

AC-00

Ver 1.4

Introduction





DOCUMENT HISTORY

Version and date of approval	Reason for revision	Revision scope	Ultimate application date
0.0 03/07/2008	Simplification of the structure	complete document	01/01/2009
0.1 04/08/2008	Royal Decree of 1/07/08 modifying the Royal Decree of February 21, 2006, laying down the conditions for approval and authorization of establishments in the animal feed sector (Belgisch Staatsblad / Moniteur belge (= Belgian Official Journal) 23/07/08) (modification of the definition of 'animal feed considered to be critical')	Point 5: Definitions (animal feed considered to be critical)	01/01/2009
0.2 22/12/2008	clarification	Point 5: Definitions (standard levels, action threshold, notification limit)	01/01/2009
1.0 09/08/2012	Approval of version 2 of the Auto-Control Guide G-001	Complete document	09/11/2012
1.1 23/08/2013	Application of Commission Regulation (EU) No. 225/2012 and of the Royal Decree of 21/02/2006	Point 5: Definitions	22/08/2013
	Addition of an overview table: revision of documents	Point 3.2	
1.2 23/12/2015	Modification of a number of AT-documents	Point 3.2	23/12/2015
	Change of the name of a member (Lipobel)	Point 4.1	
	Publication of Regulation (EU) 2015/1905 (amending Regulation (EC) 183/2005)	Point 5: Definitions	
1.3 30/05/2016	Addition of a new member (the Belgian association of wholesale trade and industry of straw, fodder, peat and derivatives)	Point 4.1	30/05/2016
	Simplification regarding the data of members		
1.4 21/10/2016	New lay-out	Entire document	21/10/2016



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AC-00: Introduction

1. Objective

The purpose of these documents is to provide companies, involved in the animal feed sector, with a tool for the implementation of their auto-control system. By applying these requirements, Belgian companies will comply with the regulation as regards auto-control (Belgian Royal Decree of 14 November, 2003 relating to auto-control, notification requirement, and traceability in the food chain) and therefore contribute to food safety.

2. Application scope

These documents series is applicable to companies who are producing, trading, storing and/or transporting animal feed by road,

By Animal feed is understood:

- feed materials¹
- additives
- pre-mixtures
- Compound feed.

The primary production is not part of this application scope.

See figure 1 for a schematic overview of the animal feed sector and application scope. The different links shown in this figure are all falling within the scope of this auto-control guide, except for of the primary production (both vegetable as well as animal).

Any company placing animal feed on the market, even if it is not the main activity, falls under the application scope of the rules laid as down in the document series.

The Royal Decree of 14/11/2003 as regards auto-control, allows any Belgian company to make use of a guide or multiple guides in order to set up their auto-control system. As regards the animal feed sector, all AC- and AT- documents are containing technical provisions.

Activities linked both to animal feed as well as to other sectors (e.g. trade in cereals intended for human food, milling, milk processing) may also be treated in other guides. A Belgian Company wishing to determine which guide(s) is (are) applicable, as regards their activities, should orientate themselves to document 'CC-00: prescriptions for the certification of an auto-control system, performed by an external organization ' (point 7 and Annex 1 of document CC-00).

A Belgian company producing at the same time food as well as secondary by-products intended for the animal feed industry, may fall within the scope of these documents.

¹ As of 1/09/2010, and application of EU. Regulation No 767/2009 also includes the term bioproteins

! At what point during the production performed by a Food Company, will the documents be applicable?

A food company, producing a flow of products, intended for the animal feed sector should, as a minimum, apply these requirements, from that point in the production chain where (secondary) by-products, intended for the animal feed sector, originate.

E.g.: a sugar manufacturer produces beet-pulp as a by-product. These requirements from different Regulations "animal feed" are applicable from that point in the production process, where beet-pulp originates.

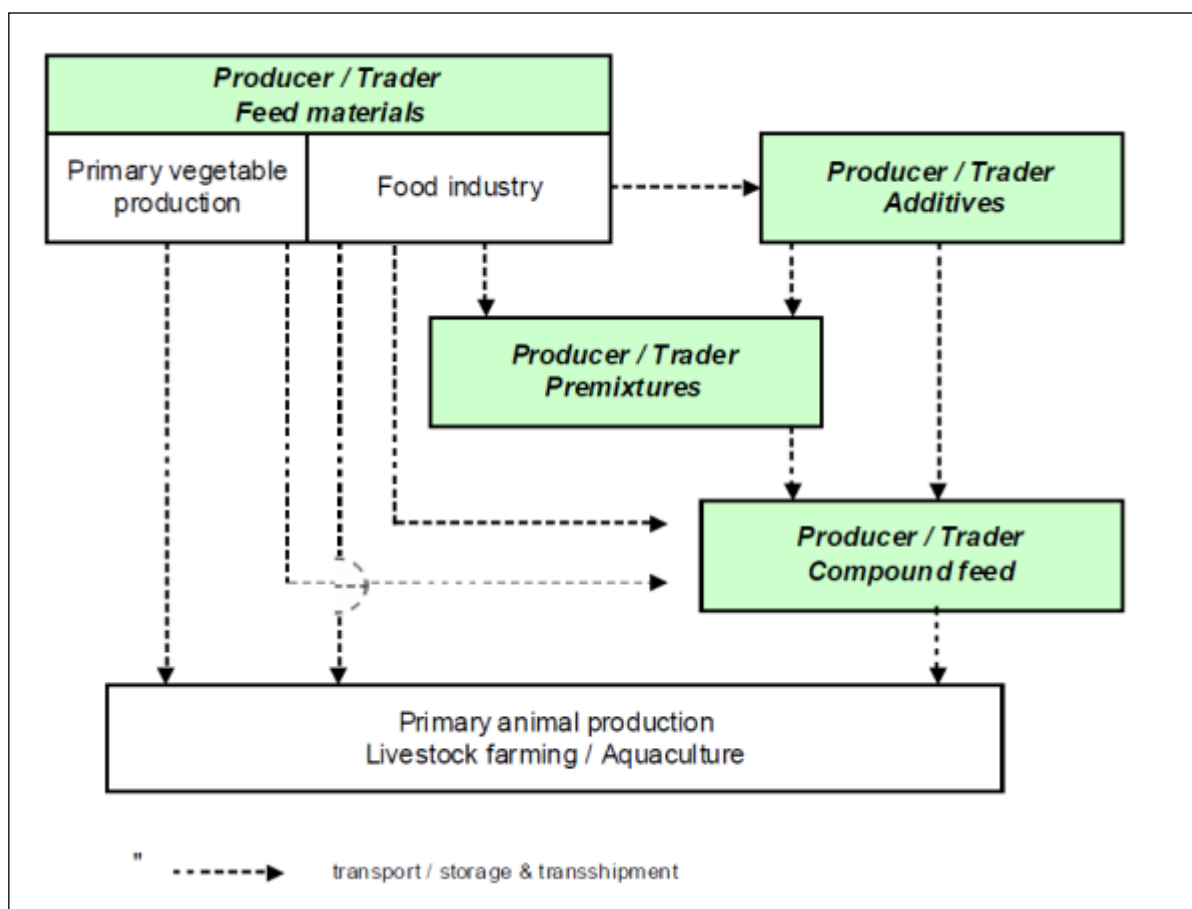


Figure 1: overview of the feed sector

For the completeness, should be mentioned that, besides the 'primary vegetable production' and the 'food industry' other companies may also supply feed materials to the animal feed sector (e.g. mining (minerals), to the agro-fuel sector and to the pharmaceutical sector).

It is perfectly possible that a company, is included in the scope of these documents, while his main activity is not linked to the feed-or the food sector. These by-products were, for the sake of clarity, not detailed in this overview.

A company must apply the requirements applicable to his activities. These requirements are described in different documents (see point 3). Depending on his activities (e.g. manufacturing of medicated animal feed, or production of feed for pet animals), the company must, in addition, also apply the

more specific documents. These particular activities are also part of the application scope of these documents.

3. Use of documents

3.1. Users

The main users are the companies mentioned in point 2 (application scope).

Besides these users, certification bodies, auditors, authorities, managers of auto-control guides, or other interested parties may use these documents.

3.2. Contents

The complete set of document consists of 6 AC documents (from AC-00 to AC-05) and 14 technical documents (from AT-01 to AT-14).

AC-00	Introduction
AC-01	General provisions
AC-02	Production of Animal Feed
AC-03	Trade in Animal Feed
AC-04	Storage and Transshipment of Animal Feed
AC-05	Road transport of Animal Feed
AT-01	Legislation
AT-02	Notification Requirement
AT-03	Table of Standards, Action Thresholds and Notification Limits
AT-04	Practical Realization of HACCP-Plan
AT-05	Monitoring
AT-06	Road transport
AT-07	Product Sheet for Food Companies
AT-08	Cross-Contamination
AT-09	Management of Mycotoxins
AT-10	Management of Salmonella
AT-11	Animal By-Products
AT-12	Production of Feed for Pet Animals
AT-13	Procedure for the Use of a Fine Dosage Apparatus

3.3. Practical use

Documents 'AC-00: Introduction' and 'AC-01: General Provisions' should always be applied.

The following table indicates the other documents, which the company must apply in function of their activities. The documents of the 'AC' series, contain references to other document ('AT') which may possible be applicable.

Activities	Documents
Production of animal feed	AC-02: Production of Animal Feed
Trade in animal feed	AC-03: Trade in Animal Feed
Storage and transshipment of animal feed	AC-04: Storage and Transshipment of Animal Feed
Haulage of animal feed	AC-05: Haulage of Animal Feed

3.4. Disclaimer



Notice for the users of these documents:

The editors have tried to take all applicable regulations into account. In case of divergence between the contents of these documents and the legal provisions, the legal provisions take precedence over the content of these documents. The users are recommended to observe the evolution of the Regulations.



Concept « document »

The term « document » is frequently used. Since it is rather a general term, the concept may have different meanings.

- When referred to « this document », it relates to the present document. In many cases, the exact title of the document will be specified in order to avoid any risk of ambiguity;
- When referred to « these documents » or « these series of documents », reference is made to the AC- and AT documents, containing the requirements to which a company, in the context of its activities, must comply;
- Finally, in some cases the term « document » may also be used to represent; e.g., a particular form, certificate, docket or an «accompanying document», as provided in the Legislation.

Depending on the context, the reader will not encounter any problems as regards the correct interpretation.

3.5. Validation of the company's auto-control system

In Conformity with the Royal Decree of 14 November 2003, a company established in Belgium, may have its auto-control system validated by the FASFC, or by a certification body accredited for this purpose. In later case, the accredited certification body may issue a certificate.

A Belgian company, wishing to have its auto-control system validated, may refer to the 'AC'- and 'AT'- documents which together are constituting the auto-control guide 'animal feed'. Subsequently, the company should be able to demonstrate their compliance to the requirements from these documents, to the Inspectors of the FASFC or to the Certification body. The Rules related to the validation of an auto-control system are included in document 'CC-00: Prescriptions for the certification of an auto-control system, performed by an external organism'. If the company wishes to do so, the validation of the auto-control system by a Certification body, may be linked with the Certification of a private specification sheet.

4. Workgroup and concertation

4.1. Owner of the rights

The initiative for the implementation of these documents comes from OVOCOM, the consultation platform for the feed supply chain. Within OVOCOM, the following member federations are represented:

Federation	
ABV	The Belgian Flax and linen Association
/	the Belgian association of wholesale trade and industry of straw, fodder, peat and derivative
BCZ – CBL	Belgian Confederation of the Dairy Industry
BEMEFA	Belgian federation of compound feed manufacturers
BFTB	The Belgian Federation of waterway transport organizers
CEFAWAL	Association of cattle feed manufacturers of Wallonia
FBM	Federation of the Belgian malt producers
FEBETRA	Royal Federation of Belgian Transport operators and Logistical Service providers
FEVIA	Federation of the Belgian Food industry
FRANA	Federation of Manufacturers and Representatives of Additives for Animal Feed
IMEXGRA	Trade Organization for Import and Export

Federation	
	Trade in Grains, Seeds and Animal Feed
KVBM	Royal Association of Belgian Millers
LIPROBEL	Lipids and Proteins Belgium
SYNAGRA	Professional Association of traders in cereal crops and other Agricultural products
TLV	Transport en Logistiek Vlaanderen – Beroepsvereniging van ondernemingen in transport en logistiek
UNEGA - B	Belgian Professional Association of Animal Fats

4.2. Ordering these documents

OVOCOM is the owner of these documents and has copyright. For all information the companies should contact:

OVOCOM vzw/asbl

Gasthuisstraat/Rue de l'Hôpital, 31

1000 Brussels

Info@ovocom.be

www.ovocom.be

Telephone number: 0032.2.514.01.86

Fax: 0032.2.514.05.29

Information as to how to obtain all necessary documents can be found on the website <http://www.ovocom.be>.

4.3. Editorial Committee

The documents were prepared by the secretariat of OVOCOM in collaboration with the editorial committee. Representatives of the following organizations were part of the editorial committee: Bemefa/Apfaca, KVBM, Cefawal, Febetra, Fevia, Imexgra, Synagra.

The members of the editorial committee have consulted their own base. The interested certification bodies have also been consulted.

4.4. Parties involved

Besides the federations, which are members of OVOCOM, the following parties have been involved in drafting these documents:

- Federal Public Service Health (FOD), Safety of the food chain and environment;
- Certification bodies;
- Belac.

The following organizations have also been contacted upon preparation of these documents.

Ajunec	Belgian Association of Producers, Bottlers and Importers of Fruit juices and Fruit Drinks
Apim	Professional Association of the Margarine Industry
Belgapom	Professional Federation of the Belgian trade and processing of potatoes
BKVH	Belgian Professional Chamber of Manufacturers and Importers of Food and accessories for pets
Choprabisco	Royal Belgian Association of the Biscuit, Chocolate, Pralines and Confectionary industry
FAMI-OS	European Feed Additives and Premixtures Quality System
Febelglaces	Belgian Association of the Ice Cream industry
Fediaf	Federation of the European Pet Food Industry
Fediol (Lipobel)	Federation of European seed and bean crushers, meals producers, vegetable oils and producers/processors
FGBB	Federation of the large Belgium bakeries
Vebic	Flemish professional association for bread and pastry shops, ice cream makers and chocolate processors. (free translation)
VIWF - FIEB	Royal association of the Industry of Waters and Soft Drinks

4.5. References

- Procedures and Technical Specifications Guides: <http://www.afsca.be/autocontrole>;
- Certification Rules (part 'C').

5. Definitions

Action limit or action threshold:

Upon reaching this value, a company must take measures in order to examine the cause for the exceeding of a specific parameter, and when necessary, to remedy and/or to inform the customer and the competent authorities.

Additives intended for Feed:

Substances, micro-organisms or preparations other than feed materials or premixtures, intentionally added to feed, or to water, in order to fulfill one or more of the following functions:

- Favorably affect the characteristics of feed;
- Favorably affect the characteristics of animal products;
- Favorably affect the colors of ornamental fish and exotic birds;
- Satisfy the nutritional needs of animals;
- Favorably affect the environmental consequences of animal production;
- Favorably affect animal production, performance or welfare, particularly by affecting the gastro-intestinal flora or digestibility of feeding stuffs,
- Causing a coccidiostatic or histomonostatic effect.

See Community Register of Feed Additives which are authorized in animal feed

(http://ec.europa.eu/comm/food/food/animalnutrition/feedadditives/registeradditives_en.htm)

Agricultural contractor:

An agricultural contractor disposing of equipment and trucks that can be used for transport during harvesting. Transport of animal feed performed by the agricultural contractor falls within the scope of these documents, unless it relates to a secondary transport of primary products, under the following conditions:

- by order of the primary producer; and
- transport associated with the harvest activities; and
- transport directly for the harvested field to the customer.

Animals:

All vertebrate or invertebrate animals (Regulation (EC) 1069/2009 – Art 3.5.)

Animal feed (or feedingstuffs):

Any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for the oral feeding of animals. This includes feed materials, additives, premixtures and compound feeds (in accordance with Regulation 178/2002).

Animal feed considered critical:

Are considered as «animal feed considered critical»:

- a) Animal feed as referred to in Regulation (EU) No. 225/2012 and in Regulation (EU) No. 2015/1905;
- b) Additives as referred to in sections E 559, E 561, E 566, E 598 and E 568 in the « *Community Register of Feed Additives* ».

Batch:

An identifiable quantity of a product of which has been established that it presents common characteristics, such as e.g. origin, variety, type of packaging, packer, sender or the labeling. In case of a production process, the batch is a quantity of product produced in one single factory, and using uniform production parameters.



Batch size

The company will define the size of the batch. It can be determined in function of:

- The process used in case of continuous production (e.g. a continuous production of 24 hours for a same compound feed, or a week for a certain specific material such as e.g. dry pulp);
- Received volume (e.g. a truck, a barge, a sea vessel).

In certain cases the batch size is legally defined (e.g. in Belgium, the batch size of a feed considered critical, must not exceed 200 tons for certain feed, to which the monitoring of dioxins apply).

The company must, remain vigilant for the potential impact of the batch size, e.g. upon determination of a non-conformity. As in such case it involves the entire batch. This may have significant consequences for the processing of the non-conformity (volume to be processed) or in case of recall of a product (quantity to be recalled).

Belac:

The Belgian Accreditation Body for testing- and calibration laboratories, Inspection Bodies and Certification Bodies.

Biocides:

Active substances and preparations, in the form in which they are supplied to the user, containing one or more active substances, intended to destroy, to deter, to render harmless, to prevent its effects, or otherwise by chemical or biological means, any harmful organism (Directive 1998/8/EC and R.D 22-05-2003).

Calibration:

A set of operations who, under specific circumstances, establishes the relationship between the values indicated by a measuring device, and the corresponding known values of a measured quantity.

Carrier:

Substance used to dissolve, dilute, disperse or otherwise physically modify a feed additive in order to facilitate its handling, application or use without altering its technical function and without exerting any technological effect itself (Regulation (EC) 767/2009).

Certification bodies (OCI):

Certification bodies accredited by Belac, and approved by the FASFC.

Critical Control Point (CCP):

A point, step or procedure for which has been established that control during a hazard analysis is essential to eliminate or reduce the risk to an acceptable level. This control must be done through a specific controlling device.

Collection:

The collection of primary products of vegetable origin, from a primary producer (see primary production of animal feed).

Company:

Company applying these documents.

Compound feed:

A mixture of at least two feed materials, whether or not containing additives, intended for oral- animal feeding, in the form of complete or complementary feed, (Regulation (EC) 767/2009).

Contaminated materials:

Feed containing undesirable substances in a concentration that exceeds the acceptable levels under Directive 2002/32/EC (Regulation (EC) 767/2009).

Cross-contamination / Carry-over:

A component, incorporated in animal feed that to some extent remains behind in the production process, therefore, ending up in a subsequent production of animal feed.

Customer:

Organization or person receiving a product or service.

Daily ration:

The total quantity of animal feed, converted to a moisture level of 12%, required on a daily basis by an animal of a certain species, age category and performance, to satisfy all its needs.

Farm animals:

- a) Any animal that is kept, fattened or bred by humans and used for the production of food, wool, fur, feathers, hides and skins or any other product obtained from animals or for other farming animals;
- b) Equidae (VO (EG) 1069/2009 – Art 3.6.).

Fat blending:

Means manufacturing of compound feed or feed materials (in case of all components belonging to the same entry in PART C of the European Catalogue of feed materials which are derived from the same plant or animal species), of feed materials by mixing crude oils, refined oils, animal fats, oils recovered from food business operators falling within the scope of Regulation (EC) No 852/2004 or products derived thereof to produce a blended oil or fat, with the exception of the:

- sole storage of consecutive batches, and
- exclusive mixing of refined oils [adaptation from Regulation (EU) 2015/1905 - Annex].

Federal Agency for Medicines and Health Products (FAMHP):

A federal agency, (jurisdiction for the entire Belgian territory), having as mission to ensure, from its development to its use, the quality, safety and effectiveness of medicines for human use, and veterinary medicinal products, including homeopathic medicines, herbal medicines, medical devices and accessories, compounded according to a pharmacy's prescription, and official preparations, raw materials for the preparation and production of medicines.

Federal Agency for the Safety of the Food Chain (FASFC):

A federal executing body (qualified for the entire Belgian territory) into which all services for inspection and control of the agricultural and food sector, have been brought together. It has the task

of ensuring the food chain safety, and the quality of our food, in order to protect the health of humans, animals and plants.

Federal Public Service (FPS) Public Health, Food Chain Safety and Environment:

The FPS Public Health, Food Chain Safety and Environment, is responsible for policy preparations, and is qualified to establish product standards (for veterinary medicinal products, pesticides, food, feed, ...) and standards related to animal disease control, plant protection, and also for defining parameters to be considered, in the frame work of animal welfare and veterinary medicine.

Feed (feed materials):

Any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for oral feeding to animals. This also includes feed materials, additives, premixtures and compound feed (modified according to Regulation 178/2002).

Fine dosing device:

Considered exclusively as a fine dosing device, any device regulating in a controlled manner the uniform incorporation of a medicated premixture upon delivery of the compound feed with the livestock farmer, in compliance with the procedure, developed by FASFC (The protocol is included in 'AT-13: Operation Procedure for the Use of a Fine Dosage Device').

Food (or Foodstuffs):

Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans.

Food includes drink, chewing gum, as well as any substance including water, intentionally added to food during production, preparation or treatment (Regulation (EC) No. 178/2002).

Food Companies:

Any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food (cf. Regulation (EC) No. 178/2002).

Food-producing animal:

Any animal that is fed, bred or kept for the production of food for human consumption, including animals that are not used for human consumption, but that belong to a species that is normally used for human consumption in the Community [Regulation (EC) 767/2009 – Art 3 c)].

Hazard:

Physical, chemical or (micro)biological pollution with the potential to cause an adverse effect on the health of humans, animals and plants.

Hazard Analysis Critical Control Points (HACCP):

Is a system identifying, evaluating and controlling food safety hazards.

Ingredient:

Any substance or component part intended for feed, whether or not it has a nutritional value in the animal feed, including additives. Ingredients are of plant, animal or aquatic origin, or any other

organic or inorganic substances (based on the code of practice on good animal feeding- CAC/RCP 54-2004 (Codex alimentarius) and on Regulation (EU) 1169/2011 – Art 2).

Inspection body:

An inspection body accredited by Belac and approved by FASFC.

Manual:

Set of documents characterizing the company's auto-control system.

This manual may consist of:

- A synthesis document containing a description of the system; and/or
- A set of procedures, instructions and/or forms.

Medicated feed:

Any combination of one or more medicinal products, intended for veterinary medicine, and animal feed, prior to marketing, which is prepared and intended for being administered as such to animals, because of the therapeutic, prophylactic or other properties of the medicinal product (Royal Decree of 21/12/2006).

Medicated premixture:

Medicinal product intended for veterinary use, prepared in advance for subsequent manufacturing into medicated feed (Royal Decree of 21/12/2006).

Non-food producing animals:

Any animal that is fed, bred or kept but that is not used for human consumption, such as fur animals, pets and animals kept in laboratories, zoos or circuses [Regulation (EU) 767/2009 – Art 3 d)].

Notification limit:

Upon reaching this value, the company is under the obligation to notify the competent authorities in accordance with the procedures laid down in the legislation (see' AT-02: Notification requirement') of the exceedance of the value for a specific parameter.

Packaging:

The action of packaging animal feed into bags, boxes, barrels, etc.

Pet animals:

All animals belonging to species normally nourished and kept but not consumed by humans, and not kept for livestock, (VO (EG) 1069/2009 – Art 3.8.).

Plant protection products (Pesticides):

Resources, in the form in which they are supplied to the user, containing or consisting of active substances, safeners or synergists, and intended for one of the following:

- a) The protection of plant or plant products against all harmful organisms or preventing the action of such organisms, unless these products are considered as resources that are used for hygiene reasons rather than for the protection of plants or plant products;
- b) Influencing the life processes of plants, such as substances influencing their growth, other than as a nutrient;
- c) Preserving plant products, insofar as such substances or products are not subject to special Community provisions on preservatives;
- d) Destroying undesired plants or parts of plants, except algae unless the products of the soil or water are used to protect plants;
- e) Limiting or preventing undesired growth of plants, except algae unless the products of the soil or water are used for the protection of plants.

(Regulation (EC) 1107/2009)

Point of Attention (PA):

A hazard, controlled by general measures, resulting from procedures such as a purchase plan, a cleaning and pest control plan, maintenance plan, etc.



Term « Point of attention »

The term « Point of attention » is developed in this document, but refers to a concept relating to the application of a method as proposed in document 'AT-04: Practical realization of the HACCP-plan'. The term actually implies the application of a control frequency.

Premixtures:

Mixtures of additives, or mixtures of one or more additives with as carrier feed materials or water², not intended for the direct feeding of animals.

Primary production of animal feed:

The production of agricultural products, namely growing, harvesting, milking, animal breeding (prior to slaughter) or fishing, thus obtaining only products which have not undergone any other treatment, following harvest and collection, other than a simple physical treatment.

Products derived from oils and fats:

means any product derived directly or indirectly from crude or recovered oils and fats by oleochemical or biodiesel processing or distillation, chemical or physical refining, other than:

- the refined oil,
- products derived from refined oil, and
- feed additives [Regulation (EU) 2015/1905 - Annex].

Recipe (formulation):

Document indicating the composition of the compound feed premixture. In this document the nature and quantity of feed materials and additives are indicated.

Refined oil or fat:

² The use of water in this mixture may only be taken into consideration if this is possible on the basis of the additives that are used in the premixture.

means oil or fat that has undergone the process of refining (refining = complete or partial removal of impurities or unwanted components by chemical/physical treatment) [adaptation from Regulation (EU) 2015/1905 - Annex].

Residue formation:

Residues, or an accumulation of residues from additives and/or (medicated) premixtures, are likely to be found in products of animal origin (milk, meat and eggs) and are the result of carry-over, wrong dosage in compound feed, or misuse by the livestock farmer.

Risk:

The probability of a particular potential hazard, having a negative effect.

Risk analysis:

A procedure identifying hazards, and evaluating risks.

Severity:

The extent to which a hazard has consequences for the health of human and/or animals.

Standard:

A limit established according to the Regulations.

Storage and transshipment:

The storing for a certain period of time, and the transshipment of animal feed for third parties. The company will not perform any operations other than storage and transshipment, drying of grains, oil seeds and legumes, the cleaning, and the sorting or packaging of animal feed.

Target animal:

Animal for which a particular animal feed is intended.

Trade:

Activity whereby products are manufactured, bought and/or sold, by third parties.

Trader:

A trader in animal feed, manufactured by third parties, buys and sells animal feed. In the context of these documents, the following associated activities are also falling under this definition: the drying of grains, oil seeds and legumes, the cleaning, sorting or packaging of animal feed, and the collection of primary vegetable products.

Transport operator:

An animal feed transport operator transports animal feed. The responsibility of the transport operator is limited to providing the service (the transport itself).

Undesirable substance:

Any substance or product, with the exception of pathogenic agents, which is present in and/or on the product intended for animal feed and which presents a potential danger to animal or human health, or to the environment or could adversely affect livestock production. (Directive 2002/32/EU).

Validate:

To demonstrate that the auto control system, has in practice achieved the intended effect, namely control of potential hazards.

Very Small Business (VSB):

A very small company is in the context of these documents a company:

- Providing services with maximum 2 full-time equivalent employees
- Whose production for each category animal feed, produced within that company below the following threshold values:
 - additives: 500 tons/year;
 - premixtures: 5.000 tons/year;
 - feed materials: 25.000 tons/year;
 - compound feed: 5.000 tons/year.

Service providers are company performing one or more of the following activities: trade, storage and transshipment, transport.

Wild animals:

Any animal not kept by humans (Regulation (EG) 1069/2009 – Art 3.7.).