub-sections of section C for audit and even customize within sub-sections C1, C2, C3, C4, and C5 of section C.

If a compound feed manufacturer complies with section C or parts of it, this shall be indicated on the certificate as specific product attribute.

Producers that are audited against all sections A, B, C, and D shall have a specific product attribute indicating on the certificate that they have been audited and certified against all sections of the CFM standard.

However, only auditors approved by GLOBALG.A.P. (see section 6, “Auditor requirements” of this document) may conduct the audits.

The certificate issued by the CB may have a free text field for product specification, but this is not obligatory. Currently, two product names can appear on the certificate: “feed for livestock” or “feed for aquaculture.”

## 4 REGISTRATION PROCESS

### Parallel production

Parallel production according to the GLOBALG.A.P. definition (a certified manufacturing process side-by-side with a non-certified one) is not allowed on a compound feed manufacturing plant/site, i.e., it is not possible for one compound feed manufacturing plant/site to have compound feed for livestock or for aquaculture partly from production certified against the CFM standard and partly from production not certified against the standard. It is not considered parallel production, and therefore allowed, when lines producing pet feed are excluded from the audit and from certification.

## 5 AUDIT PROCESS

All rules detailed in the relevant GLOBALG.A.P. general regulations v6 apply.

### 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 occur on an annual basis.

**Prior to the certificate being issued, each compound feed manufacturing plant** registered and accepted for certification **must be completely audited** (i.e., all applicable control points must be verified), except where a compound feed manufacturer makes use for the customization of section C, as indicated in section 3 of this document.

The CB shall audit compound feed manufacturing plants only during times when **activities relevant to the feed manufacturing** are taking place.

Units visited without the production of compound feed material available on plant cannot be certified.

### 5.2 Audit duration

The indicated minimum audit duration for the CFM standard shall be followed:

The minimum audit duration for the first plant/site is 2 days. Each additional site’s minimum audit duration is 0.75 days. These minimum durations include the on-site audit and reporting, but exclude travel time to the plant/site.

## **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 the plant or in a technical production management role

### **6.2 Technical skills and qualifications**

#### **6.2.1 Lead auditor training**

- a) Practical auditing experience of at least 10 days in management systems (e.g.: ISO 9000, ISO 14000, ISO 22000, OSHAS 18000, BRC Food, IFS Food, GLOBALG.A.P. Option 2 or Option 4, FSSC 22000 Feed). This does not include witnessing or observing audits but includes being witnessed or observed as auditor-in-training.
- b) Successful completion of a lead auditor 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 auditor 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, good manufacturing practices, training, social 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.).

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

- c) Internal CFM training by an in-house trainer, with the successful completion of a CFM online test and the respective updates within 3 months of the release of the training.
- d) Knowledge of the relevant regional/national feed legislation applicable to the scope of activity.
- e) Knowledge of the labor practices and regulations of the country in which auditing will be performed. This can be evidenced either as part of formal qualifications or through the successful completion of a formal course in any standard with a labor/social component (e.g., GLOBALG.A.P. Risk Assessment for on Social Practice (GRASP) online course).
- f) Three years' (total) working experience is required in the feed, nutrition, or food industry.

The formal courses mentioned above may be part of the auditor's formal qualifications (degree/diploma) or can be separate courses taken by the auditor. The auditor shall present proof of qualification. If the material was part of the degree/diploma, it shall be listed 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 relevant 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 course in place that is customized to the candidate/trainee.
- b) As a minimum requirement, the CB shall verify competence in the following topics:
  - (i) Technical knowledge in compound feed manufacturing and in a given sub-scope of GLOBALG.A.P. Integrated Farm Assurance standards for livestock or aquaculture
  - (ii) Ability to identify feed safety risks/hazards
  - (iii) Ability to evaluate the HACCP system and identify/challenge critical control points
  - (iv) Up-to-date knowledge of compound feed manufacturing
  - (v) Ability to carry out traceability checks and mass balance calculations
  - (vi) Wherever the control point refers to local legislation, knowledge of the relevant requirements
  - (vii) Sufficient communication and behavioral skills to conduct an audit
  - (viii) "Working language" skills in the relevant native/working language

## **6.2.5 Maintenance of competency**

- a) The CB shall have in place a procedure to ensure that every CB auditor conducts at least five audits against a GLOBALG.A.P. standard (at least one against the CFM standard) annually. These shall be conducted at several different companies/producers to maintain scheme knowledge and remain registered in the GLOBALG.A.P. IT systems.
- b) Witness audits shall also be acceptable for maintaining 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 is participation in the certification decision committee of GLOBALG.A.P.
- 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, sub-section 6.2.4 shall apply.

## **6.3 Key tasks**

### **6.3.1 General**

- a) Auditing compound feed manufacturing plants against the standard
- b) Maintaining up-to-date files of all quality policies, procedures, work instructions, and documentation issued by the CB
- c) Keeping abreast of developments, issues, and legislative changes pertaining to the scope in which audits are carried out
- d) Carrying out any other tasks the CB may assign outside the scope of GLOBALG.A.P., so long as these activities do not contradict the principles of ISO/IEC 17065 or any stipulation set down in the GLOBALG.A.P. general regulations.

### **6.3.2 Independence and confidentiality**

- a) Auditors are not permitted to take ultimate certification decisions regarding own audits 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 audits 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 for maintaining the confidentiality of information and records.

## VERSION/EDITION UPDATE REGISTER

New document	Replaced document	Date of publication	Description of modifications
221220_GG_CFM_general_rules_v3_1_Dec22_en	211215_GG_CFM_General_Rules_V3_0_en	20 December 2022	<p><b>Clarifications:</b></p> <p><b>1</b> – CB shall, on request, send to the GLOBALG.A.P. Secretariat the latest results and the report for the accreditation assessment.</p> <p><b>3</b> – In Option 1 individual certification with multisite production, the sampling of plants/sites for auditing is not allowed, regardless of whether the applicant manufacturer operates a single QMS covering all plants/sites.</p> <p><b>5.2</b> – The minimum audit duration for the first plant/site is 2 days. Each additional site’s minimum audit duration is 0.75 days.</p> <p><b>6.2.5</b> – The CB shall have in place a procedure to ensure that every CB auditor conducts at least five audits against a GLOBALG.A.P. standard (at least one against the CFM standard) annually.</p>

If you want to receive more information on the modifications in this document, please contact the GLOBALG.A.P. Secretariat at [standard\\_support@globalgap.org](mailto:standard_support@globalgap.org).

If the changes do not introduce new requirements to the standard, the version will remain “5.0” and an edition update shall be indicated with “5.0-x”. When the changes do affect compliance with the standard, the version name will change to “5.x”. A new version, e.g., v6.0, v7, etc., will always affect the accreditation of the standard.

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