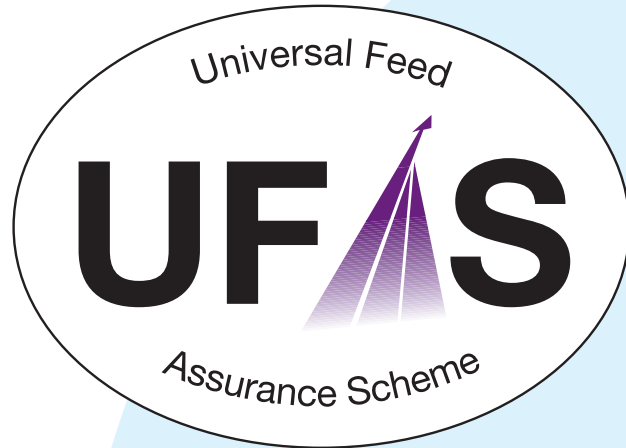


# UFAS SCHEME RULES

Effective from **February 2016**



**Universal Feed  
Assurance Scheme**



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## A INTRODUCTION

### A 1 Universal Feed Assurance Scheme

- A 1.1** The AIC Universal Feed Assurance Scheme (UFAS) is a voluntary scheme developed, owned and implemented by the Agricultural Industries Confederation (AIC).
- A 1.2** UFAS aims to protect human and animal health by ensuring safe practices in manufacture, merchenting and distribution of feeds for food producing animals (excluding pet foods and silage additives) based on HACCP principles. It verifies that the industry is meeting its obligations under the appropriate feed safety related legislation and codes of practice in maintaining safety in the feed and food chain. Farmers, farm assurance schemes, major food retailers and other stakeholders are consulted during revisions of the scheme.
- A 1.3** UFAS is a Product Certification Scheme, accredited to International Standard ISO 17065. A list of participants is publicly available via the AIC website.
- A 1.4** To become UFAS certified a feed business must be assessed by the certification body and demonstrate full compliance with the current version of the Standard.

The Certification Body administers the programme and in most cases performs the on-site assessment. However, a participant may select, if they wish, an alternative organisation to carry out the on-site assessment activity from a list of approved Inspection Bodies appointed by the authorised Certification Body for this purpose. The list of approved Inspection Bodies is available from Kiwa PAI.

All costs of certification are included in the annual fees charged by the Certification Body, with the exception of costs relating to extra/ immediate assessments.

A schedule of Scheme fees is available on the AIC website.

### A 2 UFAS SCOPE

- A 2.1** The UFAS Standard is a modular document covering the following activities:

Activity Code	Activity
A	All participants (including Invoice-only Merchants)
C	Production of Compound feeds
P	Packing of feeds by merchants
M	Production and/ or sale of Controlled Products including Medicated Feed
K	Salmonella Kill Step
S1	Storage (exc. Combinable Crops)
S2	Storage (inc. Combinable Crops)
T	Transport
F	Formulation of feed to be manufactured by a third party

The Certification Body will define the scope of certification for each site

**A 2.2** Feed manufacturers and merchants need only apply those clauses of the UFAS Standard which are relevant to the activity which they carry out. These are summarised in the Scope section of the UFAS Standard.

**A 2.3 UFAS Retail Stores Code**

Certified UFAS Participants may register Retail Stores under their control by demonstrating compliance with the separate UFAS Retail Stores Code, which does not form part of the ISO 17065 Accredited Universal Feed Assurance Scheme.

**A 3 Confidentiality**

**A 3.1** All information about Applicants and certified participants will be treated in confidence. Specific information (such as details of individual inspection reports) will not be divulged to any third party without the written agreement of the Applicant/ Participant. The exceptions are:

**A 3.1.1** Kiwa PAI and/ or AIC will confirm the Scheme ID number, name and address and confirm if the company is a certified participant, along with the expiry date and scope of certification. These details are also available on the AIC website.

**A 3.1.2** The provision of information to AIC in relation to assessment findings and Non-conformances as required to maintain the standards and credibility of the Scheme.

**A 3.1.3** In the event of a participant being involved or implicated in a feed safety incident, details may be discussed in confidence between representatives of AIC and The Competent Authority.

## **B RULES FOR CERTIFICATION AGAINST THE UNIVERSAL FEED ASSURANCE SCHEME (UFAS) FOR APPLICANTS AND CERTIFIED PARTICIPANTS**

### **B 1 Becoming Certified to UFAS**

In order to become a certified Participant, Applicants:

- B 1.1** Shall apply for certification by completing an Application Form and returning it to Kiwa PAI. At this point, the participant can nominate a preferred inspection body provided that body has appropriately qualified assessors **and is approved by Kiwa PAI.**
- B 1.2** Shall liaise with Kiwa PAI over the Quotation.
- B 1.3** Shall confirm that they agree to comply with the Scheme Rules, the current UFAS Standard, and Kiwa PAI Terms and Conditions by signing the Certification Agreement contained in the quotation and returning to Kiwa PAI. The quotation will indicate the duration of the Initial and subsequent Routine Assessments. The duration of Initial Assessments is dictated by the time required to assess the systems and procedures of the participant fully.
- B 1.4** Shall pay all relevant fees as published on the UFAS pages of the AIC website.
- B 1.5** Shall agree to an Initial Assessment and complete action points within a maximum of 6 months from the application date. Re-application within 12 months will only be permitted at the discretion of the Certification Body.
- B 1.6** When the Applicant has been audited and has corrected any Non-conformance that may have been identified, Kiwa PAI will issue a Certificate of Conformity and will supply the participant's details to AIC for publication in the UFAS register on the AIC website.
- B 1.7 The UFAS Register**

Those companies that achieve UFAS certification are listed on the UFAS Register. The Register includes details of the scope under which UFAS certificates have been granted. Interested parties may view the Register via the Feed and Assurance links of the AIC website at [www.aictradeassurance.org.uk](http://www.aictradeassurance.org.uk)

## **B 2 Maintaining UFAS Certified Status**

**B 2.1** Certificates of Conformity will be valid for three years from the date on which the Applicant demonstrated conformance with the Standard and expire on the third anniversary of the date of the assessment.

**B 2.2** Certificates are issued subject to:

- payment of all relevant fees to Kiwa PAI
- subsequent satisfactory annual Routine Assessment. Annual visits are due on or around the anniversary of the Initial Assessment.

**B 2.2.1** Invoice-only Merchants (see Definitions) who have had three successive Annual Assessments with no Non-conformances will be eligible to have a Routine Assessment once every two years at the discretion of the Certification Body. To continue certification an annual fee will be payable.

**B 2.3** Participants will be contacted by a representative of the Certification Body prior to the anniversary of their Initial Assessment to arrange a Routine Assessment. The assessment date must be within 30 days of the anniversary unless otherwise agreed with the Kiwa PAI Scheme Manager.

**B 2.4** Participants shall comply with the Scheme Requirements at all times as defined in the Scheme Rules and the UFAS Standard.

**B 2.5** Participants shall advise Kiwa PAI of any significant changes to the business, typically but not limited to:

Company ownership;

Scope of operations;

Key management.

**B 2.6** Participants and Applicants shall advise Kiwa PAI in the event of being subject to legal action that relates to their UFAS accredited activities.

**B 2.7** Participants may be required from time to time to submit feed samples for analysis or feed sample test results in accordance with decisions made by the Scheme.

### **B 3 Assessment of Participant Compliance with the Standard**

**B 3.1** Kiwa PAI or the nominated inspection body will assess a Participant's conformance with the Standard. Kiwa PAI shall be given access to all relevant information needed to confirm conformance with the Standard and the right to inspect third parties subcontracted to perform work covered by the Standard, at the Participant's cost. UFAS assessments are not of fixed duration but are determined on a case-by-case basis.

There are a number of types of assessment within the UFAS Scheme:

- Initial Assessment – a formal assessment for new applicants to the UFAS Scheme on a date agreed with the business during the application process
- Routine Assessment – a formal annual assessment for certified participants of the UFAS Scheme
- Unannounced Assessment – an assessment carried out by the Certification Body as part of a programme of short notice audits each year.
- Extra/ Immediate Assessment – Kiwa PAI will carry out extra/ immediate assessments at their discretion. Circumstances where they may be required include, but are not limited to:
  - In response to reports or intelligence suggesting a significant feed/ food safety issue or breach of UFAS rules and requirements.
  - Signing off action points following an assessment, particularly if the action points related to Major or Critical Non-conformance

**B 3.2** Account is taken by the assessor during Unannounced Assessments of the fact that key personnel may not be available however the continued operation of the business to UFAS requirements is always expected.

**B 3.3** Refusal of entry to premises will result in the client being charged for the next Unannounced Assessment which will take place within 2 months of the original planned date. Refusal to allow access may result in suspension of certification.

**B 3.4** Kiwa PAI will produce a report for its own assessment purposes and identify any non-conformances to the Participant at the end of the assessment. Any Non-conformances will be classified as per C.4.3 below, and acted upon as per C.4.4. When a Participant has rectified their Non-conformances, Kiwa PAI will notify the client of their continuing certification or issue a UFAS Certificate of Conformance whichever is appropriate.



**B 3.5 Classification of Non-conformances**

Classification	Cause
Critical	A gross or deliberate feed safety regulatory violation, or;  A feed safety failure resulting in unsafe feed, or;  A loss of traceability such that recall of unsafe goods would be impossible, or;  A recurrence of a Major Non-conformance raised at the preceding assessment, or;  A complete unwillingness to cooperate in the assessment.
Major	A complete failure to implement a requirement of the UFAS Standard or a failure that may result in unsafe feed, or;  A recurrence of a Minor Non-conformance raised at the preceding assessment.
Minor	A partial failure to implement a requirement of the UFAS Standard or poor evidence to demonstrate implementation.

**B 3.6 Response to Non-conformances**

Classification	Initial assessment	Routine assessment
Critical	Certification refused. Repeat initial assessment required.	<p>Certification suspended with immediate effect.</p> <p>Certification will only be reinstated following the verification that the critical Non-conformances have been resolved.</p> <p>Extra Assessments, at the cost of the participant, may be required by the certification body in order to verify conformance with the UFAS Standard.</p>
Major	<p>Certificate not granted until Non-conformances resolved. Plan of corrective actions to be submitted within 15 days of assessment, and timescales to resolve Non-conformances to be agreed with the Certification Body.</p> <p>Failure to resolve Non-conformances within agreed timescales will lead to a repeat Initial Assessment or the application being archived by the Certification Body</p>	<p>Certification continues. Plan of corrective actions to be submitted within 15 days of assessment, and timescales to be agreed with the Certification Body typically no more than 60 days from assessment. Failure to resolve Non-conformances within agreed timescales will lead to suspension.</p>
Minor	<p>Certificate not granted until Non-conformances rectified. Plan of corrective actions to be submitted within 30 days of assessment, and timescales to be agreed with Certification Body.</p> <p>Failure to resolve Non-conformances within agreed timescales will lead to a repeat Initial Assessment or the application being archived by the Certification Body</p>	<p>Certification continues. Plan of corrective actions to be submitted within 30 days of assessment, and timescales to be agreed with Scheme Manager, typically no more than 60 days from assessment. Failure to resolve Non-conformances within agreed timescales will lead to suspension.</p>

**B 3.7 Observations**

Observations may be raised during UFAS assessments. These are points noted by an assessor that are not technical breaches of the Standard but could assist the Certification Body, Scheme Owner or Participant. Observations do not require a formal response to the Certification Body.

## **B 4 Suspension and Withdrawal from the Scheme**

**B 4.1** Kiwa PAI, in consultation with AIC, may suspend a Participant's Certificate of Conformity when the Participant has:

**B 4.1.1** Non-conformances against the relevant UFAS Standard and/ or the UFAS Scheme Rules, which are not resolved within the required time limits;

**B 4.1.2** Critical or Major Non-conformances that have, or are likely to have, an adverse effect on feed/ food safety or legality;

**B 4.1.3** Refused access for an Extra/ Immediate or Unannounced Assessment

**B 4.2** Participants suspended for reasons of feed/ food safety must correct the Critical or Major Non-conformances and have a follow-up assessment by Kiwa PAI to confirm that all the Non-conformances have been fully resolved.

**B 4.2.1** Participants suspended for non-payment of fees or non-feed safety issues will be reinstated provided all matters are resolved within 1 month of suspension date.

Kiwa PAI Ltd will write to the participant confirming the reason for suspension

**B 4.3** Participants that do not demonstrate to Kiwa PAI that Non-conformances have been resolved within 1 month of suspension will have their Certificate of Conformity withdrawn.

**B 4.4** Participants that have their Certificate of Conformity withdrawn will be required to undergo the complete assessment process and will be considered as new Applicants.

**B 4.5** Participants that no longer require UFAS certification must inform Kiwa PAI in writing.

**B 4.6** Kiwa PAI Ltd will pass all necessary information to AIC to allow the UFAS Register to be updated with details of a Participant's changing certification status.

**B 4.7** UFAS is a registered certification mark. Suspended and Withdrawn Participants may not claim to be UFAS certified.

**B 4.8** The names of suspended and withdrawn participants will be published in the form of AIC Assurance Alerts.

## **B 5 Complaints**

Complaints about either a UFAS Participant or Kiwa PAI should be directed to Kiwa PAI where they will be acknowledged, reviewed and actions taken to resolve the cause of any problems.

Kiwa PAI is accredited by the UK Accreditation Service (UKAS) and works to strict codes of conduct. If Participants are not satisfied with the way in which Kiwa PAI handles the complaint then they should refer the matter to AIC.

## **B 6 Appeals**

- B 6.1** A participant has the right of appeal against decisions made by Kiwa PAI.
- B 6.2** Appeals shall be made in writing to Kiwa PAI within 14 days of being advised of the decision that is the subject of the appeal.
- B 6.3** Kiwa PAI will acknowledge the appeal and nominate a manager independent of the decision to carry out an initial investigation to check the merits of the appeal.
- B 6.4** If the nominated Manager concurs with the appeal then Kiwa PAI will correct the erroneous decision.
- B 6.5** If the nominated Manager does not concur with the appeal then an independent panel will be convened within 30 days to handle the appeal.
- B 6.6** Kiwa PAI, including the Scheme Manager, AIC and the Participant are entitled to attend the Appeals Panel and present information to the Panel.
- B 6.7** The independent Appeals Panel will make a ruling based on the information supplied during the hearing.
- B 6.8** The ruling of the Appeals Panel is binding and final on Kiwa PAI and the Participant.

## **C UFAS ASSESSOR QUALIFICATIONS AND REQUIREMENTS**

### **C 1 Minimum requirements for UFAS Assessors**

#### **C 1.1 Experience**

Relevant experience within the feed / food industry

#### **C 1.2 Qualifications**

C 1.2.1 Level 3 HACCP Qualification

C 1.2.2 Appropriate auditor qualification

#### **C 1.3 Competence**

D 1.3.1 The ability to demonstrate a current knowledge of industry issues and legislation

D 1.3.2 To communicate effectively

To be ascertained through training, examination, shadow and witnessed assessments.

### **C 2 Confidentiality and Conflicts of Interest**

#### **C 2.1 Confidentiality**

Assessors are required to sign and comply with the confidentiality agreement provided by Kiwa PAI. In particular assessors must not during any contact with a Participant, especially at an assessment, discuss or name other feed businesses that they may have either assessed or have any knowledge of their operations.

#### **C 2.2 Conflicts of Interest**

Assessors must make Kiwa PAI aware of any potential conflicts of interest (actual or perceived) relating to participants they have been assigned to assess.

C 2.2.1 Notwithstanding the requirements of D 3.1, assessors must maintain a current register of business interests and supply this to Kiwa PAI at least every 3 months.

## Appendix 1 DEFINITIONS AND GLOSSARY

Term	Definition
<b>Additives</b>	Substances or micro-organisms authorised under Regulation (EC) No 1831/2003
<b>Assessor</b>	A qualified and approved person who evaluates conformance to the scheme requirements
<b>Batch</b>	a specific quantity of material produced in a process or series of processes that is homogeneous
<b>Blends</b>	Compound Feeds containing feed ingredients that are not further processed (e.g. ground or pelleted) by the UFAS participant
<b>Carry-over</b>	The level of transfer of a portion of one production batch to the immediate subsequent batch.
<b>Certification Body</b>	A third-party conformity assessment body operating certification schemes (ISO 17065)
<b>Complementary feeds</b>	mixtures of feeds which have a high content of certain substances and which, by reason of their composition, are sufficient for a daily ration only if they are used in combination with other feeds
<b>Complementary mineral feeds</b>	mixtures of feeds which have a high content of certain substances and which, by reason of their composition, are sufficient for a daily ration only if they are used in combination with other feeds
<b>Complete feeds</b>	mixtures of feeds which, by reason of their composition, are sufficient for a daily ration
<b>Compound feed</b>	mixtures of products of vegetable or animal origin in their natural state, fresh or preserved, or products derived from the industrial processing thereof, or organic or inorganic substances, whether or not containing additives, for oral animal feeding in the form of complete feed or complementary feeds
<b>Contaminant</b>	impurities of a chemical or microbiological nature or foreign matter
<b>Contamination</b>	the undesired introduction of impurities of a chemical or microbiological nature or foreign matter into or onto an incoming or a finished feed during production, sampling, packaging or repackaging, storage or transport
<b>Control Measure</b>	any action and activity that can be used to prevent or eliminate a food / feed safety hazard or reduce it to an acceptable level
<b>Controlled products</b>	VMPs, SFAs, premixtures containing VMPs and/ or SFAs
<b>Corrective Action</b>	action to eliminate the cause of a detected non-conformance or other undesirable situation
<b>Critical Limit (Codex)</b>	criterion that separates acceptability from unacceptability
<b>Cross-contamination</b>	the unintentional introduction of a feed or additive into another at unacceptable levels
<b>DARD</b>	Department of Agriculture and Rural Development of Northern Ireland. Within the UFAS Documents read as equivalent national competent authority for other countries
<b>Defra</b>	Department for Environment, Food and Rural Affairs of Great Britain. Within the UFAS Documents read as equivalent national competent authority for other countries
<b>Feed (or feedingstuff)</b>	any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for oral feeding to animals (Regulation (EC) No 178/2002)
<b>Feed Additive</b>	See Additives

<b>Feed Hygiene</b>	the measures and conditions necessary to control hazards and to ensure fitness for animal consumption of a feed, taking into account its intended use (EC Feed Hygiene Regulation 183/2005)
<b>Feed Ingredients</b>	means <i>all ingredients intended for inclusion</i> in a compound feed, including feed materials, veterinary medicinal products, medicated premixtures, specified feed additives and other additives, and any other materials or products
<b>Feed materials</b>	various products of vegetable or animal origin, in their natural state, fresh or preserved, and products derived from the industrial processing thereof, and organic or inorganic substances, whether or not containing additives, which are intended for use in oral animal feeding either directly as such or after processing, in the preparation of compound feeds or as carriers of premixtures
<b>Feed Safety Management</b>	coordinated activities to direct and control an organisation with regard to feed safety
<b>Finished Feed</b>	general term used to denote products obtained at the end of the processing chain of the company, i.e. compound feeds, medicated feeds or premixtures, and ready for delivery to customers
<b>Food</b>	any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans (Regulation (EC) No 178/2002)
<b>FSA</b>	Food Standards Agency of England, Wales or Northern Ireland. The national competent authority for Feed Hygiene and Marketing & Use of Feeds Regulations. Within the UFAS Documents read as equivalent national competent authority for other countries.
<b>FSS</b>	Food Standards Scotland. The national competent authority for Feed Hygiene and Marketing & Use of Feeds Regulations in Scotland.
<b>Hazard</b>	biological, chemical or physical agent in, or condition of feed with the potential to cause an adverse health effect (Regulation (EC) No 178/2002)
<b>Hazard Analysis</b>	the process of collecting and evaluating information on hazards, and conditions leading to their presence, to decide which are significant for feed safety and therefore must be addressed in the HACCP plan
<b>Hazard Identification</b>	the identification of biological, chemical, and physical agents, including those arising in the production process, capable of causing adverse health effects and which may be present in a particular feed
<b>Incoming Feed</b>	a general term used to denote raw materials delivered at the beginning of the production chain i.e. feed materials, feed additives, processing aids and premixtures
<b>Invoice-only merchant</b>	A merchant participant who does not engage in feed activities other than those covered by Activity Code A as defined in the UFAS Standard i.e. a merchant that does not store, transport or otherwise handle the feeds they trade. Participants who contract other parties to store, transport and/ or otherwise handle feed on their behalf are not considered to be invoice-only merchants.
<b>Lot or Run</b>	A specific quantity of finished products that is expected to be homogeneous within specified limits. A lot or run may correspond to a defined fraction of the production and be composed of one or several batches. A lot or run size may be defined either by a fixed quantity or the amount produced in a fixed time interval

<b>Manufacture/ Production</b>	all operations including receipt of materials, production, packaging, repackaging, labelling, relabelling, control, release, storage, and distribution of premixtures, compound feed and medicated feed and the related controls
<b>Medicated Feed</b>	any mixture of a veterinary medicinal product or products and feed or feeds which is ready prepared for marketing and intended to be fed to animals without further processing, because of its curative or preventive properties or other properties as a medicinal product
<b>Medicated Premixture</b>	A mixture of a veterinary medicinal product or a specified feed additive with feed materials, not intended for direct feeding to animals. For the purpose of this Standard medicated compound feeds for further mixing on farm ("medicated concentrates") are not defined as medicated premixtures but are described as medicated complementary feeds
<b>MFS Prescription (MFSp)</b>	a prescription made out by a registered veterinarian and personally signed and dated by such veterinarian
<b>Premixture</b>	a mixture of feed additives or mixture of one or more feed additives with feed materials or water used as carriers, not intended for direct feeding to animals. For the purpose of this Standard, compound feeds for further mixing on farm ("concentrates") are not defined as premixtures but are described as complementary feeds.
<b>Mixed Poultry Corn</b>	A mix of whole plant grains, seeds and fruit intended for feeding to poultry.
<b>Producer</b>	Organisation or person that produces, manufactures, processes or grows the feed ingredient. If they supply direct to the UFAS manufacturer, they are also "suppliers" (see below)
<b>Record</b>	Document stating results achieved or providing evidence of activities performed. May be in paper or electronic format.
<b>Reworks (Potential)</b>	those feeds which are generated either during the production process, or subsequently, which may be suitable for reworking if approved for this purpose
<b>Reworks (Approved)</b>	those feeds which have been confirmed by an appointed and competent person as being suitable for reworking in accordance with the mill operating procedures and the requirements of this Code of Practice and the mill HACCP study
<b>Risk</b>	a function of the probability of an adverse health effect and the severity of that effect, consequential to a hazard (Regulation (EC) No 178/2002)
<b>Site</b>	factories / buildings sharing the same premises
<b>Supplier</b>	organization or person that directly supply the company with feed ingredients or compound feeds
<b>SFA feed</b>	a feed containing one or more specified feed additives
<b>Simple Processing of Combinable Crops</b>	Rolling, cutting, crimping or grinding without the use of heat, steam, extrusion, pelleting or mixing. No addition of other ingredients is allowed.
<b>Specified Feed Additive (SFA)</b>	only these additives: (a) coccidiostats, (b) histomonostats, and (c) all other zootechnical additives except: (i) digestibility enhancers, (ii) gut flora stabilisers, and (iii) substances incorporated with the intention of favourably affecting the environment



<b>Traceability</b>	ability to trace the history, application or location of the product produced which is under consideration
<b>UKAS</b>	The United Kingdom Accreditation Service
<b>Undesirable Substances</b>	Any substance or product, with the exception of pathogenic agents, which is present in and/or on the product intended for animal feed and which presents a potential danger to animal or human health or to the environment or could adversely affect livestock production (Directive 2002/32/EC)
<b>Veterinary Medicinal Product VMP (Medicinal substance)</b>	(a) any substance or combination of substances presented as having properties for treating or preventing disease in animals; or  (b) any substance or combination of substances that may be used in, or administered to, animals with a view either to restoring, correcting or modifying physiological functions by exerting a pharmacological, immunological or metabolic action, or to making a medical diagnosis
<b>VMD</b>	Veterinary Medicines Directorate of UK <sup>#</sup> . Within the UFAS Documents read as equivalent national competent authority for other countries <sup>#</sup> Enforcement for Northern Ireland delegated to DARD
<b>Wormers</b>	In-feed wormers (i.e. anthelmintics) are classified as POM-VPS (i.e. Veterinarian, Pharmacist, Suitably Qualified Person) in legislation. These products are subject to the same cross contamination controls as other VMPs and feeds containing these products are to be labelled as medicated feed
<b>Zootechnical Additive</b>	Any additive used to maintain animals in good health or favourably affect their performance.

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