
	Manual	Approval NC	Page: 1/1
	Content	Date: 09-11-2020	

Procedure	Content	Date
GEN-1	Organisation and governance structure	23-06-2020
GEN-2	Data Management	09-11-2020
GEN-3	Program development and maintenance	05-08-2019
GEN-4	Document control	25-01-2018
GEN-5	Integrity Monitoring Program	23-06-2020
GEN-6	CB office audits	23-06-2020
GEN-7	Management review and internal audit	13-09-2018
GEN-8	Certification Audit Report Handling	09-11-2020
GEN-9	Audit time	19-06-2020
GEN-10	Complaint handling	10-04-2018
GEN-11	Auditor examination	19-06-2020
GEN-12	Management of extraordinary circumstances.....	16-03-2020
GEN-13	Provisional certificate – relocation of certified site	09-11-2020

	General procedure - 1	Approval NC	Page: 1/3
	Organisation and governance structure	Date: 23-06-2020	

1. Scheme ownership

The Danish Agriculture & Food Council (Landbrug & Fødevarer fmba) is the owner of the Global Red Meat Standard. Companies or Certification Bodies wishing to use this Standard may contact the Danish Agriculture & Food Council (DAFC) via the Global Red Meat Standard website www.grms.org

DAFC is legally and financially independent from organisations that has influence regarding accreditation or certification decisions, and DAFC is not involved in auditing and certification of the scheme or any other scheme, except in relation to the integrity programme of GRMS.

DAFC has an insurance to cover any liabilities, which may arise from activities related to GRMS.

Copyrights related to GRMS and especially the uses of the GRMS-logo are monitored.

Products produced under GRMS certification shall not be labelled, marked or described in a manner, which implies that they meet specific food safety criteria. GRMS-logo shall not be used on products and packaging materials.

2. Governance structure

The structure, governance and operations of GRMS is open and transparent and all relevant information regarding ownership, governance structure, key persons and members of Governance Board and Technical Working Group is publicly available at GRMS website www.grms.org.

The Global Red Meat Standard is managed by the DAFC and is governed through three main groups that provide the future objectives of the standard and the knowledge of implementation.

- GRMS Governance Board
- GRMS Secretariat
- GRMS Technical Working Group
- GRMS Stakeholder Group


2.1 GRMS Governance Board

The Governance Board provides the strategic direction and oversees the management of the Global Red Meat Standard.

The Governance Board consists of the Commercial Director of DAFC and managers of DAFC and representatives from the stakeholders. The commercial director of DAFC is chairman of the Governance Board. Members of the Governance Board shall be approved by the board of directors in DAFC, following a formal review of proposed board members prior to their appointment to ensure professional integrity, competence and impartiality.

The Governance Board has the following authority and responsibilities:

- Strategic management of GRMS
- Setting objectives for GRMS and making the objectives openly available
- Approval of members of the Secretariat and Technical Working Group
- Formal review of personnel to ensure professional integrity, competence and impartiality
- Approval of GRMS and amendments to GRMS
- Management review and conformity assessments against GFSI requirements
- Approval of annual review report and corrective actions taken
- Integrity assessment programme
- Internal audit
- Securing funding and appropriate number of staff

	General procedure - 1	Approval NC	Page: 2/3
	Organisation and governance structure	Date: 23-06-2020	

2.2 GRMS Secretariat

The operation of the Global Red Meat Standard is managed by the GRMS Secretariat with input from the Technical Working Group and the Stakeholder Group.

The secretariat is managed by the GRMS General Manager appointed and approved by the Governance Board. It is important to ensure the impartiality of members of the Secretariat.

The Secretariat has the following authority and responsibilities:

- Management of GRMS
- Management of the Technical Working Group and the Stakeholder Group
- Contractual and formal arrangements with GFSI
- Participating in GFSI activities (working groups, board meetings, conferences etc.)
- Securing benchmarking against GFSI requirements
- Ensuring stakeholder consultation
- Contracts and communication with Certification Bodies and Accreditation Bodies.
- Monitoring of activities of Certification Bodies
- Auditor training and auditor competencies
- Preparing the annual review report

2.3 GRMS Technical Working Group

GRMS is maintained and developed in close corporation with industry representatives and The Technical Working Group is maintained to ensure input from meat industry experts, food safety experts, meat manufacturers and industry association professionals.

The group works closely together with the Secretariat throughout the year and provides technical expertise and advice for the Secretariat and Governance Board. The main task of the Technical Working Group is to supply input to the development and maintenance of GRMS and discuss technical, operational and interpretational issues related to the Standard.

The Technical Working Group has the following responsibilities:


- determination of the content, structure and ranking system
- determination of changes and additions
- determination of the requirements for the Certification Bodies and auditors
- ensure that regulatory requirements are included in the standard
- ensure that best practice is included (technological and scientific developments) in the standard
- annual review of the standard and the audit protocol to ensure that they are still in compliance
- evaluation of GRMS in practice
- input to the annual review report

2.4 GRMS Stakeholder Group

The Stakeholder Group is not a formalised group.

The GRMS Secretariat is in close dialogue with Certification Bodies and auditors participating in the scheme, discussing issues of interpretation, implementation and suggested improvements. In addition, exchange of information and regular feedback from authorities, retailers and other users of GRMS are taken into consideration when reviewing and updating the Standard.

It is the responsibility of the GRMS Secretariat to ensure stakeholder consultation to the

	General procedure - 1	Approval NC	Page: 3/3
	Organisation and governance structure	Date: 23-06-2020	

extent necessary to secure the development of GRMS in accordance with the requirements from relevant stakeholders.

Stakeholders and other interested parties can make direct contact to the General Manager and the GRMS secretariat to clarify any interpretation of the Standard.

2.5 Members

GRMS Governance board:

Nicolaj Christoffersen, Director DAFC, Chairman
Mette Gammicchia, Director DAFC
Lene Meinert, General Manager, DMRI

GRMS Secretariat:

Karsten Bruun Rasmussen, General Manager, DAFC
Anne-Mette Olsen, Manager, DAFC
Linda Jensen, Manager, DAFC

GRMS Technical Working Group


Karsten Bruun Rasmussen, DAFC
Anne-Mette Olsen, DAFC
Linda Jensen, DAFC
Gitte Petersen, Tican Fresh Food
Lene Niss, Danish Crown
Mette Agertoft Larsen, Danish Crown

Stakeholder group

Karsten Bruun Rasmussen is responsible for contact ABs.
DANAK is home accreditation body.
The GRMS Secretariat is responsible for contact with stakeholders in general.

Main stakeholder groups are:

Bureau Veritas, Denmark
SGS, Germany
Vincotte, Belgium
DAkKS, Germany
DANAK, Denmark
Belac, Belgium
GFSI, France
DMRI, Denmark
Companies holding a GRMS-certificate

	General procedure - 2	Approval NC	Page: 1/1
	Data Management	Date: 09-11-2020	

Data management

For the effective management and operation and development of the scheme following data are kept in separate files. Data are kept for at least 6 years.

No	Type of data	Published at www.grms.org
1	Versions of the standard	Valid version
2	Versions of guideline	Valid version
3	Versions of checklist	Valid version
4	Audit reports	Audit protocol
5	Audit certificates	Valid version
6	Approved sites	Approved sites
7	Contract with CBs	CB requirements
8	Approved CBs	Approved CBs
9	Auditors and auditor training	
10	Evaluation of key performance indicators (CB)	Key performance indicators
11	Office visit and audits (CBs)	CB requirements
12	Communication with CBs	
13	Communication with ABs	
14	Communication with stakeholders	
15	GFSI reporting requirements and contracts	
16	QS (www.q-s.de) agreements and communication with QS	
17	Internal audit reports	
18	Annual review report	
19	Technical Working Group documents	Members
20	Governance Board documents	Policy, objectives and members

Access to the files are restricted.
Only the GRMS Secretariat has access to the files.

Personal data


Personal data is any kind of information that is related to an individual person.

Personal data shall only be kept for legitimate purpose and only if necessary, to document the performance of GRMS – related to requirements of stakeholders.

Personal data may be used as part of the integrity monitoring of GRMS. Personal data may be shown on request from relevant stakeholders. Personal data shall not be delivered to anybody, unless it is guaranteed and ensured that the data will be deleted immediately after use. Full confidentiality of the personal data shall be maintained.

In GRMS the personal data is related to auditor and auditor qualification.
All auditor data shall be kept for minimum 6 years (and maximum 10 years) to ensure the possibility of verifying auditor qualifications.

Once a year the auditor files shall be updated and data shall be deleted, as necessary.

	General procedure - 3	Approval NC	Page: 1/1
	Program development and maintenance	Date: 05-08-2019	

Program development and maintenance

GRMS is maintained and developed with the participation of technically competent representatives of the meat industry and other direct stakeholders. The participation of experts with direct responsibility for food safety and quality management in the meat industry is ensured in the further development and maintenance of GRMS.


The Standard, guidelines and checklists are issued using a formalised and documented approval process, including recommendations from the Technical Working Group and a final approval by the Governance Board.

All normative documents are after approval published at www.grms.org. The normative documents exist in English language only and the only valid documents are the versions published on www.grms.org.

Stakeholders and other interested parties are invited to contact the GRMS Secretariat directly to clarify any interpretation of the normative documents.

A revision of GRMS shall include a formal stakeholder consultation ensuring that all relevant and interested stakeholders are invited and have an opportunity to participate, taking into account the geographic scope of the scheme and a fair balance of interests.

Amendments and adjustments of the Standard in accordance with new requirements or recommendations may be implemented involving consultation with the Technical Working Group only.

	General procedure - 4	Approval NC	Page: 1/1
	Document control	Date: 25-01-2018	

General


The Standard, guidelines and checklists are issued using a formalised and documented approval process, including recommendations from the Technical Working Group and a final approval by the Governance Board.

All normative documents are after approval published at www.grms.org. The normative documents exist in English language only and the only valid documents are the versions published on www.grms.org.

Documents are identified by a version number and/or a date.
Valid documents are kept in a separate file (see data management).

Approval and issuing of document

1. Documents are produced by the GRMS Secretariat
2. Recommendations from the Technical Working Group may be included in the preparation of the documents
3. Approval by the Governance Board and/or the chairman of the Governance Board is mandatory before issuing the document
4. After approval, the documents are issued by the GRMS Secretariat
5. All valid documents are published on www.grms.org

	General procedure - 5	Approval NC	Page: 1/1
	Integrity Monitoring Program	Date: 23-06-2020	

The key aim of the management of the Global Red Meat Standard is to ensure integrity and consistency of the audit and certification process for all users. This means that an audit should be carried out in the same way, irrespective of country of production, Certification Body or auditor.

The result of the integrity monitoring is part of the annual evaluation of the program by the Governance Board. Action will be decided by the Governance Board in case of unsatisfactory performance of CB.

The GRMS integrity monitoring programme includes monitoring of critical scheme implementation requirements:

- report screening review
- system of auditor competence assessment
- assessment of KPI's
- office audit programme
- witness audit

The key performance indicators (KPI) are:

- duration of the audit
- audit frequency
- time frame for report submission
- auditor witnessing
- auditor performance monitoring
- number of audits per auditor

As part of the performance monitoring, the DAFC provides annual feedback on the performance of each Certification Body through announced Key Performance Indicators.

The five key areas assessed (based on evaluation of KPIs):


- Quality of audit reports (a sample of audit reports is reviewed)
- Compliance to protocols (how audits are undertaken and reported)
- Issue of audit reports and certificates (within defined timeline)
- Communications with Certification Bodies
- Auditor quality

The aim of the performance monitoring is to ensure continuous improvement and the DAFC will require an action plan to be submitted and demonstrated by the Certification Body in case of unsatisfactory performance.

Feedback and referrals from users of the scheme provides a valuable input for ensuring the scheme is working in practice.

As part of the integrity monitoring of Certification Body performance, DAFC will make announced, but unscheduled office audits of Certification Bodies and may accompany auditors on audits at sites to observe the performance of auditors.

The DAFC may also undertake risk-based scheduled or unscheduled audits of certified sites to ensure standards of food safety, quality and animal welfare are being maintained in line with their certification status and ensure that audit and reporting process is to the expected standard.

	General procedure - 6	Approval NC	Page: 1/2
	CB office audits	Date: 23-06-2020	

General

The key aim of the management of the Global Red Meat Standard is to ensure integrity and consistency of the audit and certification process for all users. This means that an audit should be carried out in the same way, irrespective of country of production, Certification Body or auditor.

As part of the integrity monitoring of Certification Body performance, DAFC make office visits or office audits of Certification Bodies.

The aim of the office audit is to ensure that the requirements of GRMS are implemented by the Certification Body. The aim is to implement one audit annually at each CB.

Audit

Audits are implemented by the GRMS-secretariat and reported as part of the annual evaluation by the governance board.

Audits are reported using the checklist. Key performance indicators are part of the checklist and in this way the result is communicated to the Certification Body.


For any non-conformity identified during the audit an action plan with deadlines shall be agreed with the Certification Body.

Checklist and audit report

Integrity Monitoring CB Template	Requirement	Notes
General requirements	Accreditation status of CB and approval status from GRMS. Scope of accreditation and any conflict if activities are wider than the scope.	
	Agreement with certified companies regarding information on significant public food safety incidents and product recalls	
	Any suspension or withdrawal of certification (information of DAFC)	
	Is there a designated employee responsible for the quality system's development, implementation and maintenance? This designated employee shall also have the responsibility for reporting on the performance of the quality system for the purposes of management review and subsequent system improvement.	
	Agreement with staff on confidentiality and independence (integrity)	
	System for the granting, suspension and withdrawal of certification.	
Information requirements	Evaluation procedures and certification processes in relation to GRMS	
	Information regarding changes to ownership, management personnel and management structure or constitution in a timely manner.	
	Rules on use of GRMS logo or mark and shall be communicated to applicant / certified organisations., both on and off product use.	
	Processes in place to address situations when reports may be translated.	



	Complaints, appeals and dispute procedures (publicly available)	
	The scope of accreditation shall be publicly available and precisely defined in terms of the exact name of the Certification Programme and revision number and / or date.	
	A comprehensive list of all clients certified against GRMS	
	Competence requirement for the personnel carrying out the technical review include understanding of GRMS normative documents and requirements on the completion of audit's report and checklist.	
	Records of qualification, training and experience of staff involved in the certification process and list of approved auditors	
Auditor competence	Scope of auditor recognition is related to the scope of GRMS	
	Documentation of requirements of ISO / IEC 17065 relating to personnel and and make them known to employees. This shall include systems and procedures to ensure that auditors conducting assessments meet the capabilities described in ISO / IEC 17065.	
	System to ensure auditors conduct themselves in a professional manner. This shall be evaluated through a defined witness audit process confirming acceptable auditor performance as specified by GRMS.	
	Training of auditors, supervised audits and assessment of auditor competence in relation to GRMS	
	Witnessed audit program	
	Specific knowledge of auditors on legislation, quality assurance, HACCP and animal welfare	
	Mandatory GRMS training	
	Rules for the appointment of auditors to audits to ensure impartiality, including rotation of auditors.	
	Frequency of audits within the food industry and GRMS audits per auditor	
Key Performance Indicators	Quality of audit reports	
	Audit duration	
	Certificate on time	
	Communication	
	Auditor quality	

	General procedure - 7	Approval NC	Page: 1/1
	Management review and internal audit	Date: 13-09-2018	

General

Internal audits are made to verify compliance with benchmarking criteria of GFSI.

The result of any audits, verification activity and evaluations of GRMS is evaluated at a yearly meeting in the Governance Board (management review).

Internal audit

The GRMS secretariat annually initiates an internal audit using a guide-line with updated benchmark criteria from GFSI.

Audit is conducted by a competent and independent auditor appointed and approved by the Governance Board.

For any non-conformity identified during audit an action plan shall be decided, including deadline for implementation of corrective action.

The result of audit is evaluated by the Technical Working Group and presented to the Governance Board for final review.

Decisions are made to adjust and further develop the standard and guideline.


Management review

In December a yearly review meeting is held with the Governance Board.

The GRMS Secretariat is preparing an evaluation report based on input from stakeholders, internal audits and the Technical Working Group.

The report is presented to the Governance Board for review.

The result of the review is documented in a summary of the meeting.

	General procedure - 8	Approval NC	Page: 1/1
	Certification Audit Report Handling	Date: 09-11-2020	

CB-contact persons:

CB	Name	E-mail	Phone
Bureau Veritas	Annette Kaalund	Annette.Kaalund@dk.bureauveritas.com	+4525468489
Vincotte	Peter d'Haeyere	pdhaeyere@vincotte.be	+32474900257
SGS	Boris Grujic	Boris.Grujic@sgs.com	+4915201587151

Audit report reception

Audit reports and certificates are transferred by e-mail to KBR@LF.dk.

Verification of technical review of report and certificate

The GRMS secretariat is checking report and certificate for compliance with the audit protocol. Any non-compliance shall be reported to the CB for further action.

Approval

After verification of technical review and approval of the report, renaming of the report file and certificate file shall be made to document the verification.

Renaming of the report shall include name of production site, year and initials of approver (example: boizenburg-2018-report-KBR.pdf and boizenburg-2018-certificate-KBR.pdf).

Filing of report and certificate

Report and certificate are filed in the datamanagement system.

Publication of certificate


The GRMS secretariat is sending the pdf-file to BMU@LF.dk, who will publish the certificate on the grms website.

QS-database

If the GRMS certification at the production site is approved by QS, the certification data shall also be uploaded to the QS-database.

Evaluation of audit reports

A sample of audit reports is evaluated as part of the KPI-evaluation of the CB.

	General procedure - 9	Approval NC	Page: 1/1
	Audit time	Date: 19-06-2020	

Audit time

The scheduling window for the next audit shall be decided when issuing the certificate.

The scheduling window for unannounced audits has a minimum length of 2 months and starting 4 months prior to expiry date of the certificate or prior to another fixed date agreed upon by the Certification Body and the auditee. The fixed date could be any day prior to the expiry date of the certificate.

The final decision on a fixed date other than the expiration date lies with the Certification Body.

A scheduling window with a length of more than 2 months can be agreed upon for example facilitating combined audits with other Certification Programmes.

The audit duration is normally minimum 2 days for a production site including central office and reporting time (preparing the audit report for the closing meeting).

Typical audit duration (including central office and reporting) for different type of production:

Slaughterhouse with cutting, deboning and casing:	2-3 days
Cutting and deboning facility:	1-2 days
Slaughterhouse and casing:	1-2 days
Meat processing:	1-2 days
Casing facility:	1 day


The audit report shall specify beginning and end of all on-site audit activities. If a shorter duration than above-mentioned typical audit duration is considered, approval from DAFC is required. Time spent on remote audit activities shall be included in calculation of the audit duration.

Headquarter audit time is expected to be 0.5 – 1 day.

The Certification Body shall estimate the time needed for the audit based on previous experience from similar audits.

If there is no experience from previous audits or if the Certification Body is asking DAFC to approve the audit time needed – below guideline should be consulted.

Type of production	Processes	Minimum on site audit time
Slaughterhouse	Slaughter, cutting, deboning, packing, casing	1,0 day
	Slaughter, cutting, deboning, processing and packing	1.5 day
Processing	Deboning, processing, packing	1 day
Casing production	Processing, packing	0.5 day

	General procedure - 10	Approval NC	Page: 1/1
	Complaint handling	Date: 10-04-2018	

Any complaints or referrals against Certification Bodies will follow the Certification Bodies own complaints and appeals procedure, which each Certification Body must have and communicate to its clients.

Certification Bodies shall report every complaint received regarding the Global Red Meat Standard to DAFC.

In case the Certification Body does not respond adequately, the complaint can be addressed by contacting DAFC via the Global Red Meat Standard website (www.qrms.org).


In the event of complaints related to failure to apply the principles and criteria of the Global Red Meat Standard at certificated sites, the DAFC will request a documented report of the reasons for the complaint and require the implicated Certification Body to make a full investigation of the issues raised.

The investigation report must be submitted to the DAFC within 28 calendar days or less in urgent cases.

Complaint handling

The GRMS-secretariat will handle complaints raised by users of the standard.

After holding a meeting, discussing the details of the complaint including data such as audit reports and e-mail correspondence, the GRMS-secretariat will within 28 calendar days from the reception of the complaint submit an answer to the concerned parties.

	General procedure - 11	Approval NC	Page: 1/1
	Auditor examination	Date: 19-06-2020	

Training and examination are organized and implemented by the GRMS-secretariat under supervision by the Governance Board.

DAFC shall act impartially in relation to applicants, candidates and auditors participating in training and examination related to GRMS.

The GRMS secretariat shall ensure that examiners:

- understand GRMS;
- can apply the examination procedures and documents;
- have competence in the field to be examined;
- can conduct the examination in Danish or English;
- have identified any known conflicts of interest to ensure impartial judgements are made.

A personal examination will be conducted by DAFC, including assessment of product category knowledge and understanding of HACCP, food safety and animal welfare issues related to the meat industry.

The GRMS examination is based on case examples and a discussion with the auditor on how to handle the situation related to the presented case examples.


A certificate will be issued that the candidate has successfully completed the training and examination, including:

- Reference to GRMS and DAFC
- The name of the candidate
- The result of the examination (pass / fail)
- The date of training and examination
- Issue date of the certificate
- Contact details of the examination provider
- A document reference number or candidate number

GRMS secretariat will maintain records for each examination and candidate for a minimum period of 5 years or as long as the records relate to the latest examination.

This will include:

- Copy of above-mentioned certificate

	General procedure - 12	Approval NC	Page: 1/1
	Management of extraordinary circumstances affecting audit and certification	Date: 16-03-2020	

Extraordinary circumstances

Extraordinary events or circumstance beyond the control of the certified company or the Certification Body may happen. In such circumstance the CB shall have a process for the proper maintenance of certification.

It is important that the CB can demonstrate reasonable due diligence and to establish an appropriate course of action in response to the situation.

Extraordinary circumstances are normally referred to as Force Majeure, including strikes, political instability, flooding, earthquake, computer hacking, epidemic etc.

Deciding course of action

An extraordinary circumstance may temporarily prevent the CB from carrying out on-site audits.

In such case the CB shall:

- Evaluate the current situation
- Evaluate the future situation of the certified company
- Gather necessary information from the certified company before deciding a course of action
- Ensure that it is temporarily not possible to perform on-site audit


The justification for the decided course of action shall be informed to DAFC for approval.

Extension of certification

DAFC shall ensure that evidence has been gathered by the CB demonstrating that it is temporarily not possible to perform on-site audit at the certified site due to extraordinary circumstances.

It is possible to extend the certification for a period not exceeding 6 months beyond the original expiry date.

The DAFC approval of extension shall be confirmed by the secretariat.

	General procedure - 13	Approval NC	Page: 1/1
	Provisional certificate – relocation of certified site	Date: 09-11-2020	

Provisional certificate

GRMS is a site-specific standard – the certificate is valid for the audited production site.

However, if a certified company moves to another location, it is possible to issue a provisional certificate with the expiry date of the original certificate, on the following conditions:

- Management of the company is unchanged
- Management system and food safety system is maintained to GRMS standard
- Product categories are unchanged
- Past performance of the company as related to GRMS is evaluated
- The audit of the new production site shall be performed as soon as possible and within 6 months after relocation
- The audit shall be performed as “first audit” at a production site (see GRMS version 6.1)
- Expiry date of the new certificate shall be calculated based on the expiry date of the original certificate
- GRMS shall be informed on the plan and timing of audit and any change in plans

The acceptability of the provisional certificate is at the discretion of individual users.