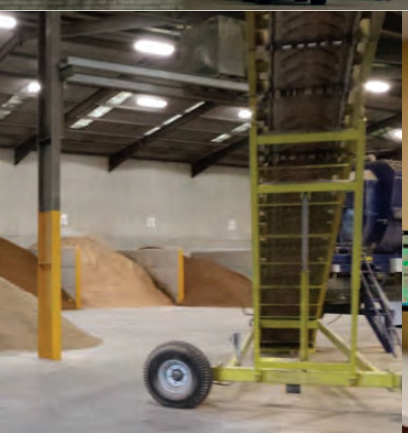
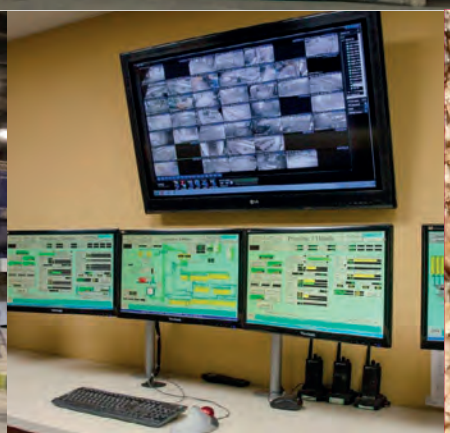
UFAS STANDARD

Effective from **February 2016**

Universal Feed Assurance Scheme





Scope

This Standard covers:

- Merchanting of assured feed ingredients and compound feeds including blends, equine feeds and complementary feeds. It also covers merchanting and storage of assured and non-assured combinable crops for non-feed uses.
- Production of all compound feeds, including blends, equine feeds, complementary feeds and premixtures as well as the marketing of all feeds.
- Storage, packaging, loading, transport and delivery of feeds.

For the safe manufacture of premixtures and complementary mineral feeds the nature of the ingredients used and their potential high concentration in products may require specific manufacturing plants, process, quality and health and safety controls.

The UFAS Standard contains the requirements for all participants. The sections and clauses to be verified at audit depend on the scope of activity of the business. A summary of the activities and relevant clauses is shown below, and the appropriate Activity Codes appear in the Standard alongside section headings and clauses. The table below is for guidance only, and businesses will be expected to identify and comply with all clauses relating to their feed related activities.

Activity Code	Activity	Relevant clauses
A	All participants (including Invoice-only Merchants)	Section A, B 1&2, B 5&6, E, H, I, J, K
C	Production of Compound feeds	Code A + B 3&4, C, D (excluding D10), F, G
P	Simple Processing, Mixed Poultry Corn and Packing of feeds by merchants	Code A +B 3&4, C, D 1-4, D 11-13, F, G mixing and weighing
M	Production and/ or sale of Controlled Products including Medicated Feed	Code A (Sale) or Code C (Production) + L
K	Salmonella Kill Step	Code C + D10
S1	Storage (excluding Combinable Crops)	Code A +B 4, C, D 1-4 (Excluding D 2.10), D 12-13
S2	Storage (including Combinable Crops)	Code A +B 4, C,D 1-4, D 12-13
T	Transport	Code A + B 3, F
F	Formulation of feed to be manufactured by a third party	Code A + D 6

Note: A business whose activities are covered by Activity Code A only will be considered an Invoice-only Merchant. A participant with any additional activity codes, including S1/ S2, T or M will not qualify as an Invoice-only Merchant.

Contents

A INTRODUCTION [A]

A 1 Legislative requirements

Clause	Requirement	Guidance
A 1.1	All relevant current food/ feed safety legislation must be complied with. The company must demonstrate how knowledge of current legislation and feed safety issues is maintained.	Guidance on relevant UK legislation can be found on the AIC website.
A 1.2	There must be evidence of current appropriate authority approval and/ or confirmation of application for registration to the appropriate authority.	All businesses will require registration under the Feed Hygiene Regulation (EC No 183/2005). Further appropriate Registration and/ or Approval of premises will be determined by the Authorities based on the business activities.
A 1.3	There must be a system in place to ensure that procedures and records required by this Standard are documented and controlled.	See also Section K.
A 1.4	There must be a designated person (or persons, known in legislation as the Quality Controller) responsible for the management of the feed safety controls (Quality Control Plan) appropriate to the business.	The Feed Hygiene Regulation EC No 183/2005 requires this. By complying with this Standard, a participant's documented procedures will form their Quality Control Plan.
A 1.5	A responsible person with deputies must be nominated to notify the relevant competent authority if the participant has placed a feed on the market which could potentially cause a threat to human or animal health.	
A 1.6	Labelling and claims must comply with Marketing and Use of Feed Regulation (EC No 767/2009) as amended.	
A 1.7	Participants trading in combinable crops for food and other non-feed uses must comply with Section D and clauses B 3, B 5, B 6 and E 4.3 of AIC TASCC Code of Practice for Merchanting of Bulk Combinable Crops.	

A 2 Management Commitment

A 2.1	The Company must have a policy statement committing the company to supplying safe and legal feed in compliance with this Standard. The policy must be reviewed on an annual basis.	This could either be a foreword to the HACCP document, or in notices and/or documents available to company employees.
A 2.2	Management must be committed to the implementation of this Standard and the operation of effective feed safety and quality systems.	
A 2.3	Management controls must be effective during all hours the business operates to secure compliance with the Standard.	

A 3 Hazard Analysis and Risk Assessment (HACCP)

A 3.1	A formal food/feed safety Risk Assessment must be carried out with the aim of identifying and controlling any hazards that might adversely affect the integrity of the food/feeds. Risk Assessments must be carried out in accordance with recognised HACCP principles as summarised below: • Establish a Risk Assessment team. • Define process steps. • Carry out hazard analysis. • Establish critical limits (where applicable). • Identify Critical Control Points (where applicable). • Implement control measures (where applicable). • Establish corrective actions. • Establish documentation required.	Each participant will need documented operating procedures or work instructions covering every business activity. Control measures may be encompassed within a prerequisite programme.
A 3.2	The HACCP study must be reviewed at least annually and when there are significant changes to the business.	

A 4 Internal Audit

A 4.1	Participants must have a schedule for an annual programme of internal auditing covering compliance with: • The requirements of the Standard. • The participant's procedures. • HACCP Prerequisites.	Audits should check that procedures are effective and reflect any changes in the business and that they are being followed. This can also form part of the annual HACCP review.
A 4.2	Internal audits must be recorded and any non-conformances corrected within an appropriate timescale.	

A 5 Sales Agents

	Sales Agents appointed by the company who do not hold title to the goods sold and who are not themselves independent merchants must act under the control of the UFAS certificated company in accordance with this Standard.	

A 6 Maintenance of Supply

	In the event of the participant having to source alternative supplies of feed, the participant must ensure that the supplier meets UFAS and customer specific requirements.	

A 7 Communication with the Certification Body

A 7.1	Participants shall advise the certification body in writing of any significant changes to the business, typically but not limited to: • Company ownership. • Scope of operations. • Management contacts.	Email: feed@kiwa.co.uk Management contacts would be those individuals with whom the Certification Body or Scheme Owner would usually communicate in relation to the participant's certification.
A 7.2	Participants and Applicants shall advise the certification body in the event of being subject to a formal feed safety enforcement notice that relates to their UFAS accredited activities.	Email: feed@kiwa.co.uk

A 8 Transport Requirements

	All bulk road transport owned by a UFAS participant must conform to sections D and E of the AIC TASCC Code of Practice for Road Haulage of Combinable Crops & Animal Feeds.	

A 9 Rail or Water Transport

	The participant must ensure that all transport and handling operations of feed or food under their ownership complies with this Standard. If this includes water and rail transport or for loading or discharge from or to water or rail transport, the AIC International Trading and Shipping Module must be complied with.	

B APPROVAL OF SUPPLIERS AND FEEDS

B 1 Supplier and Product Approval [A]

B 1.1	There must be a supplier approval system.	
B 1.2	A listing/ database of approved suppliers of feeds, storage and transport must be maintained.	
B 1.3	Approved Suppliers must be subject to an annual review of assurance status including its scope, and additional reviews where significant deviations from specifications of products supplied have occurred.	

B 2 Suppliers of Products and Services [A]

All feeds manufactured by a UFAS participant MUST only contain assured ingredients from assured suppliers. UFAS participants can merchant the non-assured feeds as detailed in section B 2.3 to B 2.6 below, however they MUST NOT be used as feed ingredients, and MUST NOT include any medicated feeds.

B 2.1	**Assured Suppliers**	
B 2.1.1	The approval system must ensure that suppliers are certificated participants of a scheme as detailed in the "Feed/Food Supplier Schemes recognised by AIC" or "Service Supplier Schemes (including haulage and storage schemes) recognised by AIC" on the AIC website at the time that a feed or service is purchased and delivered. The scope of each supplier's certification must cover the products or services supplied.	https://www.aictradeassurance.org.uk/latest-documents/feed-food-schemes/ Some non-AIC schemes allow supply of both assured and non-assured feeds so products supplied need to be within the scope of certification.
B 2.1.2	If a supplier has their certification suspended or withdrawn during the execution of a contract or agreement, the participant must establish the reason with the supplier and take steps to ensure that feed safety has not been compromised. The certification body must be consulted as to the action to be taken.	Many recognised schemes have systems to alert customers by email of assured status changes. Steps may involve a review of: • Feed not yet received by participant. • Feed in use by participant. • Feed marketed by the participant.
B 2.2	**Non-Assured Suppliers of non-assured feeds**	
B 2.2.1	The approval system must ensure that suppliers of non-assured feeds provide evidence from their competent authority that they are Feed Business Operators registered under the Feed Hygiene Regulation.	Merchanting of non-assured feeds is limited to the products listed in sections B 2.3 to B2.6. Proof of registration can be in the form of a registration or approval number, or evidence of application to the relevant authority.

B 2.3 Merchanting of Non- Assured Complementary Feeds in small packages		
B 2.3.1	Complementary Feeds, which are packaged and marketed in individual containers of less than 10kg / 10ltr, may be sourced from non-assured suppliers.	This could include "poultry tonics", "spices", and "lamb revivers". Where practicable all feeds should be sourced from assured suppliers.
B 2.3.2	The participant must maintain a list of these non-assured feed products and their suppliers.	
B 2.3.3	Where the products are intended for feeding to food producing animals the participant must check that the feeds are labelled according to legislation and are risk assessed for feed safety.	EC Reg. 767/2009 Marketing and Use of Feed requires retailers to act with "due care" in relation to labelling requirements.
B 2.4 Merchanting of Non-Assured Combinable Crops Produced in Great Britain or Ireland		
	All non-assured combinable crops traded by UFAS Participants must be clearly identified as non-assured in all records and documents. Non-assured combinable crops must be physically separated from assured cereals and full traceability from seller through store and/or transport to the recipient must be demonstrated.	Assured cereals may be identified by stickers (Red Tractor, TASCC) or passports (SQC). Non-assured combinable crops produced in Great Britain or Ireland cannot be used by UFAS certificated feed mills.
B 2.5 Merchanting of Farm Produced Bulky Feeds and Equine Chops, Forages and Haylage		
	UFAS participants may trade non-assured farm produced bulky feeds such as hay, straw, stockfeed carrots and potatoes etc., and also equine chops, forages and haylage.	Farm assurance schemes may require warranty letters for these materials.
B 2.6 Merchanting of Poultry Grits (not including limestone & oyster shell)		
	UFAS participants may merchant non-assured non-digestible mineral grit.	

B 3 Suppliers of Transport [C, P, T]

B 3.1 Assurance Requirements		
B 3.1.1 Road Haulage – Bulk		
B 3.1.1.1	All bulk hauliers with the exception of Wholly Contracted Hauliers, hired by a UFAS participant must be certificated participants of a scheme as detailed in the "Service Supplier Schemes (including haulage and storage schemes) recognised by AIC" list on the AIC website.	https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/ Wholly contracted means that the UFAS participant has sole control over all loads carried by the haulier at all times.
B 3.1.1.2	The approved haulier list must include details of each hauliers' certification and expiry date.	
B 3.1.1.3	Where a bulk haulier is wholly contracted	

	to a single UFAS participant, they must be included within the UFAS participant's procedures and controls.	
B 3.1.1.4	As from February 2017, Wholly Contracted Hauliers will not be permitted.	Provision of traction only services will continue to be permitted
B 3.1.1.5	Where a haulier provides traction only (i.e. only transports feed using the participant's trailer) the driver must be trained by the participant.	See also J 4 Training
B 3.1.2 Road Haulage - Packages & Containers		
B 3.1.2.1	Hauliers of packaged feeds or containers do not need to be assured but must be included in the approved supplier list.	
B 3.1.3 Bulk Transport by Rail and Water		
B 3.1.3.1	Suppliers engaged to transport feeds by rail or water must be certified to an appropriate scheme listed in "Service Supplier Schemes (including haulage and storage schemes) recognised by AIC" list on the AIC website.	https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/

B 4 Suppliers of Storage [C, P, S1, S2]

B 4.1 Assurance Requirements		
B 4.1.1 Bulk Storage		
B 4.1.1.1	From 1st February 2016, all **new** bulk stores contracted by a UFAS participant must be certificated participants of a scheme as detailed in the "Service Supplier Schemes (including haulage and storage schemes) recognised by AIC" list on the AIC website. Existing stores must be certificated participants by 1st February 2017.	https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/ Participants may find the AIC Storage contract useful.
B 4.1.1.2	The approved store list must include details of each stores' certification and expiry date.	
B 4.1.1.3	Where a bulk store is contracted to a single UFAS participant for a maximum of 3 months in any 12-month period, it does not need to be assured but it must be included within the UFAS participant's procedures and controls and all records held by the participant. The participant must carry out and document an inspection of the store before each use.	

B 4.1.2 Packaged feed stores		
B 4.1.2.1	Packaged feed stores must not compromise the feed safety of the stock within them. Consideration must be given to: • Building integrity and security. • Pest control arrangements. • Stock rotation. • Prior and current uses of the store.	If an inspection is not carried out other documented evidence may be used.

B 5 Suppliers of Contract Services

B 5.1	Suppliers of contract services contracted by a UFAS participant must be certificated participants of a scheme as detailed in the "Service Supplier schemes (including haulage and storage schemes) recognised by AIC" list on the AIC website.	https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/
B 5.2	Where no suitable scheme is available, the participant must ensure the contractors' HACCP and procedures do not compromise feed safety.	

B 6 Selection and Approval of Feeds [A]

B 6.1	All feeds used or merchanted must comply with relevant EU and national legislation	
B 6.2	There must be a documented selection and approval procedure for each feed prior to use. This procedure must consider the origin, transport, storage, processing, handling, nutritional and physical characteristics, and potential feed safety hazards of each feed.	Ingredients from differing sources, origins, suppliers, processors or storage facilities may need to be considered individually. This clause also includes one off purchases.
B 6.3	There must be a designated person responsible for the selection and approval of feeds.	
B 6.4	Where feed ingredients other than medicated premixtures are mixed together by a third party prior to purchase or to arriving at the feed producer's premises, the individual components and inclusion levels of the mixture must be known.	See section L for requirements for medicated feeds.

B 6.5	**Incorporation of products not authorised in the EU**	
B 6.5.1	Where products not authorised for use in the EU are to be incorporated in products for export use, or authorised products are incorporated at levels not permitted under EU or national legislation the participant must obtain: • Authorisation from national authorities. • Evidence that the product is legal in the country where it is to be placed on the market.	
B 6.5.2	These products must be clearly identified with labelling and documentation confirming product is for export outside the EU only.	
B 6.6	**Customer Requests for Incorporation of Own Supplied Ingredients or Products**	
B 6.6.1	Participants must obtain evidence of assurance to UFAS requirements of any ingredients supplied by their customer for incorporation into their feed prior to production. Where the product to be supplied for incorporation is a mixture of ingredients, the specification of the mixture must therefore be available to the manufacturer.	The decision to allow the use of an ingredient in a UFAS manufacturers premises is always the responsibility of the manufacturer and cannot be delegated.

B 7 Feed Descriptions [A]

	There must be a documented description of each feed with sufficient information available to support the identification of potential feed safety hazards and limitations on sale or intended use.	Documented descriptions could include: • Reference to published works. • EU Register of Authorised Additives. • EU Feed Materials catalogue. • Supplier specifications. • Summary of Product Characteristics for Veterinary Medicinal Products (VMPs). VMD's online Product Information Database.

C PREMISES AND EQUIPMENT

C 1 Premises [C, P, S1, S2]

C 1.1	The layout, design and operation throughout must be such that: • Effective cleaning and maintenance is permitted. • They are in a good state of repair. • They are in a clean, dry, and tidy condition. • Glass/ hard plastic is managed to prevent contamination of feeds. • They are adequately proofed against the ingress of wild, domestic, and feral animals and birds. • The areas surrounding the buildings are free from harbourage for vermin. • Contamination of feeds is avoided. • Cross contamination of feeds is minimised. • Condensation is minimised. • Drains are adequate. • The building is effectively lit. • Feeds can be manufactured to meet the specified targets.	
C 1.2	Measures must be taken to prevent unauthorised access to all intake, storage, processing and outloading facilities.	
C 1.3	All vehicles must be prevented from contaminating feeds.	There should be sufficient hard standing at entrances to limit the tracking of water and mud into the buildings.
C 1.4	There must be a documented system to ensure all production and storage areas and equipment are effectively cleaned to secure feed safety.	
C 1.5	Cleaning and disinfection agents used for feed contact surfaces must be identified by the manufacturer as suitable for use on feed/ food contact surfaces and used in accordance with the manufacturers' instructions.	This information is typically on the product label, data sheet or specification, otherwise a separate letter may be required. If a participant wishes to use non-chemical means of disinfection (e.g. steam), the effectiveness of the process must be demonstrated by means of validation trials and microbiological swabs.
C 1.6	**Fish Meals, Processed Animal Proteins and Mixtures Containing These Products**	
	Fishmeal, processed animal protein and mixtures containing PAP must not be present on premises where feed ingredients are stored or packaged unless in accordance with current EU legislation and Defra or DARD or other national guidance.	Guidance is available from the Defra website.

C 1.7	Handling and Storage of Liquid Feeds	
	Participants handling and storing liquid feeds must comply with Clauses E 5 and F 3 of the AIC TASCC Code of Practice for the Storage of Combinable Crops & Animal Feeds	

C 2 Pest Control [C, P, S1, S2]

(Guidance is available in the UFAS Section of the AIC Website)

C 2.1	The participant must nominate an employee responsible for the management of effective pest control systems.	
C 2.2	There must be a written plan covering:- • the control of insects, rodents and wild birds. • regular inspection of all the premises at predetermined intervals. • monitoring of stored goods. • bait station locations.	
C 2.3	Results of inspections must be recorded.	
C 2.4	If the presence of pests is detected, investigations and appropriate remedial actions must be taken in a timely manner. The presence of nests inside production or storage areas must not be permitted.	The nature of actions required and the timescales will vary according to the level of activity and the areas where it is found. Remedial actions should address the root cause of the pest problem.
C 2.5	Where pest activity in production or storage areas, has led to damage to or fouling of feeds and/ or packaging then immediate actions must be taken to protect the safety of the feed.	
C 2.6	Where treatments are used the participant must: • employ a suitably qualified person on site, (e.g. holding a British Pest Control Association (BPCA) or National Pest Technicians Association (NPTA) equivalent qualification • or be listed on the Campaign for Responsible Rodenticide Use (CRRU) website. • or have a vermin control contract with a BPCA or NPTA registered company.	Legislation requires competence of pest control operatives to be demonstrated. In order to demonstrate competence, pest control operatives should show evidence of formal training in pest control. http://www.thinkwildlife.org/crru-code/
C 2.7	Any treatments used must be approved under current Food and Environment Protection legislation. Detailed records must be kept of all treatments used.	Records should include types, quantities and locations treated, including fumigants.
C 2.8	Any control treatment required must not contaminate the goods in the building.	

C 2.9	Location of bait stations must be planned to avoid contamination of bulk feeds and secured where appropriate.	
C 2.10	Vermin bait material which resembles a feed ingredient used within the premises must be distinctively coloured and be confined to bait boxes at specified and recorded bait stations.	

C 3 Handling and processing Equipment [C, P, S1, S2]

C 3.1 Flow Diagram [Not S1, S2]		
C 3.1.1	For sites other than those carrying out simple mixing, there must be a comprehensive and annotated engineering flow diagram showing each item of handling and processing equipment and identifying feed safety critical equipment, which is updated when any changes take place. Point(s) on the diagram where feed additives and supplements are incorporated must be identified.	Where there is a simple mixing operation, a flow diagram should show the floor and mixer layout. See also L2.
C 3.1.2	Mechanisms and controls to ensure correct addition of ingredients must be identified.	
C 3.2 Equipment construction and management		
C 3.2.1	All equipment must be constructed so that feeds are protected from contamination and cross contamination.	Equipment should permit effective cleaning and maintenance.
C 3.2.2	Planned and emergency maintenance of feed handling equipment including weighing, measuring and addition processes must be managed so that feed safety and specification is not compromised by plant wear or breakdowns. All maintenance of this equipment must be recorded.	
C 3.2.3	Intake pipes and blow lines must be controlled by the mill computer system or by some other means to prevent incorrect intake.	For example capped and locked pipes.
C 3.2.4	Equipment used for the handling of feeds must never be used for handling materials forbidden by AIC in the International Database for Transport of Feed (IDTF).	See http://www.icrt-idtf.com/ A small number of materials are categorised differently by some schemes. If supplying non-UK customers, the list of differences should be consulted, and any relevant restrictions complied with.
C 3.2.5	Where equipment used for feeds is also used to handle non-food/ feed product (e.g. bird food, treated seed), all materials used must be assessed as part of the HACCP study.	

C 3.3 Plant Monitoring [Not S1, S2]		
C 3.3.1	Where necessary, equipment must, be monitored by devices capable of recording operating conditions, or must be equipped with alarm devices indicating malfunctions.	Regular scheduled and recorded checks should be carried out to ensure that the equipment operates within expected and pre-set parameters. Recording or alarm devices include such items as bin full/empty warnings and conveyor running indicators.

C 4 Weighments and Calibration [C, P, S1, S2]

C 4.1	All scales and metering devices must be appropriate for the range of weights or volumes to be measured.	
C 4.2	Scales and metering devices, including weighbridges, must be calibrated according to a written schedule at intervals not exceeding 12 months.	Trading Standards checks cannot be relied on as a form of annual calibration as the interval between checks is outside the control of the Participant and may exceed a year.
C 4.3	If temperature control/ monitoring is critical, any temperature probes used must be included in the calibration schedule.	
C 4.4	All calibrations must be traceable to recognised national standards.	Certificates issued by accredited calibration companies will meet this requirement.

D OPERATIONS

D 1 Intake [C, P, S1, S2]

D 1.1	Staff must be available to inspect, approve and supervise the unloading and intake of feeds in accordance with a written intake procedure.	This applies to any consignment of feeds/ feed materials received in bags or bulk at the participant's premises.
D 1.2	Unloading of feeds must not take place until the documentation accompanying the delivery vehicle has been checked to verify that the consignment is as expected.	
D 1.3	**Bulk Feeds**	
D 1.3.1	Each individual delivery including liquids must be sampled, prior to unloading unless there are alternative provisions within the Testing Schedule. Samples should be checked against a reference sample to verify that the consignment is as expected.	Bulk liquids and powders may be sampled by the producer at loading or during discharge. A physical inspection should check the colour, physical form, odour, and freedom from contamination by insect pests, from mould and excessive damage of the incoming materials.
D 1.3.2	Within the UK, combinable crops (including those subjected to simple physical processing) must be accompanied by a correctly completed Combinable Crops Passport, or (for members of IGAS), an IGAS delivery docket.	Imported crops will not carry an assurance sticker.
D 1.3.3	Bulk vehicles presented for unloading must show evidence of the three previous loads carried on the vehicle or trailer together with details of any relevant cleaning/ sanitising operations, at the point of acceptance. Vehicles presented without such evidence must not be accepted.	
D 1.3.4	Vehicles or trailers which have previously carried materials forbidden by the International Database for Transport of Feed (IDTF) must not be allowed to unload.	See http://www.icrt-idtf.com/
D 1.3.5	Vehicles or trailers must show evidence of being cleaned and/ or sanitised in accordance with the requirements of the International Database for Transport of Feed (IDTF) before being allowed to unload.	See http://www.icrt-idtf.com/
D 1.3.6	The vehicle/trailer unique identification (to include the vehicle/trailer number and participant's scheme number) where available must be checked and recorded.	
D 1.3.7	Until February 2017 where a vehicle does not display a participant feed assurance scheme number, further recorded checks with the supplier of the feed on the assurance status of the vehicle are required.	Farmers' vehicles delivering their own grain will not have vehicle identification.

D 1.3.8	Vehicles delivering feed must be allowed to sweep out on the site, and the site must provide facilities for reception of the sweepings. The sweepings must be disposed of by the UFAS participant.	Feed ingredients swept from vehicles at intake may be used only if they are uncontaminated. All other sweepings should be treated as waste in accordance with D 4 Waste.
D 1.4	**Packaged feeds intake (including IBCs and big bags)**	
D 1.4.1	Condition and integrity of packages and containers must be checked before use or resale as appropriate.	
D 1.4.2	Unlabelled packages and containers must not be accepted.	
D 1.5	**Rejected Feeds**	
	If feeds are rejected, their disposal, destination, or return to supplier must be recorded. This applies to rejection both at intake or subsequently.	

D 2 Storage Operations [C, P, S1, S2]

D 2.1	Fertilisers, all chemicals, dressed seed, products covered by the TSE Regulations and other potential contaminants must be stored safely so that they cannot contaminate feeds.	"Stored safely" means that fertilisers, all chemicals, dressed seed, products containing PAP (pet foods) and other potential contaminants should be in unopened and undamaged packages and stored so that accidental breakage cannot cause contamination of feeds. Bags which have been opened or penetrated for inspection and/or sampling.
D 2.2	All feeds must be clearly separated, identifiable and traceable. Carousel hoppers / micro-weigh systems must be clearly identifiable, and lids must be securely fitted.	
D 2.3	Where Carousel / micro-weigh systems are used for batch controlled feeds there must be a method for maintaining batch integrity.	See also L 3.2
D 2.4	Finished products in store must be identified by product name or code, date and time of manufacture or batch identification as appropriate to the product type.	To maintain traceability.
D 2.5	For feeds stored in bulk there must be a record of transfers into, and loads out of each separate storage area/ bin.	To maintain traceability.
D 2.6	When there is a change of type of feed to be stored in a bulk bin or container, there must be a system to ensure it is empty prior to refilling to avoid cross contamination.	
D 2.7	For bulk flat stores capable of storing more than one feed, bays must be identified and there must be a floor plan of the storage areas.	

D 2.8	Bays and storage areas in flat stores must be emptied and cleaned at planned intervals not exceeding 12 months or more frequently as indicated by the HACCP study.	
D 2.9	Quarantined feeds must be identified to prevent confusion with other materials and products whilst their destination or disposal is considered. Records relating to disposal or destination must be kept.	Quarantined product could include feeds which have been rejected, recalled, returned, or whose shelf life or product licence has expired or been withdrawn. Records relating to disposal or destination should be retained for stock reconciliation.
D 2.10 Packaged Feeds		
D 2.10.1	Storage of packaged feeds must allow access to interior walls for cleaning and pest control.	
D 2.10.2	Opened bags or containers must be securely fastened or the ingredients must be stored in clearly identified closable bins.	
D 2.10.3	Staff must be instructed how to deal with spillages in a safe and hygienic manner.	
D 2.11 Storage of feeds and combinable crops for third parties		
	Participants must comply with the store monitoring requirements (E3 & E4) of the AIC TASCC Code of Practice for the Storage of Combinable Crops & Animal Feeds.	See also the AHDB Cereals & Oilseeds Safe Storage Time Calculator http://cereals.ahdb.org.uk/tools/safe-storage-time-calculator.aspx

D 3 Stock Management [C, P, S1, S2]

	A stock rotation system must be in place for both bulk and bags. Where given, use by/ best before dates must be taken into consideration.	

D 4 Waste [C, P, S1, S2]

D 4.1	Waste material including packaging waste must be collected into suitable and clearly identified receptacles for removal to identified collection points away from the production areas.	Waste containers should be sited so that they do not cause feed hazards or contamination.
D 4.2	Containers for edible waste must be covered to prevent access to birds, unless in bird-proofed buildings.	
D 4.3	Waste must be safely and legally disposed of by licensed operators.	

D 5 Water [C, P]

	Water used must be of suitable quality for animal consumption.	If water used is not from human drinking water sources, it should be shown to be free from contaminants, pathogens and other hazards, and included within the HACCP study.

D 6 Product Design and Formulations [C, F]

D 6.1	Feeds must be designed and formulated by a nominated person with appropriate experience and/ or training.	
D 6.2	Design and specification of feeds must take into account: • feed ingredient inclusion limits (including limitations on use of approved reworks). • relevant details for scheduling.	
D 6.3	There must be a system to ensure that the formulations of new products are correct and fit for purpose.	
D 6.4	There must be a uniquely identified formulation document. Each version of a formulation must be uniquely identified with a version number and date.	The document lists feed ingredients and their level of incorporation into the feed.
D 6.5	Agreed specific customer requirements must be implemented.	

D 7 Operational Control [C, P]

D 7.1	Procedures required by the HACCP study (including prerequisites) and/ or quality system must be implemented.	
D 7.2	Procedures must cover as appropriate: • Ensuring only the current approved formulation is available for use. • Incorporation of all ingredients as indicated by the formulation document (including accepted tolerances). • Specified mixing times necessary for adequate dispersion. • Control of timing of additions. • Rules to minimise cross contamination including scheduling of production. • Control of flushes and flushings (See D 8.2). • Control of fines. • Management and use of rework (see D 9). • The use of non-EU approved ingredients to avoid contamination of feeds for sale/ use in the EU (see D 8.2 and D 9). • For very high concentration feeds (e.g. premixtures) process yield monitoring.	See also K3 Records
D 7.3	Where processes are controlled electronically there must be evidence that the set-up of the control parameters complies with the defined procedures.	
D 7.4	Changes to control parameters may be made only by identified authorised persons.	
D 7.5	All changes to control parameters must be recorded to include at least: • Date. • Time. • Name of person making change.	This may be an electronic or written record.

D 7.6	**Emergency Feed Ingredient Substitutions** [C only]	
D 7.6.1	Feed Ingredient planning must aim to prevent unanticipated stock outs.	
D 7.6.2	Emergency substitutions must be controlled by a written procedure including approved Emergency Raw Material Substitution Lists.	Use of the procedure should always be seen as a last resort - reformulation is a better solution.
D 7.6.3	Emergency Raw Material Substitution Lists must include a listing of Finished Products & Raw Materials which cannot be substituted (e.g. Fixed Formulation Products) - I.e. where no Raw Material means no production.	
D 7.6.4	Emergency Raw Material Substitutions must not be made for more than one raw material at a time.	
D 7.6.5	Any substitution must be used for the shortest possible time preferably to complete the batch being made, resulting in minimum stock being manufactured, and no longer than 15 hours continuously unless circumstances e.g. public holidays require a longer period.	More detailed guidance is available in the UFAS section of the AIC website.
D 7.6.6	Substitutions made must be recorded.	
D 7.6.7	Mill operational staff must be trained in Substitution Management.	

D 8 Production [C, P]

D 8.1	**Weighing of ingredients**	
	The actual weight of each ingredient weighed must be recorded for each batch weighed. If liquids are incorporated, there must be effective means of weighing or measuring these, and of incorporating them.	
D 8.2	**Flushing between batches**	
D 8.2.1	Any flushes carried out must be accurately recorded either by the process control system or manually in the production records.	
D 8.2.2	Flushings must be clearly identified and traceable.	
D 8.2.3	Flush Batch effectiveness must be validated.	

D 9 Rework Material [C]

D 9.1	**Rework Rules**	
D 9.1.1	The sources of reworks must be identified and recorded. Unidentified and unapproved reworks must be disposed of as waste (see D4).	Potential reworks originate from a variety of sources each with its special characteristics. They include: a) Out of date stock. b) Quality rejects. c) Customer returns. d) Sievings. e) Flushing material not incorporated into the original batch. f) Broken bags and spillage (internal) See also section L 7 for more detail on rework containing controlled products.
D 9.1.2	Reworks must be separated based on limitations of each rework for future use and clearly identified by type.	

D 10 Treatments used as a Salmonella Kill Step in Bulk Poultry Feeds [K]

D 10.1	**Poultry Breeder Feeds**	
D 10.1.1	Breeder feeds for layer, broiler, duck or turkey parent or grandparent stock must be subjected to a "salmonella kill step" by heat or chemical treatment unless the customer specifies otherwise and this is documented.	The kill step should be designed to achieve a total (presumptive or confirmed) enterobacteriaceae count of less than 10 cfu per gram in all feed. Historically 80^0C for 2 minutes at 15% moisture has been considered adequate to achieve this.
D 10.1.2	Where heat or chemical treatment is used, the process controls must be validated for the full production run including start up.	
D 10.1.3	The system must have effective, verified controls as derived from the HACCP study.	
D 10.1.4	The process controls must be monitored and recorded throughout production.	This may include temperature, dwell time or chemical addition as appropriate.
D 10.1.5	For heat-treated feeds, the cooler air supply must be considered and appropriate filters used as indicated by the HACCP study, in order to limit recontamination.	The level of filtration required may be specified by the customer.
D 10.1.6	Any feed not correctly processed must not be mixed with correctly processed feed nor delivered to farm. Records must show when divert or disposal from the process occurs.	Where possible, all feed made on the line should be processed at the same critical limits. If a heat treated feed fails to receive the required heat treatment, actions may include:- • automatic diversion/ recirculation for further heat treatment. • retention within the heat treatment vessel to ensure the required processing is achieved. • removal from the process and consideration for rework.

D 10.1.7	Heat-treated feed must be protected from bacteriological recontamination.	The risk of recontamination in handling and transport should be considered within the HACCP study.
D 10.2 Post treatment additions		
	Whole grain and/or oyster shell which has not been heat or acid treated as a kill step must not come into contact with treated feeds.	
D 10.3 Other Poultry Feeds		
	If a claim is made that heat or chemical treatment is used as a specific kill step for feeds other than poultry breeder feeds, then all requirements of Section D 10.1 and D 10.2 must be complied with.	In the Republic of Ireland, 80^0C for 4 minutes (or equivalent) is required for all poultry feed.

D 11 Packaging [C, P]

D 11.1 Packaging Materials		
D 11.1.1	Paper or plastic sacks must not be reused.	
D 11.1.2	Subject to a risk assessment, big bags which have not left the site may be reused.	
D 11.1.3	Bulk containers such as tote bins or big bags to be used for delivery must be capable of being covered during transport.	
D 11.1.4	Pallets must be serviceable, clean and dry.	
D 11.1.5	All pallets and rigid containers which are returned must be inspected and if necessary cleaned before re use.	
D 11.2 Packaging Operations		
D 11.2.1	Care must be taken to avoid contamination/ cross contamination during the packaging process.	
D 11.2.2	Where necessary, plant and equipment must be cleaned and/or flushed to avoid contamination between different products.	
D 11.2.3	Unused packaging must be removed at the end of run.	

D 12 Labelling [C, P, S1, S2]

D 12.1	The correct labels must be used and must conform to current legislation. Measures must be taken to ensure only current versions of labels are produced.	
D 12.2	Where a feed ingredient is comprised of several components these must be identified and declared as required by legislation.	The declaration descriptions can be found in the EU Catalogue of Feed Materials and the EU Register of Feed Additives.
D 12.3	The feed manufacturer's Feed Hygiene Establishment Number or VMD approval number must be shown on the label.	See also L 9

D 12.4	Labels must be traceable to the specific batch or run in the packaging operation.	
D 12.5	Where pre-printing of labels or bags takes place procedures must be in place to avoid labelling errors.	
D 12.5	Unused labels must be disposed of to avoid mislabelling.	

D 13 Identification

D 13.1	**Labels and delivery documents** [C, P, S1, S2]	
	Confirmation of the UFAS participant's certification must be provided to recipients by being included on the delivery document or on the product label for all feeds. The information to be provided must be as follows:- *UFAS – NNNN	* UFAS may be either the written acronym or the UFAS logo. NNNN = UFAS ID number
D 13.2	**Contracts, receipts and invoices** [A, S1 (packaged feeds only)]	
	Where a participant does not handle the feed, or only sells feeds packed by another scheme participant, confirmation of the UFAS participant's certification must be provided to recipients by being included on contracts, receipts or invoices for all feeds. The information to be provided must be as follows:- *UFAS – NNNN	

E ORDER TAKING AND FULFILMENT [A]

E 1 Customer Requirements

	There must be a clear understanding between the participant and the customer/recipient of the feed order requirements including delivery instructions, which may be in the form of a written contract.	This could include the species and type of livestock for which the feed is intended, but also any special customer requirements such as market to be supplied, or specifying absence or presence of specific feed ingredients.

E 2 Sales Order Processing

	All orders must be recorded, with attention to the detail of the customer requirements.	

F LOADING, TRANSPORT AND DELIVERY [C, P, S1, S2, T]

F 1 Third Party Vehicles and Customer Vehicles

F 1.1	The requirements of this Standard regarding pre-loading inspection and vehicle cleanliness and hygiene apply to all vehicles and trailers being presented for loading with feeds, including those operated by direct customers of the participant.	
F 1.2	Third party vehicles (except farmers' own transport) must be clearly marked with the assurance scheme number of the participant.	From February 2017 for non-AIC schemes

F 2 Previous Loads

F 2.1	All bulk vehicles and trailers presented for loading, other than a farmer's own vehicle collecting for the farmer's own use, must present a record of the three previous loads carried on the vehicle, or trailer, prior to loading and records of any cleansing/ sanitising operations. Vehicles not presenting such records must not be loaded.	
F 2.2	Vehicles or trailers which have previously carried materials forbidden by the International Database for Transport of Feed (IDTF) must not be loaded.	See http://www.icrt-idtf.com/
F 2.3	Vehicles or trailers must show evidence of being cleaned and/ or sanitised in accordance with the requirements of the International Database for Transport of Feed (IDTF) before being loaded.	See http://www.icrt-idtf.com/

F 3 Vehicle Cleanliness

F 3.1	Bulk vehicle load compartments must be free from contamination and for non-liquid feeds, dry before loading.	
F 3.2	A signed record confirming the cleanliness of the loading compartments prior to loading must be retained.	Where records are routinely signed by third party drivers, the participant should carry out spot checks.

F 4 Loading from Bulk Storage

F 4.1	Bulk bins, flat stores or other containers from which bulk vehicles are loaded must be easily identifiable in order to minimise the possibility of incorrect loading.	
F 4.2	Bulk vehicles must not be left uncovered for longer than necessary when being loaded.	

F 4.3	The participant must ensure that:	
F 4.3.1	Orders are linked to loading and delivery instructions.	See also Section E
F 4.3.2	Vehicle drivers or other identified responsible persons are issued with instructions which identify the quantities of feeds which are to be loaded in each compartment.	
F 4.3.3	The vehicle is loaded with the correct feed according to the instructions given.	
F 4.3.4	Feed is visually inspected before or during loading to confirm the absence of contamination.	
F 4.3.5	Any contamination which is identified before or during loading is reported and that delivery does not proceed until an instruction has been issued.	

F 5 "Layering" of feeds

	Layering of feeds is permitted only if the following conditions are fulfilled:- • No more than three feeds may be loaded in a single bulk vehicle compartment. • Each component of the load must be individually weighed and labelled in accordance with legislation.	Participants who require further guidance on legally permitted layering and/or labelling should consult their local authority Trading Standards department.

F 6 Delivery Documentation

F 6.1	Feeds marketed in bulk must be accompanied by a document containing all mandatory labelling particulars	
F 6.2	A label must be attached to each individual package (including each "Big bag" or other reusable container) complying with Regulation EC No 767/2009.	See Section L for Medicated Feeds.

F 7 Delivery

	Delivery must take place in accordance with the requirements of D 11 of the AIC TASCC Code of Practice for Road Haulage of Combinable Crops & Animal Feeds.	

F 8 Products containing Processed Animal Protein (PAP)

	Products containing processed animal proteins must be transported in accordance with the TSE Regulations.	Guidance is available from the DEFRA website.

G SAMPLING AND TESTING [C, P, S1, S2]

G 1	The participant must develop and implement a testing schedule (frequency and scope of analyses) to reflect the nature of the business and the risks identified in the HACCP plan.	Invoice only merchants, and those handling only packaged feeds, meet the requirements of this section by sourcing from an assured supplier.
G 2	In developing the testing schedule, the participant must consider: • Feed materials in use. • Range and type of products. • Output of mill (tonnes per annum). • Due diligence and legal compliance. • The variability of the feed ingredients. • Carryover (where applicable).	See AIC Advisory Notes for guidance on developing a testing schedule. The analytical frequency for some parameters may be nil.
G 3	Where additives (including vitamins and minerals) are incorporated and levels declared, sampling and analysis to check efficiency of mixing (dispersion) must be carried out at intervals of no more than 6 months. The coefficient of variation (CoV) must be calculated and compared to predetermined acceptance criteria for each test.	See AIC Advisory Notes guidance on AIC website.

G 4 Bacteriological Testing [C, P, S1, S2]

	The amount of sampling and testing for salmonella must be determined in accordance with the Defra Code of Practice for the Control of Salmonella.	Participants will set their own target and action levels for bacteriological status where appropriate using HACCP principles.

G 5 Samples

G 5.1	**Intake Samples [C, P, S1, S2]**	
G 5.1.1	A representative sample of each bulk intake including liquids must be taken and retained in accordance with G 5.4.	Representative samples may be provided by the supplier where they cannot be obtained at intake.
G 5.1.2	If timely access to suppliers' retained samples is not available, a representative sample of each packaged consignment must be taken and retained.	This does not apply to non-assured complementary feeds in small packages (see B2.3).
G 5.2	**Production Samples [C, P]**	
	Samples must be taken in a specified quantity from each production run or batch (or each specific portion of a continuous production run).	Samples taken should be used to confirm physical quality requirements are being met and retained if required by the participant's quality control plan.

G 5.3	**Finished Feed Samples [C, P]**	
G 5.3.1	Samples must be taken from each batch or run of packaged feeds and retained in accordance with G 5.4.	
G 5.3.2	Samples must be taken from each load of bulk feeds at outloading and retained in accordance with G 5.4.	Where this is not practical, traceable production samples may be retained instead.
G 5.4	**Sample Retention and disposal [C, P, S1, S2]**	
G 5.4.1	Samples must be of a size which enables them to be visually inspected and be large enough to enable laboratory analysis to undertaken on them (as required). Samples must be retained and be available to the competent authorities for a defined period appropriate to the use for which the feed is placed on the market.	
G 5.4.2	Samples must be labelled in such a way as to assist full traceability.	
G 5.4.3	Samples must be sealed and stored in conditions which aim to reduce deterioration to a minimum.	
G 5.4.4	Samples must be disposed of safely according to a written procedure.	
G 5.5	**Bacteriological Samples [C, P, S1, S2]**	
	Samples intended for microbiological testing must be taken aseptically, by trained operators in accordance with a written procedure.	

G 6 Testing Facilities [C, P, S1, S2]

	There must be access to a laboratory which can carry out analyses which must be: • approved by a recognised body such as UKAS; or • validated by participation in ring tests; or • validated by other means.	Take into consideration the limits of detection the laboratory can achieve.

G 7 Testing of Combinable Crops stored on behalf of third parties [S2]

	For testing of combinable crops stored on behalf of third parties on which contractual decisions are based, the AIC TASCC Code of Practice for the Testing Facilities of Combinable Crops must be complied with. In particular: • Procedure and Methods. • Staff Training. • Proficiency (Ring) Tests. • Internal Quality Control. • Results reporting.	The TASCC code defines best practice in testing. Incoming combinable crops used by the participant as feed ingredients are not covered by this requirement.

G 8 Assessment of results [C, P, S1, S2]

G 8.1	The test results must be compared against specified limits. Where results fall outside the specified limits relevant action must be taken and documented.	Specified limits may be legal requirements or declarations, or internal / customer specifications
G 8.2	Records of analysis results must be maintained using in-house data and/ or that available from third parties.	

H COMPLAINTS [A]

H 1	There must be a system for registering, recording and processing complaints relating to feed safety in a timely manner.	Records should include: • Details of complainant and feed. • Investigation of cause. • Reply to complainant (need not be written but should be recorded). • Corrective/ Preventive actions if required.
H 2	Complaints must be reviewed, with attention to any trends, and corrective action taken as necessary.	
H 3	Feeds which have been discharged on farm and returned must be formally risk assessed before becoming an approved rework.	The storage conditions on farm should be considered in the risk assessment, and appropriate action taken, which may include treatment with a bactericide.

I FEED SAFETY INCIDENTS AND MARKET RECALL [A]

I 1	**Feed Safety Incidents**	
I 1.1	There must be a written feed safety incident procedure (including recalls) which is capable of being put into operation at any time, inside or outside normal working hours.	This applies to feed which the participant has become aware could cause a food or feed safety incident.
I 1.2	The responsible person (see A 1.5) must immediately notify the relevant Competent/ Enforcement authorities and the Certification Body in the event of an undesirable substance being found above the maximum permitted level (MPL) or any other occurrence potentially threatening human or animal health being identified.	Occurrences which have been caused, identified and dealt with by the UFAS participant so that the feed is made safe need not be notified. e.g. FSA/ FSS, Defra, DARD, Local Authority, VMD. A directory of relevant contact details should be maintained. See FSA website for Incident Report Form. **Feed Safety Requirements: Extract from Reg. (EC)178/2002** "1. Feed shall not be placed upon the market or fed to any food producing animal if it is unsafe. 2. Feed shall be deemed to be unsafe if it is considered to: - have an adverse effect on human or animal health - make the food derived from food producing animals unsafe for human consumption."

I 1.3	The participant must notify the Certification Body where the outcome of a feed safety investigation by a Competent Authority determines that the participant is responsible.	This would include medicinal residues in food products linked to feed supplied by the participant (see guidance above). Email: feed@kiwa.co.uk
I 1.4	Where a participant becomes aware of any occurrence in which they are not directly involved but which could potentially threaten human or animal health AIC must be informed.	This requirement is intended to help to protect the integrity of the Industry. Further information can be found on the "Tell AIC" page of the AIC website. AIC Trade Assurance Helpline 0870 300 0532 Email enquiries@agindustries.org.uk
I 2	**Market Recall**	
I 2.2	A responsible person with deputies must be nominated to initiate and co-ordinate all recall activities.	
I 2.3	If product recall becomes necessary the reasons for recall must be recorded and assessed and corrective action taken as necessary.	It may be useful to have a pre-prepared template to record sufficient detail to establish the timeline of the recall.
I 2.4	Recalled or returned products must undergo a quality control re-assessment to determine whether they can be put back into circulation or disposed of.	
I 2.5	The destination of any recalled goods must be recorded.	
I 2.6	The operation of any product recall must be reviewed after it has been carried out so that procedures can be modified if necessary.	
I 2.7	The product recall procedure must be tested annually.	This is a traceability exercise and does not require third parties to be contacted.

J PERSONNEL [A]

J 1 Key Personnel

J 1.1	Appropriately qualified and experienced personnel must be designated as having responsibility for production and for the quality system. These are key personnel.	Key personnel should have designated deputies. They should also be provided with adequate and appropriately trained supporting staff.
J 1.2	The distribution of responsibilities between key personnel must be clearly defined in writing.	

J 2 Organisational Chart

	There must be an organisational chart setting out the supervisory job titles. This must be available to appropriate authorities for inspection. The job titles must link to: • job descriptions. • training records.	The job descriptions and training records should demonstrate that key staff have the appropriate education, training and/or experience to carry out the designated tasks and responsibilities.

J 3 Job Descriptions

	All staff must be informed in writing of their duties, powers and responsibilities, which must be recorded as written job descriptions or within company procedures. This information must be reviewed when there are any changes to the business.	

J 4 Training

J 4.1	All staff must be trained in the tasks that they may be asked to undertake.	
J 4.2	The training of each member of staff must be recorded. Receipt of training must be signed off by the trainer and trainee to confirm receipt and understanding.	
J 4.3	Staff training requirements must be reviewed annually.	The interval between any training should reflect the complexity of the task, changes in equipment or other aspects of the process and wherever a member of staff takes on a new role.

J 5 Hygiene (Excluding Invoice Only Merchants)

J 5.1	Where there is a risk of feed being contaminated, all operatives must wear protective garments. The garments must be regularly and frequently cleaned.	Including combinable crops for food use
J 5.2	Where there is a risk of feed being contaminated, visitors to the premises (including contractors) must be informed of hygiene requirements and must wear protective garments where contamination is possible.	
J 5.3	Eating and drinking must not be permitted within packaging, storage or processing areas.	
J 5.4	Washing facilities and toilets must be provided, separate from production and storage areas.	

K DOCUMENTATION AND RECORDS [A]

K 1	Documents and records (handwritten or electronic) must be designed and prepared such that: • The title and purpose is clear. • They are dated. • Inadvertent use of superseded documents is prevented, e.g. by a controlled document system. • Entries are legible and authorised. • Handwritten records are in ink. • The person making any entry, alteration or deletion is identifiable. • Dates and times of actions are recorded. • Records are available to auditors or regulatory authorities when required.	

K 2 Record Retention

	All relevant records must be retained for a defined period not less than two years, or as required by legislation, and be available to inspectors at the next UFAS audit.	See L 12 for Feeds containing Controlled Products.

K 3 Traceability

K 3.1	The system of documentation and records must be such that the history of each delivery of feed is traceable.	
K 3.2 Purchase Records		
	The following information regarding each purchase must be established and recorded: • Material name. • Quantity purchased. • Supplier.	
K 3.3 Intake and Production Records		
K 3.3.1	The following information regarding each purchase must be established and recorded: • Material name. • Haulier (name/ vehicle registration/ trailer reference/ previous three loads). • Quantity delivered. • Date and time of intake. • Supplier. • Delivery order or fixing reference where available for ex-store feed materials.	

K 3.3.2	The records must identify each batch and show that it was manufactured in accordance with the formula and product specific requirements. e.g. • Type/name/designation of feed. • Formulation document (including version number/ date) (see D 6). • Batch records/number. • Production sequencing. • Quantity manufactured. • Date of manufacture and/or packaging.	Details do not need to be recorded on the same document, but participants need to be able to demonstrate the link between feeds manufactured and formulations etc.
K 3.3.3	Batch records must include individual weighments of ingredients, or of multiples of bags where ingredients are added from pre-weighed bags.	
K 3.3.4	For additives and premixtures, the following details must be recorded: • Identity. • Batch number (where available). • Quantity used.	
K 3.3.6	The person(s) responsible for each batch must be identifiable.	
K 3.4 Sales Records		
	The following information regarding each sale must be recorded: • Type/name/designation of feed. • Customer name. • Quantity sold. • Date(s) of delivery. • Link to purchase/ production records.	

L FEEDS CONTAINING CONTROLLED PRODUCTS (VMPs and SFAs) [M]

Veterinary medicinal products (VMPs), Specified feed additives (SFAs), and premixtures containing VMPs and/or SFAs, (as defined in the Veterinary Medicines Regulations) are referred to as Controlled Products.

L 1 Approval of Premises

L 1.1	There must be evidence of current VMD/ DARD or competent national body approval for premises where manufacture of feeds containing Controlled Products takes place.	
L 1.2	Where feeds containing Controlled Products are stored on remote sites, these premises must be approved by the relevant authorities**.**	A remote site is any location other than the certificated UFAS site. Relevant authority: Controlled Products & Medicated feeds – VMD / DARD. SFA Feeds – Local authority.
L 1.3	Where the Participant supplies feeds (including pre-mixtures) containing Controlled Products to a manufacturer (including an on farm mixer) or distributor (merchant) the Participant must ensure the recipient has the correct Approval.	For full details see VMD guidance.

L 2 Point(s) of addition [C only]

	Point(s) on the mill flow diagram where Controlled Products are incorporated must be identified.	See also C3.1.1

L 3 Storage and Handling of Controlled Products

L 3.1	Opened bags or containers must be securely fastened or the ingredients must be stored in clearly identified closable bins.	
L 3.2	Controlled products must always be clearly identified and Veterinary Medicated Products (VMPs) stored in and issued from a secure area that is locked when not in use.	See also D 2.3
L 3.3	There must be adequate records to permit verification of stocks and usage at all times.	

L 4 Operating Procedures [C only]

	Each manufacturer must have documented operating procedures or work instructions for incorporation of additives, premixtures and Controlled Products.	Controlled Products, additives and additive premixtures should be added directly to the mixer or be added as near to the mixer as possible.

L 5 Scheduling rules for feeds containing Controlled Products [C only]

L 5.1	The manufacturer must have in place procedures which avoid or minimise, as necessary, any cross-contamination of feeds with Controlled Products.	Procedures may include: • Cross contamination matrix/ rules . • Plant scheduling. • Flushing/ cleaning.
L 5.2	A feed containing a Controlled Product must not be allowed to contaminate a feed for which the Controlled Product is not authorised or contra-indicated or where carry over / cross contamination limits are defined in legislation.	All Feeds including those intended for feeding to slaughter, dairy feeds and layer feeds should always be protected from potential contamination by Controlled Products not licensed for the species.
L 5.3	Feeds intended for feeding to slaughter, dairy feeds and layer feeds must not be made after feeds containing any Controlled Product requiring a withdrawal period or where these are not authorised for incorporation in those feeds.	
L 5.4	Carry Over / Cross Contamination must be managed by scheduling rules and, where necessary, the use of Flush Batches.	See section D 8.2 for flush batch management.

L 6 Manufacture of Medicated and SFA feeds [C only]

L 6.1	The expiry date of a Medicated/ Specified Feed Additives (SFAs) feed must reflect the stability of Controlled Products in the finished feed, which must be demonstrated.	The implications of the use of Controlled Products whose authorisations specify a maximum pelleting temperature should be considered.
L 6.2	**Prescriptions (MFSp) [M]**	
L 6.2.1	Where the Participant supplies a medicated feed directly to the end user, the feed must not be delivered until the Medicated Feedingstuffs Prescription (MFSp) has been received by the Participant responsible for the supply to the end user.	
L 6.2.2	Where a customer has requested a supply of medicated feed and has not provided the participant with the MFSp at point of order, the participant may inform the vet that the order has been placed.	It is the responsibility of the customer to obtain a prescription from their veterinary surgeon. VMD guidance is available on the AIC website.
L 6.2.3	A merchant supplier can agree for MFSps to be managed by the manufacturer, in which case the manufacturer must hold the MFSp before delivery but a copy must ultimately be provided to the merchant who remains legally responsible.	
L 6.2.4	Where a manufacturer delivers to an end user on behalf of a merchant but does not manage the MFSps for the merchant the order must be placed in writing.	
L 6.2.5	All MFSps must be checked to ensure compliance with the relevant legislation.	Checking is normally the responsibility of the Supplier except where this has been agreed otherwise as above.

L 6.3 Manufacture of Medicated premixtures and premixtures containing Specified Feed Additives [C only]		
	Where manufacture of Medicated premixtures, or premixtures containing Specified Feed Additives (SFAs), is undertaken on the same site as the manufacture of complete feeds and/ or complementary feeds, these must be produced on a dedicated production line.	See definitions in Scheme Manual – this requirement does not apply to manufacturers of "Medicated Concentrates".

L 7 Rework [C only]

L 7.1 Rules for reworks containing Controlled Products		
L 7.1.1	Reworks containing Specified Feed Additives (SFAs) or veterinary medicinal products must not be reworked into the feeds below: • sheep feeds. • horse feeds. • dairy feeds. • layer feeds. • breeding feeds for all poultry. • All final stage finisher (withdrawal) feeds.	
L 7.1.2	Reworks containing controlled products must be treated as a feed ingredient and formulated into feeds accordingly.	This is to maintain control of levels of active ingredients in the finished feed.
L 7.1.3	Reworks and returns of pre-mixtures and "Medicated Concentrates" containing known quantities of Veterinary Medicinal Products (VMPs) or Specified Feed Additives (SFAs) may be reformulated only into products containing the same veterinary medicinal products or specified feed additives.	See definitions in Scheme Manual.
L 7.2 Rules for reworks containing Specified Feed Additives (SFAs)		
	Approved reworks containing Specified Feed Additives (SFAs) must only be formulated into other feeds such that levels comply with current legal limits.	
L 7.3 Rules for reworks containing Veterinary Medicinal Products or Medicated Premixtures		
L 7.3.1	Where approved reworks are formulated into feed containing the same Veterinary Medicinal Product(s), the inclusion rate must be calculated so that final level of the active ingredient in the finished product is correct.	

L 7.3.2	Ruminant or monogastric feed reworks which are identified as containing mixed veterinary medicinal products and cannot be used as above must be kept separate by type and used at no more than 1% in feeds for which the products are authorised.	
L 7.3.3	Reworks containing veterinary medicinal products must be kept separate and clearly identified.	This includes reworks from flush batches following medicated feeds.

L 8 Packaging [M]

L 8.1	Packaging including big bags for medicated premixtures and medicated feeds must be sealed in such a way that the package cannot be reused.	

L 9 Labelling Feeds containing Controlled Products [M]

L 9.1	All feeds containing controlled products must be labelled in accordance with relevant legislation.	
L 9.2	The expiry date of a feed containing a Controlled Product must take into account the actual expiry dates of the Controlled Product(s) themselves, as well as the stability of those products in the feed.	
L 9.3	The feed manufacturer's VMD (or appropriate national authority) approval number must be shown on the label. This replaces the Feed Hygiene Regulations number.	See also D 12

L 10 Storage of Packaged Feeds containing VMPs (Medicated Feedingstuffs)

L 10.1	Packaged Feeds containing VMPs must be stored in a designated area.	

L 11 Loading, Transport and Delivery [M]

L 11.1	There must be written rules covering vehicle scheduling and the order of loading and unloading to minimise the risk of contamination.	
L 11.2	Medicated feed must not be sieved at the bulk out loading point, unless disposal of the sievings is controlled to prevent the contamination of feeds as detailed in section L 7.	
L 11.3	When delivering bulk feeds containing Controlled Products, details of the bulk bins (or other storage areas/containers) into which the feeds are unloaded must be recorded.	

L 11.4	Where deviations from the customer's original delivery instructions are requested, these must be noted together with the reasons.	
L 11.5	After delivering feeds containing controlled products the vehicle body and blowing equipment must be cleaned to remove the risk of cross contamination. This cleaning must be recorded. Residues must be disposed of safely in accordance with L7.	

L 12 Sampling and Testing [C only]

L 12.1	Samples must be tested to check the recovery of the active ingredient based on the following formula: • The square root of 1 % of the total annual manufactured volume of feed containing controlled products. • Of these routine checks, a minimum of 10% must be at the end of declared shelf life of the feed.	The range of controlled products used should be covered where laboratory tests are available. The total number tested can include those carried out by third parties and the results of mixer trials. Where the total number of routine checks is less than five per year, end of life testing is not required. End of life testing should be carried out within the two weeks prior to the stated expiry date.
L 12.2	Samples of finished products must be tested for residues to verify the effectiveness of scheduling and carry over / cross contamination controls.	When testing for carryover of Controlled Products into non-target feeds, the laboratory undertaking the analyses should be able to achieve the Limits of Quantification appropriate to the maximum permitted level (MPL) for carryover of the active substance, where specified in legislation, or as low as reasonably possible where no MPL is specified.

L 13 Records for Feeds containing Controlled Products [M]

L 13.1	In addition to the requirements in K 3 the following specific daily records must be kept for feeds containing Controlled Products: • Names and addresses of persons to whom each batch, blend or run has been delivered. • Batch numbers of Controlled Products used.	
L 13.2	**Record retention for Feeds containing Controlled Products**	
	All records relating to feeds containing Controlled Products must be retained for a minimum period of five years.	These records include: • MFSp prescriptions. • Batch records. • Mixer dispersion tests. • Recovery and carry over test results.

© AGRICULTURAL INDUSTRIES CONFEDERATION LIMITED (AIC) 2016
All rights reserved. No part of this publication may be reproduced or transmitted in any material form or by any means, mechanical, electronic, photocopying, recording or otherwise, or stored in any retrieval system of any nature, without the prior written permission of the copyright owner except in accordance with the provisions of the Copyright, Designs and Patents Act 1988.
WARNING: The doing of an unauthorised act in relation to copyright may result in both a civil claim and a criminal prosecution.
AIC and its officers, employees, agents and subcontractors accept no liability whether in contract, tort (including negligence), breach of statutory duty or otherwise for any loss (including indirect or consequential losses) by a participant or other third party arising under or in connection with the scheme and its administration save only to the extent that statute prohibits exclusion.