

Guideline **Feed Sector**



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Contents

1	Fundamentals	10
1.1	Scope	10
1.2	Responsibilities	10
1.3	Recognition of other standards	10
1.4	Drying companies.....	11
1.5	Private Labeller	11
1.6	Food producers with by-product feed.....	12
1.7	System coordinators for the integration of feed material producers	12
1.8	Small scale producers of feed materials	12
1.9	Mobile feed milling and mixing plants	12
1.10	Transport service and storage facility providers	12
1.11	Multi-site certification for traders, storage or transport facilities.....	12
1.12	Handling of/Trade with soy beans and soy bean products	13
2	General requirements	13
2.1	General system requirements	13
2.1.1	[K.O.] Company data.....	13
2.1.2	[K.O.] Official registration and authorisation	14
2.1.3	[K.O.] Incident and crisis management	14
2.1.4	[K.O.] Traceability	15
2.2	Separate QM Certification.....	15
2.2.1	Recognition of a QM certification	15
2.3	Structure of a quality management system.....	15
2.3.1	Determination of scope	15
2.3.2	Justification for exclusions.....	15
2.4	Requirements for the documentation and communication	15
2.4.1	[K.O.] Documentation	15
2.4.2	Control of documents.....	16
2.4.3	Safe keeping	16
2.4.4	Communication	16
2.5	Leadership and planning	16
2.5.1	Leadership and commitment of top management	16
2.5.2	Quality policy.....	16
2.5.3	Quality objectives and planning to achieve them	17
2.5.4	Roles and responsibilities	17
2.5.5	Planning modifications	17
2.6	Resource management.....	17
2.6.1	Provision of resources.....	17
2.6.2	Human resources	17
2.6.3	Infrastructure	18
2.7	Product realisation and services	18
2.7.1	Definition and review of requirements for products and services	18
2.7.2	Process planning and presentation.....	18
2.7.3	Product realisation and provision of services.....	18
2.7.4	Communication with customers.....	18
2.7.5	Development.....	19

2.8	Monitoring, measurement and testing	19
2.8.1	Control of processes	19
2.8.2	Control of products	19
2.9	Evaluation and improvement	19
2.9.1	[K.O.] Supplier evaluation	19
2.9.2	Internal audits	19
2.9.3	[K.O.] Management review	20
2.9.4	Customer complaints	20
2.9.5	[K.O.] Control of defective products and services	20
2.9.6	Improvement	20
2.10	HACCP Concept	21
2.10.1	[K.O.] HACCP Concept	21
2.10.2	HACCP Team	21
2.10.3	Flow charts	21
2.10.4	Hazard assessment	21
2.10.5	Critical control points (CCP)	21
2.10.6	Limit values for CCP	21
2.10.7	Monitoring and verification of the limit values for CCP	21
2.10.8	Corrective actions for CCP	21
2.10.9	Responsibilities	21
2.10.10	Documentations	21
2.10.11	HACCP verification	22
2.11	Requirements for multi-site certification	22
2.11.1	Requirements for the matrix coordinator	22
2.11.2	Requirements for the matrix locations	22
3	Requirements for feed production	22
3.1	Product specifications for feed	22
3.1.1	[K.O.] Description of the feed produced	22
3.1.2	Information for customers	23
3.1.3	[K.O.] Production of feed materials: QS-list of feed materials	23
3.2	Supply specifications	23
3.2.1	Description of raw materials	23
3.3	Management of raw materials	23
3.3.1	Supply of unprocessed primary agricultural products	23
3.3.2	Supply of feed materials: Allowed lists	24
3.3.3	Supply of products from vegetable oils and fats	24
3.3.4	Supply and production of feed additives	24
3.3.5	[K.O.] Exclusion list	24
3.3.6	Receiving raw materials	24
3.4	Certification status of the suppliers	24
3.4.1	[K.O.] Eligibility of delivery of the suppliers	24
3.4.2	[K.O.] Supply of non-certified suppliers: Gate-Keeper-Regulation	25
3.5	Additional requirements for the supply of former foodstuffs from food manufacturers	25
3.5.1	Quality questionnaire	25
3.5.2	Process diagram	25
3.5.3	Supplier audits	26
3.5.4	Labelling and cleaning of collection containers	26

3.5.5	Transport of raw materials	26
3.5.6	Direct delivery to the customer	26
3.5.7	Evaluation of the supplier audits, quality questionnaire and process diagram	26
3.6	Operating equipment	27
3.6.1	Layout of the operating facility.....	27
3.6.2	[K.O.] Guarantee of separation of products	27
3.6.3	[K.O.] Forbiddance of parallel production concerning special fats and oils.....	27
3.7	Maintenance and servicing	27
3.7.1	Maintenance programmes	27
3.8	Cleaning	28
3.8.1	Cleaning plans	28
3.8.2	[K.O.] Cleaning and disinfection agents.....	28
3.8.3	[K.O.] Cleaning work	28
3.9	Pest monitoring.....	29
3.9.1	[K.O.] Pest prevention and monitoring	29
3.9.2	[K.O.] Pest control	29
3.9.3	[K.O.] Protection of stock	29
3.10	Staff hygiene.....	29
3.10.1	Hygiene training.....	29
3.11	Regulations for company premises.....	29
3.11.1	Access to company premises	29
3.11.2	Regulations on food, drinks and smoking	30
3.11.3	Work by external companies.....	30
3.12	Glass and other fragile materials	30
3.12.1	[K.O.] Use of glass and other fragile materials	30
3.13	Waste management	30
3.13.1	[K.O.] Waste management and disposal.....	30
3.14	Use of water.....	30
3.14.1	[K.O.] Water quality	30
3.14.2	Water additives.....	31
3.15	Carryover and cross-contaminations.....	31
3.15.1	[K.O.] Determination of possible carryovers	31
3.15.2	[K.O.] Cross-contamination	31
3.16	Contamination.....	31
3.16.1	[K.O.] Prevention of contamination.....	31
3.17	Processing aids	31
3.17.1	Use of processing aids	31
3.18	Storage	31
3.18.1	[K.O.] Storage management.....	31
3.18.2	Quality maintenance.....	32
3.18.3	Use of external storage facilities.....	32
3.19	Packaging.....	32
3.19.1	Packaging	32
3.20	Road transport	32
3.20.1	Transport of packed products.....	32
3.20.2	Transport of bulk products.....	32
3.21	Commissioning of transport by rail or ship.....	33
3.21.1	Commissioning a charterer	33

3.21.2 Transport of part cargoes	33
3.22 Drying, ventilation and cooling.....	33
3.22.1 [K.O.] Drying and preservation processes	33
3.22.2 Controlling the moisture content respectively temperature	33
3.23 Separation of foreign materials.....	33
3.23.1 Procedures for separating foreign materials	33
3.24 Declaration of feed and labelling as feed from the QS scheme	34
3.24.1 [K.O.] Article-related labelling as feed from the QS scheme.....	34
3.24.2 Use of QS certification mark	34
3.25 Recording of location numbers (VVVO numbers)	34
3.25.1 Assigning of compound feed deliveries (bulk products) to the location number (VVVO number).....	34
3.26 Feed monitoring	35
3.26.1 [K.O.] Creation of site-specific QS control plans	35
3.26.2 [K.O.] Compliance with QS control plans	35
3.26.3 Sampling and sample shipping	35
3.26.4 Analysis by QS-recognised laboratories	35
3.26.5 Feed Monitoring: Data entry	36
3.26.6 Gate-Keeping: Data entry	36
3.26.7 [K.O.] Positive release sampling: Implementation	36
3.26.8 Positive release sampling: Data entry	37
3.26.9 [K.O.] Additional control plans: Implementation.....	37
3.26.10 Additional control plans: Data entry	37
3.26.11 [K.O.] Ad-hoc monitoring plans: Implementation	37
3.26.12 Ad-hoc monitoring plans: Data entry	37
3.27 Retained samples.....	37
3.27.1 [K.O.] Accumulation of retained samples.....	37
3.28 Requirements for Private Labeller.....	37
3.28.1 [K.O.] Private Labeller: Description of the responsibilities.....	37
3.28.2 [K.O.] Private Labeller: eligibility to deliver of the contract manufacturer	38
4 Requirements for the trade of feed	38
4.1 Supply specifications.....	39
4.1.1 Description of the feed	39
4.2 Supply of feed	39
4.2.1 Supply of unprocessed primary agricultural products	39
4.2.2 Supply of feed materials: Allowed lists	39
4.2.3 Supply of products from vegetable oils and fats	39
4.2.4 [K.O.] Exclusion list.....	39
4.2.5 Receiving feed	39
4.3 Certification status of the suppliers	40
4.3.1 [K.O.] Eligibility of delivery of the suppliers	40
4.3.2 [K.O.] Supply of non-certified suppliers: Gate-Keeper-Regulation.....	40
4.4 Storage	40
4.4.1 [K.O.] Storage facility environment	40
4.4.2 [K.O.] Storage management.....	40
4.4.3 [K.O.] Guarantee of separation of products	41
4.4.4 Use of external storage facilities.....	41

4.5 Maintenance and servicing	41
4.5.1 Maintenance programmes	41
4.6 Cleaning	42
4.6.1 Cleaning plans	42
4.6.2 [K.O.] Cleaning and disinfection agents	42
4.6.3 [K.O.] Cleaning work	42
4.7 Pest monitoring	43
4.7.1 [K.O.] Pest prevention and monitoring	43
4.7.2 [K.O.] Pest control	43
4.7.3 [K.O.] Protection of stock	43
4.8 Staff hygiene	43
4.8.1 Hygiene training	43
4.9 Regulations for company premises	43
4.9.1 Access to company premises	43
4.9.2 Regulations on food, drinks and smoking	44
4.9.3 Work by external companies	44
4.10 Glass and other fragile materials	44
4.10.1 [K.O.] Use of glass and other fragile materials	44
4.11 Waste	44
4.11.1 [K.O.] Waste management and disposal	44
4.12 Use of water	44
4.12.1 [K.O.] Water quality	44
4.12.2 Water additives	45
4.13 Contaminations	45
4.13.1 [K.O.] Prevention of contaminations	45
4.14 Stock controls	45
4.14.1 Quality maintenance	45
4.15 Packaging	45
4.15.1 Packaging	45
4.16 Road transport	46
4.16.1 Transport of packed products	46
4.16.2 Transport of bulk products	46
4.17 Commissioning of transport by rail or ship	46
4.17.1 Commissioning a charterer	46
4.17.2 Transport of part cargoes	46
4.18 Drying, ventilation and cooling	46
4.18.1 [K.O.] Drying and preservation processes	46
4.18.2 Controlling the moisture content respectively temperature	47
4.19 Separation of foreign materials	47
4.19.1 Procedures for separating foreign materials	47
4.20 Declaration of feed and labelling as feed from the QS scheme	47
4.20.1 [K.O.] Article-related labelling as feed from the QS scheme	47
4.20.2 Use of QS certification mark	48
4.21 Recording of location numbers (VVVO numbers)	48
4.21.1 Assigning of compound feed deliveries (bulk products) to the location number (VVVO number)	48
4.22 Feed Monitoring	48
4.22.1 [K.O.] Creation of site-specific QS control plans	48

4.22.2 [K.O.] Compliance with QS control plans	48
4.22.3 Sampling and sample shipping	49
4.22.4 Analysis by QS-recognised laboratories	49
4.22.5 Feed monitoring: Data Entry	49
4.22.6 Gate-Keeping: Data entry	49
4.22.7 [K.O.] Positive release sampling: Implementation	49
4.22.8 Positive release sampling: Data entry	50
4.22.9 [K.O.] Additional control plans: Implementation	50
4.22.10 Additional control plans: Data entry	50
4.22.11 [K.O.] Ad-hoc monitoring plans: Implementation	50
4.22.12 Ad-hoc monitoring plans: Data entry	50
4.23 Retained samples	50
4.23.1 [K.O.] Accumulation of retained samples	50
5 Requirements for the transport of feed by road	51
5.1 Process descriptions	51
5.1.1 [K.O.] Determination of processes	51
5.1.2 [K.O.] Subcontracting	51
5.2 Labelling and traceability (documentation of transports)	51
5.2.1 Labelling and use of load compartments	51
5.2.2 [K.O.] Documentation of journeys	51
5.3 Determination of cleaning measures	51
5.3.1 [K.O.] Determination of necessary cleaning measures	51
5.3.2 Release procedure after the transport of forbidden prefreights	52
5.4 Cleaning	53
5.4.1 Compilation of instructions	53
5.4.2 [K.O.] Cleaning work	53
5.4.3 Cleaning and disinfectants agents and water quality	53
5.4.4 Documentation of cleaning measures	54
5.4.5 Assessment of effectiveness	54
5.5 Transport operations	54
5.5.1 Inspections prior to loading	54
5.5.2 [K.O.] Quality maintenance of feed	54
5.6 Contaminations	54
5.6.1 [K.O.] Measures in the case of contamination	54
5.7 Vehicles with multiple load compartments	55
5.7.1 [K.O.] Requirements for vehicles with multiple load compartments	55
5.8 Additional requirements for combination vehicles	55
5.8.1 [K.O.] Technical requirements for combination vehicles	56
5.8.2 [K.O.] Inspections of combination vehicles	57
5.8.3 Cleaning of combination vehicles	57
5.8.4 Protective clothing on combination vehicles	57
5.8.5 [K.O.] Additional requirements for combination vehicles with a flexible separation	57
5.9 Documentations	58
5.9.1 Handling documentations	58
5.10 Purchase or leasing of used freight holds	58
5.10.1 Purchase or leasing of used freight holds	58

6	Requirements for the charterer when transporting feed by railway, inland waterways or ocean ships.....	58
6.1	Process descriptions	59
6.1.1	[K.O.] Establishing procedures.....	59
6.2	Documentations	59
6.2.1	Chartering documents.....	59
6.3	Load compartment inspections (LCI)	60
6.3.1	[K.O.] Commissioning a load compartment inspection.....	60
6.3.2	LCI reports.....	60
6.4	Requirements for transport on inland waterways	61
6.4.1	[K.O.] Inland waterway transport: Commissioning a transporter	61
7	Requirements for the storage and transshipment of feed	61
7.1	Process descriptions	61
7.1.1	[K.O.] Storage processes	61
7.2	Storage	62
7.2.1	[K.O.] Environment of the storage facility.....	62
7.2.2	[K.O.] Storage management.....	62
7.2.3	[K.O.] Guarantee of separation of products	62
7.3	Maintenance and servicing	63
7.3.1	Maintenance programmes	63
7.4	Cleaning	63
7.4.1	Cleaning plans	63
7.4.2	[K.O.] Cleaning and disinfection agents.....	63
7.4.3	[K.O.] Cleaning work	63
7.5	Pest monitoring.....	64
7.5.1	[K.O.] Pest prevention and monitoring	64
7.5.2	[K.O.] Pest control	64
7.5.3	[K.O.] Protection of stock	64
7.6	Staff hygiene.....	65
7.6.1	Hygiene training.....	65
7.7	Regulations for company premises.....	65
7.7.1	Access to company premises	65
7.7.2	Regulations on food, drinks and smoking	65
7.7.3	Work by external companies.....	65
7.8	Glass and other fragile materials	65
7.8.1	[K.O.] Use of glass and other fragile materials	65
7.9	Waste.....	65
7.9.1	[K.O.] Waste management and disposal.....	65
7.10	Use of water.....	66
7.10.1	[K.O.] Water quality	66
7.10.2	Water additives.....	66
7.11	Contamination.....	66
7.11.1	[K.O.] Prevention of contamination.....	66
7.12	Receiving of products and stock controls	66
7.12.1	Receiving of products.....	66
7.12.2	Stock controls.....	66
7.13	Drying, ventilation and cooling.....	67

7.13.1 [K.O.] Drying and preservation processes	67
7.13.2 Controlling the moisture content respectively temperature	67
7.14 Separation of foreign materials.....	67
7.14.1 Procedures for separating foreign materials.....	67
7.15 Packaging.....	68
7.15.1 Packaging	68



I. VLOG add-on module "Ohne Gentechnik"	68
II. Add-on module QS-Soy^{plus}	68
8 Definitions	68
8.1 Explanation of symbols	68
8.2 Abbreviations.....	68
8.3 Terms and definitions.....	68
9 Annexes	74
9.1 Recognised standards	74
9.2 Gate-Keeping regulation	74
9.3 Certification obligation for feed companies.....	74
9.4 Exclusion list.....	74
9.5 QS-list of feed materials.....	74
9.6 Quality questionnaire for the supply of former foodstuffs.....	74
9.7 Supply products from vegetable oils and fats.....	74
Revision Information Version 01.01.2025	75

1 Fundamentals

You can find basic information on the QS scheme such as organisation, participation conditions, use of the QS certification mark and sanction procedures in the **Guideline General Regulations**.

1.1 Scope

- Feed production
 - Feed additive production (production scope 700)
 - Premix production (production scope 70)
 - Compound feed production (production scope 71)
 - Feed material production (production scope 72)
- Private Labelling (production scope 74)
- Trade (production scope 76)
- Storage and transshipment (production scope 77)
- Transport
 - Road transport (production scope 78)
 - Transport of feed by railway, inland waterways and ocean ships (production scope 79)
- Matrix coordinator (production scope 770)

Each feed company can take part in the QS scheme. Every production scope, for which the company wants to take part in the QS scheme, has to get certified separately.

1.2 Responsibilities

The scheme participant is responsible for ensuring

- compliance with requirements
- the complete and correct documentation
- the self-assessment
- the adequate and timely implementation of corrective actions
- the correct use of the QS certification mark and labelling of products.

The company must comply with the requirements of the QS scheme and be able to prove its compliance at all times. He must ensure compliance not only with the requirements of this guideline and other related documents (e.g. **General Requirements, Guideline Certification, Guideline Feed Monitoring**) but also with the applicable legal provisions both within the country in which the QS products are produced as well as the country in which they will be marketed by the scheme participant.

1.3 Recognition of other standards

All companies, which want to take part in the QS scheme, must have a standardized quality assurance and demonstrate this within an audit. Companies which are already certified according to another quality management scheme or standard can make use of this for the QS scheme participation if QS recognizes this standard. There are two types of recognitions:

- **Recognition of certified quality managements systems:** companies, which are certified according to a QM system recognised by QS, may have this recognised in the audit for chapters 2.4 – 2.8. Additional information on this can be found in chapter 2.2. Which QM systems can be recognized in the QS-audit currently, is described in annex 9.1.

⇒ Chapter 2.2 Separate QM Certification

- If in the context of multi-site certification for trade, transport or storage and transshipment legally independent companies are part of the matrix (group of companies), the recognition of a separately certified QM system is not possible.
- **Recognition of audits/certificates of other standard owners:** with different standard owners there have been arranged mutual recognitions to make the international supply relationships in the feed sector easier. Audits may be more frequent or less frequent for scheme participants whose audits are recognised by a different standard owner. For which sector and how companies can use these recognitions is described in annex 9.1.

⇒ Annex 9.1 Recognized standards

1.4 Drying companies

Depending on the dried product and way of drying, drying companies have to get certified as follows:

Table 1: Certification obligation for drying companies

Dried product	Is the drying company owner of the products?	Way of drying	Certification necessary?
Agricultural primary product or feed	No, products are dried as a service	Indirectly	No
Agricultural primary product or feed	No, products are dried as a service	Directly	Yes, as producer (incl. monitoring for drying)
Agricultural primary product	Yes, drying of own harvest by farmer	Indirectly	No
Agricultural primary product	Yes, drying of own harvest by farmer	Directly	Yes, as producer (incl. monitoring for drying)
Feed	Yes, products are traded	Indirectly or directly	Yes, as trader (for direct drying additional monitoring)
Feed	No, products are stored	Indirectly or directly	Yes, as storekeeper (in case of direct drying: risk assessment)
Non-feed	Yes	Indirectly or directly (for the production of feed)	Yes, as producer (incl. monitoring for drying)
Non-feed	No, products are produced as a service	Indirectly or directly (for the production of feed)	Yes, as producer (incl. monitoring for drying)

1.5 Private Labeller

Each company which markets feed, that was produced by another company, under its own brand name or company name as QS-products, conducts Private Labelling. The Private Labeller can get the feed produced by another company (contract producer) according to its own demands or take over the feed without own demands from the producer and market it under its own name. The producer as well as the purchaser (Private Labeller) has to be certified. In either case there has to be an agreement between the producer and the Private Labeller. Details are described in chapter 3.28.

⇒ Chapter 3.28 Requirements for Private Labeller

1.6 Food producers with by-product feed

Food producers, who produce feed as by-product, are part of the feed chain and have to be certified as feed producers. The requirements for feed may be integrated into their internal quality assurance and HACCP system. Existing control and documentation systems which proof, that the requirements are met, can be used.

1.7 System coordinators for the integration of feed material producers

Under certain conditions, feed material producers have the possibility to take part in the QS scheme via a system coordinator. The coordinator

- draws up an organisational structure, based on which economically independent companies are consolidated and entered into the QS scheme.
- supplies information on a company's product range and annual production quantity to QS Qualität und Sicherheit GmbH, so that the company size may be assessed and the decision as to whether a company can take part in the QS scheme directly or via a system coordinator may be facilitated. The decision if a company can take part via a system coordinator is made by QS Qualität und Sicherheit GmbH.
- acts as a scheme participant (contractual partner) in the QS scheme. Each feed materials producer organised by a system coordinator constitutes a location and is indirectly authorized as its plant location. For the approval of the producer, a certification of the plant location by a QS-approved certification body is necessary.
- integrates the producer into the QS scheme based on declarations of participation.
- is a point of contact for QS.
- organises
 - the registration,
 - the maintenance of master data,
 - the QS auditing,
 - the participation in feed monitoring by establishing access to the database for the feed material producer so that he/she can enter sample related data,
 - on demand of the company advice on the introduction of the QS scheme or HACCP concept for feed, as well as
 - on demand of the company advice to the company on the implementation of measures and the corrections of discrepancies discovered during the independent controls.

1.8 Small scale producers of feed materials

For small producers of feed material (producers with a production quantity of up to 1,000 t (dry material) of produced feed material per year) the **Guideline QS Inspection for Small Producers of Feed Material** is valid.

1.9 Mobile feed milling and mixing plants

For operators of mobile feed milling and mixing plants, the **Guideline QS Inspection for Mobile Feed Milling and Mixing Plants** is valid. The plant does not need a QS-approval if feed is just milled and not mixed.

1.10 Transport service and storage facility providers

Companies wishing to obtain QS certifications only for transport and/or storage and transshipment must register independently in the QS-database. The contractual integration of the service provider takes place via the certification bodies. These companies do not enter into a contract with QS and do not obtain the right to use the QS Certification Mark.

⇒ The template Supplementary contract between certification bodies and service providers in the field of transport, storage and the handling of feed is published on the QS website (www.q-s.de).

1.11 Multi-site certification for traders, storage or transport facilities

If a company/a group of companies has several trading or storage facilities or if a transport company works at several locations, these locations can be audited via a multi-site certification.

A matrix consists of the matrix coordinator (main location) and the locations corresponding to him (matrix locations). Multi-site certification is possible for:

- companies with a main location and at least three external storage, transport or trading locations, that belong 100% to one company as well as

- a group of companies with at least four locations, that work together in a quality alliance and determined a main location. The network of affiliated companies does not have to be a legal entity.

Multi-site certification is possible if the following conditions are met:

- The company/the group of companies has a main location, that has to get registered as matrix coordinator and at which all relevant activities are audited. From the main location all activities for the external locations are planned and controlled. All locations fall under the QM system of the main location. This QM system must be constructed and implemented according to the requirements of this guideline.
- The same methods and procedures are followed at all locations and the requirements of this guideline are fulfilled.

Traders, transport companies and storage facilities, which take part via a multi-site certification, must carry out all trading, transport and storage activities according to the requirements of the QS Guideline and the matrix coordinator.

Within the QS-database the matrix coordinator has insight in all location data, audit reports and feed monitoring data of all participating locations.

Further Information concerning the multi-site certification can be found in Chapter 2.11. Additional requirements multi-site certification and in the **Guideline Certification**.

⇒ Chapter 2.11 Additional requirements for multi-site certification

⇒ Guideline Certification

1.12 Handling of/Trade with soy beans and soy bean products

Feed producers (including small scale producers of feed materials), which trade, process or handle certain soybeans/-products have to get certified according to the add-on module QS-Soy^{plus}. The soy products falling within the scope are listed in Annex 4.1 of the Add-on module QS-Soy^{plus}. Also operators of mobile feed milling and mixing plants are falling within the scope if they bring soybean products, for example soy bean oil, for mixing on the farm and sell them to the livestock owner (trading activity outside the service of milling and mixing). The verification of compliance with the requirements can take place in the regular QS scheme audit and does not require a separate certification.

Excluded from the scope are the production of feed additives and premixtures, the storage and transshipment as well as transport.

Alternatively to the certification according to the QS Add-on module the companies can get certified according to a standard recognised by QS. Which standards are recognized for this can be found in *Annex 4.3 Recognized systems for the add-on module QS-Soy^{plus} for feed trade and production*.

⇒ Add on-module QS-Soy^{plus}

2 General requirements

Chapter 2 contains general requirements for quality management and the HACCP concept. This chapter must be complied with by all companies wishing to be certified in accordance with this guideline.

2.1 General system requirements

2.1.1 [K.O.] Company data

The master data have to be entered in the QS-database and kept up to date at all times. For bundled locations, this is done by the coordinator. At least the following information must be stored:

- Company name
- Address of the company and all locations
- Legal representative
- Telephone number, E-mail address
- Contact data of the crisis manager

For feed manufacturers and traders, all feeds marketed as QS products must be registered up to date in the QS-database under "Product range". This also applies to contract manufacturers who produce feed on behalf of QS-certified companies or companies certified according to a recognised standard.

Accordingly, feed that is not marketed as QS products may not be included in the product range.

For all feed deposited in the product range the requirements of the Guideline apply, including feed monitoring. Changes (for example addition of a new product or a new product group) must be deposited in the master data by the company.

The certification body checks added products and product group and releases the changes if applicable.

Note: Locations for which no feed is deposited in the product range appear in the scheme participants search as "non approved".

Companies, which trade, process or handle certain soybeans/-products falling within the scope of the Add-on module QS-Soy^{plus} (see Annex 4.1 Soybeans/products in the scope of QS-Soy^{plus}) have to deposit this in the master data of each relevant location.

⇒ Annex 4.1 Soybeans/products in the scope of QS-Soy^{plus}

Feed transport companies using one or more combination vehicle(s), must indicate this in the QS-database under "combination vehicles".

Note: Locations resp. production scopes for which a certification is not wished anymore should get deregistered in the QS-database.

Coordinated locations have to inform their coordinators about changes of the above-named data immediately.

Note: The database instruction "Master data feed sector" explains the maintenance of the master data. It can be found under www.q-s.de, "QS-databases", "Support", "Database instructions".

2.1.2 [K.O.] Official registration and authorisation

According to the **Regulation (EC) No. 183/2005** every feed company has to be officially registered or authorised.

Scheme participants must prove the registration and, where applicable, authorisation (in accordance with article 9/10 of the **Regulation (EC) No.183/2005**). For activities, which require a further authorisation because of other feed legal requirements, this authorisation also has to be proven.

Note: The explanations "Registrierung und Zulassung von Futtermittelunternehmen" contains further information about this (currently only available in German language).

2.1.3 [K.O.] Incident and crisis management

QS has developed a comprehensive crisis management system that ensures the provision of active support to scheme participants in the event of an incident or crisis. The scheme participants must inform QS immediately and - where a legal obligation exists - also the competent authorities about critical incidents and public product recalls where these are of relevance for the QS scheme.

Critical incidents are occurrences that pose or could pose a risk to humans, animals, assets or the QS scheme as a whole. In particular, the scheme participants must inform QS in cases in which:

- nonconformities occur in the procurement of products, or in production or marketing that might pose a risk to food or feed safety
- preliminary proceedings are initiated due to violation of regulations to secure feed or food safety
- investigations are carried out by the media, there are critical reports in the media, or public protests are held on issues of feed or food safety

All scheme participants must have access to a paper of incident so that they can pass on all necessary information in a targeted manner in the event of an incident. Moreover, all scheme participants must name a crisis manager, and this officer must be reachable at all times.

A procedure must be defined and introduced for conduct in the event of incidents or crises and verified once a year (every 12 months). This procedure must include the following points:

- Creation of a crisis team
- Emergency call list
- Procedure for product recall and return
- Communication plan
- Customer information

 Paper of incident, procedure for conduct in the event of incidents or crises

2.1.4 [K.O.] Traceability

Each company must establish systems and processes for traceability (see **Regulation (EC) No. 178/2002**) which guarantee that the information on traceability is available to QS within 24 hours of contacting the scheme participant, if QS has asked for the information. The following information on customers and suppliers (one step forward and one step back) has to be transmitted processed electronically (for example in an Excel sheet or another common data format):

- Name, address and telephone number
- QS ID and/or location number (if it concerns a QS scheme participant)
- Type and quantity of products delivered
- Delivery date
- Batch, lot or reference number (if formed) that guarantees the determination of the origin of the feed

The internal traceability processes must be designed in such a way that the relevant information can be compiled within four hours.

To verify the functionality of the systems and procedures regarding traceability the company has to conduct internally a yearly traceability test. The conduction of the test and the results have to be documented.

Note: QS provides a sample form, which companies can use to transfer the supplier- and customers data. The table is published on the QS-website (www.q-s.de) under Documents, Feed sector as Sample form "Feed Sector Incident and Crisis management (information on customers and suppliers)".

2.2 Separate QM Certification

2.2.1 Recognition of a QM certification

Companies with a separately certified quality management system can obtain a recognition for the requirements of the chapters 2.4 - 2.8 of this guideline during the QS-audit. A review of the QS-requirements is done in this case only for the chapters 2.3 and 2.9. The QM systems recognised by QS are listed in Annex 9.1.

⇒ Annex 9.1 Recognised standards

Note: In the context of a multi-site certification for trade, transport, storage and transshipment a separately certified QM system can only get recognized, if all locations belonging to the matrix are covered by the QM certificate.

2.3 Structure of a quality management system

2.3.1 Determination of scope

The company must structure, document, implement and maintain a quality management system and continuously improve its effectiveness. The company must determine the limits and applicability of its QM system. The scope must include at least all activities related to feed for which the company is responsible for.

The responsibility of the company begins where the responsibility of the previous stage (supplier) ends and ends where the responsibility of the next stage (customer) begins.

There must be available an overview of all activities at the location.

2.3.2 Justification for exclusions

The company must integrate the company premises and any processes in which production, processing, modification, marketing, storage, freightage or transportation of QS feed takes place into the scope of the quality management systems. All exclusions must be justified.

2.4 Requirements for the documentation and communication

2.4.1 [K.O.] Documentation

To enable a systematic and consistent management of quality-relevant processes, the company must create a proper documentation of the QM system and keep it up-dated.

Regarding the documentation, it must be ensured that:

- the names or denominations are appropriate and comprehensible (e.g. title, author, date, reference number),
- an appropriate format and medium are used (paper, digital) and
- it is reviewed and approved for suitability and appropriateness.

Note: For example, a QM manual can be created for the documentation of the QM system.

2.4.2 Control of documents

The documentation required in this guideline must be controlled to ensure that it is:

- available at the place and time it is needed, and
- protected, e.g. against loss of confidentiality or integrity as well as improper use.

In concrete terms, this means:

- to approve documentations regarding its appropriateness prior to its publication.
- to evaluate, update and re-approve documentations as necessary (e.g. in the case of technical changes or revisions of this Guideline).
- to ensure that changes and the current revision status of the documents are identified.
- to ensure that valid versions of applicable documentations are available in the respective work areas where the activities are performed.
- to ensure that documentations is always retrievable, easy to read and it remains so.
- to ensure that documentations of external origin is identified as such and its distribution is controlled.
- to prevent the unintentional use of obsolete documents and identify them appropriately, if they need to be stored for any reason.

2.4.3 Safe keeping

The company must introduce and implement a procedure which regulates the archiving and further whereabouts of the documentation required in this Guideline.

The company is responsible for specifying what must be archived, how long the documentation must be archived, and which media must be used for archiving.

In the interests of due diligence and the obligation to provide proof to third parties, the documentation must be kept for at least three years, unless a longer retention period is required by law in a particular instance.

2.4.4 Communication

The company must define which internal and external communication is relevant to feed safety. This includes what, when, with whom and how it communicates, as well as who communicates.

Note: Internal communication about the effectiveness of the QM system includes e.g. circular e-mails or quality meetings at all levels and within the HACCP team. External communication is e.g. product information.

2.5 Leadership and planning

2.5.1 Leadership and commitment of top management

Top management must demonstrate its commitment to the development of the QM system by:

- assuming the responsibility for the effectiveness of the QM system,
- conveying to the company the importance of fulfilling customer requirements as well as legal and official requirements,
- ensuring that the quality policy and quality objectives are defined and are adequate for the company and its environment,
- ensuring that the quality policy is communicated, understood and implemented within the company,
- ensuring that the requirements of the QM system are integrated into the business processes of the company and that it achieves the intended results,
- providing the necessary resources,
- employing, instructing and supporting staff, so that they contribute to the effectiveness of the QM system and
- promoting improvement.

2.5.2 Quality policy

Top management must define, implement and maintain a quality policy in writing that:

- is adequate for the purpose of the company,
- includes a commitment to fulfil the requirements and continuously improve the QM system,
- provides a framework for setting quality objectives,
- is communicated, understood and applied in the company,
- is available to relevant parties (where appropriate), and
- is documented.

The quality policy must include the product safety, feed hygiene and expectations and needs of the feed customers, among other things.

2.5.3 Quality objectives and planning to achieve them

The company must ensure that quality objectives are set for the relevant functional areas and levels within the company. These quality objectives must be:

- in line with the quality policy,
- measurable,
- relevant for the conformity of products and services and
- monitored, conveyed, documented and, if necessary, updated.

To achieve the quality objectives, the company must define what must be done, which resources are required, who is responsible, when it will be completed and how the results will be evaluated.

2.5.4 Roles and responsibilities

Top management must ensure that the responsibilities and entitlements, which have an influence on the quality of products and services are defined, communicated and understood within the company.

The responsibility structure in the company must be defined and described (e.g. in an organisational chart or a responsibility matrix).

The top management must assign the responsibilities and entitlements to ensure:

- that the processes required for the QM system are introduced, implemented and maintained and deliver the intended results,
- the performance of the QM system and any need for improvement is reported, particularly to top management, and
- that the awareness regarding the feed safety is promoted throughout the whole company.

Note: *The monitoring of all the QM aspects can be either carried out by a single person (QM representative) or the tasks can be distributed among several persons.*

In the case of a multi-site certification for a group of companies an organizational chart has to be created, in which the whole matrix (matrix coordinator including all assigned companies and their locations) are shown.

2.5.5 Planning modifications

If the company considers that it is necessary to modify the QM system, the changes must be carried out in a systematic and planned manner. Hereto, the following must be considered:

- the purpose of the modifications and their possible consequences,
- the integrity of the QM system,
- the availability of resources,
- the allocation or reallocation of responsibilities and entitlements.

The consequences of modifications must be analyzed.

2.6 Resource management

2.6.1 Provision of resources

The company must identify and provide the necessary resources to:

- implement, maintain and constantly improve the effectiveness of the QM system, and
- ensure feed safety.

In doing so, it must take into consideration the capabilities and limitations of existing internal as well as external third-party resources.

2.6.2 Human resources

Staff carrying out activities with an impact on the feed safety must be capable of such activities based on adequate education, training and competences. External staff (e.g. temporary workers) must also be taken into consideration. Hence, the company must:

- define the necessary staff competencies,
- provide appropriate training to meet the needs,
- keep documentations on education, training and competences,

- ensure that staff is aware of the value and importance of their work, and
- evaluate the effectiveness of the measures taken.

2.6.3 Infrastructure

The company must identify, provide and maintain the infrastructure necessary to achieve compliance with the requirements of this Guideline and the products. The infrastructure includes, where applicable:

- buildings, workplaces and associated facilities (such as devices and machinery),
- equipment (both hardware and software),
- transport facilities and
- information and communication technology.

2.7 Product realisation and services

2.7.1 Definition and review of requirements for products and services

Before a company enters into a commitment to supply a product or service, it must define and verify the following:

- requirements for products and services as well as quality objectives,
- legal and official requirements with regards to the product, service and process,
- requirements defined by the company,
- requirements specified by the customer, including delivery requirements and, if applicable, post-delivery activities,
- requirements not specified by the customer, but which are necessary for the specified or intended use, if known, and
- requirements specified in the contract or order that differ from the indicated requirements.

If the requirements for products or services change, this must be documented, and the responsible persons must be made aware of the modifications.

2.7.2 Process planning and presentation

The company must plan and develop all processes and services in such a way that they take place under controlled conditions.

Controlled conditions include, if applicable:

- information on the characteristics of the product, service or activity to be performed as well as the results to be achieved,
- the availability and use of appropriate monitoring and measuring equipment,
- monitoring, measurement and testing,
- release and delivery activities and post-delivery activities,
- the use of a suitable infrastructure and environment,
- the designation of competent staff (including necessary qualifications),
- measures to avoid human error.

The procedures relevant for feed safety must be presented, e.g. in the form of process plans or flow charts (from the moment of assuming the responsibility to transferring the responsibility to the customer). The approach used for the process control regarding the safety for all relevant process steps must be outlined.

2.7.3 Product realisation and provision of services

The company must perform the production and services under controlled conditions. Controlled conditions are processes that always run the same (and well) and do not vary according to employee or time of day. The pre-conditions for this are the points mentioned under 2.7.2.

The processes must be checked regarding their suitability for achieving the expected results.

2.7.4 Communication with customers

The communication with customers must include the following points:

- Information on feed and services
- Inquiries, contracts or order processing including changes
- Feedback from customers including customer complaints
- Handling or dealing with customer property

2.7.5 Development

The specifications of this guideline must be considered when developing new products or further development of products and services.

2.8 Monitoring, measurement and testing

2.8.1 Control of processes

The company must apply suitable methods to monitor and, if applicable, measure and test the processes. If the planned results are not achieved, corrective actions must be implemented to ensure the product conformity.

2.8.2 Control of products

In the same way, the company must monitor, measure and test the products, in order to verify the compliance with product requirements. This must be done at the appropriate stages of the production process.

All monitoring, measuring and testing equipment which is necessary to demonstrate the feed quality must be recorded. Where necessary to ensure valid results, monitoring, testing and measuring equipment must:

- be calibrated at specified intervals or before use,
- if necessary, be adjusted or readjusted
- be labelled, so that the calibration or verification status can be identified,
- be secured in such a way that they cannot be altered,
- be protected from damage during handling, maintenance and storage.

2.9 Evaluation and improvement

2.9.1 [K.O.] Supplier evaluation

The company must assess and select all suppliers, which sell products or services to it and which have an influence on the safety of the feed, based on their ability to deliver products and services in accordance with the requirements of the company and of this guideline. Criteria for selection, evaluation and re-evaluation must be defined. Records on the results of evaluations and on necessary measures must be kept. The company must be in possession of up-to-date lists of suppliers of products and services which are relevant for compliance with the requirements of this guideline. A supplier evaluation must be conducted at least once a year to assess whether the suppliers are still suitable. There must be a system for blocking and release of suppliers. The evaluation concerns the suppliers' ability to meet the agreements reached (basic conditions such as eligibility to deliver of the supplier) and the suitability of the products delivered (actual delivery performance, for example in accordance with specifications).

Note: Service providers like storage or transport companies do not have to conduct an evaluation of their principals.

2.9.2 Internal audits

The company must carry out internal audits at scheduled intervals, to identify:

- whether the QM system meets the requirements set in this Guideline and the requirements specified by the company
- whether the QM system is effectively implemented and maintained,
- whether improvements are possible and
- whether measures initiated after previous audits are put into practice.

An audit program must be created, whereby all QS-relevant processes are audited at least once a year. The audit criteria, the scope and the methods must be defined and implemented taking into consideration previous audit results.

The selection of internal auditors and the performance of the audits must ensure the objectivity of the internal audits. The auditors must be qualified for this purpose and cannot audit their own activities. One-person-operations can conduct a self-assessment instead of an internal audit.

The responsibilities and requirements for the planning and execution, as well as the audits results must be documented. The audited and responsible staff must be informed about the audit results.

The person responsible for the audited area must ensure that measures to correct the identified errors and their causes are taken without undue delay. Follow-up actions must include the verification of the implemented measures and the report of the verified results.

2.9.3 [K.O.] Management review

Top management must evaluate the QM system at least once a year, to ensure its effectiveness, appropriateness and continued suitability, as well as alignment to the strategic orientation of the company. The following information must be included in the management review:

- results of monitoring and measurements, among others, from the feed monitoring
- findings from the verification of the incident and crisis management as well as traceability
- findings from the verification of the HACCP concept
- supplier evaluations
- results of internal and external audits
- feedback from customers and stakeholders
- fulfilment of quality objectives
- process performance and conformity of products and services
- appropriateness of resources
- status of preventive and corrective actions
- follow-up actions from previous management reviews
- changes within and outside the company, that can affect the QM system
- recommendations for improvements.

The results of the management review must include decisions and measures regarding the following:

- possibilities for improvement,
- need for change in the QM system,
- need of resources.

2.9.4 Customer complaints

The company must define a procedure for dealing with customer complaints. This procedure must include the following:

- definition of a responsible person for processing the complaint,
- documentation of the claimed product,
- documentation of the reason for the complaint,
- documentation of the name of the complaining customer,
- analysis of whether further non-conformities of this type (can) take place,
- implementation and evaluation of the necessary corrective actions,
- if necessary, modification of the processes involved,
- documentation of the measures taken to process the complaint.


2.9.5 [K.O.] Control of defective products and services

The company must ensure that products and services that do not meet the requirements of this Guideline or legal specifications are identified and controlled. This must prevent unintentional use, delivery or performance. The control measures and associated responsibilities and entitlements for dealing with defective results must be laid down in a documented procedure.

In the case of non-compliant products or services, the company must take one or more of the following measures:

- eliminate the detected error,
- exclude, block, return or suspend the provision of products and services (this includes, e.g. the proper disposal of the feed, if necessary),
- notify customers and
- if applicable, obtain and adhere to an authorization granted by the competent authority approving the use, release or acceptance.

Documentations must be maintained on the nature of the error and the follow-up measures and approvals given. If a corrective action was taken due to an erroneous result, a new verification must be performed to demonstrate compliance with the requirements.

 Working instruction and documentations for handling of defective products and services

2.9.6 Improvement

The company must constantly improve the suitability, appropriateness and effectiveness of its quality management system.

The results of analysis and evaluations, as well as the results of the management review must be considered for this purpose.

2.10 HACCP Concept

2.10.1 [K.O.] HACCP Concept

To ensure the feed safety, the company is to set up, use and maintain a system for controlling danger in accordance with the principles of HACCP (Codex Alimentarius).

Note: For the development and establishment of a company specific HACCP-concept the explanation "HACCP-Handbuch für die Futtermittelwirtschaft" can be used. It is published under www.g-s.de (currently only available in German). For transport companies, there is also published the sample form "HACCP transport feed".

2.10.2 HACCP Team

Senior management must appoint an HACCP team for the introduction and maintenance of the HACCP concept. It must be shown that the HACCP team possesses adequate experience in the various operating areas of the business.

If there is more than one HACCP team, a coordinator must be named with overall responsibility for the systematic work of the HACCP teams.

2.10.3 Flow charts

In flow charts each individual process, production and processing stage has to be showed in such a way that they provide a schematic representation of the entire (production) process.

Flow diagrams can be divided into a main process and several sub-processes. It may be a good idea to create a main process if the process is complex due to the high number of sub-process stages or if there are a high number of incoming and outgoing product flows.

2.10.4 Hazard assessment

The HACCP concept has to be based on the determination of hazards which must be avoided, eliminated or reduced to an acceptable level.

2.10.5 Critical control points (CCP)

Critical control points have to be determined at the process stage(s) at which control is necessary in order to avoid or eliminate danger or reduce it to an acceptable level.

2.10.6 Limit values for CCP

Limit values for these critical control points have to be determined, on the basis of which a distinction can be made between acceptable and unacceptable values with regard to the avoidance, elimination or reduction of a detected risk.

2.10.7 Monitoring and verification of the limit values for CCP

Efficient procedures for monitoring the critical control points have to be determined and implemented. Moreover, verification procedures have to be defined to determine whether the measures specified in the HACCP principles function fully and effectively. The procedures must be applied according to the CCP-Plan.

2.10.8 Corrective actions for CCP

Corrective actions have to be determined in case the monitoring procedures show that a critical control point is not under control.

2.10.9 Responsibilities


The responsibilities must be described (e.g. in an organisational chart or a responsibility matrix). There has to be named at least one deputy.

2.10.10 Documentations

There have to be drawn documentations appropriate to the type and size of the feed company in order to be able to prove that the measures mentioned in the HACCP concept are being applied.

2.10.11 HACCP verification

Once a year, the implementation of the HACCP concept is to be reviewed (verified). If changes are made to a product, a production process, or a production, processing, storage or distribution stage, and these changes are relevant to HACCP, the company must review the HACCP concept and, if necessary, change it accordingly.

 e.g. Location-based HACCP-manual, self-assessment documentations, checklists, flow diagrams, organigrams, training certificates

2.11 Requirements for multi-site certification

The chapter 2.11 has to be fulfilled by all matrix coordinators and locations, that take part in the QS scheme via a multi-site certification. In chapter 1.11 Multi-site certification for traders, storage or transport facilities the requirements, under which a multi-site certification is possible, are described.

⇒ Chapter 1.11 Multi-site certification for traders, storage or transport facilities

2.11.1 Requirements for the matrix coordinator

The matrix coordinator (main location) manages and organises the matrix certification. Therefore at least the following requirements have to be fulfilled:

- Organisation and conduction of yearly internal audits at matrix locations, their evaluation and if necessary, instruction and surveillance of implementation of the corrective actions.
- Information requirements: the matrix coordinator has to inform its matrix locations about all changes within the QS scheme and new QM documentation.
- The matrix coordinator collects and analysis the following data of all matrix locations and adapts them if necessary:
 - Current scheme documents
 - the management evaluation
 - the complaints process
 - corrective actions
 - feed monitoring (trade)
 - eligibility to deliver of suppliers (trade)
- Regulations for the exclusion of matrix locations.

In the case of a group of companies there has to exist a written agreement for multi-site certification between the matrix coordinator and all companies, that belong to the group of companies. Within the agreement, the following issues have to be settled:

- QM system: the main location establishes this for all companies that belong to the group of companies including all above-mentioned points and implements it in the companies.
- QS-database: It has to be settled with the participating companies if the matrix coordinator or the companies themselves enter the data for feed monitoring.
- Audit reports: the matrix coordinator has access to all audit reports of the matrix locations.

2.11.2 Requirements for the matrix locations

The matrix locations have to follow the instructions of the matrix coordinator, for example regarding the implementation of corrective measures. Nonconformities or mistakes determined in audits or by customer complaints have to be reported to the matrix coordinator immediately. Moreover, the matrix coordinator has to be informed immediately about all scheme or certificate relevant changes.

3 Requirements for feed production

Chapter 3 covers all location-related processes in connection with the production of feed material and compound feed, as well as additives and premixes: from the procurement of raw materials for the production of feed to the storage of the end products and the sale of the products at the production location.

3.1 Product specifications for feed

3.1.1 [K.O.] Description of the feed produced

Every feed product or feed product group has to be described, in order to be able to assess the conformity of the produced products with the own requirements of the producer.


This internal specification must at least include the following:

- unequivocal product designation (product name),
- product description/purpose of product (including sensory and physical characteristics),
- legal requirements,
- information on maximum limit values of any chemical, microbiological or physical contaminants, in accordance with legal regulations or – if deviating from this – according to QS,
- packaging specifications,
- information on the product's shelf life
- relevant ingredients.

For practical reasons, product groups may also be formed. In this case, however, it must be ensured that:

- the differences between the individual products are considered and
- the production and storage conditions are equal.

The product specifications may also comprise references to other documentations if all required information is included (for example, product data sheet or safety data sheet).

 Product specifications

3.1.2 Information for customers

Customers must be provided with at least the following information in relation to handling feed products:

- Instructions for use and, where appropriate, feeding recommendations,
- Limitations of intended use, if applicable.

The instructions for use must describe the following:

- Transshipment and storage conditions,
- Transport and delivery conditions.

3.1.3 [K.O.] Production of feed materials: QS-list of feed materials

Feed materials, which are produced by QS-certified companies for the use within the QS scheme, have to be listed in the "QS-list of feed materials".

3.2 Supply specifications

3.2.1 Description of raw materials

Internally specified descriptions of the raw materials must be available. These descriptions must contain the relevant characteristics for the respective product, most importantly the parameters to be checked during the incoming products inspection (for example, moisture or infestation of cereals). Moreover, the descriptions have to include:

- Information on handling and storing the product,
- Requirements on the quality management system of the supplier (for example requirements concerning the certification status of the supplier or of external storage facilities).

3.3 Management of raw materials

The company must establish procedures which ensure that purchased products which are relevant for feed production comply with the specific requirements for achieving quality.

Note: *The use of feed which is not declared as raw material for the feed production should be clarified with the competent surveillance authority.*

3.3.1 Supply of unprocessed primary agricultural products

If primary agricultural products (tubers, roots, cereals, oil seeds etc.) are supplied directly from the farmer, neither the farmer nor the products are obliged to get certified. This is valid for primary products, which are used for the food production, as well as for primary products for the production of feed.

Any possible impacts of the primary agricultural products on the safety of the feed derived from them must be taken into account in the HACCP concept (e.g. concentration of certain undesired substances in feed materials as a result of contaminated primary products).

Note: *When supplying primary agricultural products, which are purchased directly from farmers and which are delivered by the farmer with own vehicles, the farmer does not need to be certified for the transport activity.*

Nevertheless, it is advised to feed producers to set requirements, for example regarding the cleanliness of the transport vehicle, and to check that these requirements are complied with.

3.3.2 Supply of feed materials: Allowed lists

Only feed materials/raw materials may be used in the QS scheme which are listed in the valid version of the "QS-list of feed materials" or in the correspondent lists of recognized standard owners.

⇒ Annex 9.5 QS-list of feed materials

3.3.3 Supply of products from vegetable oils and fats

Products from vegetable oils and fats defined by regulation (EU) 2015/1905 are only allowed to be supplied as feed in the QS scheme. For this purpose, the supplier must be informed in writing of the intended use as / in a feed and this must be determined by contract. Permissible contracts for the international trade are FOSFA, GROFOR or NOFOTA.

⇒ Annex 9.7 Supply of products from vegetable oils and fats

3.3.4 Supply and production of feed additives

Only feed additives which have an authorization for the feeding of animals according to the **Regulation (EU) No. 1831/2003** may be used and produced.

Note: Feed additives have to be labelled as such.

3.3.5 [K.O.] Exclusion list

Products subject to a statutory feeding ban or named in the QS exclusion list may not be produced and used in the QS scheme.

⇒ Annex 9.4 Exclusion list

3.3.6 Receiving raw materials

When raw materials are received, the company must conduct a receiving inspection. During the inspection, the products are checked to ensure that they fit the internal descriptions.

Additionally, specifications for checking the delivering transporter must exist and be implemented, regardless of who commissioned it. Particular attention must be paid to the execution of the necessary cleaning procedures, depending on the freight sequence of bulk products and on the fact that the exterior contamination of the vehicle does not pose any risk to the feed.

If the raw materials or transport are not corresponding to the internal specifications, the products may not be accepted to be used for QS-feed.

3.4 Certification status of the suppliers

3.4.1 [K.O.] Eligibility of delivery of the suppliers

Raw materials, which are purchased as feed, have to be purchased as QS-products or as products from a recognized standard and may only be purchased from producers and traders which are eligible to deliver into the QS scheme at the moment of the delivery. When supplying feed as packed product from a trader, which is not eligible to deliver, the producer of the feed has to be eligible to deliver into the QS scheme.

Note: If feed is delivered via transport or storage companies, the commissioning company is responsible for the examination of these requirements.

Exceptions of the certification obligation of the supplier are described in chapter 3.4.2 and in the annex 9.3 Certification obligation.

⇒ Chapter 3.4.2 Supply of non-certified suppliers: Gate-Keeper-Regulation

⇒ Annex 9.3 Certification obligation for feed companies

Note: All companies which are eligible to deliver into the QS scheme are published in the scheme participant search under www.qs-plattform.de.

The creation of a suppliers list in the QS-database makes it easier to check the eligibility of delivery of the suppliers. Under www.q-s.de (see "QS-databases") there is a supporting document published for the creation of suppliers and recipients lists.

3.4.2 [K.O.] Supply of non-certified suppliers: Gate-Keeper-Regulation

If a QS company obtains feed for feed production from a non-certified supplier, they must act as a Gate-Keeper and implement the requirements according to Annex 9.2. In addition to the monitoring, this also includes the supplier assessment for each non-certified supplier as well as requirements for the transport and temporary storage of the feed from the supplier to the Gate-Keeper.

All raw materials and suppliers, for which a QS-certified company acts as a gatekeeper, must be deposited and kept up to date in the QS-database at the latest with start of delivery.

The following information is necessary:

- feed labelling
- name of the supplier (non-certified producer or trader)
- place of the supplier (country of the location from which the products were purchased)
- start of the supply (date of the first delivery or contract start)
- end of the supply (date of the last delivery or contract end)

⇒ Annex 9.2 Gate-Keeper-regulation

Note: Companies, which obtain former foodstuffs from food manufacturers and prepare them for feeding in accordance with Chapter 3.5 of this guideline are exempted from the Gate-Keeper-regulation.

3.5 Additional requirements for the supply of former foodstuffs from food manufacturers

This chapter is addressed to feed companies which obtain former foodstuffs packed or unpacked from food manufacturers and prepare them into feed materials or compound feed (e.g., by unpacking, crushing, drying).

The feed which was produced in this way shall be classified in group 14 of the **QS-list of feed material** ("Former food, products and by-products of food production") if they are not classified as compound feed.

⇒ Annex 9.5 QS-list of feed materials

Sometimes, it is not possible for the feed producer to prepare all raw materials delivered from the food manufacturers for example because of capacity reasons. In this case the raw materials can be market to another feed producer (processors). This is possible under following conditions:

- The trading company itself is certified for the production of former foodstuffs to feed.
- There is only one trading step between the food manufacturers and the actual processor.
- There are written agreements between the trader and actual processor about the responsibilities regarding the implementation of the requirements described in this chapter (3.5). All findings, especially these from the supplier audits at the food manufacturer must be shared among each other because this information is needed for the processing of the (former) foodstuff to feed.

If the food manufacturer already markets his products as a feed, he must also be certified as a feed producer in the QS System.

3.5.1 Quality questionnaire

A quality questionnaire must be completed with each supplier, which at least includes the criteria described in Annex 9.6. In this connection the attention has to be turned especially on possible ingredients (packaging material, forbidden substances etc.). The quality questionnaire must be signed by both parties. When changing the processes or products, the quality questionnaire must be updated.

The quality questionnaire can also be used as a checklist for the supplier audits.

3.5.2 Process diagram

From each food manufacturers the company must have a site-specific process diagram, which includes the products that are obtained. Hereby the processes are relevant that take place after the products are not regarded anymore as food by the food manufacturer.

The company has to consider all information of the process diagram, of the description of raw materials (Chapter 3.2.1) and the information regarding the possibly present ingredients in his HACCP-concept.

The company has to be informed if there are changes of process flows at the food manufacturer. The company has to check then if the HACCP-concept needs to be adapted.

This also applies for the supply of the raw materials from another processor. In this case the process diagram of the food manufacturer needs to be forwarded.

3.5.3 Supplier audits

The company has to carry out supplier audits at the food manufacturers and get an on-site impression of the processes. All production sites of the supplier from which products are obtained must be considered. The supplier audits must be documented by means of a checklist. For this the quality questionnaire can be used and extended when indicated. The supplier audits are:

- before the first delivery of a new supplier
- when defining new product groups at existing suppliers
- every year after the last supplier audit at each supplier.

⇒ Annex 9.6 Quality questionnaire for the supply of former foodstuffs

Supplier audits at the trading company between two processors are not required. However, all findings from the supplier audit at the food manufacturer, which are relevant for the actual processor for the production of safe feed, have to be communicated between the two processors. There need to be a written proof.

Note: *The QS head office reserves the right to accompany supplier audits by a witness auditor.*

3.5.4 Labelling and cleaning of collection containers

Each collection container, whether provided by the company or the supplier, must be clearly marked to avoid confusion with other containers (e.g. garbage containers). The type of labelling and the location of the containers at the food producer must be specified in the quality questionnaire. For each collection container a cleaning plan must be prepared and complied with, which prevents the raw materials used for the production of feed from being adversely affected by residues of previous loads. The collection containers must be adequately cleaned after each emptying. If the company provides its own collection containers, it is responsible for the implementation itself.

If the supplier provides the containers, the responsibilities for carrying out the cleaning and marking must be recorded in the quality questionnaire with the supplier.

To avoid contaminations or pest infestation the collection containers must be kept closed or covered at the food manufacturer.

Note: *Collection container should be placed under a roof at the food manufacturer and the location of the containers should be included into the pest control program. Otherwise, this is a no longer controllable risk for the feed safety.*

⇒ Annex 9.6 Quality questionnaire for the supply of former foodstuffs

3.5.5 Transport of raw materials

If the products are not transported in the provided collection containers, but are transferred to another storage area, the cleaning requirements of the ICRT must be adhered to at least and the last three preliminary loads must be documented.

3.5.6 Direct delivery to the customer

If the raw materials are delivered directly from the food manufacturer to the end customer without preparation, written agreements between the food manufacturer and the company must be available, which ensure that the raw materials are suitable for the use as feed without prior treatment in accordance with feed legislation and QS requirements and the exclusion list is observed.

⇒ Annex 9.4 exclusion list

⇒ Annex 9.6 Quality questionnaire for the supply of former foodstuffs

3.5.7 Evaluation of the supplier audits, quality questionnaire and process diagram

The company must evaluate all the findings from the supplier audit, the quality questionnaire and the process diagram. Based on this assessment, it is necessary to decide whether and how the raw materials can be prepared for feed products by the company.

⇒ Chapter 2.7.1 process planning

3.6 Operating equipment

3.6.1 Layout of the operating facility

The company must take all precautions to avoid contamination, cross contamination and negative influences of the safety and quality of feed and any misuse or mix-up. This concerns both the production and the warehouse. Buildings in which feed is produced or stored must not be at or near locations that may pose a risk to the feed safety. Such locations include, for example, locations with polluted soil or disposal sites.

The facilities and equipment must be laid out, designed and used in such a way as to facilitate thorough cleaning and maintenance and avoid contaminations, carryovers and any effects that may have a negative impact on the product quality.

Lighting must suffice for cleaning, processing and other activities important for the feed safety.


Production, storage and transshipment facilities must be constructed in such a way that the possibility of entry of pets, birds, pest rodents and insects is reduced to a minimum. The buildings must be protected against pest infestations and rule out possible breeding grounds. Conveyors and storage facilities should be enclosed.

Equipment parts, ceilings and overhead installations must be planned, designed and constructed in such a way that the safety of the feed is not compromised through any accumulation of dirt, condensation or mould.

All transport and conveyor routes (for example conveyer belts, through chain conveyors, funnels for direct loading and unloading to different carriers) should be designed as closed systems (no open turnover). If the turnover of feed takes place in non-closed systems, the company has to ensure that external influences do not negatively affect the product quality. This may require special measures. Any handling of products in the open air should only be carried out in dry weather conditions.

To prevent contamination, discharge chutes should be covered, and/or the gates of any enclosures should be closed when the equipment is not in use. Foreign objects must be prevented from entering the discharge chutes. Any contamination which has occurred during the operation of the discharge is to be removed, for example with contaminant separators.

Considering the product-specific risk of spoilage, the frequency of turnover, the storage conditions and the storage duration, the temperature of the stored product must be adequately monitored. Documentation on this temperature monitoring must be kept, including detailed information on the times and the results of the temperature measurements.

 Temperature records

3.6.2 [K.O.] Guarantee of separation of products

The production of the company must be strictly and completely, spatially and organizational (e.g. with labelling) separated between food/feed and from that foreign material. Where a complete spatially separation is not possible, it must be proved that this cannot affect the negatively (HACCP).

Products that are 100% identical and unchanged at the same time usable as food or feed and for other purposes (e.g. for engineering purposes) are not affected of this requirement of the separation of products.

The company is also permitted to produce non-QS feed products. The company must however separate products for the QS scheme from products, which are not determined for the QS scheme. A mix-up between the products resulting in the supply of non-QS products into the QS scheme must be ruled out.

3.6.3 [K.O.] Forbiddance of parallel production concerning special fats and oils

Mixed fats, mixed oils and mixed fatty acids may only be prepared and handled in facilities where only food and feed products are produced. Substances that are not suitable for food and feed are not allowed to be processed in the same facilities.

The use of certain fat and oil products (e.g. recycling and collected fats) is forbidden within the QS scheme. They are mentioned in the exclusion list.

⇒ Annex 9.4 exclusion list

3.7 Maintenance and servicing


3.7.1 Maintenance programmes

A maintenance programme must be developed and implemented for all operating rooms, facilities and equipment. This programme must prescribe the planned maintenance measures to ensure that operations can be

carried out in a hygienically safe manner. The maintenance work must not endanger the safety of the feed. The following elements must be included in the maintenance programme:

- operating areas and rooms,
- facilities and (internal) transport systems,
- responsible staff members (own employees or external companies),
- frequency.

Evidence of compliance with the maintenance requirements must be provided based on documentations of maintenance activities.

 Maintenance programme, proofs of maintenance


3.8 Cleaning

3.8.1 Cleaning plans

Dust, dirt and feed residues can become a breeding ground for bacteria, which pose a potential risk of contamination to feed. For this reason, any accumulation of dirt, dust and feed residue is to be avoided as far as possible. The company must define, implement and document location-specific suitable cleaning measures in order to ensure an adequate hygiene standard in the company.

Cleaning plans must include the following elements:

- Operating areas and operating rooms,
- Facilities and transport systems (e.g. pipes, grippers, conveyors, hoppers),
- Cleaning personnel (own employees or external workers),
- Cleaning intervals, methods and agents.

 Cleaning plans

3.8.2 [K.O.] Cleaning and disinfection agents

Only food-safe cleaning and disinfection agents may come into contact with feed. These agents must be used in accordance with the producer's recommendations and the safety data sheet. If cleaning, and disinfection agents come into contact with feed, the company must ensure that

- the control systems guarantee correct and effective dilution of the products at all times,
- records of the cleaning and disinfection agents used are kept,
- cleaning agents are suitable for the respective intended use and that they do not endanger the safety of the feed in any way,
- residues from cleaning agents and disinfectants are kept to a minimum.

To avoid confusion, cleaning and disinfection agents must be stored separately in clearly labelled containers.

3.8.3 [K.O.] Cleaning work

Prior to a product change, silos are to be cleaned in line with procedures which are customary in the industry. Particularly badly accessible areas have to be taken in account.

Discharge chutes and conveyor facilities must be cleaned and/or rinsed with a rinsing agent in accordance with the technical conditions. The area surrounding a discharge chute must be kept clean and cleaned according to the cleaning plan and as necessary.

All warehouses and storage or transshipment facilities which come into contact with dry feed must be dried after wet cleaning and/or must be in a dry condition before being used again.

Prior to any use of the storage rooms, it has to be cleaned according to the cleaning and disinfection plan.

Company staff rooms must also be kept clean and cleaned according to the cleaning plan and as necessary.

If vehicles transporting animals have to drive through company premises, for such purposes as the weighing of animals, cleaning measures (and disinfection measures, if necessary) must be defined.

The implementation of cleaning work must be documented.

An authorised person must check the suitability and effectiveness of the cleaning and disinfection measures. The results of these inspections must be documented.


3.9 Pest monitoring

3.9.1 [K.O.] Pest prevention and monitoring

The company must ensure that a high level of cleanliness and hygiene is maintained in all work areas so as not to attract pests. Precautions must be taken to prevent birds or pests from entering the operating rooms. Pets must also be kept away from the operating rooms if their presence would pose a risk of feed contamination. For this purpose, a risk assessment must be carried out. The production and storage rooms must be protected against pest infestation:

- Doors and windows must be kept closed whenever possible.
- Buildings must be protected against pest infestations and rule out possible breeding places.
- Holes, drains and other places through which pests could enter must be sealed.
- If it is not possible to seal the area, other measures must be taken, for example, nets could be set up.

It must be checked at regular intervals whether the preventive measures conducted are sufficient to avoid pest infestation. These include the inspection of production and storage rooms for traces of pests, as well as the examination of the bait stations set up as a precaution against infestation.

 Documentation pest prevention


3.9.2 [K.O.] Pest control

Immediate measures must be taken in the event of pest infestation. For this purpose, appropriate pest control measures must be established.

To guarantee the safety of both the feed and the staff, suitable pest control methods and agents must be used. For this reason, pest control measures must be carried out and documented by qualified personnel and must not endanger the quality of the feed. All pest control measures must be documented. At least the following points should be included in the documentation:

- Information on the substances used, including safety data sheets
- Date and frequency of treatment and dosage of the substances
- Bait plans specifying the location of bait stations and the baiting agents
- Documentation of pests found (findings)
- Corrective actions implemented in the event of pest infestation

Open bait containers or loose baiting agents may not be used in places where they could endanger raw materials or feed.

 e.g. Working instructions, training verifications, pest control measures, safety data sheets of used substances, overview of used baits

3.9.3 [K.O.] Protection of stock

The company may only use substances for the protection and preservation of stock if these substances are approved for use in the feed business. Staff that deals with substances for the protection of stock, has to be qualified.

Chemical treatments used to maintain the condition of feed may only be conducted with the agreement of the owner of the products and have to be communicated to the buyer and the owner.

3.10 Staff hygiene

3.10.1 Hygiene training

The company must ensure that all staff members who are directly involved in handling feed and its packaging receive hygiene training. The participation of the staff members in the hygiene trainings has to be documented. Staff members who are known to suffer from a medical condition that might endanger the safety of feed must not have any direct contact with feed or its packaging.

3.11 Regulations for company premises

3.11.1 Access to company premises

All buildings and operating facilities must be protected from unauthorised access and kept closed. For this reason, access regulations must be defined. Operating rooms in which feed is produced or stored must not be accessible to unauthorised persons.

External persons may only have access to the operating rooms when accompanied by an authorised person or with permission from an authorised person.

If external vehicles such as animal transport vehicles or waste disposal vehicles drive on company premises, any potential dangers resulting from this must be considered and evaluated within the framework of a risk analysis. It may be necessary to establish access regulations as a result of this analysis.

3.11.2 Regulations on food, drinks and smoking

Staff members and visitors must be given clear instructions concerning the consumption of food or drinks and smoking on the company premises. Smoking and the consumption of food and drinks must be prohibited in areas where it could compromise the safety of feed. If required, separate rooms must be made available for this purpose. All staff members and visitors must be informed accordingly so that the risk of contamination can be reduced to a minimum.

3.11.3 Work by external companies

The company must ensure that each external company carrying out work on the premises is given proper instructions, so that for example pest control measures or maintenance and construction work do not have a negative impact on the safety of feed. The instruction and any necessary cleaning measures must be documented.

3.12 Glass and other fragile materials

3.12.1 [K.O.] Use of glass and other fragile materials

The company must ensure that glass and other fragile materials on the premises do not pose a risk to the feed. If possible, glass bottles and other glassware should be kept out of the production, processing and storage areas. If it is not possible to completely keep glass out of these areas, instructions must be issued which specify how the risk of breakage can be minimised and ensure that no contamination of the feed occurs in the event of a breakage.

Light fittings in the processing and storage areas must be protected so that the risk of feed contamination in the event of a breakage is minimised.

3.13 Waste management

3.13.1 [K.O.] Waste management and disposal

The disposal of waste accumulated in the production rooms and facilities has to be controlled and documented.

As part of the process, all materials classified as waste must be visibly and clearly labelled as such and immediately stored in a manner that rules out any unintentional use.

Waste storage containers which may attract pests and rodents must be kept closed. The waste containers must also be placed away from the storage areas for feed and emptied as frequently as possible. Waste may not be collected or stored in containers which are also used for raw materials or feed.

The locations at which waste is collected or stored must be included in the cleaning programme.

Staff rooms must be equipped with enough waste bins.

Waste has to be disposed in accordance with legal regulations. Waste which is classified as hazardous waste according to the legal regulations must be disposed of accordingly.

There have to be disposal records about the disposal of waste.

 Waste disposal records


3.14 Use of water

3.14.1 [K.O.] Water quality

A risk evaluation must be conducted for water which comes into contact with the feed, the facility or the equipment. The frequency of water quality inspections should be defined. The company can either test the water quality itself or obtain test results and/or a confirmation of the water quality from its water supply company. Documentations must be kept on the water quality inspection. Water (either liquid, solid or in the form of condensation) that comes into contact with the feed must be suitable for consumption by animals.

Feed must not be contaminated by wastewater or material originating from wastewater systems or fat separators. Feed may only be exposed to water originating from condensation water separators if a risk assessment reveals that no negative impact will result from this.

Separate water installations (for example, to extinguish fires) must be labelled. This water may not get in contact with water used for the processing of feed or for cleaning.

 Records for water quality

3.14.2 Water additives

If water contains additives (such as softeners, rust inhibitors etc.):

- these additives must be taken into consideration in the HACCP concept,
- the dosing systems must be calibrated and controlled to ensure proper dosage,
- the dosage of the additives must be documented.

3.15 Carryover and cross-contaminations

3.15.1 [K.O.] Determination of possible carryovers

The company must determine whether there is a possibility that raw materials or feed which the company processes could be carried over from one feed product to another in the production facilities, and whether this could lead to unsafe feed. To this end, the carryover of the plant must be identified by means of a method recognised by the competent supervisory authorities and verified in accordance with HACCP.

3.15.2 [K.O.] Cross-contamination

Whenever carry-overs are possible, there must be systems in place to minimise the risk of cross-contamination of feed with other products. To this end, a production sequence (contamination matrix) must be established and applied to prevent feed from being carried into others in undesired amount. Special attention must be paid to feed containing, for example, coccidiostats or histomonostats.

 Contamination matrix

Note: Companies which produce only one product are not required to create a contamination matrix or conduct a carryover investigation, as cross-contamination is impossible (for example, the exclusive production of wheat bran).

3.16 Contamination

3.16.1 [K.O.] Prevention of contamination

All reception and loading facilities, storage, processing and conveying equipment must be designed and operated in such a way as to minimize contamination. Especial attention must be paid to the contamination due to:

- weather conditions
- animals (pets, birds, rodents or insects) or
- means of production (hydraulic oils, lubricants, etc.).

Means of production, which may have contact with the feed, must be food safe. Nevertheless, their contact with the feed must be reduced to a minimum.

⇒ Chapter 3.6.1 Layout of the operating facility

3.17 Processing aids

3.17.1 Use of processing aids

Where processing aids are used in production, these must be removed from the product entirely or, if this is impossible, reduced to such an extent that residues or transformation products are present only in technologically unavoidable quantities which do not pose a danger to the health of the animals.

3.18 Storage

3.18.1 [K.O.] Storage management

All components for the feed production must be properly and hygienically stored to prevent microbiological, chemical and physical contamination.

As best possible protection against contamination, appropriate technical or organisational measures must be implemented:

- Before feed is stored, the storage facility must be cleaned and, if necessary, disinfected, in accordance with the risk posed by the previously stored product. At this time, the possible contamination of the soil from

previously stored hazardous substances should be considered as a source of danger which could, in certain cases, make the storage facility unusable for the storage of food.

- Storage of fertilisers and feed in a storage facility at the same time is only permitted if structural or other suitable measures guarantee that a mix-up or a contamination of the feed is impossible.
- Storage facilities in which pesticides or other hazardous substances are stored are not suitable for the storage of feed.

The feed is to be stored in clearly defined storage silos or storage rooms up until it is shipped to rule out any mix-ups. To prevent cross-contamination or mix-ups in silos and storage rooms, a release process must be defined before any change of product.

3.18.2 Quality maintenance

The condition of the stored products must be inspected at appropriate intervals so that any decrease in quality can be detected in a timely manner. These inspections must be documented. If possible, the “first in first out” principle should be applied.

Silos must be emptied as often as possible and notifications to the effect that the silo is empty have to be recorded in order to limit a certain feed batch to the greatest extent possible.

In the case of flat storage facilities, care must be taken that raw materials and feed are not contaminated by mud, snow and other potential contaminants carried by vehicles.

Harvested crops stored temporarily in the open air must be protected from negative effects.

3.18.3 Use of external storage facilities

If external storage facilities are used (own or third-party facilities) for the storage of bulk products, these locations must be eligible to deliver into the QS scheme (verification in the scheme participant search at www.qs-plattform.de).

⇒ Annex 9.3 Certification Obligation for Feed Companies

3.19 Packaging

3.19.1 Packaging

If feed is packaged/sagged, the packaging must be suitable to protect the quality of the products.

Pallets and mini-bulk containers must not be taken back by farms on which livestock is kept, unless the pallets and mini-bulk containers are thoroughly cleaned and, if necessary, effectively disinfected before their re-use. Pallets and mini-bulk containers have to be cleaned in such a way that there is no risk of a negative effect on feed. Bags are not to be taken back by farms for re-use.

3.20 Road transport

3.20.1 Transport of packed products

The transport of packaged products does not need to be certified. Nevertheless, care must be taken to rule out the contamination of the feed with hazardous or banned substances. The loading spaces must be clean, dry and free from residues of previously transported products.

3.20.2 Transport of bulk products

Company internal, with own vehicles

Feed producers who transport their products company internally (for example from location A to location B) with own vehicles do not need a certification for this. Nevertheless, these activities have to be integrated in the QM system.

Company external, with own vehicles

Feed producers who have own vehicles and deliver their products to the customers with these vehicles, have to adhere to the requirements of this guideline and get a certification for the scope road transport.

⇒ Chapter 5 Requirements for the road transport of feed

Company internal and external through a transport service provider

If there are transport service providers commissioned for the transport of the feed, they have to be eligible to deliver into the QS scheme (check via the scheme participant search under www.qs-plattform.de). This applies for transport within the company and external.

See also ⇒ Annex 9.3 Certification obligation for feed companies

3.21 Commissioning of transport by rail or ship

If a feed producer acts directly as a charterer and commissions a transporter with the transport of bulk feed per rail or ship, he/she must be certified as a charterer (in line with Chapter 6).

If the producer commissions a charterer with transport per rail or ship, the requirements of subchapters 3.21.1 and 3.21.2 must be met.

3.21.1 Commissioning a charterer

A charterer with eligibility to deliver into the QS scheme must be commissioned with the transport of bulk feeds per rail or ship. The producer must confirm to the charterer that it is about feed of the QS scheme. If the producer orders a load compartment inspection (LCI), he/she must notify the charterer to this effect and make the LCI report available.

3.21.2 Transport of part cargoes

If the producer is notified that part cargoes are to be transported which do not comply with the requirements of QS or other recognised standards, he/she must conduct a risk analysis and take measures to eliminate or prevent possible critical points in order to ensure the separation of feeds and other part cargoes.

3.22 Drying, ventilation and cooling

3.22.1 [K.O.] Drying and preservation processes

Feed whose moisture content is too high for long-term storage must be treated with a suitable preservation method such as drying, ventilation or cooling, or a combination of these methods, to reduce its moisture content and temperature. Where direct drying is used, the company is required to prove, in the form of a risk evaluation, that the drying process does not cause the quantity of undesired substances in the feed (toxic substances like dioxins, dioxin-like PCBs and PAHs, lead, cadmium or arsenic from combustion gases) to be increased over the QS maximum levels. Within the risk assessment, especially the choice of fuel has to be considered. The fuels mentioned in annex 9.4 (part C) may not be used for direct drying.

⇒ Annex 9.4 Exclusion list

If air is used for ventilation or refrigeration, the company has to assess the risk of pathogens entering the feed with the air and take the necessary safety precautions.

3.22.2 Controlling the moisture content respectively temperature

The moisture content respectively temperature of the feed has to be checked after the drying or ventilation. This inspection of the moisture content respectively temperature must reveal whether the selected process adequately reduced the moisture content and/or temperature.

3.23 Separation of foreign materials

3.23.1 Procedures for separating foreign materials

The contamination of the feed with physical contaminants such as glass or wood must be avoided. If a contamination cannot be excluded, a feed product has to be cleaned before placing it on the market so that it conforms to specifications again. If this is not possible, it has to be disposed of.

By-products of the production process that are not suitable for food and feed (e.g. products like cereal dusts and sieved residues other than short grain/fracture) may not be added to the feed again and have to be disposed of. The handling and further whereabouts of these products must be controlled and documented.

⇒ Annex 9.4 Exclusion list

If it is found to be necessary based on a risk assessment, magnets or metal detectors must be installed. These must be inspected for their functional integrity according to intervals determined in the HACCP-concept. Documentations on the inspections of all magnets and metal detectors must be kept.

3.24 Declaration of feed and labelling as feed from the QS scheme

The feed has to be labelled according to the legal specifications. Next to general declaration requirements (see also Regulation (EC) No. 767/2009) additional information can be necessary. On fatty acids from chemical refining and fatty acid distillates from physical refining, plant glycerine as well as blended fats and oils it must be declared that they are intended for feed purposes (see also **Regulation (EC) No. 225/2012**). The competent supervisory authorities are responsible for the verification of the correct implementation of requirements regarding declaration.

Additionally, to the legal requirements for declaration feed of the QS scheme needs to be labelled clearly as QS-products.

3.24.1 [K.O.] Article-related labelling as feed from the QS scheme

QS-products sold by a scheme participant must clearly be labelled as feed from the QS scheme. It can only be dispensed with this obligation if the company has excepted specific feed from the scope of the certification.

The labelling must be made with a clear reference to the article. This can be done with the words "QS products" / "QS feed" (or a comparable wording) or with the QS certification mark. The exclusive use of the QS identification or QS location number is not sufficient.

Bulk products have to be labelled as QS products on the shipping paper, referring to the product. In the case of bagged/packed products the QS labelling should be made on the sack tag. Alternatively, the QS-labelling for packed products can be done article-related in documents accompanying the feed. In this case it must be made sure that a clear reference between the delivered sacks and the documents accompanying the feed is possible (e.g. through the transfer of the reference number of the batch of every individual sack on the documents accompanying the feed).

Only products may be labelled as QS-feed which come from sites with the eligibility to deliver in the QS scheme and fall within the current regulatory scope of QS (feed material, additives, premixes and compound feed for food producing animals). If a company site loses its eligibility of delivery into the QS scheme, the products produced from that point on may no longer be labelled as QS products.

Note: You can find examples for labelling as QS-products in the explanation *Labelling of QS products*.

3.24.2 Use of QS certification mark

The use of the certification mark is only allowed according to the **Style guide** to the QS certification mark.

Scheme participants are authorised to use the QS certification mark if they have been permitted to do so in a contract with QS (scheme agreement) or by recorded agreement with their system coordinator.

The QS certification mark can be used article-related on products or on delivery notes and shipping papers. The use on advertising material, writing paper or similar communication media is possible if the scheme participant can be recognised as the user of the QS certification mark. Nevertheless, this cannot replace the article-related labelling of the products.

⇒ Chapter 3.24.1 [K.O.] Article-related declaration as feed from the QS scheme

3.25 Recording of location numbers (VVVO numbers)

3.25.1 Assigning of compound feed deliveries (bulk products) to the location number (VVVO number)

When compound feed (bulk product) is delivered by the producer directly to agricultural businesses (end customers) their location number (VVVO number or respective national company numbers) must be recorded, documented and assigned to the deliveries on a shipping document (e.g. bill of delivery or invoice). The producer is always responsible for assignment of the delivery to the location number if he has a direct business relationship to the farmer.

The feed producer has to request the number actively from the farmer. Then the producer records the location number of the supplied agricultural business and documents it on a shipping document.

The responsibility for transferring the number(s) and checking them regularly for correct allocation lies with the farmer.

Note: For feed materials, distributed products in cash sales and packed respectively sacked products this proceeding is recommended.

 Bill of delivery of compound feed with location number

3.26 Feed monitoring

3.26.1 [K.O.] Creation of site-specific QS control plans

The feed producer is obliged to take part in QS feed monitoring.

Every company has to create at least once a year a control plan. Thereby the requirements of the **Guideline Feed Monitoring** have to be met depending on the expected annual tonnage for every type of feed (e.g. compound feed, feed material) and for every product group (e.g. specific to animal species or to sector), that will be sold as QS-feed. The planned analyses have to be allocated reasonable over the year to the QS-feed and the given parameters.

In case that a company participates via a system coordinator a site-specific control plan has to be present in the company.

For producers of feed material that sell product groups for which there isn't a sector specific control plan available, a site-specific control plan has to be submitted and released by QS.

Producers of vegetal carbon (charcoal), which are additionally certified according to the European Biochar Certification (EBC) can use their analyses of the EBC-monitoring for the QS feed monitoring. For the QS feed monitoring there has to get established no separate location specific control plan. Nevertheless the sample related date as well as the analysis results have to be entered to the QS-database.

 Site specific control plan

⇒ Guideline Feed Monitoring

Note: By means of the Monitoring planer *QS-EasyPlan* feed under www.qs-easyplan.de you can create easily and digitally your site-specific control plans for participating in the QS-feed monitoring.

3.26.2 [K.O.] Compliance with QS control plans

The product inspections have to be performed in self-responsibility of the company at least according to the requirements of the QS control plans of the **Guideline Feed Monitoring**. For all products registered in the product range the control plans according to the Guideline Feed monitoring have to be adhered to.

For mills, which take part in the EGM (European Grain Monitoring of the Association of German Mills (VGMS)) and use their results of the EGM to comply with the control plan, a confirmation of participation in the EGM must be available.

The **Guideline Feed Monitoring** and the chapters 2.1.3 and 2.9.5 of this Guideline define the specification for sampling feed and for processes to be taken if limit and reference values are exceeded.

⇒ Chapter 2.1.3 [K.O.] Incident and crisis management

⇒ Chapter 2.9.5 [K.O.] Control of faulty products and services

⇒ Guideline Feed Monitoring

 Analysis results

3.26.3 Sampling and sample shipping

A representative sample has to be taken according to the requirements of the **Guideline Feed Monitoring**. Samples must be taken by a trained and experienced person. The qualification has to be documented by records about education, experiences and trainings of the sample taker. The sample has to be shipped to a QS-recognized laboratory timely (within 10 working days after sampling) according to the requirements of the Guideline Feed Monitoring.

⇒ Guideline Feed Monitoring

 Proof of Qualification, instructions for sample taking

3.26.4 Analysis by QS-recognised laboratories

Samples may only be analysed by QS-recognised laboratories. A list of **QS-recognised laboratories feed monitoring** is available at www.q-s.de.

3.26.5 Feed Monitoring: Data entry

For all analysis within the framework of QS feed monitoring, the company is obliged to enter the sample related data into the QS-database. The QS-recognised laboratories enter the analysis results after the analysis has been completed.

The company is responsible for the entry of sample related data and for checking the analysis results entered. This applies also to companies which participate via a system coordinator.

In case that a company participates via a system coordinator this coordinator creates an access as site administrator to the database for the company. With this access the company can enter sample related data to the database. During an audit the auditors have to be able to inspect the full compliance with this requirement.

Companies that have an authorization for several production scopes (for example, feed material and compound feed production) must assign the samples to the respective production scope in the database.

Sample related data that are entered in the context of the sector specific control plan have to be entered with the type of sample "regular sample".

Further specifications for entering data into the QS-database are set down in the **Guideline Feed Monitoring**.

Instructions for using the QS-database are provided at www.q-s.de under the menu option "QS-Databases", "Support".

⇒ Guideline Feed Monitoring

3.26.6 Gate-Keeping: Data entry

The sample related data and analysis results which are required in the context of gate-keeping including possible special permits have to be entered in the QS-database with the type of sample "Gate-Keeping (resp. if a special permit for gate-keeping is available under the type of sample "Special release"). The company is responsible for the regular entry of sample related data and for checking the analysis results entered.

3.26.7 [K.O.] Positive release sampling: Implementation

Producers of the following products must perform a positive release sampling of their final products before they are marketed. That means that these products may be marketed only if acceptable analysis results are available on certain parameters provided to the customer.

- Fatty acids from chemical refining
- Fatty acid distillates from physical refining
- Monoesters of propylene glycol and fatty acids
- Raw fish oil
- Raw coconut oil
- Blended fats and blended oils that contain fatty acids and blended fatty acids

For the following products, a positive release sampling must be carried out by the producer before marketing, if a raw material other than vegetable oil, which is covered by number 02.20.01 in the QS list of feed materials, is used for the production:

- Crude fatty acids from splitting
- Pure distilled fatty acids from splitting

For the following products, a positive release sampling must be carried out by the producer before marketing, unless they are produced with or from fatty acids from the splitting of vegetable oil:

- Fatty acids esterified with glycerol
- Salts of fatty acids
- Mono-, di-, and triglycerides of fatty acids
- Mono- and diglycerides of fatty acids esterified with organic acids

The procedural method and parameters for the positive release sampling are published in the Guideline Feed Monitoring.

The positive release sampling does not replace the intra-company examination and monitoring for possible additional risks as part of the HACCP concept.

⇒ Annex 9.4 Exclusion list

 Analysis results

3.26.8 Positive release sampling: Data entry

The sample related data and analysis results which are required for the positive release sampling have to be entered in the QS-database with the type of sample "positive release sampling". The company is responsible for the entry of sample related data and for checking the analysis results entered.

3.26.9 [K.O.] Additional control plans: Implementation

Additional control plans are available as Annex to the Guideline Feed monitoring, if required. If they are relevant for the company, they must be additionally implemented.

Analysis results

3.26.10 Additional control plans: Data entry

The sample related data and analysis results required for the additional control plans have to be entered in the QS-database with the type of sample "additional control plan". It is the responsibility of the company to enter the sample related data and to check that the analysis results have been entered.

3.26.11 [K.O.] Ad-hoc monitoring plans: Implementation

In the case of increased contamination of products with undesirable substances (e.g. concentrations exceeding the QS guidance and limit values), QS can react directly – and irrespective of any revision to the Guideline Feed Monitoring – by compiling a binding ad-hoc monitoring plan. In this plan, QS can increase the number of tests for the products in question in deviation from the Guideline Feed Monitoring. Where it is of relevance for the business in question, the latter must additionally implement the ad-hoc monitoring plan.

 Analysis results

3.26.12 Ad-hoc monitoring plans: Data entry

The sample related data and analysis results which are required for the Ad-hoc monitoring have to be entered in the QS-database with the type of sample "Ad hoc monitoring plan". The company is responsible for the entry of sample related data and for checking the analysis results entered.

3.27 Retained samples

3.27.1 [K.O.] Accumulation of retained samples

In addition to the traceability requirements in accordance with article 18 of the **Regulation (EC) No. 178/2002**, feed companies must also comply with the special requirements laid down in the quality control section of appendix 2 of the Feed Hygiene Regulation (**Regulation (EC) No. 183/2005**). Feed producers are required to set down in writing a procedure for taking retained samples. Besides the legal regulations on the accumulation of retained samples, retained samples of at least all QS feed products brought to market must be kept for QS.

Written agreements on the taking and retention of samples may be made with suppliers. The retained samples must be kept for an appropriate period, considering the intended purpose and shelf life of the feed.

3.28 Requirements for Private Labeller

Companies which want to market feed that has been produced by another company, under their own brand name or company name as QS products must be certified for this activity (private labelling).

3.28.1 [K.O.] Private Labeller: Description of the responsibilities

It must be clearly regulated and documented between the Private Labeller and the contract producer for which process stages the private labeller himself is responsible and for which stages the contract producer is responsible (e.g. process diagram). In doing so all activities from raw product procurement through to delivery of the feed have to be considered. This description must clearly show which chapters of this guideline and if applicable of the Add-on module QS-Soy^{plus} are relevant for the private labeller (e.g. raw product procurement, packaging feed monitoring, sampling, transport, storage).

The private labeller has to manage especially:

- Feed monitoring: it has to be settled and documented between Private Labeller and contract producer, if the requirements regarding the feed monitoring are fulfilled by the private labeller or by the contract

manufacturer. If the private labeller implements the monitoring himself (possibly including the implementation of Gate-Keeping, positive release test or ad-hoc monitoring), he has to implement chapters 3.26.1 to 3.26.12.

- Accumulation of retained samples: the private labeller has to accumulate, and store retained samples by himself or manage with the contract producer that he can access the retained samples of the contract manufacturer (see chapter 3.27.1).

Besides legal requirements, the private labeller is always responsible for the following points:

- Company data (⇒ chapter 2.1.1)
- Official registration and authorisation (⇒ chapter [K.O.] 2.1.2)
- Incident and crisis management (⇒ chapter [K.O.] 2.1.3)
- Traceability (⇒ chapter [K.O.] 2.1.4)
- Structure of a quality management system (see chapter 2.3)
- Definition and review of requirements for products and services (⇒ chapter 2.7.1)
- Communication with customers (⇒ chapter 2.7.4)
- Internal audits (⇒ chapter 2.9.2)
- Management review (⇒ chapter [K.O.] 2.9.3)
- Customer complaints (⇒ chapter 2.9.4)
- Control of defective products and services (⇒ 2.9.5)
- HACCP concept (⇒ chapter 2.10)
- Article-related labelling as feed from the QS scheme (⇒ chapter [K.O.] 3.24.1)
- If applicable: labelling according to Add-on module QS-Soy^{plus} (⇒ Add-on module QS-Soy^{plus})

If the private labeller does purchase products not directly from the contract manufacturer, but via a trader, this is possible under the following conditions:

- The contract manufacturer knows the private labeller.
- A written arrangement between contract manufacturer, trader and private labeller is available, in which the responsibilities for the processing steps are settled.
- The private labeller gets informed by the contract manufacturer immediately if he loses its eligibility to deliver.
- For bulk products the trader is eligible to deliver to QS. For packed products a certification of the trader is not necessary, but a written agreement between private labeller, trader and contract manufacturer.

3.28.2 [K.O.] Private Labeller: eligibility to deliver of the contract manufacturer

Private Labeller may only label the products as QS products if the contract producer is eligible to deliver to the QS scheme. There must be a written agreement between contract producer and private labeller stipulating that the private labeller is informed without delay of the loss of delivery eligibility of the contract producer. This is also the case, if the contract producer is certified according to a standard which is recognized by QS.

⇒ Annex 9.1 Recognized standards

4 Requirements for the trade of feed

Chapter 4 covers all activities connected with the purchase and resale of QS feed not produced by the company itself, as well as primary agricultural products (collection) for use as feed. As part of the process, the products can only be traded in the pure delivery trade or, alternatively, stored at the audited location. This means that chapter 4 applies to companies who purchase QS feeds and, with or without storage at the audited location, sell them on.

Pure delivery traders (without collection and storage) are not required to comply with the requirements of this guideline for storage and transshipment. However, pure delivery traders who additionally trade in bagged products and store them on the company premises must comply with the requirements for storage and transshipment.

Traders dealing only in bagged products are exempt from the certification requirement.

Pure agents of feed have an intermediary function between suppliers and buyers and negotiate business terms on behalf of customers. They are not obliged to get certified.


⇒ Annex 9.3 Certification obligation for Feed Companies

4.1 Supply specifications

4.1.1 Description of the feed

Internally specified descriptions of the feed must be available. These descriptions must contain the relevant characteristics for the respective product, most importantly the parameters to be checked during the incoming products inspection (for example, moisture or infestation of cereals). The descriptions must also include, if necessary:

- information on handling and storing the product
- quality management system requirements (for example, requirements concerning the certification status of the supplier or external storage facilities)

 Product descriptions

4.2 Supply of feed

4.2.1 Supply of unprocessed primary agricultural products

If primary agricultural products (tubers, roots, cereals, oil seeds etc.) are purchased directly from the farmer, neither the farmer nor the products are obliged to be certified. Any possible impacts of the primary agricultural products on the safety of the traded feed must be considered in the HACCP concept (e.g. storage).

***Note:** When supplying primary agricultural products, which are purchased directly from farmers and which are delivered by the farmer with own vehicles, the farmer does not need to be certified for the transport activity. Nevertheless, it is advised to feed traders to set requirements, for example regarding the cleanliness of the transport vehicle, and check that these requirements are complied with.*

4.2.2 Supply of feed materials: Allowed lists

Only feed materials may be traded in the QS scheme which are listed in the **QS-list of feed materials** or in the correspondent lists of recognized standard owners.

⇒ Annex 9.5 QS-list of feed materials

4.2.3 Supply of products from vegetable oils and fats

Products from vegetable oils and fats defined by regulation (EU) 2015/1905 are only allowed to be supplied as feed in the QS scheme. For this purpose, the supplier must be informed in writing of the intended use as/in a feed and this must be determined by contract. Permissible contracts for the international trade are FOSFA, GROFOR or NOFOTA.

⇒ Annex 9.7 Supply of products from vegetable oils and fats

4.2.4 **[K.O.] Exclusion list**

Products subject to a statutory feeding ban or named in the QS exclusion list may not be traded in the QS scheme.

⇒ Annex 9.4 Exclusion list

4.2.5 Receiving feed

When feed is received, the company must conduct a receiving inspection. During the inspection, the incoming products are checked to ensure that they correspond to the internal descriptions.

Additionally, specifications for checking the delivering transporter must exist and be implemented, regardless of who commissioned it. Particular attention must be paid to the execution of the necessary cleaning procedures, depending on the freight sequence of bulk products and on the fact that the exterior contamination of the vehicle does not pose any risk to the feed.

If the raw materials or transport are not corresponding to the internal specifications, the products may not be accepted to be used for QS-feed.

Farmers who transport their self-produced primary agricultural products on behalf of a pure delivery trader are not subject to QS transport regulations. However, by means of written agreements, traders must ensure that the requirements on the cleanliness of transport vehicles and containers and the transport sequence are complied with.

4.3 Certification status of the suppliers

4.3.1 [K.O.] Eligibility of delivery of the suppliers

Feed, which shall be traded in the QS scheme, have to be purchased as QS- products or as products from a recognized standard and may only be purchased from producers and traders which are eligible to deliver in the QS scheme at the moment of the delivery. If feed is delivered via transport or storage companies, the commissioning company is responsible for the examination of these requirements. When supplying feed as packed product from a trader, which is not eligible to deliver, the producer of the feed has to be eligible to deliver into the QS scheme.

Exceptions of the certification obligation of the supplier are described in chapter 4.3.2 and in the annex 9.3 Certification obligation.

⇒ Chapter [K.O.] 4.3.2 Supply of non-certified suppliers: Gate-Keeper-Regulation

⇒ Annex 9.3 Certification obligation for feed companies

Note: All companies, which are eligible to deliver into the QS scheme, are published in the scheme participant search under www.qs-plattform.de.

The creation of a suppliers list in the QS-database makes it easier to check the eligibility of delivery of the suppliers. Under www.q-s.de (see "QS-Databases") there is a supporting document published for the creation of suppliers and recipients lists.

4.3.2 [K.O.] Supply of non-certified suppliers: Gate-Keeper-Regulation

If a QS company obtains feed for feed production from a non-certified supplier, they must act as a Gate-Keeper and implement the requirements according to Annex 9.2. In addition to the monitoring, this also includes the supplier assessment for each non-certified supplier as well as requirements for the transport and temporary storage of the feed from the supplier to the Gate-Keeper.

All raw materials and suppliers, for which a QS-certified company acts as a gatekeeper, must be deposited and kept up to date in the QS-database at the latest with start of delivery.

The following information is necessary:

- feed labelling
- name of the supplier (non-certified producer or trader)
- place of the supplier (country of the location from which the products were purchased)
- start of the supply (date of the first delivery or contract start)
- end of the supply (date of the last delivery or contract end)

⇒ Annex 9.2 Gate-Keeper-regulation

4.4 Storage

4.4.1 [K.O.] Storage facility environment

Traders must store feed in a hygienically sound manner, so that no (micro)-biological, chemical or physical contamination can occur. Moreover, the increase of undesired microorganisms during storage must be prevented.

Buildings in which feed is stored, transhipped or undergone a simple external processing must not be at or near locations that may pose a risk to the feed safety. Such locations include, for example, locations with polluted soil or disposal sites. If a storage facility's environment could pose a risk to the safety of feed, the company must demonstrate, by means of a risk assessment, how the risk can be contained.

Where products are stored in flat storage systems, it must be ensured that the loading and unloading areas are clean. The entrance area must be constructed in such a manner as to prevent any contamination of the feed with water, snow, mud and other contaminants accidentally carried into the storage facility.

Harvested crops stored temporarily in the open air must be protected from negative effects.

4.4.2 [K.O.] Storage management

Buildings used for storage purposes must be protected against any entry of rainwater and snow. Rain and wastewater must be drained in such a manner that there is no negative effect to either the equipment or the safety of the feed.

The facilities and equipment must be laid out, designed and used in such a way as to facilitate thorough cleaning and maintenance and avoid contaminations, carryovers and any effects that may have a negative impact on the product quality.

Lighting must be sufficient for cleaning, processing and other activities important for the safety of the feed.

The company must take all precautions to avoid contamination, cross contamination and negative influences of the safety and quality of feed and any misuse or mix-up. This concerns both the production and the warehouse. The physical separation of stock must be designed in such a way that any mix-up between different products in terms of their use or delivery is verifiably prevented. For this purpose, the feed must be stored in clearly defined storage silos or storage rooms up until it is shipped. Damages or impairments must be prevented. To prevent cross-contamination or mix-ups in silos and storage rooms, a release procedure must be defined prior to any change of critical products.

Production, storage and transshipment facilities must be constructed in such a way that the possibility of entry of pets, birds, pest rodents and insects is reduced to a minimum. The buildings must be protected against pest infestations and rule out possible breeding grounds. Conveyors and storage facilities should be enclosed.

Equipment parts, ceilings and overhead installations must be planned, designed and constructed in such a way that the safety of the feed is not compromised through any accumulation of dirt, condensation or mould.

All transport and conveyor paths (for example conveyor belts, trough chain conveyors, funnels for direct loading and unloading to different carriers) should be designed as closed systems (no open turnover). If the turnover of feed takes place in non-closed systems, the company has to ensure that external influences do not negatively affect the product quality. This may require special measures. Any handling of products in the open air should only be carried out in dry weather conditions.

To prevent contamination, discharge chutes must be covered, and/or the gates of any enclosures should be closed when the equipment is not in use. Foreign objects must be prevented from entering discharge chutes. Any contamination which has occurred during operation of the discharge must be removed, e.g. with a foreign object separator.

Considering the product-specific risk of spoilage and the storage duration, the temperature of the stored product must be monitored adequately. Documentations on this temperature monitoring must be kept, including detailed information on the times and the results of the temperature measurements.

 Temperature records

4.4.3 [K.O.] Guarantee of separation of products

The premises of the company must be strictly and completely, spatially and organizational (e.g. labelling) separated between food/feed and from that foreign material. Where a complete spatially separation is not possible, it must be proved that this cannot affect the feed negatively (HACCP).

The company is also permitted to trade in non-QS feed products, but it must separate QS and non-QS feed. A mix-up between the products resulting in the supply of non-QS products into the QS scheme must be ruled out.

4.4.4 Use of external storage facilities

If external storage facilities are used (own or third-party facilities) for the storage of bulk products, these locations must be eligible to deliver into the QS scheme (verification in the scheme participant search at www.qs-plattform.de).

⇒ Annex 9.3 Certification obligation for feed companies

4.5 Maintenance and servicing

4.5.1 Maintenance programmes

Operating rooms and equipment must be maintained and serviced appropriately and in accordance with written instructions.


A maintenance programme must be developed and implemented for all operating rooms, facilities and equipment. This programme must prescribe the planned maintenance measures to ensure that operations are carried out in a hygienic and safe manner. The maintenance work must not endanger the safety of the feed.

The following elements must be included in the maintenance programme:

- Operating areas und operating rooms
- Facilities and (internal) transport systems

- Staff members responsible (own employees or external companies)
- Frequency

Based on documentations on maintenance activities, evidence of compliance with the maintenance requirements must be provided.

 Maintenance programmes, records on maintenance activities


4.6 Cleaning

4.6.1 Cleaning plans

Dust, dirt and feed residues can become a breeding ground for bacteria, which pose a potential risk of contamination to feed. For this reason, any accumulation of dirt, dust and feed residue is to be avoided as far as possible. The company must define, implement and document suitable location-specific cleaning measures in order to ensure adequate hygiene standards in the company.

Cleaning plans must include the following elements:

- Operating areas and operating rooms
- Facilities and transport systems (e.g. pipes, grippers, conveyors, hoppers)
- Cleaning personnel (own employees or external workers)
- Cleaning intervals, methods and agents

 Cleaning plans

4.6.2 [K.O.] Cleaning and disinfection agents

Only food-safe cleaning and disinfection agents may come into contact with feed. These agents must be used in accordance with the producer's recommendations and the safety data sheet. If cleaning and disinfection agents come into contact with feed, the company must

- ensure that the relevant control systems guarantee correct and effective dilution of the products at all times,
- record which cleaning, and disinfection agents are used
- ensure that the cleaning and disinfection agents are suitable for the respective intended use and that they do not endanger the safety of the feed in any way
- ensure that residues from cleaning and disinfection agents are kept to a minimum.

To avoid mix-ups, cleaning and disinfection agents must be stored separately in clearly labelled containers.

4.6.3 [K.O.] Cleaning work

Prior to every use of the storage rooms, it has to be cleaned and disinfected according to the cleaning and disinfection plan.

Discharge chutes and conveyor facilities must be cleaned and/or rinsed with a rinsing agent in accordance with the technical conditions. The area surrounding a discharge chute must be kept clean and cleaned according to the cleaning plan and as necessary.

Walls, floors and other surfaces of the storage facility, including discharge chutes and conveyor systems, must be cleaned according to the cleaning plan and as necessary.

Prior to a product change, silos are to be cleaned in line with procedures which are customary in the industry. Particularly in badly accessible areas have to be taken in account.

All storage facilities which come into contact with dry feed must be dried after wet cleaning and/or must be in a dry condition before being used again.

If vehicles transporting animals have to drive through company premises, for such purposes as the weighing of animals, cleaning measures (and disinfection measures, if necessary) must be defined.

Company staff rooms must also be kept clean and cleaned according to the cleaning plan and as necessary.

The implementation of cleaning work must be documented.

An authorised person must inspect the suitability and effectiveness of the cleaning and disinfection measures. The results of these inspections must be documented.

4.7 Pest monitoring

4.7.1 [K.O.] Pest prevention and monitoring


The company must ensure that a high level of cleanliness and hygiene is maintained in all work areas so as not to attract pests. In the operating room, precautions must be taken to repel birds and pests.

Pets must also be kept away from the operating rooms if their presence would pose a risk of feed contamination. For this purpose, a risk assessment must be carried out.

The storage rooms must be secured against an infestation of pests:

- Doors and windows must be kept closed whenever possible.
- Buildings must be protected against pest infestation and rule out possible breeding places.
- Holes, drains and other places through which pests could enter must be sealed.
- If it is not possible to seal the area, other measures must be taken, for example, nets could be set up.

It must be checked at regular intervals whether the preventive measures conducted are sufficient to avoid pest infestation. These include the inspection of production and storage rooms for traces of pests, as well as the examination of the bait stations set up as a precaution against infestation.


 Documentation pest prevention

4.7.2 [K.O.] Pest control

Immediate measures must be taken in the event of pest infestation. For this purpose, appropriate pest control measures must be established. To guarantee the safety of both the feed and the staff, suitable pest control methods and agents must be used. For this reason, pest control measures must be carried out and documented by qualified personnel and must not endanger the quality of the feed. All pest control measures must be documented. At least the following points should be included in the documentation:

- Information on the substances used, including safety data sheets
- Date and frequency of treatment and dosage of the substances
- Bait plans specifying the location of bait stations and the baiting agents
- Documentations of pests found, feeding sites, bait taken, type of pests etc. (findings)
- Corrective actions implemented in the event of pest infestation

Open bait containers or loose baiting agents may not be used in places where they could endanger raw materials or feed.

 Measures for pest control

4.7.3 [K.O.] Protection of stock

The company may only use substances for the protection and preservation of stock if these substances are approved for use in the feed business. Staff that deals with substances for the protection of stock, has to be qualified.

Chemical treatments used to maintain the condition of feed may only be conducted with the agreement of the owner of the products and have to be communicated to the buyer and the owner.

4.8 Staff hygiene

4.8.1 Hygiene training

The company must ensure that all staff members who are directly involved in handling feed and its packaging receive hygiene training. The participation of the staff members in the hygiene trainings has to be documented. Staff members who are known to suffer from a medical condition that might endanger the safety of feed must not have any direct contact with feed or its packaging.

4.9 Regulations for company premises

4.9.1 Access to company premises

All buildings and operating facilities must be protected from unauthorised access and kept closed. For this reason, access regulations must be defined. Operating rooms in which feed is stored must not be accessible to unauthorised persons. External persons may only have access to the operating rooms when accompanied by an authorised person or with permission from an authorised person.

If external vehicles such as animal transport vehicles or waste disposal vehicles drive on company premises, any potential dangers resulting from this must be considered and evaluated within the framework of a risk analysis. It may be necessary to establish access regulations as a result of this analysis.

4.9.2 Regulations on food, drinks and smoking

Staff members and visitors must be given clear instructions concerning the consumption of food or drinks and smoking on the company premises. Smoking and the consumption of food and drinks must be prohibited in areas where it could compromise the safety of feed. If required, separate rooms must be made available for this purpose. All staff members and visitors must be informed accordingly so that the risk of contamination can be reduced to a minimum.

4.9.3 Work by external companies

The company must ensure that each external company carrying out work on the premises is given proper instructions, so that for example pest control measures or maintenance and construction work do not have a negative impact on the safety of feed. The instruction and any necessary cleaning measures must be documented.

4.10 Glass and other fragile materials

4.10.1 [K.O.] Use of glass and other fragile materials

The company must ensure that glass and other fragile materials on the premises do not pose a risk to the feed. If possible, glass bottles and other glassware should be kept out of the production, processing and storage areas. If it is not possible to completely keep glass out of these areas, instructions must be issued which specify how the risk of breakage can be minimised and ensure that no contamination of the feed occurs in the event of a breakage.

Light fittings in the processing and storage areas must be protected so that the risk of feed contamination in the event of a breakage is minimised.

4.11 Waste

4.11.1 [K.O.] Waste management and disposal

The disposal of waste accumulated in the production rooms and facilities must be controlled and documented.

As part of the process, all materials classified as waste must be visibly and clearly labelled as such and immediately stored in a manner that rules out any unintentional use.


Waste storage containers which may attract pests and rodents must be kept closed. The waste containers must also be placed away from the storage areas for feed and emptied as frequently as possible. Waste may not be collected or stored in containers which are also used for raw materials or feed.

The locations at which waste is collected or stored must be included in the cleaning programme.

Staff rooms must be equipped with enough waste bins.

Waste has to be disposed in accordance with legal regulations. Waste which is classified as hazardous waste according to the legal regulations must be disposed of accordingly.

There have to be disposal records about the disposal of waste.

 Records on waste disposal


4.12 Use of water

4.12.1 [K.O.] Water quality

A risk evaluation must be conducted for water which comes into contact with the feed, the facility or the equipment. The frequency of water quality inspections should be defined. The company can either test the water quality itself or obtain test results and/or a confirmation of the water quality from its water supply company. Documentations must be kept on the water quality inspection. Water (either liquid, solid or in the form of condensation) that comes into contact with the feed must be suitable for consumption by animals.

Feed must not be contaminated by wastewater or material originating from wastewater systems or fat separators. Feed may only be exposed to water originating from condensation water separators if a risk assessment reveals that no negative impact will result from this.

Separate water installations (for example, to extinguish fires) must be labelled. This water may not get in contact with water used for the processing of feed or for cleaning.

 Records on water quality

4.12.2 Water additives

If water contains additives (such as softeners, rust inhibitors etc.):

- these additives must be taken into consideration in the HACCP concept,
- the dosing systems must be calibrated and controlled to ensure proper dosage,
- the dosage of the additives must be documented.

4.13 Contaminations

4.13.1 [K.O.] Prevention of contaminations

Storage facilities must be planned and constructed and/or operated in such a way that the possibility of a contamination of feed is ruled out or reduced to a minimum.

As best possible protection against contamination, appropriate technical or organisational measures must be implemented:

- Before feed is stored, the storage facility must be cleaned and, if necessary, disinfected, in accordance with the risk posed by the previously stored product. At this time, the possible contamination of the soil from previously stored hazardous substances should be considered as a source of danger which could, in certain cases, make the storage facility unusable for the storage of food.
- Storage of fertilisers and feed in a storage facility at the same time is only permitted if structural measures guarantee that a mix-up or a contamination of the feed is impossible.
- Storage facilities in which pesticides or other hazardous substances are stored are not suitable for the storage of feed.
- Operating resources (lubricants etc.) which could come into contact with the feed must be suitable for use with foodstuffs.
- The contamination of feed with hydraulic oils or lubricants which are not approved for use with food must be prevented, and the risk of a contamination with hydraulic oils or lubricants which are approved for use with food must be reduced to a minimum.

4.14 Stock controls

4.14.1 Quality maintenance

The company must set down rules for the handling of feed to avoid the occurrence of any damages or impairments. The condition of the stored products must be assessed at appropriate intervals so that any decrease in quality can be detected in a timely manner. These inspections must be documented. If possible, the “first in first out” principle should be applied.

Silos must be emptied as often as possible and notifications to the effect that the silo is empty must be recorded to limit a certain feed batch to the greatest extent possible.

Note: *As part of the HACCP concept, a risk analysis of the storage and transshipment facilities should be carried out to assess whether the products intended for storage might be at risk of bacterial contamination (e.g. salmonella in oilseed meal). Should this be the case, testing for bacterial contamination should be carried out according to intervals determined in the HACCP-concept. The test results should be documented.*

4.15 Packaging

4.15.1 Packaging

Where feed products are packaged/sagged, the packaging must be suitable to protect the quality of the products.

Pallets and mini-bulk containers must not be taken back by farms on which livestock is kept, unless the pallets and mini-bulk containers are thoroughly cleaned and, if necessary, effectively disinfected before their re-use. Pallets and mini-bulk containers must be cleaned so that there is no risk of a negative effect on feed. Bags are not to be taken back by farms for re-use.

4.16 Road transport

4.16.1 Transport of packed products

The transport of packaged products does not need to be certified. Nevertheless, care must be taken to rule out the contamination of the feed with hazardous or banned substances. The storage areas must be clean, dry and free from residues of previously transported products.

4.16.2 Transport of bulk products

Company internal, with own vehicles

Feed traders who transport their products company internally (for example from location A to location B) with own vehicles do not need a certification for this. Nevertheless, these activities have to be integrated in the QM system.

Company external, with own vehicles

Feed traders who have own vehicles and deliver their products to the customers with these vehicles, have to adhere to the requirements of this guideline and get a certification for the scope road transport.

⇒ Chapter 5 Requirements for the road transport of feed

Company internal and external through a transport service provider

If there are transport service providers commissioned for the transport of the feed, they have to be eligible to deliver into the QS scheme (check via the scheme participant search under www.qs-plattform.de). This applies for transport within the company and external.

See also ⇒ Annex 9.3 Certification obligation for feed companies

4.17 Commissioning of transport by rail or ship

If a feed trader acts directly as a charterer and commissions a transporter with the transport of feed per rail or ship, he/she must be certified as a charterer (in line with Chapter 6).

If the trader commissions a charterer with transport per rail or ship, the requirements of subchapters 4.17.1 and 4.17.2 must be met.

4.17.1 Commissioning a charterer

A charterer with eligibility to deliver into the QS scheme must be commissioned with the transport of bulk feeds per rail or ship. The manufacturer must confirm to the charterer that the feed is QS produce. If the trader orders an LCI, he/she must notify the charterer to this effect and make the LCI report available.

4.17.2 Transport of part cargoes

If the trader is notified that part cargoes are to be transported which do not comply with the requirements of QS or other recognised standards, he/she must conduct a risk analysis and take measures to eliminate or prevent possible critical points in order to ensure the separation of feeds and other part cargoes.

4.18 Drying, ventilation and cooling

4.18.1 [K.O.] Drying and preservation processes

Feed whose moisture content is too high for long-term storage must be treated with a suitable preservation method such as drying, ventilation or cooling, or a combination of these methods, to reduce its moisture content and temperature.

Where direct drying is used, the company is required to prove, in the form of a risk evaluation, that the drying process does not cause the quantity of undesired substances in the feed (toxic substances like dioxins, dioxin-like PCBs and PAHs, lead, cadmium or arsenic from combustion gases) to be increased over the QS maximum level. In the risk assessment particular consideration is to be given to the choice of fuel for the drying process. The fuels mentioned in annex 9.4 (part C) may not be used for direct drying.

⇒ Annex 9.4 Exclusion list

If air is used for ventilation or refrigeration, the company has to assess the risk of pathogens entering the feed with the air and take the necessary safety precautions.

4.18.2 Controlling the moisture content respectively temperature

The moisture content respectively temperature of the feed after the drying or ventilation process has to be checked. This inspection of the moisture content respectively temperature must reveal whether the selected process adequately reduced the moisture content and/or temperature.

4.19 Separation of foreign materials

4.19.1 Procedures for separating foreign materials

A contamination of the feed with physical contaminants such as glass or wood must be avoided. If a contamination cannot be excluded, a feed product has to be cleaned before placing it on the market so that it conforms to specifications again. If this is not possible, it has to be disposed of.

- By-products of the production process that are not suitable for food and feed (e.g. products like cereal dusts and sieved residues other than short grain/fracture) may not be added to the feed again and must be disposed of. The handling and further whereabouts of these products must be controlled and documented.

⇒ Annex 9.4 Exclusion list

If it is found to be necessary based on a risk assessment, magnets or metal detectors must be installed. These must be inspected for their functional integrity according to intervals determined in the HACCP-concept. Documentations on the inspections of all magnets and metal detectors must be kept.

4.20 Declaration of feed and labelling as feed from the QS scheme

Feed has to be labelled according to the legal specifications. Next to general declaration requirements (see also Regulation (EC) No. 767/2009) additional information can be necessary.

On fatty acids from chemical refining and fatty acid distillates from physical refining, plant glycerine as well as blended fats and oils it must be labelled that they are usable for feed purposes (see also **Regulation (EC) No. 225/2012**).

The competent supervisory authorities are responsible for the verification of the correct implementation of requirements regarding declaration.

In addition to the legal requirements for declaration feed of the QS scheme needs to be labelled clearly as QS-products.

4.20.1 [K.O.] Article-related labelling as feed from the QS scheme

QS-products sold by a scheme participant must clearly be labelled as feed from the QS system. It can only be dispensed with this obligation if the company has excepted single feed from the scope of the certification.

Regardless of the arable farmer's certification status, unprocessed agricultural primary products (cereals, oilseeds, maize, etc.) can also be labelled as products from the QS scheme.

The labelling must be made with a clear reference to the article. This can be done with the words "QS product" / "QS feed" (or a comparable wording) or with the QS certification mark. The exclusive use of the QS identification or QS location number is not sufficient.

Bulk products have to be labelled as QS products on the shipping paper, referring to the product. In the case of bagged/packed products the QS labelling should be made on the sack tag. Alternatively, the QS-labelling for packed products can be done article-related on documents accompanying the feed. In this case it must be made sure that a clear reference between the delivered sacks and the documents accompanying the feed is possible (e.g. through the transfer of the reference number of the batch of every individual sack on the documents accompanying the feed).

Only products may be labelled as QS-feed which come from sites with the eligibility to deliver in the QS scheme and fall within the current regulatory scope of QS (feed material, additives, premixes and compound feed for food producing animals). If a company site loses its eligibility of delivery into the QS scheme, the products may no longer be labelled as QS products.

Note: *Delivery traders as well as traders of packed products do not have to make an article-related labelling of the QS products if the supplier has already labelled the products which are traded in delivery or the packed products article-related as QS products. This also applies if the supplier is certified according to a QS-recognized standard and has already article-related labelled the products according to the requirements of this standard on the shipping papers or the sack tag.*

Note: *You can find examples for the labelling as QS-feed in the explanation Labelling of QS products.*

4.20.2 Use of QS certification mark

The use of the certification mark is only allowed according to the **style guide** to the QS certification mark.

Scheme participants are authorised to use the QS certification mark if they have been permitted to do so in a contract with QS (scheme agreement) or by express agreement with their system coordinator.

The QS certification mark can be used article-related on products or on delivery notes and shipping papers. The use on advertising material, writing paper or similar communication media is possible if the scheme participant can be recognised as the user of the QS certification mark. Nevertheless, this cannot replace the article-related labelling of the products.

⇒ Chapter 4.20.1 [K.O.] Article-related declaration as feed from the QS scheme

4.21 Recording of location numbers (VVVO numbers)

4.21.1 Assigning of compound feed deliveries (bulk products) to the location number (VVVO number)

In case of deliveries of bulk compound feed directly to agricultural businesses (end user) their location number (VVVO number or respective national company numbers) must be recorded, documented and assigned to the deliveries on a shipping document (e.g. bill of delivery or invoice). The trader is always responsible for the assigning of the delivery to the location number if he has the direct business relationship to the farmer.

The feed trader has to request the number actively from the farmer. Then the trader records the location number of the supplied agricultural business and documents it on a shipping document.

The responsibility for transferring the number(s) and checking them regularly for correct allocation lies with the farmer. (If the location number has already been recorded by the producer of the compound feed, the trader does not have to do this additionally).

Note: For feed materials, distributed products in cash sales and packed respectively sacked products this proceeding is recommended.

 Shipping documents of compound feed with location numbers

4.22 Feed Monitoring

4.22.1 [K.O.] Creation of site-specific QS control plans

Feed traders are obliged to take part in the QS feed monitoring (exceptions see Annex 9.3 Certification obligation for feed companies).

Every company has to create at least once a year a control plan. Thereby the requirements of the **Guideline Feed Monitoring** have to be met depending on the expected annual tonnage for every type of feed (e.g. compound feed, feed material) and for every product group (e.g. specific to animal species or to sector), that will be traded as QS product. The planned analyses have to be allocated reasonable over the year to the QS-feed and the given parameters.

For producers of feed material that sell product groups without applying a sector specific control plan, a site-specific control plan has to be submitted and released by QS.

Traders who use a direct drying process for feed must additionally create a control plan for the dried feed material.

 Site specific control plan

⇒ Guideline Feed Monitoring

Note: By means of the Monitoring planer QS-EasyPlan feed under www.qs-easyplan.de you can create easily and digitally your site-specific control plans for participating in the QS-feed monitoring.

4.22.2 [K.O.] Compliance with QS control plans

The product inspections have to be performed in self-responsibility of the company at least according to the requirements of the QS control plans of the **Guideline Feed Monitoring**. For all products registered in the product range the control plans according to the Guideline Feed monitoring have to be adhered to.

The **Guideline Feed Monitoring** and the chapters 2.1.3 and 2.9.5 of this guideline define the specifications for sampling feed and for processes to be implemented if limit and reference values are exceeded.

- ⇒ Chapter [K.O.] 2.1.3 Incident and crisis management
- ⇒ Chapter [K.O.] 2.9.5 Control of faulty products and services
- ⇒ Guideline Feed Monitoring

Feed which is purchased in packaging and sold on without any changes being made to it, as well as feed which the trader deals with exclusively in the pure delivery trade must not be included in feed monitoring.

Collectors have to participate in feed monitoring, even if external service providers are used exclusively for storage.

 Analysis results

4.22.3 Sampling and sample shipping

A representative sample has to be taken according to the requirements of the **Guideline Feed Monitoring**. Samples have to be taken by a trained and experienced person. The qualification has to be documented by records about education, experiences and trainings of the sample taker. The sample has to be shipped to a QS-recognized laboratory timely (within 10 working days after sampling) according to the requirements of the Guideline Feed Monitoring.

- ⇒ Guideline Feed Monitoring

 Proof of Qualification, instructions for sample taking

4.22.4 Analysis by QS-recognised laboratories

The QS samples may only be analysed by QS-recognised laboratories. A list of **QS-recognised laboratories feed monitoring** is available at www.q-s.de.

4.22.5 Feed monitoring: Data Entry

For all inspections within the framework of QS feed monitoring, companies are obliged to enter the sample related data into the QS-database. The QS-recognised laboratories enter the analysis results after the analysis has been completed.

The company is responsible for the entry of sample related data and for checking the analysis results entered.

Companies that have an authorization for several production scopes (for example, trade and compound feed production) must assign the samples to the respective production scope in the database.

Sample related data that are entered in the context of the sector specific control plan have to be entered with the type of sample "regular sample".

Further specifications for entering data into the QS-database are set down in the **Guideline Feed Monitoring**.

Instructions for using the QS-database are provided at www.q-s.de under the menu option "QS-Database", "Support".

4.22.6 Gate-Keeping: Data entry

The sample related data and analysis results which are required for the gate-keeping have to be entered in the QS-database with the type of sample "Gate-Keeping (resp. if a special permit for gate-keeping is available under the type of sample "Special release"). The company is responsible for the entry of sample related data and for checking the analysis results entered.

4.22.7 [K.O.] Positive release sampling: Implementation

Feed traders of the following products must perform a positive release sampling of their final products before they are marketed. That means that these products may be marketed only if acceptable analysis results are available on certain parameters provided to the customer.

- Fatty acids from chemical refining
- Fatty acid distillates from physical refining
- Monoesters of propylene glycol and fatty acids
- Raw fish oil
- Raw coconut oil
- Blended fats and blended oils that contain fatty acids and blended fatty acids

For the following products, a positive release sampling must be carried out by the feed trader before marketing, if a raw material other than vegetable oil, which is covered by number 02.20.01 in the QS list of feed materials, is used for the production:

- Crude fatty acids from splitting
- Pure distilled fatty acids from splitting

For the following products, a positive release sampling must be carried out by the feed trader before marketing, unless they are produced with or from fatty acids from the splitting of vegetable oil:

- Fatty acids esterified with glycerol
- Salts of fatty acids
- Mono-, di-, and triglycerides of fatty acids
- Mono- and diglycerides of fatty acids esterified with organic acids

It is also possible that the supplier makes the analysis results available for the trader. The procedural method and parameters for the positive release sampling are published in the **Guideline Feed Monitoring**.

The positive release sampling does not replace the intra-company examination and monitoring for possible additional risks as part of the HACCP concept.

- ⇒ Annex 9.4 Exclusion list
- ⇒ Guideline Feed Monitoring

 Analysis results

4.22.8 Positive release sampling: Data entry

The sample related data and analysis results which are required for the positive release sampling have to be entered in the QS-database with the type of sample "positive release sampling". The company is responsible for the entry of sample related data and for checking the analysis results entered.

4.22.9 [K.O.] Additional control plans: Implementation

Additional control plans are available as Annex to the Guidelines Feed monitoring, if required. If they are relevant for the company, they must be additionally implemented.

 Analysis results

4.22.10 Additional control plans: Data entry

The sample related data and analysis results required for the additional control plans have to be entered in the QS-database with the type of sample "additional control plan". It is the responsibility of the company to enter the sample related data and to check that the analysis results have been entered.

4.22.11 [K.O.] Ad-hoc monitoring plans: Implementation

In the case of increased contamination of products with undesirable substances (e.g. concentrations exceeding the QS guidance and limit values), QS can react directly – and irrespective of any revision to the Guideline Feed Monitoring – by compiling a binding ad-hoc monitoring plan. In this plan, QS can increase the number of tests for the products in question in deviation from the Guideline Feed Monitoring. Where it is of relevance for the business in question, the latter must additionally implement the ad-hoc monitoring plan.

 Analysis results

4.22.12 Ad-hoc monitoring plans: Data entry

The sample related data and analysis results which are required for the Ad-hoc monitoring have to be entered in the QS-database with the type of sample "Ad hoc monitoring plan". The company is responsible for the entry of sample related data and for checking the analysis results entered.

4.23 Retained samples

4.23.1 [K.O.] Accumulation of retained samples

In addition to the traceability requirements in accordance with article 18 of the **Regulation (EC) No. 178/2002** feed companies must also comply with the special requirements laid down in the quality control section of Enclosure 2 of the Feed Hygiene Regulation (**Regulation (EC) No. 183/2005**). Feed traders have to define a procedure for the accumulation of retained samples in written form. Besides the legal regulations, traders in bulk products who take possession of feed products must keep retained samples of at least all QS

products brought to market for QS. Written agreements on the drawing and retention of samples may be made with suppliers.

The retained samples must be kept for an appropriate period, taking into account the intended purpose and shelf life of the feed.

Note: Pure delivery traders are owner of the feed, but do not take possession of it, that is why they do not have to keep retained samples.


5 Requirements for the transport of feed by road

The delivery of QS feed to customers by means of road vehicles is covered in chapter 5, which is also relevant to companies who, in their capacity as forwarding agents, deliver QS feed by order of a feed producer, trader or storage company. However, this chapter also applies to feed producers, traders or storage companies who deliver QS feed to customers using their own vehicles. The requirements are also valid for the haulage means themselves (load compartments, containers, attached trailers etc.).

5.1 Process descriptions

5.1.1 [K.O.] Determination of processes

Companies must work according to defined processes which ensure that the services comply with the requirements of this guideline and the legal and other regulations for the transportation of feed, considering food and feed safety.

 Process instructions

5.1.2 [K.O.] Subcontracting

If a transport company commissions a transport service provider (subcontractor) to carry out a transportation service, this subcontractor must likewise be eligible to deliver in the QS scheme. The forwarding agent has to ensure the eligibility to deliver of the subcontractor.

5.2 Labelling and traceability (documentation of transports)

5.2.1 Labelling and use of load compartments

The clear identification of load compartments must be guaranteed. For this reason, every load compartment/loading space of the transport vehicle must be clearly labelled.

In the case of combination vehicles (\Rightarrow Chapter 5.8), it must be defined which load compartments are used for feed and which ones are used for farm manure. The defined utilisation of the load compartments in combination vehicles may not be altered.

5.2.2 [K.O.] Documentation of journeys

To follow the traceability of the transport sequence of the freights, at least the following information on every transport operation must be documented:

- Type and quantity of the freights transported per client,
- Respective date of transport and identification of the load compartment,
- Batch number, where applicable and
- The loading and unloading address

 Documentation of transports since the last audit

5.3 Determination of cleaning measures

5.3.1 [K.O.] Determination of necessary cleaning measures

Before a vehicle may be loaded with feed it has to be checked which freight was transported in the same container beforehand and which cleaning procedures must be carried out on the vehicle.

The International Committee for Road Transport (ICRT) compiles hazard analyses for products to be transported, and the products are allocated to a cleaning regime. Which cleaning measures must be carried out can be found in the database of the ICRT (www.icrt-idth.com). This applies also, if another feed has been transported in the same load compartment before the feed that shall be transported.

It is sometimes the case that the cleaning requirements for products to be transported must be classified differently by the ICRT-members (e.g. due to different national laws). These products are published in a "list of differences". In the case of transport operations between companies, which are certified according to different standards, the stricter cleaning requirement applies. The "list of differences" can be found on [www.icrt-idtf.com](http://www.icrt-<u>idtf.com</u>).

If the company uses a load compartment for the first time for transport of feed within the QS scheme, the last three freights have to be known, the corresponding cleaning measures have to be realized and if required a release procedure has to be conducted.

Load compartments which are exclusively used to transport packaged feed are exempt from the requirements in this guideline. Nevertheless, care must still be taken to rule out the possibility of the feed being contaminated with hazardous or banned substances. The storage areas must be clean, dry and free from residues of previous loads. If a company is commissioned to transport packaged products, agreements to this effect should be made.

Addition of a freight in the ICRT-database:

If a freight is not published in the ICRT-database, transport companies can submit a request to the QS-office for the classification of the product. Therefore, the template "ICRT request for cleaning procedure" should be used which can be found under [www.icrt-idtf.com](http://www.icrt-<u>idtf.com</u>).

The request must be filled out completely and sent to QS along with all relevant information (for example a safety data sheet) on the product to be transported.

⇒ Template ICRT request for cleaning procedure

5.3.2 Release procedure after the transport of forbidden prefreights

In the following cases it is forbidden to load a feed:

- After the transport of freights which are forbidden according to the ICRT-database,
- After the transport of freights which are not listed in the ICRT-database.

In both cases the transporter has to carry out a release procedure for the loading compartment in which the prohibited prefreight was transported. This must be done with one of the following two methods:

Release procedure A: Release by a loading inspector from an inspection or certification body

1. The transporter must prepare a cleaning protocol tailored to the nature of the prohibited load and carry out the cleaning (and, if necessary, disinfection) accordingly.
2. Afterwards, the transporter must commission a loading inspector from an independent inspection or certification body, to assess the loading compartment. The inspection or certification body must either: be accredited according to **ISO 17020** (with specialization in feed and grain or liquid agricultural bulk material (Agribulk)) or according to **DIN EN ISO/IEC 17065** (only if the inspection of loading compartments is part of the accredited scope), or operate according to **ISO 9001:2015** or an equivalent certification system, only if the independent inspection, verification, sampling and testing of agricultural products is part of the accredited scope.
3. After the loading inspector inspected the loading compartment, he must provide the transporter a declaration indicating that the loading compartment can be used again for the transport of feed.
4. Depending on the prohibited load and the result of the visual inspection, supplementary hygienic measurements (ATP measurements or replica tests) can be carried out by the loading inspector for the assessment. Another possibility is an analysis of the rinse water.

Release Procedure B: Approval by a loading inspector from a certified company

1. After transporting a prohibited load, the transporter must transport five neutral loads (with cleaning requirements A, B or C except for feed) in the relevant loading compartment.
2. Afterwards, the transporter must prepare a cleaning protocol tailored to the nature of the prohibited load and carry out the cleaning (and, if necessary, disinfection) accordingly. The cleaning and/or disinfection must be documented by means of an Eftco Cleaning Document (ECD) or an equivalent cleaning certificate provided by the washing plant.
3. Afterwards, the transporter must commission a loading inspector. The loading inspector must be from the - according to QS or a QS recognized standard - certified company, which will load the loading compartment with the next QS cargo. The transporter cannot appoint a cargo inspector from his own company.
4. After the loading inspector has inspected the loading compartment, he must provide the transporter a declaration indicating that the loading compartment can be used again for the transport of feed.

5. The release procedure B cannot be used for the following prohibited loads:

- Category 1, 2 material and unprocessed category 3 material
- Gas oil
- Lubricating oil
- Mineral clay that has been used for detoxification
- Radioactive material
- Domestic waste and all fractions derived from it
- Untreated food remains
- Sewage slurry


5.4 Cleaning

5.4.1 Compilation of instructions

The freight carrier is required to compile cleaning instructions for each type of transport vehicle. These cleaning instructions must describe exactly how the various vehicles have to be cleaned, depending on the previous freights.

Special consideration must be given to parts such as valves, pipes, cracks, pumps and corners which need to be cleaned. These points must be specified for each vehicle, whereby clear instructions must be included as to which parts must be disassembled prior to cleaning.

The effectiveness of all cleaning instructions compiled for load compartments must be reviewed (validated). After validation, these cleaning instructions can then be implemented as cleaning processes for all vehicles of a similar construction.

 Cleaning instructions

5.4.2 [K.O.] Cleaning work

Cleaning and disinfection measures have to be taken depending on the transported freight as published in the ICRT-database.

The following cleaning procedures are defined:

- A) Dry cleaning
- B) Cleaning with water
- C) Cleaning with water and cleaning agents
- C) Cleaning with water and cleaning agents with important requirement
- D) Direct disinfection or disinfection after the cleaning procedures A, B or C have been carried out

Load compartments which contained contaminated or polluted products must be cleaned and, if necessary, disinfected in such a way that the contamination of the next load of feed is excluded.

Disinfection of the load compartment is always required if freights are transported which are unacceptable from a microbiological point of view (visible spoilage) or for which it is proven that they contain pathogens such as salmonella.

Carriers using bulk tank vehicles are required to clean the vehicles with water at least every three months, even if only freight is transported which requires according to the ICRT-database a dry cleaning, unless evidence can be provided that there cannot be residues in the tank vehicle.

After every cleaning, a visual inspection of the load compartments must be carried out.

In case of consecutive transport of same, high-quality feed may be dispensed on cleaning between loads.

Note: *If there is a correspondent rule defined in the ICRT-database, it can be dispensed on cleaning under certain conditions for the consecutive transport of products that are listed under one IDTF-number (e.g. IDTF-no. 30433: Molasses, vinasses and similar products).*

5.4.3 Cleaning and disinfectants agents and water quality

Only those cleaning and disinfection agents which are suitable for use with food may come into contact with the feed products. These agents should be used according to the producer's recommendations and the safety data sheet. The water used for cleaning must not have a negative effect on the quality of the feed and must be suitable for consumption by animals.

The company can either test the water quality itself or obtain test results /confirmations of the water quality from its water supply company/cleaning station operator. The water quality inspection must be documented.

 Confirmation/test of the water quality

5.4.4 Documentation of cleaning measures

The cleaning and disinfection measures must be documented, and the documentation must be signed by the driver. Additionally, the following has to be documented:

- Results of the visual inspection,
- The documentation for the loads being transported and
- The including the cleaning and disinfection agents used.

The documentation of at least the last three freights and the corresponding cleaning measures must be carried in the vehicle all the time.

5.4.5 Assessment of effectiveness

Every company must evaluate at reasonable intervals whether the cleaning measures implemented are effective. There are various methods of evaluating effectiveness, depending on the previous loads and the subsequent cleaning measures taken. An assessment of effectiveness could entail, for example, additional visual inspections or microbiological measurements after disinfections. The following methods may be useful for microbiological measurements:

- ATP measurements (measuring the ATP content of surfaces)
- Agar tests (measuring the microbiological status of a load compartment by means of a culture medium for the growth of bacteria and fungi)
- Cleaning water tests (laboratory tests of the cleaning water)

Note: Further information may be obtained from accredited laboratories.

5.5 Transport operations

5.5.1 Inspections prior to loading

Prior to every transport of feed, a sensory inspection must be carried out to ensure that the load compartment is clean, i.e. dry, free from residues of previous loads and free from odours that could have a negative effect on the feed. The inspection prior to loading the truck is the responsibility of the transporter. If the load carried immediately prior to the new transport operation consisted of the same kind of feed as those to be transported and the feed was of perfect quality, the inspection may be waived. The inspection before transport of feed must be documented by the driver.

5.5.2 [K.O.] Quality maintenance of feed

A high level of hygiene during transport must be ensured. This requires, among other things, that the entry of splash and rainwater be prevented.

Even when they are empty, load compartments must be covered to protect the load compartment for example of rain or bird faeces. Tarpaulins for load compartments must be clean and dry. Hoses, which are used for loading and unloading, may not be polluted.

The temperature of the feed must be kept as close as possible to the surrounding air temperature to prevent the build-up of condensation and spoilage.

Before a transport operation, the exterior of the transport vehicle, including the chassis, must be free of any visual elements of the previous freight.

5.6 Contaminations

5.6.1 [K.O.] Measures in the case of contamination

It must be described in procedures how feed products must be handled that have been polluted.

If a feed has been contaminated the customer and the products recipient have to be informed immediately. The discrepancy and the measures must be documented. If it cannot be excluded that the batch has been contaminated with undesired substances, additionally the QS Qualität und Sicherheit GmbH and the appropriate authority has to be informed about the case (use therefore also the paper of incident).

⇒ Chapter [K.O.]2.1.3 Incident and Crisis Management

5.7 Vehicles with multiple load compartments

Under the terms of this guideline, vehicles with multiple load compartments are taken to mean vehicles in which different freights can be transported simultaneously in different load compartments. The freights in question may be various feed and non-feed products.

Note: The definition and additional requirements for combination vehicles can be found in ⇒ chapter 5.8.

5.7.1 [K.O.] Requirements for vehicles with multiple load compartments

When being transported together with other feed products or transport products, feed products may not be mixed with each other or contaminated with undesirable substances and must be transported in separate load compartments. If feed products are mixed or contaminated, it must be determined which measures have to be taken. Nonconformities must be documented, and corrective actions defined.

 Transport documents

5.8 Additional requirements for combination vehicles

Under the terms of this guideline, combination vehicles are taken to mean vehicles in which feed and farm manure (e.g. liquid manure, slurry, biogas substrate) are transported in load compartments that are fully separated from one another. To avoid empty runs, the vehicles are used to transport feed from grain growing regions and livestock manure from regions with a nutrient surplus. During this process, feed and livestock manure must not be transported simultaneously.

The separation of the loading spaces (tanks) is guaranteed, either by a built-in solid wall or by a flexible separation (hose). The requirements of ⇒ Chapters 5.8.1-5.8.4 are relevant for all type of vehicles. Vehicles with flexible separation must also fulfil the requirements of ⇒ Chapter 5.8.5.

Examples for the design of combination vehicles

Combination vehicle with solid wall

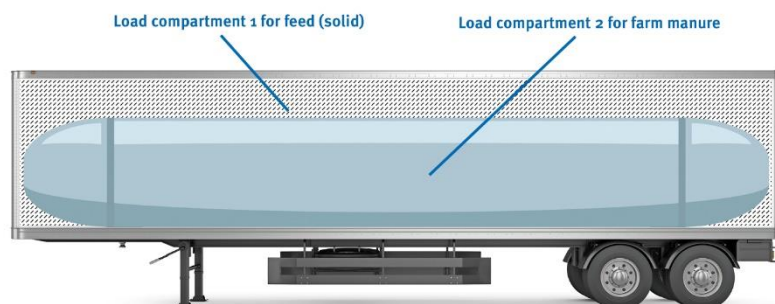


Figure 1: Example for a combination vehicle with solid wall

Combination vehicle with flexible separation

1. View - use for feed transport:

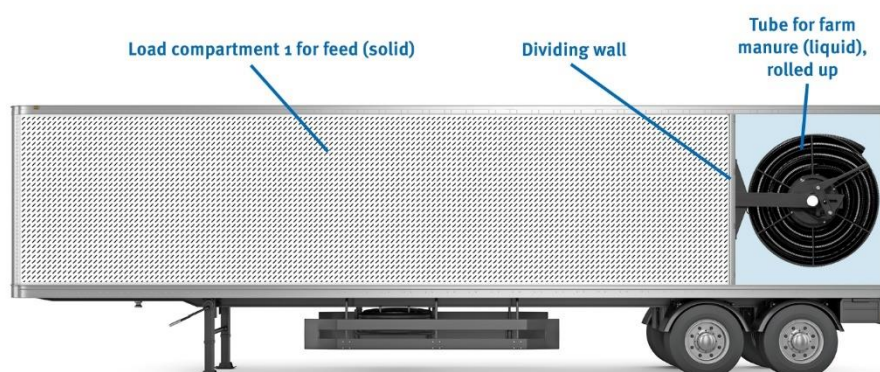


Figure 2: Example for a combination vehicle with flexible separation (feed transport)

2. View - use for manure transport:

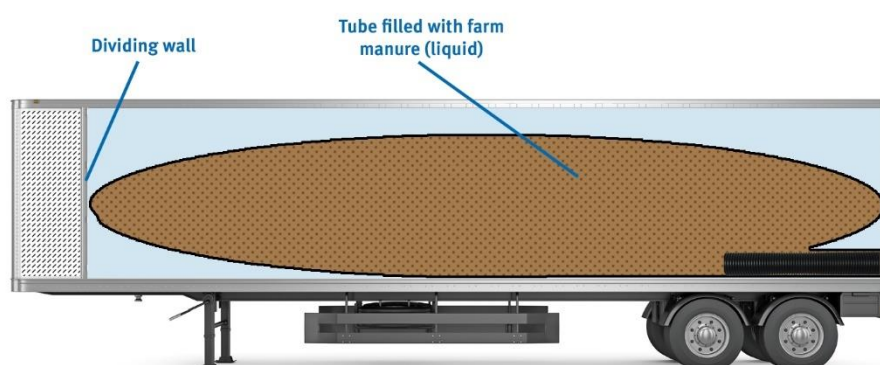


Figure 3: Example for a combination vehicle with flexible separation (manure transport)

5.8.1 [K.O.] Technical requirements for combination vehicles

Combination vehicles must meet the following conditions to be allowed for use in the QS scheme:

- The load compartments must be permanently installed; there must be complete structural separation. This also applies to inlets and outlets.
- The load compartments must be designed in such a way that use of the load compartment in question is clearly earmarked for feed or farm manure and that this cannot be altered. To this end, suitable inlets and outlets must be in place that can only be used for liquid or solid substances.
- The dividing walls between the load compartments must be corrosion-resistant (e.g. stainless steel, glass fibre-reinforced plastic, coated aluminium).
- Connections and dischargers for liquids must be enclosed in a tightly closing armature box. Dummy plugs must be present on all connections and outlets (double closure).
- All outflow openings must be sealable and must not allow free access by third parties.
- The liquid tank must be fitted with an automatic overflow protection device to prevent the load compartment for farm manure from overflowing during tank filling or during transport. A routed return line must be integrated as an additional safety measure so that any escaping farm manure is automatically returned to the load compartment.
- A device must be present for the removal of external soiling on the vehicle (e.g. integrated water tank with spraying device).

- If a hose system is used to fill or withdraw the liquid, then a collection pan (hose box) must be fitted to the vehicle below the hose holder. The tank must be fitted with an outlet that can be opened for cleaning. The collection pan must be cleared and cleaned prior to the transport of feed.

5.8.2 [K.O.] Inspections of combination vehicles

Before feed is loaded onto the vehicle, the vehicle must be sight-checked for mechanical damage that could result in an undesired flow of farm manure into the load compartment for feed. In the event of leakage, the damage must be repaired, and a leak test performed before the vehicle is again used for the transport of feed.

At maximum intervals of 12 months, the operator of the combination vehicle must arrange for an inspection by the vehicle manufacturer or by a body named by the latter. The inspection must prove that the load compartments are fully separated and that there is no corrosion damage or sign of material fatigue (testing using water and pressure, for example). A sight check alone is not sufficient.

The operator of the combination vehicle must request and take possession of an inspection certificate and keep this certificate on board the vehicle.

 Inspection certificate of the producer

5.8.3 Cleaning of combination vehicles

The load compartment for feed must be cleaned in accordance with the ICRT rules. The connection port (incl. drip pan), the overflow and any fitted hose box are to be respected always.

All cleaning measures must be documented.

5.8.4 Protective clothing on combination vehicles

Drivers of combination vehicles must have protective clothing on board which is stored separately and worn solely when handling farm manure. This clothing must at least comprise gloves, overshoes and an overall/disposable suit.

5.8.5 [K.O.] Additional requirements for combination vehicles with a flexible separation

- The hose used for loading the farm fertilizer must be made of a material that meets at least the following requirements:
 - Fabric: Polyester and/or PET
 - Maximum tensile strength: Chain: ≥ 5600 N/5 cm; weft: ≥ 5400 N/5 cm
 - Tear resistance: chain: ≥ 1000 N; weft: ≥ 900 N
 - Grammage: ≥ 1150 g/m²
 - Buckling strength: no cracking after $> 100,000$ bucklings
 - Temperature resistance: -30°C to $+70^{\circ}\text{C}$

 Hose material data sheet

- The operating unit of the flexible loading space (pump, piping system, armatures) must be separated from the loading space for feed, so that leaks in the operating unit do not contaminate the feed loading space.
- The hose of the flexible loading space must be replaced with a new hose at least every 5 years from its entering in operation, to prevent leaks due to material fatigue. If the hose is subject to wear and tear, an earlier replacement is necessary.
- If the hose is not used, it must be separated from the loading space for feed by a separation wall. The wall may only be opened for loading and unloading the hose and must otherwise be closed.
- The flexible loading space and the operating unit must be clearly identified (e.g. with a serial number) to be able to trace their use (type of loading, service life).
- The loading area must be clean, before the hose is filled; particularly, sharp-edged objects must be absent from the loading area to prevent damage to the hose (dry cleaning). The cleaning measures must be documented.
- During the loading and unloading of liquids, it must be visually checked that the hose system is in product condition. In case of abnormalities (e.g. leaking or torn hose), measures must be initiated and documented (e.g. hose patching or replacement) before reloading with feed.

The driver must be demonstrably trained in the above-mentioned requirements, before using the vehicle.

5.9 Documentations

5.9.1 Handling documentations

Documentations on all freights must be kept for each vehicle and load compartment. At least once a month, these documentations must be collected and stored in a central location.


The documentations must include at least the following details:

- Quantity and products per charterer (customer for the transport service)
- Loading and delivery address
- Labelling and coding of load compartments to ensure the traceability of the transport sequence per freight
- Cleaning and disinfection measures implemented
- Cleaning agents and disinfectants used (including product and/or safety data sheets, if applicable)
- Assessments of effectiveness
- Inspection document of the producer for combination vehicles

Requirements for retention periods are published in chapter 2.4.3 of this guideline.

⇒ Chapter 2.4.3 Safe-keeping

 Transport documents

 Transport documentation

5.10 Purchase or leasing of used freight holds

5.10.1 Purchase or leasing of used freight holds

If a QS-certified company leases or buys used freight holds, it must obtain a written declaration from the lessor or seller prior to loading of the first shipment covering the following points:

- Declaration that the freight hold has not been used to transport any freights which are forbidden according to the ICRT-database. If such shipments have been transported, however, the seller/lessor must prove that the means of transport and the freight hold were approved by a recognised loading inspector.
If the lessor/seller is unable to provide such a declaration, the lessee/buyer must clean and disinfect the freight hold before it is used for the first time and proceed a release procedure in accordance with Chapter 5.3.2.
- Documentations on at least the last three freights in the freight hold, the relevant implemented cleaning and disinfection measures, and the findings of the visual inspection (bearing the date and the signature of the transport company).

⇒ Chapter 5.3.2 Release procedure after the transport of forbidden prefreights

6 Requirements for the charterer when transporting feed by railway, inland waterways or ocean ships

Companies that act as the charterers of bulk feed of rail vehicles, inland waterway or ocean-going vessels must acquire certification in accordance with this Chapter 6.

Charterers are commissioned by feed producers or traders to organise transport per rail or ship. If producers and traders act as charterers in their own right, they must also acquire certification in accordance with this chapter.

The charterer commissions a transporter with the physical transport of the products. When commissioning transport on an inland waterway vessel, the provisions of chapter 6.4.1 must be observed.

⇒ Chapter [K.O.] 6.4.1 Inland waterway transport: Commissioning a transporter

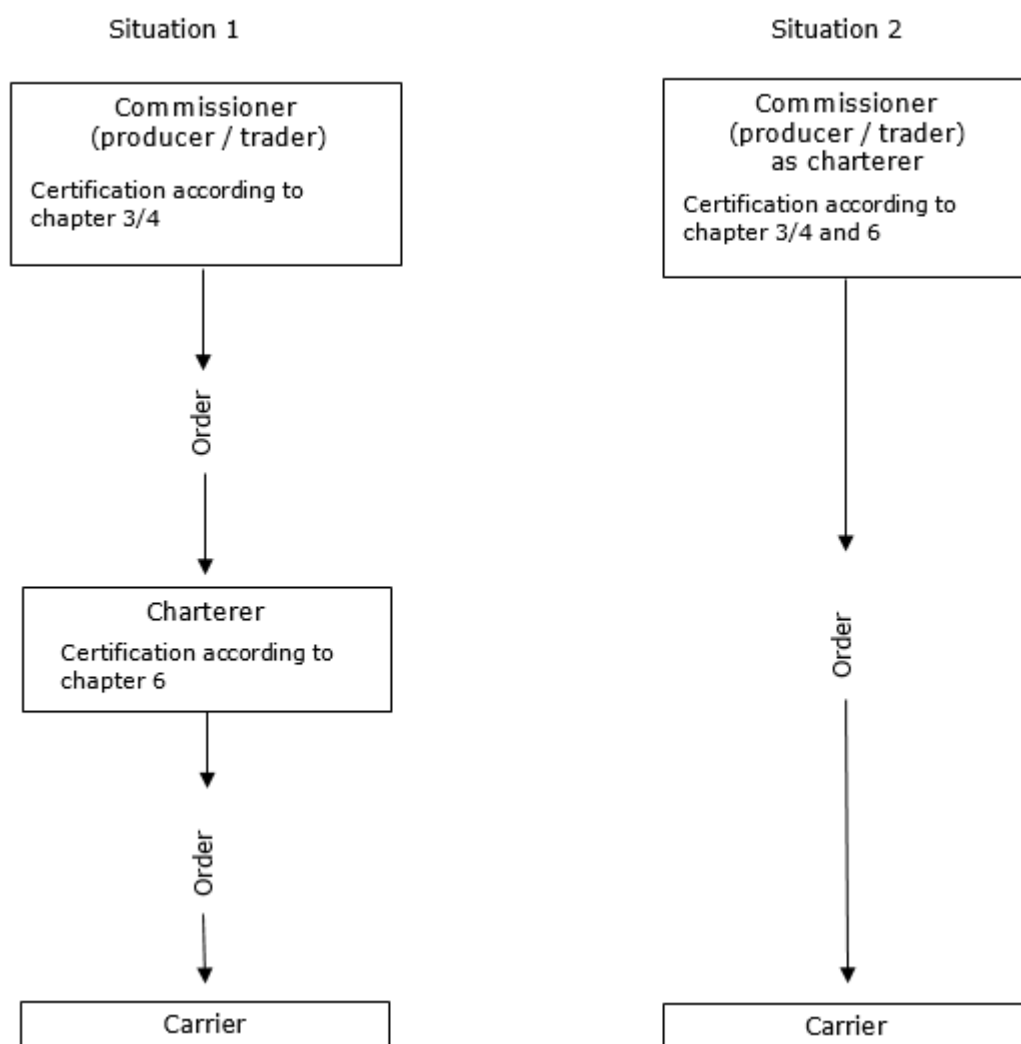


Figure 4: Commissioning a charterer

6.1 Process descriptions

6.1.1 [K.O.] Establishing procedures

The charterer must establish procedures for all measures to be taken in connection with the chartering of the cargo area and the LCI which ensure that the requirements of this guideline are fulfilled.

When chartering rail and ship transport of QS feeds, the HACCP principles must form the basis. In addition to this, specific steering measures for documenting previous cargoes and conducting a LCI prior to chartering must be determined.

6.2 Documentations

6.2.1 Chartering documents

The charterer must confirm the following information to the customer when accepting the transport order. If the charterer is also the manufacturer/dealer, this information must be confirmed by the transporter.

- Designation and type of the transport mode with name or number where applicable.
- Type and number of load compartments/holds intended for the freight to be transported.
- Description of the feed (type, variety), feed from the QS scheme.
- Quantity(ies).

- Purity clause for the load compartment: Load compartments/holds must be suitable for loading with feeds and must be empty, clean, dry and free from vermin and residues of previous cargoes. Moreover, odours which could adversely affect the loaded feed must be largely avoided.
- When transporting by ship: type and designation of the three previous cargoes and a description of the last cleaning measures undertaken in the load compartments/holds.
- LCI report (see also Subchapter 6.3.2).
- If cargoes which do not comply with QS requirements (non-QS feeds and other freight) are to be transported in other load compartments of a vehicle/vessel (part cargoes), the charterer must be notified to this effect. The charterer must then notify the customer accordingly.

Note: The International Committee for Road Transport (ICRT) also carries out hazard analyses for products transported by inland waterways and assigns the products to a cleaning regime. The cleaning regime that has to be carried out can be found in the ICRT-database (www.icrt-idtf.com). This also applies if another feed was transported in the same load compartment of an inland waterway vessel before the feed that is to be transported.

Note: A transport mode (ship, barge or rail wagon) may be described by the transporter as "Agri only" if only plant-based feeds (or foods suitable as feed) have been transported in it in the course of the last 6 months. The charterer does not then have to request information on cleaning.

 Chartering documents

6.3 Load compartment inspections (LCI)

6.3.1 [K.O.] Commissioning a load compartment inspection

Before loading a transport mode with feed an LCI of the load compartments in rail and ship transport has to be done. The LCI can be instructed by the charterer or producer/trader. For the conduction of a LCI only inspection bodies may be commissioned which are accredited in accordance with ISO 17020 and which specialise in feed or work according to an internationally recognised certification system such as ISO 9001:2015 or an equivalent. Alternatively, recognised loading inspectors may carry out a LCI if they can do so due to their proven skills and their experience and qualifications.

Charterers themselves may not conduct an LCI. An external loading inspector must be commissioned to perform the LCI.

When transporting the same, qualitative properly feed sequently by rail in the same load compartments, the instruction of an external inspection agency for another LCI can be dispensed with, if the initial LCI has been implemented. Prior to each transport an inspection of the load compartment by a professional, if applicable an in-house inspector, needs to be done.

Note: When commissioning an LCI, the inspection body must be provided with all the information required to conduct an inspection of this kind. This information must be unequivocal so that the loading inspector can conduct the LCI correctly.

Note: When the customer (producer/trader) orders an LCI, the charterer must be notified to this effect and be provided with an LCI report (see also Subchapter 6.3.2).

6.3.2 LCI reports

The charterer must be provided with copies of all LCI reports.

If a charterer commissions an LCI, he/she must forward the LCI report to the customer (producer/trader) without delay upon completion of the LCI.

The result of an LCI can only be the acceptance or rejection of a load compartment. This must be clearly stated in the LCI report. For this reason, the report on the LCI must contain all of the information required to reach a decision on the load compartment/hold.

A report on the findings of the LCI must at least contain the following items:


Transport by ship/barge

- Title: Load Compartment Inspection Report
- Name or number of the ship/barge
- Place LCI conducted
- Place of loading
- Name of the person/company commissioning the LCI
- Description of the feed to be transported (product and quantity)

- Number of load compartments/holds scheduled for the transport
- Last three cargoes conveyed
- Cleaning measures taken
- Confirmation/findings on the condition of load compartments/holds: empty, clean, dry and free from vermin, residues and the odours of previous cargoes
- Confirmation that load compartments/holds appear to be closable and undamaged
- Confirmation that the transport vessel was accepted for loading
- Date of inspection
- Inspector's signature
- If a part cargo is being transported or an LCI is being conducted at a second or subsequent place of loading and the lot is loaded in a load compartment which is already partially loaded, a report must be submitted. The visually established condition of the freight already in the load compartment/hold must also be described. The intended stowage method and/or separation of the lot about which the report is being prepared must also be described

Rail transport

- Title: Load Compartment Inspection Report
- Number of the wagon
- Place LCI conducted
- Place of loading
- Name of the person/company commissioning the LCI
- Description of the feed to be transported (product and quantity)
- Confirmation/findings on the condition of load compartment: empty, clean, dry and free from vermin, residues and the odours of previous cargo
- Confirmation that load compartments appear to be closable and undamaged
- Confirmation that the transport vehicle was accepted for loading
- Date of inspection
- Inspector's signature
- If the wagon has not been designated "Agri only", details of the last three cargoes transported and cleaning measures

 LCI report

6.4 Requirements for transport on inland waterways

6.4.1 [K.O.] Inland waterway transport: Commissioning a transporter

The charterer must commission a transport company which is certified in line with the GMP+ standard for coastal and inland waterway transport or the Ovocom Hygiene code for inland waterway transport and listed as such in the GMP+ and/or Ovocom database.

7 Requirements for the storage and transshipment of feed

Chapter 7 covers exclusively those activities connected to the storage and transshipment of feed. Chapter 7 is therefore relevant for companies who offer storage of external products (as a service) – i.e. companies storing and transshipping products for a third party, without themselves coming into ownership of these products. However, chapter 7 also applies to companies (producers or traders) who store their own products in their own external storage facilities.

Also, companies which pack feed as a service provider, have to be certified according to this chapter, if they are not yet QS certified for feed or trade.

7.1 Process descriptions

7.1.1 [K.O.] Storage processes

Feed must be stored in a hygienically sound manner, so that no (micro)-biological, chemical or physical contamination can occur. Moreover, the increase of undesired microorganisms during storage must be prevented. For this purpose, clear processes must be defined and implemented. In addition, directives for the handling of feed must be established so that damages and impairments to the feed may be prevented.

If a company stores feed for third parties, it must obtain a specification of the feed from the client and conduct a risk analysis on this basis. This directive does not apply if only packaged products are stored and transhipped.

7.2 Storage

7.2.1 [K.O.] Environment of the storage facility

Buildings in which feed is stored and transhipped must not be in or near locations that may pose a risk to the safety of feed. Such locations include, for example, locations with polluted soil and disposal sites. If a storage facility's environment could pose a risk to the safety of feed, the company must demonstrate, by means of a risk assessment, how the risk can be contained.

Where products are stored in flat storage systems, it must be ensured that the loading and unloading areas are clean. The entrance area must be constructed in such a manner as to prevent any contamination of the feed with water, snow, mud and other contaminants accidentally carried into the storage facility.

Harvested crops stored temporarily in the open air must be protected from negative effects.

7.2.2 [K.O.] Storage management

Buildings used for storage purposes must be protected against any entry of rainwater and snow. Rain and wastewater must be drained in such a manner that there is no negative effect to either the equipment or the safety of the feed.

The facilities and equipment must be laid out, designed and used in such a way as to facilitate thorough cleaning and maintenance and avoid contaminations, carryovers and any effects that may have a negative impact on the product quality.

Lighting must be sufficient for the cleaning, processing and other activities important for the safety of the feed.

The company must take all precautions to avoid contamination, cross contamination and negative influences of the safety and quality of feed and any misuse or mix-up. This concerns both the production and the warehouse. The physical separation of stock must be designed in such a way that any mix-up between different products in terms of their use or delivery is verifiably prevented. For this purpose, the feed must be stored in clearly defined storage silos or storage rooms up until it is shipped. Damages or impairments must be prevented. To prevent cross-contamination or mix-ups in silos and storage rooms, a release procedure must be defined prior to any change of product.

Storage and transhipment facilities must be constructed in such a way that the possibility of entry of domestic pets, birds, pest rodents and insects is reduced to a minimum. The buildings must be protected against pest infestations and rule out possible breeding grounds. Conveyors and storage facilities should be enclosed.

Equipment parts, ceilings and overhead installations must be planned, designed and constructed in such a way that the safety of the feed is not compromised through any accumulation of dirt, condensation or mould.

All transport and conveyor paths (for example conveyor belts, trough chain conveyors, funnels for direct loading and unloading to different carriers) should be designed as closed systems (no open turnover). If the turnover takes place in non-closed systems, the company has to make sure that external influences do not have a negative effect on the quality of the products. This may require special measures. Any handling of the products in the open air should only be carried out in dry weather conditions.

To prevent contamination, discharge chutes must be covered, and/or the gates of any enclosures should be closed when the equipment is not in use. Foreign objects must be prevented from entering discharge chutes. Any contamination which has occurred during operation of the discharge must be removed with suitable measures, e.g. a foreign object separator.

Considering the product-specific risk of spoilage and the storage duration, the temperature of the stored product must be monitored adequately. Documentations on this temperature monitoring must be kept, including detailed information on the times and the results of the temperature measurements.

 Temperature records

7.2.3 [K.O.] Guarantee of separation of products

In the premises of the company, it must be strictly and completely, spatially and organizational (e.g., labelling) separated between food/feed and from that foreign material. If a complete spatially separation is not possible, it must be proved that this cannot affect the negatively (HACCP).

The company is also permitted to storage non-QS feed products, but it must separate QS and non-QS feed. A mix-up between the products resulting in the supply of non-QS products into the QS scheme must be ruled out.

7.3 Maintenance and servicing

7.3.1 Maintenance programmes

Operating rooms and equipment must be maintained and serviced appropriately and in accordance with written instructions.

A maintenance programme must be developed and implemented for all operating rooms, facilities and equipment. This programme must prescribe the planned maintenance measures to ensure that operations can be carried out in a hygienic and safe manner. The maintenance work must not endanger the safety of the feed.

The following elements must be included in the maintenance programme:

- Operating areas and operating rooms
- Facilities and (internal) transport systems
- Staff members responsible (own employees or external companies)
- Frequency

Based on documentations on maintenance activities, evidence of compliance with the maintenance requirements must be provided.

 Maintenance programme, documentations on maintenance activities

7.4 Cleaning

7.4.1 Cleaning plans

Dust, dirt and feed residues can become a breeding ground for bacteria, which pose a potential risk of contamination to feed. For this reason, any accumulation of dirt, dust and feed residue is to be avoided as far as possible. The company must site-specifically define, implement and document suitable cleaning measures in order to ensure adequate hygiene standards in the company.

Cleaning programmes must be developed and documented, to ensure the safety of the feed at all times. The necessary cleaning methods and agents depend on the type of company as well as on the stored products. The determination of the cleaning methods and agents will be location specific.

If other products than cereals, vegetable feed and oilseeds are stored or transhipped, the cleaning should be conducted according to the requirements of the document GMP+ B4.3 respectively TS 3.3 (Short sea shipping and inland waterways transport).

The following must be included in the cleaning plans:

- Operating areas and operating rooms
- Facilities and transport systems (e.g. pipes, grippers, conveyors, hoppers)
- Cleaning personnel (own employees or external workers)
- Cleaning intervals, methods and agents

 Cleaning plans

7.4.2 [K.O.] Cleaning and disinfection agents

Only food-safe cleaning and disinfection agents may come into contact with feed. These agents must be used in accordance with the producer's recommendations and the safety data sheet.

If cleaning and disinfection agents come into contact with feed, the company must

- ensure that the relevant control systems guarantee correct and effective dilution of the products at all times,
- record which cleaning, and disinfection agents are used,
- ensure that the cleaning and disinfection agents are suitable for the respective intended use and that they do not endanger the safety of the feed in any way,
- ensure that residues from cleaning and disinfection agents are kept to a minimum.

To avoid mix-ups, cleaning agents and disinfectants must be stored separately in clearly labelled containers.

7.4.3 [K.O.] Cleaning work

Prior to every use of the storage rooms, it has to be cleaned and disinfected according to the cleaning and disinfection plan.

Discharge chutes and conveyor facilities must be cleaned and/or rinsed with a rinsing agent in accordance with the technical conditions. The area surrounding a discharge chute must be kept clean and cleaned according to the cleaning plan and as necessary.

Walls, floors and other surfaces of the storage facility, including discharge chutes and conveyor systems, must be cleaned according to the cleaning plan and as necessary.

Prior to a product change, silos are to be cleaned in line with procedures which are customary in the industry. Particularly in badly accessible areas have to be taken in account.

All storage facilities which come into contact with dry feed must be dried after wet cleaning and/or must be in a dry condition before being used again.

If vehicles transporting animals have to drive through company premises, either regularly or occasionally, for such purposes as the weighing of animals, cleaning measures (and disinfection measures, if necessary) must be defined.

Company staff rooms must also be kept clean and cleaned according to the cleaning plan and as necessary.

The implementation of cleaning work must be documented.

An authorised person must inspect the suitability and effectiveness of the cleaning and disinfection measures. The results of these inspections must be documented.

7.5 Pest monitoring

7.5.1 [K.O.] Pest prevention and monitoring

The company must ensure that a high level of cleanliness and hygiene is maintained in all work areas so as not to attract pests. In the operating rooms, precautions must be taken to repel birds and pests. Domestic pets must also be kept away from the operating rooms if their presence would pose a risk of feed contamination. For this purpose, a risk assessment must be carried out. Access points must be secured to prevent pests from entering the buildings:

- Doors and windows must be kept closed whenever possible.
- Buildings must be protected against pest infestation and rule out possible breeding places.
- Holes, drains and other places through which pests could enter must be sealed.
- If it is not possible to seal the area, other measures must be taken, for example, nets could be set up.

It must be checked at regular intervals whether the preventive measures conducted are sufficient to avoid pest infestation. These include the inspection of production and storage rooms for traces of pests, as well as the examination of the bait stations set up as a precaution against infestation.

 Documentation pest prevention

7.5.2 [K.O.] Pest control

Immediate measures must be taken in the event of pest infestation. For this purpose, appropriate pest control measures must be established. To guarantee the safety of both the feed and the staff, suitable pest control methods and agents must be used. All pest control measures must be conducted by qualified personnel, documented and must not pose a risk to the quality of the products. At least the following points should be included in the documentation:

- Information on the substances used, including safety data sheets
- Date and frequency of treatment and dosage of the substances
- Bait plans specifying the location of bait stations and the baiting agents
- Documentations of pests found, feeding sites, bait taken, type of pests etc. (findings)
- Corrective actions implemented in the event of pest infestation

Open bait containers or loose baiting agents may not be used in places where they could pose a risk to feed.

 Pest control measures

7.5.3 [K.O.] Protection of stock

The company may only use substances for the protection and preservation of stock if these substances are approved by the relevant authorities and permitted for use in the feed business. Staff members working with protection agents used on stock must be qualified to do so.

Chemical treatments used to maintain the condition of feed may only be conducted with the agreement of the owner of the products and have to be communicated to the buyer and the owner.

7.6 Staff hygiene

7.6.1 Hygiene training

The company must ensure that all staff members who are directly involved in handling feed and its packaging receive hygiene training. The participation of the staff in the hygiene trainings has to be documented. Staff members who are known to suffer from a medical condition that might endanger the safety of feed must not have any direct contact with feed or its packaging.

7.7 Regulations for company premises

7.7.1 Access to company premises

All buildings and operating facilities must be protected from unauthorised access and kept closed. For this reason, access regulations must be defined. Operating rooms in which feed is stored must not be accessible to unauthorised persons.

External persons only have access to the storage facilities when accompanied by an authorised person or with permission from an authorised person.

If external vehicles such as waste disposal vehicles drive on company premises, any potential dangers resulting from this must be considered and evaluated within the framework of a risk analysis. It may be necessary to establish access regulations as a result of this analysis.

7.7.2 Regulations on food, drinks and smoking

Staff members and visitors must be given clear instructions concerning the consumption of food or drinks and smoking on the company premises. Smoking and the consumption of food and drinks must be prohibited in areas where it could compromise the safety of feed. If required, separate rooms must be made available for this purpose. All staff members and visitors must be informed accordingly so that the risk of contamination can be reduced to a minimum.

7.7.3 Work by external companies

The company must ensure that each external company carrying out work on the premises is given proper instructions, so that for example pest control measures or maintenance and construction work do not have a negative impact on the safety of feed. The instruction and any necessary cleaning measures must be documented.

7.8 Glass and other fragile materials

7.8.1 [K.O.] Use of glass and other fragile materials

The company must ensure that glass and other fragile materials on the premises do not pose a risk to the feed. If possible, glass bottles and other glassware should be kept out of the production, processing and storage areas. If it is not possible to completely keep glass out of these areas, instructions must be issued which specify how the risk of breakage can be minimised and ensure that no contamination of the feed occurs in the event of a breakage.

Light fittings in the processing and storage areas must be protected so that the risk of feed contamination in the event of a breakage is minimised.

7.9 Waste

7.9.1 [K.O.] Waste management and disposal

The disposal of waste accumulated in the storage rooms and facilities has to be controlled and documented.

As part of this process, all materials classified as waste must be visibly and clearly labelled as such and immediately stored in a manner that rules out any unintentional use.


Waste storage containers, which may attract pests and rodents, must be kept closed. The waste containers must also be placed away from the storage areas for feed and emptied as frequently as possible. Waste may not be collected or stored in containers which are also used for raw materials or feed.

The locations at which waste is collected or stored must be included in the cleaning programme.

Staff rooms must be equipped with enough waste bins.

Waste has to be disposed in accordance with legal regulations. Waste which is classified as hazardous waste according to the legal regulations must be disposed of accordingly.

Waste disposal procedures must be documented in waste disposal records.

 Records for waste disposal

7.10 Use of water

7.10.1 [K.O.] Water quality

A risk evaluation must be conducted for water which comes into contact with the feed, the facility or the equipment. The frequency of water quality inspections should be defined. The company can either test the water quality itself or obtain test results and/or a confirmation of the water quality from its water supply company. The water quality inspections must be documented. Water (either liquid, solid or in the form of condensation) that comes into contact with the feed must be suitable for consumption by animals.

Feed must not be contaminated by wastewater or material originating from wastewater systems or fat separators. Feed may only be exposed to water originating from condensation water separators if a risk assessment reveals that no negative impact will result from this.

Separate water installations (for example, to extinguish fires) must be labelled. This water may not get in contact with water used for the processing of feed or for cleaning.

 Records for water quality

7.10.2 Water additives

If water contains additives (such as softeners, rust inhibitors etc.):

- these additives must be taken into consideration in the HACCP concept
- the dosing systems must be calibrated and controlled to ensure proper dosage
- the dosage of the additives must be documented.

7.11 Contamination

7.11.1 [K.O.] Prevention of contamination

Storage and transshipment facilities must be planned and constructed and/or operated in such a way that the possibility of a contamination of feed is ruled out or reduced to a minimum.

As protection against contamination or to limit cross-contamination to a minimum, appropriate technical or organisational measure must be implemented:

- Before feed is stored, the storage facility must be cleaned and, if necessary, disinfected, in accordance with the risk posed by the previously stored product. At this time, the possible contamination of the soil from previously stored hazardous substances should also be considered as a source of danger which could, in certain cases, make the storage facility unusable for the storage of food.
- Storage of fertilisers and feed in a storage facility at the same time is only permitted if structural measures absolutely guarantee that a mix-up or a contamination of the feed is impossible.
- Storage facilities in which pesticides or other hazardous substances are stored are not suitable for the storage of feed.
- Operating resources (lubricants etc.) which could come into contact with the feed must be suitable for use with foodstuffs.
- The contamination of feed with hydraulic oils or lubricants which are not approved for use with food must be prevented. The risk of a contamination with hydraulic oils or lubricants which are approved for use with food must be reduced to an absolute minimum.

7.12 Receiving of products and stock controls

7.12.1 Receiving of products

When receiving the feed to be stored an incoming products inspection must take place. The quality of the feed has to be checked ocularly. Abnormalities have to be announced to the principal.

7.12.2 Stock controls

The company must set down rules for the handling of feed to avoid the occurrence of any damages or impairments.

The condition of the stored products must be assessed at appropriate intervals so that any decrease in quality can be detected in a timely manner. These inspections must be documented. Stock controls are to be documented with respect to:

- Moisture
- Adequate temperature monitoring for feed which is stored for a period longer than 14 days
- Pest infestation
- Mould growth
- Covers and storage density, access possibilities for pests etc.

If possible, the “first in first out” principle should be applied to the dispatch of feed. If the feed gets damaged during the storage in a way that could endanger the feed safety (e.g. deterioration), the owner of the products has to get informed.

Silos must be emptied as often as possible and notifications to the effect that the silo is empty must be recorded to limit a certain feed batch to the greatest extent possible.

Note: *As part of the HACCP concept, a risk analysis of the storage and transshipment facilities should be carried out to assess whether the products intended for storage might be at risk of bacterial contamination (e.g. salmonella in oilseed meal). Should this be the case, testing for bacterial contamination should be carried out according to intervals determined in the HACCP-concept and the test results should be documented.*

7.13 Drying, ventilation and cooling

7.13.1 [K.O.] Drying and preservation processes

Feed whose moisture content is too high for long-term storage must be treated with a suitable preservation method such as drying, ventilation or cooling, or a combination of these methods, to reduce its moisture content and temperature. Where direct drying is used, the company is required to prove, in the form of a risk evaluation, that the drying process does not cause the quantity of undesired substances in the feed (toxic substances like dioxins, dioxin-like PCBs and PAHs, lead, cadmium or arsenic from combustion gases) to be increased over the maximum limit defined in the regulations of the country in which the product is brought to market. Particular consideration is to be given to the choice of fuel for the drying process. The fuels mentioned in annex 9.4 (part C) may not be used for direct drying.

⇒ Annex 9.4 Exclusion list

If air is used for ventilation or refrigeration, the company has to assess the risk of pathogens entering the feed with the air and take the necessary safety precautions.

7.13.2 Controlling the moisture content respectively temperature

The moisture content respectively temperature of the feed after the drying or ventilation process has to be checked. This inspection of the moisture content respectively temperature must reveal whether the selected process adequately reduced the moisture content and/or temperature.

7.14 Separation of foreign materials

7.14.1 Procedures for separating foreign materials

The contamination of the feed with physical contaminants such as glass or wood must be avoided. If a contamination cannot be excluded a feed product may need to be cleaned so that it conforms to specifications again or it has to be disposed of.

By-products of the production process that are not suitable for food and feed (e.g. products like cereal dusts and sieved residues other than short grain/fracture) may not be added to the feed again and must be disposed of. The handling and further whereabouts of these products must be controlled and documented.

⇒ Annex 9.4 Exclusion list

If it is found to be necessary based on a risk assessment, magnets or metal detectors must be installed. These must be inspected for their functional integrity according to intervals determined in the HACCP-concept. The inspections of all magnets and metal detectors must be documented.

7.15 Packaging

7.15.1 Packaging

Where feed products are packaged/sagged, the packaging must be suitable to protect the quality of the products.

Pallets and mini-bulk containers must not be taken back by farms on which livestock is kept, unless the pallets and mini-bulk containers are thoroughly cleaned and, if necessary, effectively disinfected before their re-use. Pallets and mini-bulk containers must be cleaned so that there is no risk of a negative effect on feed. Bags are not to be taken back by farms for re-use.



I. VLOG add-on module “Ohne Gentechnik”

The VLOG add on module has been published separately as document.

II. Add-on module QS-Soy^{plus}


The add-on module QS-Soy^{plus} has been published separately as Guideline with annexes.

8 Definitions

8.1 Explanation of symbols

K.O. criteria are marked **[K.O.]**.

Reference to related documents are highlighted using **bold text**.

 This symbol precedes every list of documents you are obliged to show/submit.

References to other sections of the Guideline are indicated by \Rightarrow .

Notes are identified by **Note** in italics.

8.2 Abbreviations

LCI	Load Compartment Inspection
HACCP	Hazard Analysis and Critical Control Points
ICRT	International Committee for Road Transport
K.O.	Knock Out
PAH	Polycyclic aromatic hydrocarbons
PCB	Polychlorinated biphenyls
QM System	Quality Management System

8.3 Terms and definitions

Term	Definition
Agents	In terms of QS, feed agents have an intermediary function between suppliers and buyers and negotiate business terms on behalf of customers. Agents are neither owners nor proprietors of the feed, their services are subject to the full VAT rate.

Term	Definition
Batch	A batch means an identifiable quantity of feed determined to have common characteristics, such as origin, variety, type of packaging, packer, consignor or labelling. In the production of processed maize, a "batch" or "lot" is defined as a unit of production from a single plant using uniform production parameters or a number of such units, when produced in continuous order and stored together.
Charterer	A charterer commissions a railway or ship transport and pays for it. The charterer can act as an intermediary person and is then neither the commissioner of the transport nor the owner of the transport vessel or he can be producer/trader and commissioner of railway/ship transports himself and act as charterer.
Coccidiostatica	see "Histomonostatika"
Collection (Trade)	The storage and preparation (e.g. cleaning and indirect drying), final storage and transshipment of agricultural primary products.
Commissioner for railway or ship transport	The company which commissions a shipment, i.e. the producer and/or trader of the feed.
Complete Feed (see also Regulation (EC) No. 767/2009)	Complete feed is a compound feed which, due to its composition, is sufficient as daily feed ration and therefore covers all nutritional needs of an animal.
Compound feed (see Regulation (EC) No. 767/2009)	Compound feeds consist of a mixture of feed materials (feed raw materials) which may or may not contain additives and are used as complete feed or supplemental feed in animal nutrition.
Direct Drying	A drying process whereby the combustion gases come into direct contact with the feed.
Feed additives (see also Regulation (EC) No. 1831/2003)	<p>Feed additives are compounds, microorganisms or preparations which do not constitute feed raw materials, and which are intentionally added to water or feed in order to achieve one or several effects. These include in particular the following functional effects:</p> <ul style="list-style-type: none"> - Positive effect on the composition of the feed - Positive effect on the composition of the animal products - Meeting the nutritional needs of animals - Positive influence on the ecological effects of animal production - Positive effect on animal production and the performance or well-being of the animals, in particular by positively influencing the stomach and intestinal flora or the digestibility of feed or - Coccidiostatic or histomonostatic effects <p>Depending on their function and properties, feed additives are allocated to one or more categories.</p>

Term	Definition
Feed Company (see also Regulation (EC) No. 178/2002)	The term feed company covers all companies which are involved in the production, processing, storage, transport or distribution of feed, irrespective of whether they are non-profit or profit-making, public or private companies. This includes producers who produce, process and store feed for the purpose of feeding animals on their own premises.
Feed Material (see also Regulation (EC) No. 767/2009)	<p>Feed material is feed which is designated for direct feeding or feeding in the form of processed feed or for the production of compound feed. Feed material is of vegetable, animal or aquatic origin or may include other organic or inorganic compounds. Producers of feed material or feed raw material may, for example, include:</p> <ul style="list-style-type: none"> - producers of foodstuffs who sell their by-products to companies in the agricultural or feed sector. Classic examples include flour and oil mills, dairy factories, breweries, bakeries, the sugar industry, starch producers and fruit juice producers. - chemical industry which produces for example mineral components. - processers or rededicates of food, which produces feed of primary products or of products from food production (for example with drying). - farmers who produce and market feed grains, legumes and oleaginous fruits or their by-products. <p>If two feed materials are mixed (e.g. wheat and wheat), it is still a feed material. The active mixing of two different feed materials (e.g. wheat and barley) results in a compound feed. For particular feed materials, which are not actively mixed but come together during the production process automatically, the mixture is also regarded as a feed material (this is for example the case for cereal grains/mixed cereals, No. 01.12.17 of the QS-list of feed materials).</p>
HACCP (Hazard Analysis and Critical Control Points)	A system for the identification, evaluation and controlling of hazards which are significant in terms of food and feed safety (see also Codex Alimentarius).
Histomonostatica (see Regulation (EC) No. 1831/2002)	Coccidiostatica and histomonostatica: substances intended to kill or inhibit protozoa; formally, they are feed additives, not medicated feed (for example mixing into chicken feed).
Indirect drying	Drying by means of ventilation, cooling or a heat exchanger
Internal transport	According to QS, internal transport refers to the transportation of QS products from one company location to a second company location. Ownership of the products does not change, and transportation is carried out exclusively with the company's own vehicle fleet.
Load Compartment Inspection	An inspection/appraisal of the load compartment carried out for rail, inland waterway and sea transport prior to loading.
Loading inspector	A staff member employed by a scheme participant who, due to his or her qualifications and experience, is qualified to inspect a load compartment with respect to its suitability for transporting feed, or an employee of a company accredited by DIN ISO 17020 (or company recognised under an internationally recognised certification system such as

Term	Definition
	ISO 9001:2015 or an equivalent system which verifiably meets the DIN ISO 17020 requirements).
Medicated feed	Medicated feed according to the definition in Regulation VO(EU) 2019/4 , except for coccidiostatica and histomonostatica (as they are always used as feed additives). The producer must have an appropriate licence, if pharmaceutical premixtures are mixed in.
Mineral feed (see also Regulation (EC) No. 767/2009)	Mineral feed is a type of supplementary feed, consisting mainly of inorganic components with at least 40% crude ash.
Mobile milling and mixing plant	Mobile plants for the production of compound feed (complete or supplementary feed) on a farm.
Top management	Highest level of management in the company or business unit described in the QM. It is usually composed by the board of directors or the executive management team. The top management is entitled to allocate resources and delegate tasks.
Own external storage facility	For the purposes of QS, a storage facility of the company which is situated in a location other than the actual production or trade location – e.g. a “temporary storage facility”.
Packed products	Feed in closed packages. The package is designed in a way, that it cannot be opened and closed again unnoticed. Examples: sack/Bag, bucket with tamper-evident closure lid, big bag.
Premixes (see also Regulation (EC) No. 1831/2003)	Mixes of feed additives or mixes made from one or more feed additives and feed material or water as a carrier, which are not suitable for direct feeding to animals.
Primary agricultural products	According to QS, primary agricultural products are all unprocessed feed crops produced on a farm which have undergone nothing more than simple external processing.
Private labelling	Every company, which markets feed under an own brand name or company name as QS-product, which have been produced by another company, conducts Private Labelling. The Private Labeller can get the feed produced by another company (contract producer) according to its own demands or take over the feed without own demands from the producer and market it under its own name.
Processing aids	Substances which are not in themselves used as feed and which are deliberately used during the processing of feed or feed raw materials for the purposes of fulfilling a technological function during processing or modification which can lead to the presence of non-intended but technologically unavoidable residue or residue derivatives in the end product, as long as this residue does not have a negative effect on human or animal health, does not have a negative impact on the environment and does not have a

Term	Definition
	<p>technological effect on the end product (see also Regulation (EC) No. 1831/2003). Processing aids are legally not regarded as feed additives.</p>
Processing of feed	<p>For the purposes of QS, all process stages which go beyond simple external processes, for example the production of rapeseed meal (which occurs as a by-product during the extraction of oil from rapeseed).</p>
Pure delivery trading/pure delivery business	<p>In terms of QS, this is a form of trading in which feed is transported directly from the supplier (manufacturer, producer or (collecting) trader) to the customer of the pure delivery trader. Although the pure delivery trader does not take possession of the products, he or she is a contractual partner of the customer and issues an invoice for the feed (he or she is the owner of the products; the pure delivery trader charges a reduced VAT amount on the feed). As defined by QS, the pure delivery trader is not the collector of the products.</p>
QS Products	<p>QS products are understood to be products that have been produced and/or marketed according to QS requirements in a QS certified company and fall within the current regulatory scope of QS (feed for food producing animals).</p>
Scope	<p>Feed for food producing animals is currently within the scope of the QS scheme.</p>
Shipping document/shipping paper	<p>A document that is available to the customer at the time of delivery. This can be, for example, a delivery note that accompanies the products or a document (e.g. release note) that is sent prior to delivery. The batch reference must be guaranteed.</p>
Simple external processing of feed	<p>According to QS, simple external processing of feed means activities such as crushing, shredding or milling of field crops (e.g. grain, maize) respectively of hay and straw which lead to different reduction ratios, moreover cleaning, ensiling, indirect drying and extrusion (e.g. to hay bales).</p>
Storage and transshipment	<p>For the purposes of QS, a service involving the temporary storage of QS feed on behalf of a third party or the storage in own external storage facilities. Transshipment includes all activities which are directly connected to the process of changing transport vehicles, i.e. the unloading of vehicles, temporary storage of the freight, and reloading of vehicles.</p>
Supplier	<p>In terms of QS a supplier hands over products or to a customer or conducts services to a customer.</p>
Supplementary Feed (see also Regulation (EC) No. 767/2009).	<p>Supplementary feed is a compound feed which, compared to complete feed, has a higher content of certain compounds required by the respective species, in particular substances and additives, and, due to its composition, is used to supplement other feed to cover the needs of the respective animals</p>

Term	Definition
Trade	For the purposes of QS, trade comprises all activities involving the purchase, i.e. excluding own production, and resale of QS feed material, compound feed, additives and premixtures including the import trade and pure delivery trade.
Transport	In terms of QS, this denotes transport by road or railway as well as transport by ship of QS feed within the system on behalf of third parties. Only internal transport does not need to be certified separately, but this activity must verifiably form a part of the company-specific QM system.
Undesired substances (See also Food and Feed Code Art. 3)	<p>Substances, excluding substances causing animal disease, which may be present in or on feed and could:</p> <ul style="list-style-type: none"> - pose a danger to human health as a residue in foodstuffs derived from farm animals or other products - pose a danger to animal health - be excreted by the animal and, in this way, pose a danger to the ecosystem or - have a negative effect on the performance of farm animals or, as a residue in foodstuffs derived from farm animals, have a negative impact on the quality of these food products.

You can find a list of general terms and definitions in the **Guideline General Regulations**.

9 Annexes

All annexes are published as an excerpt.

- 9.1 Recognised standards**
- 9.2 Gate-Keeping regulation**
- 9.3 Certification obligation for feed companies**
- 9.4 Exclusion list**
- 9.5 QS-list of feed materials**
- 9.6 Quality questionnaire for the supply of former foodstuffs**
- 9.7 Supply products from vegetable oils and fats**

Revision Information Version 01.01.2025

Criteria/requirement	Changes	Date of change
2.1.1 Company data	<p>Clarification: The feed produced as QS products is also stored in the product range of contract manufacturers in the QS-database. Locations for which no feed is stored in the product range appear in the scheme participant search as 'non approved'.</p> <p>New: Companies maintain the product range in the QS-database by themselves.</p>	01.01.2025

Guideline
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