

**NAAC Assured Land-Based Contractor (Mobile Feed Mixing and Processing) Specific Standard Version 02  
August 2007**

<b>No.</b>	<b>Mobile Feed Mixing and Processing Specific Standard</b>
<b>F 1. Personnel</b>	
<b>F 1.1</b>	Staff mixing and processing feed must have appropriate documented skills and training to match the scale, risks and complexity of the feed mixing and processing operation.
<b>F 1.2</b>	Everyone involved in mixing and processing animal feed must be able to demonstrate competence in mixing and processing animal feed.
<b>F 1.3</b>	For operations where more than one person is involved, there must be an organizational chart detailing all persons working in feed preparation and the tasks that they are authorised to perform.
<b>F 2. Quality Control and Hazard Analysis</b>	
<b>F 2.1</b>	<p>A designated responsible person must produce, approve, implement and review a written Quality Control plan. This must contain:</p> <ul style="list-style-type: none"> <li>• details of the whereabouts of various documentation or record keeping systems;</li> <li>• identification of any hazards that must be prevented, eliminated or reduced to acceptable levels;</li> <li>• information on any critical points in the manufacturing process that could give rise to hazard and undue risks, together with controls</li> <li>• details of cleaning operations, to include raw material stores (if applicable), machinery and equipment;</li> <li>• a summary of the operational procedures in place to ensure the desired quality of feed;</li> <li>• details of the sampling frequency, procedures and retention systems;</li> <li>• a specification for dispersion testing, including description and frequency of analysis of samples taken, the level of tolerance which is acceptable and remedial action to be taken if necessary;</li> <li>• Store procedures (if applicable) (refer F 6.3)</li> <li>• a written procedure for clean down for mixing machinery to prevent cross-contamination between batches. This must ensure that feed batches cannot be cross-contaminated with residues.</li> </ul>

<b>F 2.2</b>	Record any departure from procedures agreed in the Quality Control plan.
<b>F. 3. Machinery and Equipment</b>	
<b>F. 3.1</b>	Each individual machine must be permanently identified (eg registration number or serial number) and a register of machines must be kept.
<b>F. 3.2</b>	Machinery must be suitable for its purpose and be maintained in a clean condition and in a good state of repair. Records of cleaning must be kept.
<b>F. 3.3</b>	Regular checks and servicing must take place to minimize the risk of error and to avoid, as far as possible, contamination, cross-contamination and any adverse effects on product quality. A documented service record must be maintained for each machine. This shall: <ul style="list-style-type: none"> <li>• Record the dates of regular servicing of the plant, including engineer's checks and calibration</li> </ul>
<b>F. 3.4</b>	Proportioning equipment must be cleaned and calibrated at intervals of not more than six months. Record calibration of proportioning apparatus.
<b>F 4. First Aid and Fire Extinguishers</b>	
<b>F 4.1</b>	One member of the crew must have an up-to-date certificate of competence in First Aid at work. They must gain the certificate from a training organisation approved by the Health and Safety Executive (HSE). The certificate lasts for three years after which a refresher course is required.
<b>F 4.2</b>	On each processing machine there must be a First Aid kit, including eye irrigation equipment (within its expiry date). A record of its location must be retained in the office and all staff must be made aware.
<b>F 4.3</b>	At least one fire extinguisher must be kept on each machine. A record of its location must be retained in the office and all staff must be made aware.

<b>F. 5. Feed Ingredients</b>	
<b>F. 5.1</b>	<p>Contractors must be registered/and or approved with the relevant enforcement authority.</p> <p><i>For inclusion of non-specified feed additives i.e. technological additives (e.g. preservatives) sensory additives (e.g. flavourings and colourings) nutritional additives (e.g. vitamins and minerals) the contractor must be registered with the Trading Standards department of their Home Authority.</i></p> <p><i>For inclusion of veterinary medicinal products and/or specified feed additives (i.e. coccidiostats, histomonostats and growth promoters) or premixtures containing such products, approval is required from the Animal Medicines Inspectorate (AMI) of the Veterinary Medicines Directorate (VMD).</i></p> <p><i>If using fishmeal, contractors must also be registered with Defra.</i></p>
<b>F. 6. Contractor Supplied Ingredients</b>	
<b>F. 6.1</b>	Contractor supplied feed ingredients and compound feed inputs must be to an approved standard, from an approved supplier.
<b>F. 6.2</b>	Delivery details of any supplied feed ingredients should be retained (invoice/delivery notes as appropriate);
<b>F. 6.3</b>	<p>Written procedures should be in place for each depot's store operation, to include:</p> <ul style="list-style-type: none"> <li>• Stock rotation, including how this is achieved and what happens to out-of-date materials.</li> <li>• Disposal of damaged bags or contaminated goods</li> <li>• Cleaning between batches and maintenance of clean conditions</li> <li>• Specific rules for segregation from hazardous materials (chemicals, pesticides etc), and from Mammalian Meat and Bone Meal or feeds containing this (pet foods)</li> <li>• If applicable, there should be a section stating the requirements for storage of liquid feed materials, e.g. molasses, which have special properties and hence storage requirements. Regular tank inspections must take place and be recorded. An action plan must be in place to take appropriate remedial action if necessary</li> <li>• Pest control procedures</li> </ul>
<b>F. 6.4</b>	<p>Ingredients must be stored in facilities which:</p> <ul style="list-style-type: none"> <li>• Have not been used to store inappropriate (ie non-feed) materials immediately before use without prior cleansing</li> <li>• Permit adequate cleaning between batches</li> <li>• Avoid cross contamination with other materials</li> </ul>

	<ul style="list-style-type: none"> <li>• Are clean, dry and free from potential sources of contamination</li> <li>• Are locked</li> </ul>
<b>F. 6.5</b>	An effective, documented pest control program must be implemented in all contractor feed stores, to include records of bait stations and any actions taken. Windows and other openings must, where necessary, be fitted with pest-proof screens. Doors must be pest-proof when closed.
<b>F. 6.6</b>	Drainage within the contractor store must be designed and constructed to avoid contamination of feed.
<b>F. 6.7</b>	Products having exceeded their storage life must be segregated and disposed of safely and in accordance with legislation.
<b>F. 6.8</b>	<p>Ingredients must be transported in facilities which:</p> <ul style="list-style-type: none"> <li>• Have not been used to store inappropriate materials immediately before use without prior cleansing (inappropriate materials include those which would contaminate the feed)</li> <li>• Permit adequate cleaning between batches</li> <li>• Avoid cross contamination with other materials</li> <li>• Are clean, dry and free from potential sources of contamination</li> </ul>
<b>F. 7. Farmer Supplied Ingredients/Responsibility</b>	
<b>F. 7.1</b>	<p>The farmer customer must provide a written declaration stating that:</p> <ul style="list-style-type: none"> <li>• Farm produced ingredients are produced in accordance with good agricultural practice and are fit for their purpose</li> <li>• If any post-harvest chemical treatment, whether pesticide or other, has been applied to the feed ingredient since harvesting, stating the trade-name of the product and rate and date of application.</li> <li>• If supplying packaging, it is wholly free of any materials formerly contained within it and that the packaging is durable, clean and free of any faeces and any other contaminating material.</li> <li>• Water supplied in the feed production process will be of drinking quality for animals.</li> <li>• Storage of the finished feed is the responsibility of the farmer customer (see 13.1).</li> </ul>

<b>F. 7.2</b>	<p>The contractor should request that the farmer customer clearly identify raw materials to be used in the feed mix.</p> <p><i>A letter* should be sent to each customer asking them to ensure this is carried out (can include in proforma –F 7.1). If not available on site at processing to give direct instructions, the farmer customer should provide clear (ideally) written instructions. This could be with a sticky label or plan of the store.</i></p>
<b>F. 7.3</b>	The contractor should request that the farmer customer provide contractors with a clean, safe work area.
<b>F. 8. Feed Formulation</b>	
<b>F. 8.1</b>	<p>The farmer customer or his representative must provide clear written, signed instructions (ie a ration card*) for the feed formulation. This must meet all statutory requirements (eg feeding of mammalian protein to ruminants). This written instruction must be updated each time the basic feed formulation is changed. If medicated feedingstuffs (MFS) are to be manufactured, the customer must also provide a copy of the current MFS prescription, alternatively the ration card must include details of any medicated feedingstuffs (prescription number, name and address of prescribing veterinarian, identification (batch references) and date).</p> <p>The machine operator must have a copy of the written, signed instructions (ie ration card). The operator must also have a copy of the current MFS prescription (or ration card if it includes details of any medicated feedingstuffs i.e. prescription number, batch references, date).</p>
<b>F. 8.2</b>	The mixer operator must not commence to mix a medicated feedingstuff before cross-checking the details of the current medicated feedingstuff on the MFS prescription or ration card (as in F 8.1) and the actual product.
<b>F. 8.3</b>	When incorporating veterinary medicinal products or specified feed additives or premixtures containing such products, the identity (including name of supplier or manufacturer), nature and batch number must be also be obtained from the farmer and recorded.
<b>F. 9. On-Site Processing</b>	
<b>F. 9.1</b>	At all times machines must be operated only under the control of a designated responsible person (see generic Code 2.6).
<b>F. 9.2</b>	There must be adequate natural light and/or artificial light.
<b>F. 9.3</b>	All veterinary medicinal products, specified and non-specified additives and premixtures containing such products must be weighed accurately and mixed thoroughly in accordance with manufacturer's instructions.

<b>F. 9.4</b>	<p>Manufacture of ruminant feed must be carried out in separate machines from any operation involving fishmeal. Manufacture of ruminant feed must take place completely separately from any operations involving fishmeal.</p> <p>Contractors must follow all Defra guidance on fishmeal. (<i>refer F 17</i>).</p>
<b>F. 9.5</b>	<p>The machine must be thoroughly cleaned between each feed batch, if appropriate, and when finished on-site. Flushing is always necessary after manufacture of feedingstuffs containing veterinary medicinal products or specified feed additives. Flushing with a neutral material is recommended. The flushing operation must ensure that the next feed batch mixed is not contaminated by any carry over or residues.</p> <p>Flushing and method/content of flush must be recorded.</p>
<b>F. 9.6</b>	<p>Records must be kept to include:</p> <ul style="list-style-type: none"> <li>• Date and time of processing</li> <li>• Operator and plant identification</li> <li>• Cleaning and flushing record of equipment to ensure both internal and external bio-security and to minimize the risk of veterinary medicine residues</li> <li>• Record of process type</li> <li>• Products used (inc. batch references where applicable)</li> <li>• Quantities of each raw material used</li> <li>• If appropriate, medicated feed references and identification together with scheduling of medicated feed manufacture</li> <li>• Samples of complete feeds for retaining on-farm.</li> </ul>
<b>F. 9.7</b>	<p>A copy of the finished feed mix record must be provided to the farmer customer. A copy should be retained by the contractor.</p>
<b>F .10. Sampling</b>	
<b>F. 10.1</b>	<p>Two samples must be drawn during processing of each feed batch, which are representative of the batch and sufficient size to permit analysis if necessary. The sample must be retained by the contractor for four weeks. This should be appropriately stored to avoid spillage or contamination of the feed. A sample must be left with the farmer. (This does not apply to moist feeds).</p>
<b>F. 10.2</b>	<p>A sample of feed from each machine should have a laboratory dispersion test on an annual basis to confirm effective mixing of feed in the machinery.</p> <p>Results of the test must be assessed against the specification in the Quality Control Plan (<i>refer 2.1</i>). Records should be maintained.</p>

<b>F. 11. Identification of Feedstuffs</b>	
<b>F11.1</b>	Finished feeds must be clearly identified to prevent the risk of feeding to the wrong livestock.
<b>F.11.2</b>	If the feedstuff contains fishmeal, it must be identified clearly with the words “contains fishmeal – cannot be fed to ruminant animals”.
<b>F. 12. Bio-security</b>	
<b>F.12.1</b>	Persons entering or leaving a premises with farm animals should ensure their footwear, clothing and machinery are clean when they enter and again when they leave. Contractors should make use of any facilities provided on-farm. Contractors must follow up-to-date Defra guidance on bio-security.
<b>F. 13. Storage of Finished Feeds</b>	
<b>F.13.1</b>	The farmer customer must take sole responsibility for the on-farm storage of the finished feed (refer 7.1). If not available on site at the time of processing to give direct instructions, the farmer customer must provide written instructions on finished feed storage.
<b>F. 14. Record Keeping</b>	
<b>F.14.1</b>	Records must be kept and retained for at least 12 months.
<b>F.14.2</b>	Records for feedingstuff containing veterinary medicinal products or specified feed additives must be retained for five years.
<b>F. 15. Waste</b>	
<b>F.15.1</b>	Any materials flushed out between batches must be clearly identified and appropriately dealt with or disposed of by the farmer.
<b>F.15.2</b>	All waste, must be clearly identified and appropriately dealt with or disposed of by the farmer.
<b>F. 16. Product Recall</b>	
<b>F.16.1</b>	The contractor must be able to trace all mobile feed machine movements and processing, to be in a position to notify the customers to recall any problem feeds.

## F. 17. Essential Documents

### F.17.1

The following documents must be available at the main office headquarters:

- NAAC Assured Land-Based Contractor Generic and Feed Sector Specific Standards (latest versions).
- Defra guidance for biosecurity to prevent the spread of animal diseases
- Defra Code of practice for the control of salmonella during the storage, handling and transport of raw materials intended for incorporation into, or direct use as, animal feedingstuffs *PB2202 Free revised February 2003*
- *Defra Advice Note 4 (a): Production of feedingstuffs containing fishmeal by mobile mixers.* 19/07/2001. (see <http://www.defra.gov.uk/animalh/bse/publications/paptseguide.pdf> )
- Industry Guidance, Safety on Farms – A Shared Responsibility.
- Code of Good Agricultural Practice for the Protection of Water (The Water Code) *MAFF, revised 1998 A4 97pp, PB058*
- ACAF Review of On-Farm Feeding Practices, September 2003, Annex III
- Industry Code of Practice for On-Farm Feeding (see [http://www.redtractor.org.uk/download/rt\\_code\\_farm\\_feeding.pdf](http://www.redtractor.org.uk/download/rt_code_farm_feeding.pdf) )

## APPENDIX 2

### Operating Procedures

Certification to these standards is conditional on a successful initial assessment visit and surveillance assessments thereafter. The certification system is an independent third party system for determining conformity with product standards. The certification system requires examination of product, the production process, the production environment, and assessment of the quality management system. Acceptance after initial assessment is followed by ongoing surveillance. The certification system is linked to a Certificate of Conformity, documentation and where appropriate approved scheme marks. The mark is the property of NAAC and is issued, under licence, through CMi Certification.

#### APPLICATION

1. NAAC/CMi Certification will send contractors wishing to be certified to the Standards an application pack and supporting literature.
2. Contractors should normally make an application in respect of all their enterprises which they run as a single business. However, this is not compulsory.
3. Contractors should complete the relevant form in full and submit it to the NAAC together with the appropriate fee. The owner of the business or a duly authorised employee must sign the form(s).
4. By signing and returning an application form contractors agree to be bound by the Scheme standards and operating procedures. The scheme owners reserve the right to alter the standards and operating procedures for schemes where, at their absolute discretion, they consider it necessary to do so and changes will be notified.

#### MEMBERSHIP

5. New Applicants - Applications will be renewed every October and assessments will be carried out against the standards in force at that time. Fees payable will be notified and may reflect a payment for a past year.
6. Renewal for Existing members– Renewal of Certification will be conditional upon the receipt of the appropriate fee on or before 1 October in the year prior to the season to be assured, and a signed declaration that the contractors will continue to follow the Standards and operating procedures.

#### INDEPENDENT ASSESSMENT

7. Routine surveillance assessment will be carried out annually
8. Once the application or renewal form has been accepted, arrangements will be made for an assessment visit.
9. Assessment visits will normally be by appointment with the contractor. However, CMi Certification reserves the right to make short notice or unannounced visits.
10. All participants agree to give employees and agents of CMi Certification reasonable access to their business and relevant sites to carry out the assessment visits required. Failure to do so will result in the suspension of membership. Reasonable notice will be given of any routine assessment visit.

11. Once the assessment visit has been completed, CMi Certification will either issue the applicant with a 'notice to remedy' for non conformances or forward the assessment report for certification.
12. Certificates may be granted to participants who have had an assessment against the appropriate NAAC Standard and have closed any non-conformances identified at the assessment  
***Non conformances may be closed by submission of documentary evidence or by revisit. Non-conformances must be closed within 3 months of an initial assessment or 28 days for any subsequent annual assessment.***
13. The contractor should inform CMi Certification once any non-conformance(s) has been remedied and submit documentary evidence. CMi Certification may then arrange for a site revisit in circumstances where product integrity may be compromised. The costs associated with these procedures, including any additional visits will be borne by the contractor, but will be kept as low as reasonably possible.
14. Assessors may refuse to carry out an assessment in the presence of a third party who they believe will, intentionally or otherwise, influence its outcome in an inappropriate manner.
15. Certificates will be issued when the contractor meets the certification requirements. Certificates are not transferable and remain the property of CMi Certification. Once a Certificate has been issued, a contractor may promote themselves as 'assured'.

#### **SUSPENSION/TERMINATION OF MEMBERSHIP**

16. Failure to supply satisfactory documentary evidence within 3 months of the initial assessment or 28 days of a surveillance assessment or pass a revisit where necessary will result in the contractor being suspended, and the database altered accordingly, until accepted back into the scheme by a revisit or the end of the scheme year at which time they will be deemed to have lapsed. All revisit costs will be borne by the contractor.
17. CMi Certification reserves the right to suspend or withdraw certification when it considers that it is necessary to do so, such as in the event of a serious food safety issue or the Scheme being brought into disrepute. The suspension will remain in force until either the contractor is accepted back into full membership (by revisit or submission of documentary evidence) or until the end of the scheme year when membership will lapse.

#### **APPEALS**

18. In the event that a contractor feels he/she has been incorrectly assessed during an assessment visit, he/she has the option to ask, within 14 days, for a re-assessment by another assessor appointed by CMi Certification. If the contractor's complaint is upheld, there may be no cost for this and any suspension of membership that may have been imposed will immediately be lifted. If the findings of the original assessment are corroborated, or if it is clear that the company has taken action in the interim that will materially affect the outcome of the re-assessment, the cost of the visit will be borne by the contractor. Any requests for re-assessment visits will be undertaken as soon as possible by CMi Certification.
19. If a contractor still feels that he/she has been incorrectly assessed following the procedure outlined in the above clause, he will have the option of having their appeal heard by a panel convened for this purpose by CMi Certification. A contractor may either put their own appeal to the panel or nominate someone to do so on their behalf. In the latter case the contractor will still be expected to attend the panel session. Both parties will endeavour to keep costs to a minimum. In the event that an appeal to the panel is upheld, all costs reasonably incurred by the appellant will be met by CMi Certification. If an appeal is turned down, any costs reasonably incurred through the operation of the panel will be borne by the contractor.

## **USE OF TRADE MARK AND/OR LOGO**

20. Contractors certified to the standards shall be permitted to indicate that they hold a certificate and, for that purpose only, shall be permitted to use on stationery, publicity materials, exhibition stands and signage, the Verified Seed 'Trade Mark' and/or the Assured Land-Based Contractor 'Logo' in accordance with any directions given from time to time by the Company with regard to the use of the Trade Mark and/or the Logo. Certified participants agree to observe all such directions.
21. The above consent, in so far as it applies to use of the Trade Mark, is limited to using the entire designation "Assured Land-Based Contractor" and, in so far as it applies to using the Logo, is limited to using the Logo in an identical form to that used by the Company. The consent is personal to the certified participant and may not be transferred or licensed to any other person.
22. Certified participants shall not use (or authorise or license others to use) the Trade Mark and/or the Logo in any way outside the scope of the above consent and they shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the Trade Mark and/or the Logo nor file or cause to be filed any trade mark or company name registration applications containing or confusingly similar to the Trade Mark and/or the Logo. The certified participant will not oppose or cause any opposition to be filed to any trade mark applications filed by the NAAC, register the Trade Mark and/or the Logo anywhere in the world nor otherwise cause any question to be raised concerning the company's ownership of the Trade Mark and the Logo.
23. NAAC reserves the right to withdraw from any certified participant the permission granted hereunder, after giving one months' notice or upon immediate notice if the certified participant fails to observe the directions of the Company with regard to the use of the Trade Mark or the Logo or if certification is suspended or terminated for whatever reason.

## **CONFIDENTIALITY**

24. For the purposes of paragraphs 24, 25, 26 and 27 all references to agents of NAAC refer only to those persons appointed, employed or contracted by NAAC to provide computing and/or database services or in connection with such services as are required to maintain the database referred to in paragraph 24.  

Details of registered participants are held on a database. Where an enquirer is able to quote the name and address or name and registration number of a certified participant NAAC or its agents will confirm the member's status as follows: 'Full Member' or 'Suspended Member'. The date of the last assessment visit may also be given. Subject to paragraph 24 no other specific information will be given without the permission of the certified participant.
25. NAAC and its agents reserve the right to also release information from its database about the certification status of a member to a person (for example such as Assured Food Standards) with a legitimate interest in knowing that information if proof of certification might be in the member's interest. The member accepts that information about his lack of certification status may be revealed under the provisions of this paragraph.
26. NAAC may produce and publish statistical reports drawing upon aggregated Scheme data so that individual data cannot be traced back to individual applicants or members.
27. Membership data may be retained on the above mentioned databases and will be treated as specified above for a reasonable time after a person has ceased to be a member of NAAC or one of its land based contractors schemes.

## **DISCLAIMER**

28. Under no circumstances will NAAC or its employees or agents (e.g. CMI Certification) be liable for any losses, damage, charges, costs or expenses of whatever nature (including consequential loss) which any contractors may suffer or incur by reason of or arising directly or indirectly out of the administration by NAAC or its employees or agents or the performance of their respective obligations in connection with the standards save to the extent that such, loss, damage, charges, costs and, or, expenses arise as a result of the finally and judicially determined gross negligence or willful default of such person.
29. If any competent authority considers that any of the operating procedures are unreasonable, then the operating procedures shall be taken to be varied in such a way as shall make them reasonable but no other part of the operating procedures shall be affected.
30. These operating procedures represent the entire understanding between the contractors and NAAC and each contractor acknowledges that they have not relied upon any other statement (written or oral) in applying to be certified to the standards.