

Questionnaire

	List other standards the operator may comply with:	Remark:		
		Yes	No	Remark
4 Management System				
4.1 General requirements				
a	Is there a documented MS in place?			
b	Does the MS include regulatory, safety and customer requirements?			
c	Does the MS cover all the operator's activities?			
d	Are there other activities that conflict with the feed safety requirements?			
4.2 Management principles				
a	Can employees commitment to feed safety and quality be demonstrated?			
b	Are HACCP principles applied?			
c	Is an effective change control system implemented?			
d	Is there a system in place to inform Management in case of threats to product quality and feed safety?			
e	Is there a system in place to ensure management is kept up-dated on all relevant legislation, feed and food safety issues and other relevant guidelines?			
4.3 General documentation requirements				
a	Does a written quality and safety policy exist?			
b	Is there a Quality Manual in place?			
c	Are documented procedures and records available?			
d	Is the scope of the MS defined?			
e	Are quality procedures established as part of the MS?			
f	Do quality procedures cover the prerequisite program in support of the HACCP program?			
g	Are HACCP procedures sufficient to ensure feed safety?			
h	Are specifications and testing procedures for incoming materials and finished products documented?			
i	Are master formulae and operating instructions for each product or group of products in place?			
j	Are Processing records for each batch of product available?			
k	Are Standard Operating Procedures (SOPs) for all activities under the scope of the MS documented?			

l	Are documents unambiguous and include title, nature and purpose?			
m	Are documents approved, signed and dated by appropriate authorised responsible person(s)?			
n	Are documents kept up to date?			
5 Management responsibility				
5.1 Management commitment				
a	Can Management commitment to feed safety and quality be demonstrated?			
5.2 Quality and Safety Policy				
a	Does the quality and safety policy specify the operator's objectives including regulatory and customer requirements?			
b	Is the policy adequately communicated?			
c	Does the operator have the basic resources necessary to fulfil the stated objectives?			
d	Are the Management and HACCP systems documented, reviewed, updated and communicated to key staff?			
5.3 Responsibility, authority and communication				
a	Is a suitably qualified HACCP team leader appointed?			
b	Is the scope of the HACCP system clearly defined?			
c	Do job descriptions exist for each individual or group of individuals?			
d	Is there a system in place to identify and correct problems within the management and HACCP systems?			
e	Is a suitably qualified person appointed to ensure compliance with regulatory requirements?			
f	Is an organisational chart available?			
5.4 Management representative				
a	Is a management representative with responsibility for quality and safety appointed?			
b	Does the management representative report to top management?			
c	Do responsibilities include promotion of awareness of customer requirements?			
5.5 Management review				
a	Is a documented procedure in place for management to review the suitability and effectiveness of the MS and HACCP?			
b	Are records of this review available?			
c	Is the review conducted periodically and predefined intervals?			
d	Are conclusions drawn and actions taken documented as part of the review?			
e	All actions communicated to key personnel within the organisation?			

6 Resource management				
6.1 Provision of resources				
a	An organisational chart exists and is updated?			
b	Appropriate persons have been assigned responsibilities to comply with external requirements?			
c	The design is appropriate?			
6.2 Human resources				
a	The staff is sufficient and skilled to comply with expected tasks and requirements?			
b	Job descriptions are available and updated?			
c	Necessary competence are available in disciplines concerning: <ul style="list-style-type: none"> - Feed safety - HACCP - Hygiene - Quality - Health and safety - Environment 			
d	Level of competence is documented and maintained?			
e	Is there a sufficient level on personnel hygiene facilities and personel hygiene?			
6.3 Infrastructure				
a	The facility is designed to facilitate a good environment as described in 6.3.2.1?			
b	The facility is designed to make it easy to clean if necessary?			
c	The facility is suitable to minimize feed safety risks?			
d	Necessary utilities are available e.g. <ul style="list-style-type: none"> - Potable water or other water quality - Steam - Pressured air - Heating system - Extraction units - Other relevant utility system 			
6.4 Maintenance and control of monitoring and measuring devices				
a	A formal calibration system is in place?			
b	This includes items to be calibrated?			
c	Appropriate calibration intervals are defined			
d	Calibration results are documented?			
e	A formal preventive maintenance system exists?			
f	Appropriate maintenance intervals are defined?			
g	Maintenance work is documented?			

h	Maintenance work does not interfere with product safety?			
6.5 Cleaning				
a	A formal cleaning program exists covering: <ul style="list-style-type: none"> - Daily house-keeping - Periodic deep cleaning - Cleaning after maintenance 			
b	The program defines responsibility?			
c	Post evaluation is covered?			
d	Cleaning records are currently filled-in?			
e	Procedures on cleaning of equipment exist and they support hygiene and feed safety?			
f	Employees are trained in cleaning procedures and the training is documented?			
6.6 Pest control				
a	A formal (documented) preventive pest control system is in place?			
b	The responsibility: In-house or contracted?			
c	Ensure that relevant preventive measures are taken, re.: <ul style="list-style-type: none"> - Rodents, outside and inside - Insects, flying and crawling - Birds - Other relevant pests 			
d	Ensure a map or schematics of preventive measures showing the locations exist and are updated?			
e	Pest activities are documented?			
f	Applied pesticides/chemicals are suitable for the purpose (Product Data Sheet)?			
g	Ensure legality of the pesticide/chemicals?			
h	The plant is maintained reasonably clear of infestation?			
6.7 Waste control				
a	Waste materials are properly identified to avoid mix-up with production materials?			
b	Waste is handled properly to avoid risks for workers or environment, both internally and externally?			
7 Product realisation				
7.1 Product requirements				
a	A system to identify external requirement is implemented?			
b	The external requirement are communicated and complied with?			
c	Requirements and compliance are documented?			
d	Requirements specified by customers are controlled and implemented?			

e	Procedures are in place to comply with identified requirements?			
f	Relevant product information is in place?			
g	The information is communicated to the customer?			
h	Information provided by customers are received and implemented?			
7.2 HACCP program				
a	A HACCP program is developed and maintained?			
b	A multidisciplinary team is announced?			
c	A competent team leader is appointed?			
d	Adequate training of the HACCP team members is supplied?			
e	An adequate prerequisite quality program exists?			
f	A HACCP analysis is performed and documented? <ul style="list-style-type: none"> - The Critical Control Points (CCPs) are identified - Critical limits are specified - Monitoring is provided - A deviation procedure is established and implemented - Verification procedures are established and implemented - All procedures and records are archived 			
g	Possible biological, physical and chemical hazards are considered			
7.3 Design and development				
a	Development plans are issued prior to relevant phases of the development process?			
b	The development plan considers risks related to safety?			
c	HACCP is considered?			
d	A formal change control procedure exists?			
e	Changes are approved before implementation?			
f	Changes are controlled and documented?			
g	Changes implemented are reviewed, verified and archived?			
h	Safety, quality and regulatory requirements are covered by the change control procedure?			
7.4 Handling of incoming materials				
a	New suppliers are covered by an approval process?			
b	Approved suppliers are documented, reviewed, re-evaluated and the documentation is up-to-date?			
c	The review is done periodically at a predetermined interval?			
d	Purchased incoming material has an agreed specification?			
e	Specifications comply with feed safety topics and legislative requirements?			
f	A written procedure on handling of incoming materials exists?			

g	Incoming materials are registered uniquely and include? - Suppliers name and lot/batch number - Operators lot/batch number - Name of material - Quantity and date of receipt - Possibly expire date			
h	Incoming bulk materials are stored according to adequate separation procedures?			
i	Materials are inspected before, during and after unloading?			
j	The inspection includes contamination, pest infestation and documentation of findings?			
k	Non-conformities are recorded?			
l	Records of inspection results are documented and archived?			
m	Incoming materials are released before use?			
n	Documentation is maintained in case a product is returned to the supplier?			
7.5 Production of finished goods				
a	Production areas are accessible to authorized personnel only?			
b	Production is run according to formal production planning?			
c	The production plan is distributed to relevant persons?			
d	Production records are kept to prove compliance with master formula?			
e	Cross-contamination is prevented or controlled?			
f	Each product has a specification, unique name and/or code?			
g	Each product has a predefined label?			
h	Finished products are clearly marked and identified?			
i	Each product has a predefined packaging instruction?			
j	The packaging process is controlled to avoid contamination and mix-up?			
k	Deliveries are inspected prior to dispatch?			
l	The inspection is documented?			
m	Non-conforming products are segregated and stored in a manner to prevent failures?			
n	Storage facilities are operated in a manner to prevent failures during handling?			
o	Storage facilities are suitable to purpose, e.g. cleanliness, ventilation, dry and temperature controlled?			
p	A defined stock rotation system is in place, e.g. FIFO?			
q	Outdated stock is controlled and segregated			
r	Loose bulk materials are controlled and segregated from other loose bulk material?			

s	A written verification procedure is in place?			
t	Verification data demonstrates that all production processes achieve planned results?			
u	Verification data demonstrates that carry over is controlled?			
v	A traceability system is in place, including tracing back from the final product through quality control data and batch records to the raw materials used and the suppliers?			
w	Deliveries can be traced to customers, including customer name, date, batch and amount?			
x	A stability program is defined and on-going?			
y	Product environment is controlled during storage to preserve conformance with quality and safety requirements?			
7.6 Transport				
a	Agreements with subcontractors are documented			
b	Selection of transporters takes into consideration their ability to fulfill the operators requirements as certified by this code?			
c	Transporters are controlled, evaluated and meet expected quality and safety requirements?			
d	Requirements in this code are applied by the operator also to transports arranged by the buyer?			
e	Procedures are in place to ensure product integrity during transport?			
f	Packaging provides adequate protection for the raw material or finished goods?			
g	Procedures are in place to control all relevant risks found in the operators HACCP?			
h	If cleaning is required the cleaning certificates shall include all relevant information needed to evaluate if the supplied container is suitable for loading?			
i	Procedures are in place to safeguard against unwanted or forbidden contaminants?			
8 System review				
8.1 General requirements				
a	Does a formal review system exist?			
b	Does the system include collection of data?			
c	Does the system include analysis of the data?			
d	Does the system include a conclusion?			
e	Does the system include actions for improvement originating from the conclusion?			
f	Are time scales for improvements defined and maintained?			

8.2 Internal audits						
a	Is a scheduled audit program in place?					
b	Are internal audits carried out?					
c	Are the scope of audits defined?					
d	Are feed safety issues included in the scope?					
e	Are the frequency of audits defined?					
f	Are auditors suitably trained?					
g	Are audits and non-conformities reported and documented?					
h	Are reports distributed to key staff?					
i	Are formal follow-up's reported?					
j	Are corrected non-conformities verified?					
9 Control of non-conforming products						
9.1 General requirements						
a	Does a formal system exist on how to handle non-conforming products?					
b	Does the procedure cover	Product identification?				
c		Documentation of non-conformities?				
d		Evaluation of root causes?				
e		Documentation of corrective actions and verification steps?				
f		Segregation, handling and assessment of non-conforming product including: Rejected Materials? Accepted Materials with restrictions? Justification of potential alternative use within feed safety requirements?				
g	Is staff aware of these procedures?					
h	Is clear marking of non-conforming product in place or another means of control?					
i	Are records of non-conformities maintained?					
9.2 Complaint handling system						
a	Does a formal customer complaint handling system exist?					
b	Is responsibility for controlling complaints defined?					
c	Does the system include sufficient customer and product information?					
d	Are the complaints evaluated according to:	Cause?				
e		Seriousness?				
f		Customer?				

g		Other relevant topics?			
h	Are complaint topics used to prevent reoccurrence?				
i	Are the related corrective actions carried through?				
j	Is feedback given to the customer?				
9.3 Recall					
a	Does a formal recall procedure exist?				
b	Is responsibility assigned to an appropriate person?				
c	Is the recall process adequately described?				
d	Does the recall procedure include handling, reassessment and/or disposal of recalled product?				
e	Are effective corrective and preventative actions implemented?				
f	Are recalls recorded?				
g	Is the recall procedure tested regularly?				
h	Are the test recalls documented?				
i	Are the outcomes of the test recalls evaluated?				
9.4 Crisis management					
	Does a crisis management procedure exist?				
	Is responsibility for notifying customers and regulatory authorities defined?				
	Is responsibility for conducting a product recall defined?				
10 Statistical techniques					
a	Are statistical techniques applied?				
b	Has the use of statistical techniques been evaluated and defined?				
c	Is an overview of each statistical technique available?				
d	Are the suitability of techniques documented?				
e	Does the operator possess the necessary statistical competencies?				