

**IFFO RS FACTORY ASSESSMENT REPORT**

For Issue 1, Rev 6 of the IFFO RS Standard

**IFFO Responsible Supply Standard  
(IFFO RS)**

**Company Details**

Site-Code :

Company Name :

Site Name :

Site Address :

Country :

Postcode :

Telephone :

Fax :

Company

Representative Name :

Email :

Site

Representative Name :

Email

**Audit/Auditor Details**

Auditor Names :

IFIS/FEMAS(or equivalent)  
Cert No and Expiry Date:

Audit Date :

Previous Audit Date :

**Key Personnel**

Name/Job Title	Present at Audit (x)			
	Opening Meeting	Site Inspection	Procedure Review	Closing Meeting

**Audit Duration Details**

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Date May 2015

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**Raw Material Scope**

**Fishery:**

**Fishery By-product:**

**Aquaculture By-product:**

**Summary**

**Company / Site Profile**

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Clause No & Requirement	Conformance Rating	Guidance Details
<b>SECTION 1 – RESPONSIBLE SOURCING PRACTICES</b>		
<b>1.2 Responsible Sourcing Policy</b>		
<p><b>1.2.1</b> The Applicant must implement a documented Policy that commits them to the responsible sourcing of fishery material in accordance with this Standard.</p>		
<b>1.4 Reporting and Recording of Whole Fish Raw Materials</b>		
<b>Each delivery of whole fish material must meet the following criteria in order for it to be eligible for use as approved raw material.</b>		
<p><b>1.4.1 Whole fish</b> Fishery material must be traceable to a fishery (ies) assessed as compliant to the requirements of relevant clauses of the IFFO Standard to be eligible for identification of IFFO compliant.</p>		
<p><b>1.4.2 All whole fish</b> fishery landings discharged to the Applicant must be recorded and where applicable, must be reported to the official control body according to the legal requirements within the jurisdiction.</p>		
<p><b>1.4.3 Whole fish</b> Fishery material must not be from IUU fishing activity nor sourced from vessels officially listed as engaging in illegal, unreported and unregulated (IUU) fishing activity.</p>		

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<p><b>1.4.4</b> The details of each consignment of whole fish from a vessel must be recorded. This must include:</p>		
<p>(i) Name of vessel, registration number, call sign, legal owner, name and address,</p>		
<p>(ii) Proof of authorisation to engage in the specific fishing activity,</p>		
<p>(iii) Date and time of discharge to facility,</p>		
<p>(iv) Species and quantity discharged,</p>		
<p>(v) Location or place(s) and dates of fishing activity where catch originated,</p>		
<p>(vi) Fishing method used,</p>		
<p><b>1.4.5</b> A sample of the <b>Whole fish</b> consignment must be assessed to check its conformity with <b>its</b> fishery management rules and statutory requirements.</p>		

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**SECTION 2 – RESPONSIBLE TRACEABILITY PRACTICES**

**2.1 Traceability of fishmeal to fishery**

**2.1.1** Applicants must have a system in place to ensure that the production of compliant fishmeal and fish oil can be traced back to compliant fishery material.

**2.1.2** Applicants must implement procedures that demonstrate the avoidance of raw materials that are sourced from Illegal, Unreported and Unregulated (IUU) fishing activity.

**2.1.3** Fishmeal and fish oil that meets the requirements of this Standard (“IFFO Assured”) must be kept separate and identifiable in order to be eligible for identification as compliant with the IFFO Global Standard for Responsible Supply.

**2.1.4** Applicants must implement a system adequate to ensure positive batch identification.

**2.1.5** Where the identity of eligible material is lost, (e.g. through mixing with ineligible material) or there is a potential loss in identity through loss in traceability, the subsequent batch must no longer be identified as compliant with the IFFO Global Standard for Responsible Supply.

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<p><b>2.1.6</b> Applicants must test the efficacy of their batch control and traceability systems through a thorough documented internal audit conducted no less than once per annum for both fishmeal and fish oil.</p>		
<p><b>2.1.7 This must include:</b></p>		
<p><b>2.1.7.1</b> Traceability of fishery material supply– Supplier Traceability.</p>		
<p><b>2.1.7.2</b> Traceability of raw fishery material to finished product as it moves through processing and all storage stages (including external and third party storage) - Process Traceability.</p>		
<p><b>2.1.7.3</b> Traceability of certified compliant fishmeal and fish oil to immediate customers- Customer Traceability.</p>		
<p><b>2.1.7.4</b> The outcome of internal traceability audits must be documented including, evidence of performance through compliance reports, non-conformances, corrective and verification actions.</p>		
<p><b>2.1.8</b> Applicants must inform the Certification Body in the event of a recall of certified material.</p>		

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**2.2 Record Keeping**

**2.2.1** Applicants must ensure that all records required by this standard are kept for a minimum of three years.

**2.2.2** Records must be accurate, legible and unadulterated.

**SECTION 3 – RESPONSIBLE MANUFACTURING PRACTICES**

**3.1 Certification to IFIS**

**3.1.1** Applicants must demonstrate Responsible Manufacturing Practices by achieving certification to the International Feed Safety Alliance (IFSA) Feed Ingredient Standard (IFIS).

**3.1.2 IFIS** Certification (or equivalent) must be administered by an ISO Guide 65 accredited Certification Body and the IFSA programme included in the scope by a member of the IAF Multilateral Agreement (MLA).

**3.1.3** Current and valid certificates must be available for **this** site registered on the IFFO RS Application Form.

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<p><b>3.1.4</b> The outcome of external inspection and surveillance audits to the IFIS Standard must be made available including; reports of the performance, outcome, non conformances and corrective actions associated with assessments conducted by the appointed Certification Body.</p>		
<p><b>SECTION 4 – FISH BY – PRODUCTS</b></p>		
<p><b>4.1 Raw Fishery Materials from Fish Processing</b></p>		
<p>Raw material originating from fish processing operations may only be used to produce fishmeal or fish oil if it meets the following criteria:</p>		
<p><b>4.1.1</b> The fish by-product must come from fish that is intended for Human consumption. The applicant must have a document policy stating this.</p>		
<p><b>4.1.2</b> The fish by-product must meet and be handled according to the requirements of the IFIS or equivalent certification programme, which include: no contamination with Land Animal Protein (LAP), chemical, biological or physical agents</p>		
<p><b>4.1.3</b> The fish by-product must not knowingly be from illegal, unreported and unregulated fishing activity.</p>		

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<p><b>4.1.4</b> The Applicant must be able to trace the origin of material back to the supplying fish processor or handler and by species or mix of species included in the receiving batches.</p>		
<p>Records of the above must be maintained.</p>		
<p><b>4.2 Raw Fishery Material from Aquaculture</b></p>		
<p>Raw material originating from aquaculture production may only be used to produce fishmeal or fish oil if it meets the following criteria:</p>		
<p><b>4.2.1</b> They must show no clinical signs of disease on the day of receipt (EU Reg 1774/2002).</p>		
<p><b>4.2.2</b> They must not come from a farm which is subject to a prohibition for animal health reasons and must not have been in contact with animals from such a farm.</p>		
<p><b>4.2.3</b> They must be kept segregated and clearly labelled as fishmeal and fish oil of the species that they originate from including circumstances where they are mixed with other raw materials both before and post processing (EU Reg 811/2003)</p>		

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**SECTION 5- SOCIAL ACCOUNTABILITY**

<p><b>5.1</b> The applicant must have a documented policy that commits them to ensuring that their fishmeal and fish oil products are manufactured in compliance to local employment, welfare and safety legislation.</p>		
<p><b>5.2</b> The applicant must annually conduct and document a review to demonstrate they are in compliance with the requirements of the Social Accountability <b>Policy</b> and that areas of non-compliance have been actioned appropriately</p>		

**SECTION 6- ENVIRONMENTAL ACCOUNTABILITY**

<p><b>6.1</b> The applicant to the IFFO RS standard must have a documented policy that commits them to ensuring that their fishmeal and fish oil products are manufactured in compliance to local environmental regulations.</p>		
<p><b>6.2</b> The applicant must provide evidence that they comply with the national regulations for effluent and emission discharges.</p>		
<p><b>6.3</b> Areas of non-compliance that have been identified must be accompanied by an action plan that is approved by the national regulatory authorities</p>		

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**SECTION 7- LEGISLATIVE COMPLIANCE**

7.1 The applicant must provide evidence that they have not been prosecuted in the past 12 months for any ethical, environmental or legal legislation.		
7.2 The applicant to the IFFO RS standard must have a documented policy that commits them to ensuring that their fishmeal and fish oil products are manufactured in compliance to local employment, welfare and safety legislation		

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**Non-Conformance Summary**

**LIST OF NON-CONFORMANCES**

**Critical Non Conformances**

No.	Clause Reference	Detail of CRITICAL Non-Conformity

	Name / Signed	Date
<b>Client Representative:</b>		
<b>Auditor:</b>		

Guidance Note

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**Major Non Conformances**

No.	Clause Reference	Detail of MAJOR Non-Conformity

	Name / Signed	Date
<b>Client Representative:</b>		
<b>Auditor:</b>		

Guidance Note

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**Minor Non Conformances**

No.	Clause Reference	Detail of MINOR Non-Conformity

	Name / Signed	Date
<b>Client Representative</b>		
<b>Auditor</b>		

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The following items were raised through the Desk Top Study for further clarification at the On-site Audit:

No	Clarification Required	Comments