

# AT-07

Ver 1.1



## Product Sheet for Food Companies





## DOCUMENT HISTORY

Revision and approval date	Reason for revision	Revision of scope	Ultimate application date
0.0 03/07/2008	Simplification of the structure	Entire document	01/01/2009
1.0 09/08/2012	Approval of version 2 of the Auto-control Guide G-001	Entire document	09/11/2012
1.1 21/10/2016	New lay-out	Entire document	21/10/2016



# Table of contents

<b>1. GENERAL TERMS</b> .....	<b>4</b>
<b>2. APPLICATION SCOPE</b> .....	<b>4</b>
<b>3. PRODUCT SHEET</b> .....	<b>4</b>
<b>PART 1 : GENERAL PART</b> .....	<b>7</b>
<b>1. IDENTIFICATION OF THE PRODUCT</b> .....	<b>7</b>
<b>2. PRODUCT DESCRIPTION</b> .....	<b>7</b>
2.1. DESCRIPTION OF THE PRODUCT .....	7
2.2. CHARACTERISTICS OF THE PRODUCT.....	8
<b>3. REQUIREMENTS (STANDARDS)</b> .....	<b>8</b>
<b>4. INDICATIVE ANALYSIS AND CCPs AND PAS</b> .....	<b>8</b>
4.1. INDICATIVE ANALYSIS .....	8
4.2. CCPs AND PAS .....	9
<b>5. TRANSPORT</b> .....	<b>9</b>
<b>6. GUIDELINES AND RECOMMENDATIONS FOR STORAGE AND USE</b> .....	<b>9</b>
<b>PART 2 : DETAILED PROCESS DESCRIPTION AND HAZARD ANALYSIS</b> .....	<b>10</b>
<b>7. INFORMATION RELATING TO THE AUTO CONTROL SYSTEM</b> .....	<b>10</b>
<b>8. DESCRIPTION OF THE PRODUCTION PROCESS</b> .....	<b>10</b>
<b>9. HAZARD ANALYSIS</b> .....	<b>10</b>
<b>10. MONITORING DESCRIPTION</b> .....	<b>10</b>
10.1. COMPANIES FOLLOWING A SECTOR-BASED MONITORING PLAN .....	11
10.2. COMPANIES WITHOUT SECTOR-BASED MONITORING PLAN.....	11
<b>11. SUMMARY</b> .....	<b>11</b>

# AT-07 : Product Sheet for Food Companies

## 1. General terms

This document only relates to the production of animal feed, originating from food companies. This document describes the conditions to which, suppliers of these by-products must comply, in order to introduce implement and maintain the Auto-control system.

The requirements, included in document 'AC-01: General Provisions' (traceability, etc.), are also applicable.

A food company, producing animal feed should namely take and store, a sample of each production, for a period of six months starting from the date of the placing on the market.

The food industry produces two kinds of by-products which may have 'animal feed' as final destination:

- Feed materials: by-products corresponding to the definition of "feed materials" as defined in article 3 g) of Regulation (EC) No 767/2009 on the placing of the market and use of feed .These by-products are of sound, genuine and merchantable quality;
- "By-products for reprocessing": by-products not corresponding to the definition "feed materials" but will, only after a particular processing, fully meet the definition of Regulation (CE) 767/2009 .

In Belgium, these 'by-products for reprocessing' are up to and including the necessary transformation, falling under the jurisdiction of the competent regional authorities, it is only after completion of this transformation that these by-products will fall under the authority of the Federal Agency for the Safety of the Food Chain (FASFC).

## 2. Application scope

Food companies having besides the flows intended for human food, also flows intended for animal feed, are required to apply these documents .

## 3. Product sheet

The product sheet is a tool, in order to demonstrate to the buyer, that the delivered product comply with the requirements.

The product sheet must therefore, contain sufficient information as to provide such proof. In order to provide a clear overview, the product sheet is divided into two parts.

- The first part includes a general description of the product, specifying the type of product, how it is used and which are the standards it should meet. This first part may generally be used to provide information to buyers of the product.
- The second part is of a more technical nature, and is more detailed. It provides a description of the production process, the analysis of potential hazards, and also describes how to control relevant hazards.

The second part aims at demonstrating in a conclusive manner that:

- All potential hazards have been analyzed;
- Based on the previous analysis, the relevant hazards have been identified, and categorized depending on the severity and on the probability of occurrence;

- The company has taken the necessary measures in order to control these hazards supported through general measures, or through specific control measures;
- The company, has provided sufficient controls in its monitoring system.

Preparing a product sheet requires undoubtedly a major effort on the part of the companies. In order to support them in their efforts, a system of sector-based product sheets have been implemented. The sector-based product sheets may be elaborated by the sectors and serve as a reference as regards the product sheets for individual companies.

Sector-based product sheets, for example, will provide a good indication as regards the relevant hazards.

They will also provide indicative values for the monitoring of these hazards. On the other hand, the indication of critical control points and monitoring frequency will be determined by the company.

It will remain however, the responsibility of each individual company to develop their own Auto-control system (and product sheet(s)).

#### **Differences Product Sheet "Company" / Product Sheet "Sector"**

Section	Sector	Company
<b>Description</b> <i>process flow</i>	Generic plan	<i>Process flow</i> inherent to the company
<b>Identification of potential hazards</b>	Inventory of all identified hazards in a product	Hazards identified at company level
<b>Assessment of hazard</b>	Assessment as regards the severity If possible, the evaluation as regards the probability of occurrence	Hazards identified at sector based level: assessment of the occurrence Hazards inherent to the company: assessment of severity and occurrence
<b>Determination of CCPs</b>	To determine where, in the production process, potential hazard may be controlled (control areas) If possible, establish indicative values for the limit values.	Determination of CCPs within company processes
<b>Monitoring</b>	Sector-based product sheets are containing indicative values relating to the monitoring frequency and limit values at company level and/or information regarding monitoring organized at sector-based level.	Establishing monitoring at company level

## Product Sheet

### General Overview: Contents

IDENTIFICATION - PRODUCT SHEET				
Reference				
product sheet				
Sector-based product sheet				
Responsible person				
Date layout				
Date of last modification				
Approved by				

### Part 1: General terms

- 1 Product identification
  - 1.1 Product group
  - 1.2 Product name
  - 1.3 Commercial name
  - 1.4 Article code
  - 1.5 Authorization number
  - 1.6 Produced and sold by
- 2 Product description
- 3 Requirements (Standards)
- 4 Indicative analysis and CCPs and PAs
- 5 Transport
- 6 Directives and recommendations as regards storage and use

### Part 2: Detailed process description and hazard analysis

- 7 Description of the quality system, applicable upon production of the product
- 8 Description of the production process
- 9 Hazard analysis
- 10 Description of monitoring
- 11 Summary

## Product Sheet

IDENTIFICATION OF THE PRODUCT SHEET				
Reference of the product sheet				
Sector-based product sheet	<i>Reference of sector-based product sheet if it refers to an existing general product sheet</i>			
Responsible person	<i>Person responsible for the drafting of the product sheet</i>			
Drafting date				
Modification date				
Approved by	<i>Name of author (could in the case of a sector based product sheet also be a sector-based association)</i>			

### Part 1 : General Part

#### 1. Identification of the product

<b>Product group</b>	<i>The name of the product group according to the Catalogue of feed materials as described in chapter 5 of Regulation (EC No 767/2009 on the placing on the market and use of feed (cf. 'AT-01: Legislation')</i>
<b>Product name</b>	<i>The commonly used name should preferably be one included in the Legislation</i>
<b>Marketing name</b>	<i>The trading name of the product</i>
<b>Article code</b>	<i>Product code</i>
<b>Authorization number</b>	<i>If applicable, number under which a defined product is authorized</i>
<b>Produced by</b>	<i>Data from companies manufacturing the product (name, address, contact person and vat-number)</i>
<b>Commercialized by</b>	<i>Optional: if different from "produced by": data as regards companies selling the product (name, address, contact person and vat-number)</i>

Remark: if the product sheet has been drawn up for **a sector**, the data will be of a more general nature (e.g. no trade name, article code or authorization number).

#### 2. Product description

##### 2.1. Description of the product

The product description provides, in as much as possible, a complete description of the product.

## 2.2. Characteristics of the product

Description as regards the characteristics of the product (e.g. general nutritional characteristics, the combination with other feed materials). The mandatory and optional information indicated on the label is also included.

## 3. Requirements (standards)

It indicates on the one hand the nutritional parameters, and on the other hand the parameters resulting from the hazard analysis (see below) considered important (e.g. Residues of pesticides or mycotoxins in cereal by-products).

For each parameter it is necessary to verify the already existing requirements.

They could be:

- Legal requirements;
- Internal requirements;
- Requirements as regards buyers;

The information is assembled in the following table (the indicated parameters are included as an example).

Parameter	Basis	Unit	Legal requirements	Internal requirements	Customer requirements
Dry substance					
Crude protein	Complete product	%DM			
Crude protein	reduced to 88% DM	g/kg			
Fat percentage	Complete product	%			
Ca		%			
Ca	reduced to 88% DM	g/kg			
...					
Ash	reduced to 88% DM	mg/kg			
...					
VEM (Energy value)	kg DM				
...					
Aflatoxins					

## 4. Indicative analysis and CCPs and PAs

### 4.1. Indicative analysis

A table, including the indicative values, should be drafted. In the table, both the average values as well as the minimum and maximum values of the parameters should be included.

This information is assembled in the following table (the indicated parameters are included as an example).

Parameter	Basis	Unit	Average value	Minimum value	Maximum value
Dry substance					
Crude protein	full product	%DM			



Crude protein	reduced to 88% DM	g/kg			
Fat percentage	full product	%			
Ca		%			
Ca	reduced to 88% DM	g/kg			
...					
Ash	Reduced to 88% DM	mg/kg			
...					
Feed-units for Milk (FEM)	kg DM				
...					

Here again, only relevant data should be included (nutritional parameters, parameters considered important according to the hazard analysis).

#### 4.2. CCPs and PAs

This point should include the potential CCPs and PAs emerged in the feed material. Obviously these CCPs and PAs are controlled and managed by the producer.

The communication of this information will allow buyers to optimize their own control and monitoring plan.

Parameter	CCP/PA	Average value	Standard	Unit

#### 5. Transport

Transportation should be performed in accordance with the provisions included in document 'AC-05 : Road transport'. If necessary, specific measures, e.g., in terms of cleanings to be performed, or previous transports and, based on the feed materials to be transported, should be indicated.

#### 6. Guidelines and recommendations for storage and use

The storage must take place conforming the provisions included in document 'AC-04: Storage and transshipment'.

It provides an indication as regards the measures to be taken upon use of the product (e.g. to be consumed within x days after delivery).

Also, the indications for an optimal use of the product may also be included, (e.g. storage on a hardened floor or preferably in a trench silo).

## Part 2 : Detailed Process Description and Hazard Analysis

### 7. Information relating to the auto control system

In this section a brief explanation is provided regarding the auto-control system applicable to the product. It may indicate in particular the applied sector-based auto-control system, and may also indicate whether the system is certified or not.

If the company has other quality systems (BRC, IFS...), it can be mentioned here.

### 8. Description of the production process

The process description provides an overview as regards the production process. This description should be detailed enough in order to make a link between the hazard analysis and the monitoring (see below).

The use of processing aids and additives must be indicated. To have a proper understanding of the production process, a diagram will be indispensable. This diagram should preferably be given in a standard flow chart. The different steps are clearly numbered, so that reference can be made to each step.

The document "AT-04: Practical Realization of the HACCP-Plan" gives an example.

### 9. Hazard analysis

The hazard analysis is part of the HACCP plan. For more information concerning the analysis, see document "AT-04: Practical Realization of the HACCP-Plan", the part concerning the food industry. An overview of all potential hazards should be implemented. Table 1 shows an example containing:

- Type of hazard;
- Description of hazard;
- Severity of hazard;
- Frequency of occurrence;
- Assessment;
- Justification of risk (e.g. based on a literature study);
- Reference flow chart;
- Control measures;

There are various methods to achieve a classification.

An inventory as regards the processing aids, is requested in the table. Per processing aid, a separate hazard analysis, should be performed.

An additional table with indicator parameters (table 2) may also be implemented. This table contains parameters, are not identified as hazards in themselves, but can be used as indicators for the presence of certain hazards (e.g. Enterobacteriaceae) or for the extent, in which control measures have been taken (e.g. pH).

### 10. Monitoring description

Here, an overview of the monitoring is provided. The monitoring should be elaborated in accordance with document 'AT-05: Monitoring'.

For each analysis, the lab, performing the analysis, must be indicated.

Analysis, in the context of the Auto-control, may be performed in an internal laboratory disposing of sufficient equipment and means, participating at least once a year in ring tests.

Analysis, in the context of the legal obligations, should be performed by a laboratory, approved for the relevant parameter. A copy of the contract with the approved laboratory, including the kind of analyses to be performed, must be present.

The monitoring should cover at least the relevant hazards (CCPs and PAs) and/or indicator parameters. It does not mean that other parameters cannot be measured.

### **10.1. Companies following a sector-based monitoring plan**

If the company follows a sector-based monitoring plan for feed materials (see 'AT-05: Monitoring'), an overview, of analyses performed at sector-based level, should be included (see table 3A). The company must also mention the additional analyses performed at company level (see table 3B).

### **10.2. Companies without sector-based monitoring plan**

If a company does not follow a sector-based monitoring plan for feed materials (see 'AT-05 : Monitoring'), all analyses, performed by the company, must be included (see table 3B).

## **11. Summary**

The summary contains the main elements, withheld; in the hazard analysis.

**TABLE 1: HAZARD ANALYSIS OF THE PRODUCT**

Type of hazard	Description of the hazard		Frequency	Severity	Assessment	Justification score for frequency and severity	Ref. flow chart	Control measures
(Micro)biological	Veterinary hazards	Prions						
		Other contagious diseases						
	Hygiene	Salmonella						
		Molds and yeast						
		Viruses						
		Insects						
		Other <sup>1</sup>						
	Undesirable substances and products							
	Biological - vegetable	Weed (seeds) containing toxic substances <sup>2</sup>						
		Ricinus communis L, Croton tiglium L. and Abrus Precatorium L.						
		Crotalaria L spp,						
		Botanical impurities <sup>3</sup>						
		Ergot of rye						
		Other						
Chemical (chemicals of natural origin)	Natural origin	Aflatoxin B						
		Other mycotoxins						
		Hydrocyanic acid						
		Free gossypol						
		Theobromin						

<sup>1</sup> Phytosanitary hazards can be included here as well.

<sup>2</sup> , Datura L

<sup>3</sup> Bitter almond, Beech (unpeeled seeds), Mowhra ..., Purghera, Indian brown mustard, Sarepta mustard, Chinese mustard, Black mustard, Ethiopian mustard

Type of hazard	Description of the hazard	Frequency	Severity	Assessment	Justification score for frequency and severity	Ref. flow chart	Control measures		
	Volatile mustard oil								
		Vinyl thio-oxazolidone							
		Other							
	Pesticide residues	Aldrin							
		Dieldrin							
		Camphchlor							
		Chlordane							
		DDT							
		Endosulfan							
		Endrin							
		Heptachlor							
		HCH $\alpha$							
		HCH $\beta$							
		HCH $\gamma$							
		Other							
		Other contaminants	Dioxin-like PCBs						
			Dioxins						
	Arsenic								
	Lead								
	Mercury								
Cadmium									
Fluorine									
Nitrite									

Type of hazard	Description of the hazard	Frequency	Severity	Assessment	Justification score for frequency and severity	Ref. flow chart	Control measures
	Tanning materials						
	Other						
Chemical	Residues of additives and medicines						
	Processing aids for production (inventory)	See processing aids inventory					
	Biological degradation products	Biogenic amines					
		Criteria for the fat fraction (fat > 10%)	Polymer triglycerides				
		Docosa Hexaenoic Acid					
		Erucic acid					
		Other					
	Mineral and acid residues (Wet slurry pig feed)						
Physical	Residues of packing material						
	Other foreign bodies						
	Presence of animal meal						
	Other						

**TABLE 2: INDICATORS**

Parameters	Reasons for use	Process step	Remarks / comments
Acidification			
Heating			
Enterobacteriaceae			
Clostridia			
Other			

**TABLE 3A: MONITORING DATA AT SECTOR-LEVEL**

The following analyses are performed at sector-level					
Parameters	Indicators	Monitoring frequency	Legal standard	Unit	Process step(s)

**TABLE 3B: MONITORING DATA AT COMPANY LEVEL**

The following analyses are performed at company level					
Parameters	Indicators	Monitoring frequency	Legal standard	Unit	Process step(s)