Global Red Meat Standard

Edition 5
version 5.0

Section I: Introduction to the Global Red Meat Standard

Welcome to the 5th Edition, Version 5.0 of the Global Red Meat Standard. Published by the Danish Agriculture & Food Council, this edition has been developed with advice and input from relevant stakeholders.

1. Background

The Danish meat industry has great experience and expertise in producing safe quality meat for meeting the requirements of customers around the world.

Based on this expertise, the Danish Agriculture & Food Council, in partnership with its abattoir members and the Danish Meat Research Institute, has developed the Global Red Meat Standard (GRMS), a scheme customised to the specific requirements of the red meat industry rather than having a broad and general focus. The Global Red Meat Standard was first published in 2006.

The format and content of the standard are designed to enable an assessment of a company's premises, operational systems and procedures by a competent third party (a Certification Body) against the requirements of the standard.

2. Objective

The objective of the Global Red Meat Standard is to deliver transparency within animal welfare, quality, food safety and hygiene in factories that slaughter, cut, debone, process and handle meat and meat products from pork, beef, lamb/sheep, goat and horse. The transparency is delivered through an independent certification process based on ISO/IEC 17021-1:2015.

3. Scope

The standard sets out the requirements for management systems (quality, food safety and animal welfare) related to production of meat and meat products from pork, beef, lamb/sheep, goat and horse.

The standard is available for implementation by all interested parties/meat producers within its scope. The current version of the standard is available at www.grms.org

4. Owner

The Danish Agriculture & Food Council (Landbrug & Fødevarer) 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 via the Global Red Meat Standard website www.grms.org

5. Effective date of Version 5.0

Certification against the GRMS Version 5.0 will commence from 1 July 2018.
The standard may be used without accredited certification from 1 March 2018 until the standard is recognised by the home accreditation body.

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Valid from:	1 March 2018
Certification from:	1 July 2018

Section II: The Audit Protocol

1. Introduction

This audit protocol provides the specific requirements for Certification Bodies carrying out audits and certification against the Global Red Meat Standard (GRMS). The Global Red Meat Standard is defined as a standard for management systems (food safety and quality management systems).

Audits will be planned and conducted according to the requirements in ISO/IEC 17021-1:2015.

Only Certification Bodies that have Global Red Meat Standard within their ISO/IEC 17021-1:2015 accreditation scope shall issue reports and certificates. Certification Bodies shall be accredited by a recognised (EA or IAF MLA) Accreditation Body and meet the requirements of ISO/TS 22003:2013 (Category C).

Certification Bodies shall be registered and approved by the scheme owner Danish Agriculture & Food Council (DAFC).

The objective of the Global Red Meat Standard is to provide assurance that companies within the meat industry have implemented a system for the management of food safety, quality and animal welfare for activities, products and services in relation to slaughter, cutting, deboning and handling of meat and meat products. Preparation of edible by-products, minced meat and meat products may be included.

Certification of the management system provides independent demonstration that the food safety and quality management system of the company conforms to specified requirements, is capable of consistently achieving its stated policy and objectives and that the management system is effectively implemented.

Certification activities involve an audit of the management system. A certificate shall be issued as attestation of conformity of the management system to the requirements of GRMS.

Every effort has been made to ensure that the content of this audit protocol is accurate at the time of printing. However, it may be subject to minor change, and reference must be made to the Global Red Meat Standard website where changes will be announced and published.

2. Selection of Certification Body and contractual arrangements

The company shall appoint a Certification Body to conduct the audit against the Global Red Meat Standard preferably with auditors who speak the native language of the company to be audited.

All DAFC approved Certification Bodies are listed at the GRMS website. Approved Certification Bodies shall have a contract with DAFC.

A contract shall be drawn up between the company and the Certification Body detailing the scope of the audit. The contract shall include the rights and obligations of both parties regarding use and maintenance of certificated level, certificate and certification mark, confidentiality and liability.

The contract shall clearly identify that a copy of the audit report and any subsequent certificate or audit result shall be supplied to DAFC in agreed format. Audit reports provided to DAFC will be treated as confidential.

DAFC requires a registration fee to be levied by the Certification Body from the company for every audit undertaken. Irrespective of the outcome of the certification process, the Certification Body shall not issue a certificate or report until the registration fee has been received.

3. Pre-certification activities

3.1 Application

Following information shall be provided to the Certification Body:

- The desired scope of the certification. The scope shall include all activities, processes and products relevant to the production site to be certified.
- Any exclusions from scope
- Relevant details about the production site and company.
- Relevant legal obligations.
- Identification of outsourced processes that may affect food safety and quality.
- Any combination of standards or other requirements to be included in the audit.
- Any consultancy provided for the support of developing the management system

3.2 Application review

The Certification Body shall make a review of the application and supplementary information for certification to ensure that the information about the company and the management system is sufficient to develop an audit programme.

The Certification Body shall ensure that it has the competence and ability to perform the certification activity and that the scope of certification sought, production site, time required and other points influencing the certification activity are taken into account, such as language, safety conditions, impartiality etc.

Based on this review the Certification Body shall determine the competences needed to include in its audit team and for the certification decision.

The Certification Body shall either accept or decline the application for certification.

When the Certification Body declines an application for certification, the reasons for declining an application shall be documented and made clear to the applicant.

Where the Certification Body is taking account of certification already granted to the applicant and to audits performed by another Certification Body, it shall obtain and retain sufficient evidence to any nonconformity and ensure access to certification audit reports.

The Certification Body shall justify and record any adjustments to the audit programme and follow up the implementation of corrective actions concerning previous nonconformities.

3.3 Audit programme

The certification period is three years, starting with a certification audit, followed by two yearly surveillance audits and a recertification audit before expiration of the certificate.

A certificate shall be issued after each successful surveillance audit.

An audit programme for the full certification cycle shall be developed according to the desired scope of certification.

The audit programme shall include a two-stage initial audit, surveillance audits in the first and second years following the certification decision, and a recertification audit in the third year prior to expiration of certification.

Surveillance audits shall be conducted at least once a calendar year, except in recertification years. The date of the first surveillance audit following initial certification shall not be more than 12 months from the certification decision date. The surveillance audits may be unannounced, if required by the company.

Surveillance audits shall be unannounced if the company has an agreement with QS (www.q-s.de.) or if the audit is combined with a QS-audit.

The scheduling window for unannounced audits is 12 weeks prior to expiry date of the certificate. Within this window the company may inform the Certification Body, if there are block-out dates, which will not ensure suitable conditions for an audit.

The first three-year certification cycle begins with the certification decision.
Subsequent cycles begin with the recertification decision.

The Certification Body shall consider the size of the production site and the scope, complexity of the management system, products and processes as well as demonstrated level of management system effectiveness and the results of previous audits when developing the audit programme.

Where the production site operates shifts, the activities that take place during shift working shall be considered when developing the audit programme.

3.4 Certification cycle and type of audits

For each production site to be audited the Certification Body shall determine the time needed to plan and accomplish a complete and effective audit of the management system.

The audit programme includes a three-year certification cycle:

- Initial certification audit (stage 1 and stage 2)
- Surveillance audit 1
- Surveillance audit 2
- The subsequent cycle will start with a recertification audit after 3 years

3.4.1 Initial certification audit

The initial certification audit of the management system shall be conducted in two stages; stage 1 and stage 2.

Stage 1 of initial certification audit

Objectives of stage 1 are to review the documentation (including pre-requisite program, hazard analysis, food fraud and threats vulnerability assessments), evaluate site-specific conditions and to undertake discussions with personnel to determine the preparedness of the company for stage 2.

Evaluation of internal audits and management reviews is an important element of stage 1.

Other objectives are to provide focus for planning stage 2 by gaining understanding of the management system, site operations, processes and products.

The Certification Body shall review the allocation of resources for stage 2 and agree the details of stage 2 with the company.

Finally, the Certification Body shall prepare a pre-evaluation report regarding stage 1, including identification of any area of concern that could be classified as a nonconformity during stage 2.

The pre-evaluation report is for the internal use of the company only and the format of the report does not need to meet the normal requirements of an audit report.

There are no specific requirements for the time needed to complete stage 1 of the initial certification audit. Planning shall ensure that the objectives of stage 1 can be met and the company shall be informed if any on-site activities are expected to be carried out to achieve the objectives of stage 1.

In determining the interval between stage 1 and stage 2, consideration shall be given to the needs for the company to resolve areas of concern identified during stage 1, with a maximum of 3 months.

If any significant changes which would impact the management system should occur, the Certification Body shall consider the need to repeat all or part of stage 1. The company shall be informed that the results of stage 1 may lead to postponement or cancellation of stage 2.

Documented conclusions about fulfilment of the stage 1 objectives and the readiness for stage 2 shall be communicated to the company, including identification of any areas of concern that could be classified as a nonconformity during stage 2.

Identified major nonconformities shall be recorded and closed before moving to stage 2.

Stage 2 of initial certification audit
Objective of stage 2 is to evaluate the implementation and effectiveness of the management system.

It shall include the auditing of at least the following:

- Information and evidence about conformity to all requirements of this standard (guideline and checklist provided)
- Information and evidence about conformity to other normative documents and standards
- Performance monitoring, measuring, reporting and reviewing against defined quality and food safety objectives (quality and food safety policy of the company)
- Management system ability and performance regarding meeting applicable statutory, regulatory and contractual requirements
- Operational control of processes at the production site
- Internal auditing and management review
- Management responsibility for the company policies on quality and food safety

The audit team shall analyse all information and audit evidence gathered during stage 1 and stage 2 to review audit findings and agree on the audit conclusions.

There are no specific requirements for the time needed to complete stage 2 of the initial certification audit. Planning shall ensure that the objectives of stage 2 can be met and the company shall be informed on the time allocated for auditing at the production site.

The audit time on-site is minimum 2 days with an additional 1 day for reporting. If less time is needed on-site (depending on the size, headquarter activities included and type of production), the Certification Body shall obtain approval from DAFC and document the motivation for the on-site time needed in the audit report.

The deadline for the next audits (surveillance audit and recertification audit) shall be detailed in the audit report and on the certificate.

3.4.2 Surveillance audit
The purpose of the surveillance audits is to maintain confidence that the management system continues to fulfil requirements between recertification audits.

Surveillance audits are audits of the management system at the certified production site with focus on evaluation of the implementation of the management system.

Focus shall be on physical inspection of sites and processes, prerequisite programs implementation and HACCP implementation.

The goal is to assess the implementation of all requirements of this standard, but the assessment may be limited to some of the production processes, not necessarily all production processes. Production processes mentioned in the scope shall be included.

Auditing shall include:

- Information and evidence about conformity to all requirements of this standard (guideline and checklist provided)
- Operational control of processes at the production site
- Internal auditing
- Review of actions taken on nonconformities identified during the previous audit
- Handling of complaints
- Management review (evaluation of effectiveness of the management system)
- Implementation of planned activities aimed at continual improvement
- Review of any changes since last audit
- Use of marks and/or any other reference to certification

Surveillance audits may be unannounced audits with 24 hours notification, if required by the company.

Surveillance audits shall be unannounced (with 24 hours notification) if the company has an agreement with QS (www.q-s.de).

It is the responsibility of the Certification Body to ensure that the surveillance audit is conducted and completed within the timeframes defined by this standard and according to the audit programme for the certified production site.

The audit time on-site is 2 days with an additional 1 day for reporting. If more or less time is needed on-site (depending on the size, headquarter activities included and type of production), the Certification Body shall obtain approval from DAFC prior to the audit and document the motivation for the on-site time needed, in the audit report.

The deadline for the next audits (surveillance audit and recertification audit) shall be detailed in the audit report and on the certificate.

After the second surveillance audit a review (summary) of the certification cycle shall be prepared by the Certification Body. This review shall include a description of the development of the system indicating strong points and points of improvement, and the review shall act as an input to the next cycle and the next audit team leader.

The review of the certification cycle shall be included in the last surveillance audit report.

3.4.3 Recertification audit

The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system, and its continued relevance and applicability for the scope of certification.

Recertification may need to have a stage 1 (as in initial certification audit) for example in situations where there have been significant changes to the management system, the organisation, or the context in which the management system is operating.

The Certification Body will decide if a stage 1 is necessary in relation to the recertification audit.

Recertification audit shall include an on-site audit that addresses the effectiveness of the management system and its continued relevance and applicability to the scope of certification, and management commitment to maintain effectiveness and improvement of performance, as stated in quality and food safety policies of the company.

Auditing shall include:

- Information and evidence about conformity to all requirements of this standard (guideline and checklist provided)
- Information and evidence about conformity to other normative documents and standards
- Performance monitoring, measuring, reporting and reviewing against defined quality and food safety objectives (quality and food safety policy of the company)
- Management system ability and performance regarding meeting applicable statutory, regulatory and contractual requirements
- Operational control of processes at the production site
- Internal auditing and management review
- Management responsibility for the company policies on quality and food safety
- Previous surveillance audit reports (within the most recent certification cycle)

It is the responsibility of the Certification Body that the recertification audit is planned and conducted in due time to enable for timely renewal before the certificate expiry date.

The audit time on-site is 2 days with an additional 1 day for reporting. If more or less time is needed on-site (depending on size and type of production) the Certification Body shall obtain approval from DAFC prior to the audit and document the motivation for the on-site time needed in the audit report.

For any major nonconformity, the Certification Body shall inform time limits for correction and corrective actions (in compliance with the requirements of chapter 6 of the audit protocol). These actions shall be implemented and verified prior to the expiration of certification.

When recertification activities are successfully completed prior to the expiry date of the existing certification, the expiry date of the new certification can be based on the expiry date of the existing certification.

After recertification audits the issue date on the certificate shall be on or after the date of recertification decision.

If the Certification Body has not completed the recertification audit (or the Certification Body is unable to verify implementation of corrections and corrective actions for any major nonconformity) prior to the expiry date of the certification, then recertification shall not be recommended and the validity of the certification shall not be extended.

Following expiration of certification, the Certification Body can restore certification within 6 months, provided that the outstanding recertification activities are completed. The issue date of the certificate shall be on or after the date of the recertification decision and the expiry date shall be based on the prior certification cycle.

If certification is not restored within 6 months after expiration of certification a stage 2 (initial certification audit) shall be conducted.

3.4.4 Short notice audits (follow-up audits)

It may be necessary for the Certification Body to conduct audits at short notice to investigate complaints, to follow-up on implementation of corrective actions, in response to changes or if there is evidence or suspicion of non-conformity within an organisation

In such case the Certification Body shall describe and make known in advance to the company the conditions under which such audits will be conducted.

4. Scope of the audit

4.1 Defining the audit scope

The scope of the audit shall be agreed between the company and the Certification Body. The audit shall include all applicable requirements within the standard and all production and processes relevant to the location.

The audit scope shall be clearly defined both in the audit report and on any certificate issued.

The description of the scope shall enable a recipient of the report or certificate to clearly identify whether products supplied have been included in the scope. The wording of the scope shall be verified by the auditor during the site audit.

The audit report and certificate are specific to the location and legal entity where the audit has taken place. This shall be clearly defined in the report and on the certificate.

4.2 Exclusions from scope

The scope of audit shall include all products and processes relevant to the certified production site.

Where exclusions are requested they shall be agreed with the Certification Body in accordance with the requirements of ISO/TS 22003:2013, in advance of their introduction.

Exclusions shall be clearly stated in the audit report and on the certificate.

Factored goods (definition in appendix 2) are always excluded from scope.

4.3 Changes to scope of certification during a certification cycle (extension and exclusion)

Once certification has been granted, any additional significant products produced or processes undertaken by the company that are required to be included in the scope of certification must be communicated to the Certification Body.

The Certification Body shall in response to an application for expanding the scope of certification, undertake a review of the application and determine any audit activities necessary to decide whether or not the extension may be granted.

This may be conducted in conjunction with a surveillance audit.

The current certificate will be superseded by any new certificate issued, using same expiry date as detailed on the original certificate.

In the event of reducing the scope of certification this must be communicated to the Certification Body. In this case it is normally not necessary to conduct an additional audit at the location. The Certification Body shall assess the significance of the reduction and decide whether to conduct an audit at the location or not.

The current certificate will be superseded by any new certificate issued, using the same expiry date as detailed on the original certificate.

4.4 Central office assessments

A Global Red Meat Standard audit is a single site assessment and the audit scope is location specific.

There are, however, circumstances where some of the requirements within the scope of the standard are undertaken by a central office (head office, sales office etc.). Typically, this may apply to activities such as purchasing, supplier approval, sales, product recall etc.

If parts of the requirements are handled by a central office, it must be assured that the production site understands the processes between the central office and the site. The site management shall be able to demonstrate full compliance with all GRMS requirements.

There are two approaches to auditing the requirements, which are managed at a central office:

1. Request and review information whilst at the production site as part of the site audit (representatives from central office take part in audit on-site or satisfactory links can be established with the central office to allow interview with relevant personnel and to allow documents to be requested).

2. Undertake a separate audit of the centrally managed processes at the central office location.

Where a company chooses **option 1** and satisfactory information cannot be provided during the audit, unsubstantiated requirements shall be recorded as nonconformities in the audit report. Requirements in relation to activities handled by the central office shall be challenged and evidence of compliance shall be provided at each production site audit.

Where a company chooses **option 2**, the audit shall be completed before conducting the production site audit. The audit shall assess both how the central system complies with the relevant requirement of this standard and how this links to the production site operation.

The audit report shall make it clear where a requirement is managed by a central office together with a comment on how the company complies with the requirement.

Where a company has chosen a separate audit of the central office, the Certification Body shall produce a report of the central office audit. Central office audits are always announced audits.

All findings at the central office audit shall be incorporated into the final audit report of each associated production site. The central office audit report shall be available for any auditor conducting an associated production site audit within 12 months of issue date of the central office audit report.

After auditing a central sales office, which is handling products from GRMS-certified locations, the Certification Body can issue a certificate for the sales office location – provided that this limitation is clearly mentioned in the scope of the certificate.

All nonconformities identified at a central office audit shall be incorporated in the final audit report of each associated production site, in addition to the site-specific findings; irrespective of whether these have been closed out before that audit or not.

However, only nonconformities, which were raised at the central office audit, and which have not been closed out to the satisfaction of the Certification Body at the time of each associated production site audit, shall be included when calculating the compliance of the production site to the GRMS requirements (Level of compliance).

5. Audit & certification flow

For each production site to be certified the Certification Body shall determine the time needed to plan and accomplish a complete and effective audit according to the requirements of this standard.

The size of the site, the type of manufacturing processes and the scope will determine the length of time required to carry out a full audit.

Approximately 2/3 of the audit time (does not apply to stage 1 of the initial certification audit and stage 1 of the recertification audit) shall be spent on operational site activities (production, laboratory, technical department etc.) and approximately 1/3 on management and documentation.

On-site audits can include remote access to electronic sites or central offices to gather information and create evidence that is relevant to the audit of the management system. The evidence obtained this way shall be sufficient to enable the auditor to take an informed decision on the conformity to the requirement in question.

An on-site audit plan shall consist of following elements:

- Opening meeting
- Review of on-site documentation and records
- Site assessment
- Preparation of nonconformities and audit conclusions
- Closing meeting

A formal opening shall be held with management, and preferably those responsible for functions and processes to be audited. The purpose of the opening meeting is to provide a short explanation of how the audit activities will be undertaken.

Review of documentation and records in relation to the management system is undertaken at the production site. A comprehensive checklist and guideline have been developed for this purpose.

Prior to the closing meeting the audit team shall review audit findings against the audit objectives and audit criteria and classify the nonconformities, agree upon audit conclusions and necessary follow-up actions. The audit team shall also confirm the appropriateness of the audit programme for the location or identify any modification required for future audits.

A formal closing meeting shall be held with management and preferably those responsible for functions and processes audited. The purpose of the closing meeting is to present the audit conclusions, including the recommendation regarding certification. Any nonconformity shall be presented at the meeting and understood by the company, and the timeframe for responding shall be agreed.

The closing meeting shall include the following elements (the degree of detail shall be consistent with the familiarity of the participants with the audit process):

- Informing that audit evidence obtained was based on a sample
- Grading of audit findings
- Process for handling nonconformities
- The timeframe for the company to present a plan for correction and corrective action for any nonconformity identified during the audit
- Any consequences relating to the status of certification
- The method and timeframe of reporting
- Post audit activities of the Certification Body
- Information about the complaint and appeal handling processes
- Conclusion on audit objectives

After receipt of the corrective action plan including objective evidence from the company, a final judgement and a final audit report shall be compiled by the Certification Body.

The corrective action plan must be received and closed out by the Certification Body within 28 calendar days of the completion of the audit.

In case of recertification audit the corrective action plan must be closed out at least 21 calendar days before the expiry date of the certificate – leaving time for the review process.

5.1 Review process / granting the approval of certification

The decision to award certification and the compliance level of the certificate will be determined independently by the Certification Body management, following a thorough technical review of the audit report and the closing of nonconformities within the appropriate timeframe.

For the review process to be effective it shall ensure that:

- the reports are accurately assessed to demonstrate satisfactory evidence of compliance with the requirements of the standard;
- all applicable requirements of the standard have been fully covered, using any supporting notes made during the assessment by the auditor;
- the scope of the report covers the scope applied for by the company and that the report provides satisfactory evidence that all areas of the scope have been fully investigated; and
- all areas of nonconformity have been identified and effective corrective action has been taken to resolve these nonconformities.

The reviewers of the Certification Body must have:

- scheme knowledge;
- successfully completed a recognised lead assessor course;
- successfully completed a training course in HACCP principles;
- Minimum 5 years of experience within the food industry at the level of Manager Operations or Quality Assurance.

The decision makers of the Certification Body must have:

- scheme knowledge;
- successfully completed a recognised lead assessor course;
- successfully completed a training course in HACCP principles;
- Minimum 5 years of experience within the food industry at the level of Manager Operations or Quality Assurance.

The decision makers are responsible for the contract review, the assignment of the audit team and the certification decision.

The review process must be closed out within 14 calendar days of the completion of the final audit report by the auditor. The company will be informed of the certification decision immediately following the completion of the review process.

Reports and certificates shall be prepared and dispatched to the company within 42 calendar days of the completion of the audit – and in case of recertification audits no later than the expiry date of the certificate.

6. Determination of the level of compliance (at the time of audit)

The objective of the audit is to provide a true reflection of the standard to which the company operates and the level of compliance against the Global Red Meat Standard. The purpose of the rating system is to determine to what extent compliance with the requirements of the Global Red Meat Standard has been followed by the company. The company compliance level is dependent on the number and severity of the nonconformities identified at the time of audit.

The compliance level is calculated on the basis of a combination of two ranking structures:

1. The level of nonconformity
2. The individual weighting of each requirement

The ranking structures are defined and described in the following subsections.

The company compliance level is calculated at the initial certification audit, at the surveillance audits and at recertification audits.

A new certificate shall be issued after all audits, including surveillance audits.

6.1 The level of nonconformity

To determine whether compliance with the requirements in the Global Red Meat Standard has been followed, the auditor must check every item in the standard. The auditor shall rank the findings as follows:

A: In full compliance with the requirements of the standard
B: Area of concern that may lead to a nonconformity
C: Minor nonconformity
D: Major nonconformity
K: Critical nonconformity
NA: Not applicable

6.1.1 Area of concern that may lead to a nonconformity (B)

The auditor may identify areas of concern that may lead to a future nonconformity. It may be issues that do not have a potential effect on the product quality, food safety, animal welfare or management system, but are considered not to be Best Practice in the red meat industry.

In this case the auditor shall not give any recommendations and the company is not required to file a corrective action plan to the Certification Body.

Any area of concern does not influence the score calculation.

6.1.2 Minor nonconformity (C)

A minor nonconformity is given if:

- a requirement is not fully met, but food safety, traceability or animal welfare is not at risk; or
- a requirement weighted 1 or 2 in GRMS is missing in the management system

In the event of the company only having minor nonconformities, a corrective action plan including objective evidence (copy of updated procedures, records, photographs or invoices for work undertaken etc) shall be presented and closed out within 28 calendar days after the completion of the audit or at least 21 days prior to expiry of the certificate in case of a recertification audit.

If the corrective action plan is sufficient the company shall be recommended for certification. The corrective action plan will be part of the final report.

6.1.3 Major nonconformity (D)

A major nonconformity is given if:

- the nonconformity constitutes a direct risk to food safety, traceability or animal welfare; or
- a requirement weighted 3 in GRMS is missing in the management system.

A number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and the result could be a major nonconformity.

When a major nonconformity is given, a corrective action plan including objective evidence (copy of updated procedures, records, photographs or invoices for work undertaken etc) shall be presented to the Certification Body and closed out within 28 calendar days after the completion of the audit or at least 21 days prior to expiry of the certificate in case of recertification audits.

Verification of the corrective action plan shall take the form of further on-site assessment or the scrutiny of submitted documentation including updated procedures, records and photographs assessed by a technical competent member or group within the Certification Body.

The audit team leader shall decide whether the corrective actions can be accepted through a written submission or if a follow-up audit shall take place. In case of a follow-up audit, the audit team leader and the company must agree on the date of the follow-up audit.

The follow-up audit must be completed and the corrective actions verified within the 42-day timeline for issuing audit reports and certificates. If it cannot be assessed within the 42-day timeline (or in case of recertification before the expiration of certification) the certification shall be suspended.

6.1.4 Critical nonconformity (K)

A critical nonconformity (K) is given if there is a critical failure to comply with a food safety or animal welfare issue. Critical criteria have been pre-defined (marked with ”K”) in the Standard.

These criteria must be awarded an A (in full compliance), a B (area of concern), a C (minor nonconformity) or a K (critical nonconformity). In cases where the auditor awards a K (critical nonconformity), the company is automatically disqualified and cannot achieve certification for the audited location. The company decides whether the rest of the audit shall be discontinued or completed.

The pre-defined critical criteria cannot be raised as major nonconformity.

6.1.5 Not applicable (NA)

All production processes taking place at the site for which the company is responsible shall always be within the scope of the audit and included in the calculation of the compliance with requirements in GRMS.

In the checklist, some requirements are mandatory and it is not possible to indicate such requirement as not applicable (NA).

Some requirements are only relevant to some type of production. For these requirements, it is possible to indicate the requirement as not applicable (NA).

Requirements indicated as not applicable (NA) in the checklist shall not be included in the calculation of level of compliance.

The lead auditor shall identify the not applicable requirements based on the type of production at the location and mark them as (NA) in the checklist and the maximum error score will automatically be calculated.

6.2 The Individual weighting of each requirement

Each requirement in the standard is given a different weighting, which contributes to the overall compliance level of animal welfare, quality, food safety and hygiene at the production site.

The individual weighting of each requirement is specified in the column marked as “W” that can be found at each requirement in the checklist, guidelines and scheme requirements.

The individual weighting of each requirement is indicated with a 1, 2 or 3:

1. Requirements rated 1 have no influence on food safety, traceability or animal welfare.
2. Requirements rated 2 have an indirect influence on food safety, traceability or animal welfare.
3. Requirements rated 3 have a direct influence on food safety, traceability or animal welfare

The individual weighting of each requirement influences the calculation of the actual compliance error score.

The calculation of the actual compliance error score of each audit depends on both the ranking and the weighting of each requirement in the following way.

W	**A** full compliance	**B** Area of concern	**C** minor nonconformity	**D** major nonconformity	**Actual error score**	**Max error score**
1	1x0	1x0	1x1	1x3	0,1 or 3	1x3 = 3
2	2x0	2x0	2x1	2x3	0,2 or 6	2x3 = 6
3	3x0	3x0	3x1	3x3	0,3 or 9	3x3 = 9

6.2.1 Calculation of the compliance level

The compliance level is calculated as a percentage out of the maximum compliance error score possible in accordance with the following equation:

$$\frac{\text{(Max error score – actual error score) x 100\%}}{\text{Max error score}}$$

The calculation will define the level of compliance of the company location:

100 - 95% compliance:	Level I
94.9 - 90% compliance:	Level II
<90% compliance:	A new certification audit is required and no certification will be granted

Only level I and II compliance will result in a certificate.

Certification will not be granted if the audit results in three or more major nonconformities or if the compliance score is less than 90%.

The level of compliance achieved shall be reported in the audit report and on the certificate.

6.3 Impact of Corrective action on the original ranking

The level of compliance indicates the level of compliance at the time of audit.

Any nonconformity found at the audit has been corrected and closed out before issuing the certificate; however corrective actions cannot change the original ranking of the audit results by the auditor and have no influence on calculating the level of compliance.

Only additional audits (surveillance audits and recertification audits) shall change the level of compliance.

7. Audit report and certificate

The audit shall be based on the checklist provided and if necessary including references to relevant documents and records assessed during the audit.

A summary per section shall be made to give the reader of the report an impression of how the company complies with the requirements of this standard.

The company must write a corrective action plan for incorporation into the final report. In this way, the reader of the report can identify the nonconformities as well as the corrective actions that are being initiated by the company.

The report shall contain the following sections:

- Executive summary including conclusions on audit objectives;
- details of the scope and duration of the audit;
- summary of nonconformities;
- level achieved including the calculation resulting in the stated level;
- an overview of all the requirements and the findings, motivations and references of the auditor;
- conclusions for each main process of the production site;
- the corrective action plan stating all action taken or to be taken in respect of all nonconformities shall be based on a root cause analysis and include the acceptance (verification) of the actions by the auditor.

After review of the audit report and documentary evidence provided in relation to the nonconformities identified, a certification decision shall be made by the Certification Body. The certificate shall be issued within 42 calendar days of the completion of the audit – and in case of recertification audit before the expiry date of the certificate.

After release by the Certification Body, an electronic copy of the certificate must be submitted to DAFC . The certificate will be published at www.grms.org.

The certificate shall conform to the format shown in Appendix 1.

Audit reports shall remain the property of the company and shall not be released, in whole or in part, to a third party unless the company has given prior consent (or unless otherwise required by law).

After release by the Certification Body, an electronic copy of the audit report and the certificate must be submitted to DAFC. This shall be a requirement in the contract between the Certification Body and the company. Any distribution of the audit report by the Certification Body or DAFC must be approved by the company in writing.

DAFC will review the reports and ensure that contracted Certification Bodies comply with the defined audit duration criteria and that appropriate actions are taken if a Certification Body does not meet the defined requirements.

Audit reports can be reviewed by Accreditation Bodies without permission of the company. The Accreditation Bodies are bound to the full confidentiality.

The Certification Body shall keep a copy of the audit report. The audit report shall be stored safely and securely for a period of six years.

The Certification Body reserves the right to withdraw or suspend a certificate based on evidence that food safety or animal welfare on-site has been compromised. This may include legal proceedings with respect to product safety or animal welfare and significant damage to the site.

A certificate can be suspended if the Certification Body has not been informed about changes to the scope of the certified management system during a certification period.

Any nonconformity identified at an audit must be corrected and closed out within 28 days (or at least 21 days prior to expiry of the certificate in case of a recertification audit) of the audit and reviewed and accepted by the Certification Body.

If there is no intention on behalf of the company to take appropriate corrective actions or the corrective actions are deemed inappropriate, certification shall be withdrawn. The ultimate decision to suspend or withdraw certification remains with the Certification Body.

Any change in certification status shall be notified to the DAFC by the Certification Body. Certified production sites can be found at www.grms.org.

In the event of significant changes which could affect the safety of product, changes to the requirement of GRMS, changes of ownership or management of suppliers or if the Certification Body has reason to believe there should be compliance issues in relation to certification, the Certification Body shall re-evaluate the supplier(s) to assess compliance with GRMS.

8. Complaints

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

In case the Certification Body does not respond adequately, the complaint can be addressed to DAFC via the Global Red Meat Standard website.

The Certification Body shall have a documented procedure for dealing with complaints received from the company or other relevant parties. A full written response shall be given within four weeks and after an investigation of the complaint.

9. Communication with Certification Bodies

If any circumstances change within the company that may affect the validity of continuing certification, the company must immediately notify the Certification Body.

This may include:

- legal proceedings with respect to product safety, animal welfare or legality;
- product recall;
- significant damage to the site, e.g. natural disaster such as flood or damage by fire;
- change of ownership; and
- changes to scope during a certified period.

The Certification Body shall in turn take appropriate steps to assess the situation and any implications for the certification, and shall take any appropriate action.

The Certification Body may as appropriate:

- confirm the validity of certification;
- suspend certification pending further investigation;
- require further details of corrective action taken by the company;
- undertake a site visit to verify the control of processes and confirm continued certification;
- withdraw certification; or
- issue a new certificate with the new owner's details.

Changes to the certification status of company location shall be recorded on the GRMS website.

It is the responsibility of DAFC, to notify certified users of any changes in the scheme, requirements, guidelines and checklist and in the audit protocol. This notification may be conducted via the Certification Body.

10. Copyright

Copyright of the Global Red Meat Standard rests with full ownership with DAFC.

Should unauthorised use of the standard and its audit protocol occur, DAFC will take appropriate action.

The Global Red Meat Standard logo is copyright material and is a registered trademark owned by DAFC. Usage of the Global Red Meat Standard logo is regulated and governed by DAFC.

Only companies awarded a valid Global Red Meat Standard certificate can to use the Global Red Meat Standard logo.

The Global Red Meat Standard logo is not a product certification mark and shall not be used on products or product packaging.

DAFC will supply the Global Red Meat Standard logo and publication specifications on request.

Section III: Scheme requirements

The requirements have been colour coded to indicate those requirements relating to practice of production and processes and those relating to documentation and records as well as those relating to animal welfare.

	Main focus of audit shall be on practice of production and processes. Audit may include verification of the audit results by records and documentation.
	Main focus of audit shall be on documentation and records. Audit may include verification by auditing practice in the production.
	Main focus of audit shall be on animal welfare observed in practice. Audit may include verification of the audit results by records and documentation.
	Main focus of audit shall be on documentation and records in relation to the animal welfare. Audit may include verification of the audit results by auditing animal welfare practice.

1. Management System

1.1	Management responsibility and commitment	W
1.1.1	The company shall establish a management system for quality, food safety and animal welfare. The management system shall be documented, implemented, maintained and continually improved. **(K)**	3
1.1.2	The company shall identify the processes needed to ensure product safety and quality. The management system shall measure, monitor and analyse the processes and implement actions necessary to achieve planned objectives and continuous improvement.	2
1.1.3	Senior management shall ensure that all necessary resources and information in a timely manner are available to support the operation and monitoring of the processes and to ensure implementation, maintenance and improvement of the management system. Senior management shall establish a clear organisational structure, which defines and documents the job functions, responsibilities and reporting relationships for staff with management responsibility for activities which could affect product safety and quality. Documented job descriptions shall be available for all employees with management responsibility.	2
1.1.4	All personnel shall have responsibility to report nonconformities and potential risk related to quality and product safety to identified persons with management responsibility.	2
1.1.5	Senior management shall provide evidence of commitment to the development and implementation of the management system and to continually improving its effectiveness especially by communicating to the organisation the importance of meeting the requirements relating to quality, food safety and animal welfare.	2
1.1.6	The company shall have in place a Hazard Analysis and Critical Control Point system (HACCP) to demonstrate food safety management. Senior management shall appoint a team leader who, irrespective of other responsibilities, shall have the responsibility and authority to manage a HACCP team and report to management on the effectiveness and suitability of the food safety management system.	2

1.2	**Food safety policy**	**W**
1.2.1	Senior management shall establish a clear, concise and documented food safety policy and ensure that the policy is appropriate to the role of the company in the food chain, conforms to legal requirements and agreed product safety requirements of customers.	3
1.2.2	Management shall ensure that the food safety policy is understood, communicated and implemented at all levels throughout the company.	2
1.2.3	Management shall ensure that relevant measurable food safety objectives are monitored to validate safety of the products (section 1.7)	2
1.2.4	The company shall have in place defined requirements for the procurement of slaughter animals regarding control of prohibited substances such as hormones, antibiotics, medicines, heavy metals and pesticides.	2

1.3	**Quality policy**	**W**
1.3.1	Senior management shall establish a documented quality policy. The quality policy shall include the obligation to produce products in compliance with legislation and in accordance with agreed customer requirements.	2
1.3.2	Management shall ensure that the quality policy is understood, communicated and implemented at all levels throughout the company.	2
1.3.3	Management shall ensure that relevant measurable quality objectives are monitored (section 1.7).	2

1.4	**Environment and Working Environment Policies**	**W**
1.4.1	Management shall establish environmental objectives. Relevant measurable objectives shall be monitored to ensure that the environmental activities are in accordance with both legislation and company requirements, including a continuous effort to reduce the external environmental impact of the production.	1
1.4.2	The company shall demonstrate activities to reduce or minimise the external environmental impact. The environmental impact shall be reviewed annually and be part of the management review (section 1.7) in order to improve sustainability of the production.	1
1.4.3	The company shall be responsible for worker health and safety. This responsibility shall be established in an internal work safety organisation. Internal assessment of the workplaces shall be carried out at least every 3 years.	1

1.5	Internal audit	W
1.5.1	The company shall have a documented internal audit system in place to cover the scope of the management system and all elements of this standard. Internal audits shall be based on the past performance of the activity and its significance in relation to quality, animal welfare and food safety.	2
1.5.2	Trained and independent auditors shall make at least one internal audit every 12 months to ensure that the management system conforms and complies with the requirements of this standard. Nonconformities and corrective actions shall be documented.	2

1.6	Verification and improvement of the Management System	W
1.6.1	Management shall analyse the results of verification activities, especially the results of internal and external audits and results of inspections by authorities to confirm that the overall performance of the management system meets the requirements of this standard and the objectives of the company. This analysis is an input to the management review (section1.7).	2
1.6.2	Management shall ensure that the management system is continually updated by evaluating the management system at planned intervals. System updating activities shall be recorded and reported as input to the management review (section 1.7). The management system, especially the HACCP system and food safety related processes shall be reviewed in the event of any change that may impact food safety. Such a review shall evaluate the need for changes to the food safety system, including the food safety policy and food safety objectives.	2

1.7	Review of the Management System	W
1.7.1	Senior management shall establish a practice for an annual review of the Management System to ensure that procedures, production processes and resources are adequate and that the system in place is still fit for purpose and continually improved.	2

1.7.2	The review shall at least include an evaluation of: Food safety policy and objectives (section 1.2) Quality policy and objectives (section 1.3) Environmental impact and objectives (section 1.4) HACCP system (section 4.5) Food fraud mitigation plan (section 3.1.9) Food defence plan (section 3.1.11) Audit results (section 1.6) Inspections by authorities (section 1.6) Recall procedures (section 2.10.7) Traceability system (section 2.9.11) Performance of suppliers (section 2.11.15) Cleaning performance (section 7.10.5) Consistency of supply (section 2.7.3) Complaints and customer satisfaction (section 2.8.3 and 2.7.3) Measures taken to improve animal welfare (section 6.1.3) Training activities (section 9.2.6) Updating of the management system (section 1.6 and 3.1.3) The result of the review shall be documented and include updated policies and objectives and required improvements of the management system. Management shall communicate information concerning development, implementation and updating of the management system throughout the organisation.	2

2. Quality System

2.1	**General Requirements**	**W**
2.1.2	The scope of the quality system shall include all products and processes relevant to the certified production site. The company shall establish control and monitoring activities to ensure compliance with the requirement in this standard and customer requirements (section 2.3). Any agreed exclusions shall be indicated on the certificate.	2

2.2	**Legislation**	**W**
2.2.1	The company shall ensure that both national and relevant international legislation in export markets are known and complied with. This includes all processes and operations having an effect on food safety and legislation in the country of manufacturing as well as the country of known destination for the products.	2

2.3	Customer Requirements	W
2.3.1	The company shall ensure that customer requirements are known and that agreed requirements are complied with.	2
2.3.2	The company shall ensure that specific requirements agreed with individual customers regarding traceability and risk assessment of the supply chain are complied with.	2

2.4	Product specifications	W
2.4.1	Specifications with a description of product characteristics shall be available for finished products.	1
2.4.2	Shelf life shall be established from data, experience, analyses or validated predictive models.	2
2.4.3	Shelf life data shall be available for pre-packed products.	1
2.4.4	Shelf life guidelines for bulk products shall be available for customers.	1
2.4.5	Specifications for packaging and shipping shall be available.	1
2.4.6	Procedures must be in place to secure correct labelling of products. Finished product shall be labelled according to the applicable food regulations in the country of intended sale. Finished products intentionally or potentially containing allergenic materials shall be labelled according to the allergen labelling regulations in the country of manufacture and/or the country of destination.	1

2.5	Nonconforming products	W
2.5.1	All handling, disposal and control of nonconforming products shall be defined in documented procedures, including determination (root cause analysis) and implementation of corrective action in the event of any significant nonconformity. Records of actions shall be kept together with justification of the action taken. In case of systematic deviations, documented improvement activities shall be initiated.	2
2.5.2	Products that do not comply with product specifications or do not conform to the monitoring results shall be identified.	2
2.5.3	The company shall prepare and implement appropriate product hold and release procedures for nonconforming products.	2

2.5.4	An appointed member of staff shall assess nonconforming products. If appropriate, the customer shall be involved in the assessment.	2

2.6	**Product Development**	**W**
2.6.1	A procedure for the implementation of new products and processes or changes of existing products and processes shall be in place.	1
2.6.2	Product formulation, manufacturing processes and the fulfilment of product specification shall have been ensured by factory trials and product evaluation.	2
2.6.3	The product and processes shall be incorporated in the HACCP-system before production of final products (intended for sale) takes place.	3

2.7	**Sales**	**W**
2.7.1	When an order is placed, the execution of that order shall be incorporated into production planning according to agreed order.	1
2.7.2	Customers shall be notified of any changes made to the agreed order.	1
2.7.3	The consistency of supply and levels of customer satisfaction shall be regularly monitored. The results of this monitoring shall be included in the management review (section 1.7).	1

2.8	**Complaints procedures**	**W**
2.8.1	The company shall have a procedure for handling complaints and complaints data to control and correct shortcomings in quality and product safety. The customer shall be informed on the result of the handling of the claim.	2
2.8.2	Complaints shall be assessed by an appointed member of staff.	2
2.8.3	Management shall evaluate complaint data to identify any problem related to the management system and to identify possibilities of improvement. This evaluation shall be included in the management review (section 1.7).	2

2.9	Traceability	W
2.9.1	The slaughterhouse shall maintain a traceability system, enabling tracing and tracking of products to a group of primary producers. **(K)**	3
2.9.2	All slaughter animals delivered shall be identified with a unique supplier number. Alternatively another method for securing traceability to the supplier shall be implemented.	3
2.9.3	All carcases shall be identified by a slaughter number, which can be traced to a supplier number and the time of delivery.	3
2.9.4	The company shall maintain a traceability system enabling tracing and tracking (one step forward and one step backwards) of ingredients, packaging, nets or similar material in direct contact with food at batch level.	2
2.9.5	The company shall establish, implement and maintain appropriate procedures and systems to ensure identification of in-process material, final product and packaging throughout the production process.	2
2.9.6	The company shall establish, implement and maintain appropriate procedures and systems to ensure a record of purchaser and delivery destination for all meat products.	2
2.9.7	Finished products shall be marked with an identification (establishment) number and a lot or date mark.	2
2.9.8	Where the product has a specific provenance claim it shall be possible to verify the source of the provenance claim; either through verification of the traceability system or verification of the methods of identification used at the production site.	2
2.9.9	Traceability of all edible parts of the carcass shall be maintained until the carcass is deemed fit for human consumption, which includes blood for human consumption.	3
2.9.10	An annual test and evaluation of the traceability system shall be carried out and documented. This evaluation shall be included in the management review (section 1.7).	3

2.10	Product Withdrawal and Recall procedures	W
2.10.1	The company shall have a documented procedure for handling, reporting and assessment of incidents, which leads to a product withdrawal or recall.	2
2.10.2	The company shall appoint a Crisis Group responsible for dealing with incidents, which may lead to a product withdrawal or recall. The group shall be contactable all the time (24 hours a day).	2
2.10.3	Any affected products shall be traced, located and identified both internally and externally.	2
2.10.4	In the event of a product recall, the authorities shall be informed in due time.	2
2.10.5	In the event of a product recall, the Certification Body issuing the current certificate for the site against GRMS shall be informed within three working days of the decision to issue a recall.	2
2.10.6	Any course of action taken, which has led to a product withdrawal or recall, shall be documented.	2
2.10.7	An annual test and evaluation of product withdrawal and recall procedures shall be carried out and documented. This evaluation shall be included in the management review (section 1.7).	2

2.11	Purchasing	W
2.11.1	The company shall establish, implement and maintain appropriate procedures and systems to ensure an identification of any outsourced production, inputs or services related to food safety.	1
2.11.2	Documented specifications shall be available for all products, materials and services purchased or provided which have an effect on quality or product safety. A defined specification review process shall be in place.	2
2.11.3	A catalogue of meat suppliers to the production site shall be available and it shall be registered which species are delivered by each supplier. Suppliers of raw/fresh meat shall be certified by a GFSI approved standard. If suppliers of raw/fresh meat are not meeting this requirement, specific requirements for raw/fresh meat purchase shall be defined and documented.	3
2.11.4	The origin of all slaughter animals shall be known. **(K)**	3

2.11.5	Production of slaughter animals shall be in accordance with a Good Agricultural Practice programme, which for pig production shall include a risk based surveillance programme for Salmonella.	1
2.11.6	Suppliers of slaughter animals shall receive continuous feedback on quality aspects and health status of their animals.	1
2.11.7	Ingredients, packaging and other materials shall be purchased from approved suppliers in compliance with purchasing specifications. A catalogue of approved suppliers shall be available.	1
2.11.8	Use of non-approved suppliers shall be acceptable on a specific delivery provided that the facility of the supplier has been assessed and the supply meets the specification. Any use of non-approved suppliers shall be subject to specific criteria that apply to the specific delivery and traceability shall be ensured.	1
2.11.9	Contracts shall be in place for hauliers, external storage facilities, pest controllers, cleaning contractors and laundry suppliers.	1
2.11.10	Transport of meat and meat products shall be subject to specific requirements regarding hygiene and temperature.	1
2.11.11	Any process equipment, materials or packaging that come into contact with the meat shall be approved or certified for use in the production of food for human consumption.	1
2.11.12	Approval of suppliers shall be based on a documented risk assessment. Special attention should be placed on evaluating risk of fraud. Externally sourced materials and services, which have an effect on food safety shall be identified and conform to food safety requirements, including food fraud mitigation plan requirements.	1
2.11.13	Quality requirements to the supplier shall be based on company requirements and experience with the particular supplier.	3
2.11.14	The performance of suppliers shall be continually reviewed. The results of evaluations, investigations and follow up actions shall be recorded. The need for supplier audits shall be based on experience of the product or service and risk assessment. This evaluation shall be included in the management review (section 1.7).	2

2.12	**Control of documentation and records**	**W**
2.12.1	All documents in the management system shall be comprehensive and approved.	1
2.12.2	All documents in the management system shall be controlled and uniquely identified including relevant documents of external origin.	1
2.12.3	All documents in the management system shall be updated whenever necessary.	1
2.12.4	Documents shall be securely stored and readily accessible when needed. Documents shall be accessible at relevant points throughout the company, and remain legible and readily identifiable.	1
2.12.5	Unintended use of obsolete documents shall be prevented. Obsolete documents shall be identified as such and kept for a minimum of 3 years.	1
2.12.6	Records shall be kept for a defined time (minimum 1 year) in accordance with the shelf life of the products. A back-up system with defined frequencies shall be in place for electronic records. All records shall be properly kept to avoid loss and changes.	1
2.12.7	Only authorised personnel may alter records. Original records shall not be deleted.	1
2.12.8	The person recording or altering records shall sign and date the alteration in question. A password is required for electronic recording.	1

3. Food safety system

3.1	General requirements	W
3.1.1	The scope of the food safety system shall include all products and processes relevant to the certified production site. The company shall establish, implement and maintain documented and detailed procedures and instructions for all processes and operations having an effect on food safety. Any agreed exclusions shall be indicated on the certificate.	3
3.1.2	The company shall evaluate and update the food safety system to ensure that the system reflects the activities of the company and incorporates the most recent information on the food safety hazards subject to control (section 4). The evaluation shall be included in the management review (section 1.7).	2
3.1.3	Where the company chooses to outsource any process that may affect product safety or end product conformity, the company shall ensure control over such processes. Control of such outsourced processes shall be documented within the management system.	2
3.1.4	The company shall have a documented procedure to ensure that any product, which does not conform to food safety requirements, is clearly identified and controlled to prevent unintended use or delivery.	3
3.1.5	The company shall have procedures to manage potential emergency situations and accidents that can impact food safety, including fire and disruptions of water and energy supplies.	1
3.1.6	Procedures shall be in place to manage unforeseen hazards (sabotage, vandalism, natural disasters etc.).	1
3.1.7	Procedures shall be in place to control the risk of allergens. This shall include risk assessment of allergen cross contact and implemented controls to reduce or eliminate the risk of cross contact. Risk assessment of allergens shall be included in the Hazard Analysis.	3
3.1.8	The company shall make a documented food fraud vulnerability assessment and identify and address food fraud vulnerabilities related to public health risk in a Food Fraud Mitigation Plan.	3
3.1.9	The company shall have a documented Food Fraud Mitigation Plan in place to mitigate the public health risks from the identified food fraud vulnerabilities. The Food Fraud Mitigation Plan shall be supported by the management system (section 1.7).	3
3.1.10	The company shall perform a documented assessment of threats related to food safety. The identified issues shall be addressed in a Food Defence Plan that specifies the measures the company has implemented to mitigate the public health risks from the identified food defence threats.	3

3.1.11	The company shall have a documented Food Defence Plan in place to minimize the identified threats. The Food Defence Plan shall be supported by the management system (section 1.7).	3
3.1.12	The company shall communicate appropriate information throughout the food chain regarding safety issues related to its products, in particular in relation to product information, contracts and order handling.	1

4. HACCP System

4.1	**General Requirements**	**W**
4.1.1	Food safety control shall be based on Codex Alimentarius HACCP principles and include relevant bacteriological, chemical and physical hazards, including allergens. The system shall be systematic, comprehensive and thorough. The system shall include PRP (prerequisite programme).	3
4.1.2	The scope of the HACCP system shall be defined per product or product category and per process line or process-location. Hazards relevant to food safety shall be controlled in critical control points (CCP) and/or by PRP measures.	3
4.1.3	Current risk assessments from industry organisations or other similar sources shall form the scientific and/or technical foundation. The HACCP system shall be capable of accommodating change, such as advances in equipment design, processing procedures or technological developments.	2

4.2	**HACCP team**	**W**
4.2.1	The management shall create a HACCP team consisting of representatives from management, and from departments responsible for production, quality, food safety and engineering. The HACCP team shall ensure that representatives with relevant knowledge are included in the team when required.	1
4.2.2	The HACCP team leader shall possess competent HACCP knowledge.	2
4.2.3	The HACCP team members shall receive training in the HACCP principles.	1
4.2.4	The HACCP team shall establish the requirements for HACCP and PRP control. The quality department participates whenever required.	2
4.2.5	The HACCP team shall document meetings in protocols or minutes.	2

4.3	Hazard Analysis	W
4.3.1	A hazard analysis shall be carried out for all processes/product lines or product/product category and should be based on the following elements: **(K)** - Description of materials and products, including meat, ingredients, packaging specifications, product specifications, working instructions and packing instructions - Identification of intended use of the product, including consideration of consumers particularly susceptible to certain food hazards - Flow diagrams for processes, including returned products and re-work if relevant - Identification and assessment of severity of consequences and likelihood of occurrence for all known bacteriological, chemical and physical hazards	3
4.3.2	The HACCP team shall verify the accuracy of the flow diagrams used in the hazard analysis by on-site audit at least annually. The verification shall be documented.	2
4.3.3	The company shall ensure that allergenic ingredients are known and that the risk of cross contamination is assessed.	3

4.4	Control of Critical Control Points (CCPs)	W
4.4.1	Relevant hazards shall be controlled in CCPs, which shall be identified using a systematic method. The control of CCPs shall be documented in a HACCP plan.	3
4.4.2	Each CCP shall include a definition of method and frequency of monitoring, identification of personnel responsible for monitoring and a definition of records to be kept.	3
4.4.3	Control measures shall be in place for all relevant hazards to prevent or eliminate the risk or reduce it to an acceptable level.	3
4.4.4	Relevant parameters shall be selected for monitoring every CCP and these must be capable of demonstrating the conformity of the control measure.	3
4.4.5	A critical limit shall be established for monitoring parameters to ensure hazards are eliminated or reduced to an acceptable level.	3
4.4.6	For each CCP, specific corrective actions shall be in place, which come into force when the monitoring system shows results exceeding the critical level. The person responsible for corrective action shall be identified.	3
4.4.7	Corrective actions shall be recorded, including actions taken for products produced during the deviation, according to requirement in section 2.5. **(K)**	3

4.5	Maintaining the HACCP system	W
4.5.1	The company shall determine verification and validation activities. Documented activities shall ensure the function of the control measures and that the extent of monitoring is appropriate and adequate. The results of the activities shall be recorded. The HACCP system shall also be reviewed in the event of any change that could impact food safety.	2
4.5.2	The HACCP system shall be re-assessed annually to ensure that the system is appropriate and adequate. The HACCP team shall evaluate relevant aspects, including improvements that may have an influence on food safety. The results of the evaluation shall be recorded. The evaluation shall be included in the management review (section 1.7).	1

5. Production site standards

5.1	Access	W
5.1.1	The company shall maintain controlled access to prevent unauthorised entry.	2

5.2	External Areas	W
5.2.1	The factory area shall be clearly identified, and it must be located and maintained to prevent contamination from the environment and enable the production of safe products.	1
5.2.2	The surface of external areas shall be consolidated and properly drained.	1
5.2.3	Vegetation on external areas shall be kept to a minimum and clear from the buildings. Vegetation must not provide a habitat for rodents.	2
5.2.4	External areas shall be kept tidy to minimise the risk of pests.	1

5.3	Staff facilities	W
5.3.1	The company shall provide changing facilities with lockers, showers and toilets.	1
5.3.2	Smoking and eating is prohibited outside designated areas.	1
5.3.3	The company canteen facilities shall have a self-assessment programme.	1

5.3.4	The company shall provide temperature monitored refrigerators for storing lunch boxes.	1
5.3.5	Staff facilities shall be designed and operated so as to minimise food safety risks. Canteens and staff facilities shall be kept clean and tidy.	1

5.4	**Buildings, facilities and process equipment**	**W**
5.4.1	Buildings and facilities shall be suitable for the intended purpose. Production areas and process equipment shall not pose any risk of contamination and shall be maintained and easy to clean.	2
5.4.2	Equipment shall be suitably designed for the intended purpose and shall be used and stored so as to minimise food safety risk.	2
5.4.3	Plans showing the flow of materials, products, waste and human traffic through the company shall be available.	1
5.4.4	Facility design, construction, layout and product flow shall minimise the risk of product contamination.	2
5.4.5	Building plans showing water and waste pipes shall be available.	1
5.4.6	Water (including steam and ice) used shall be potable or approved by the authorities for the intended use, and subject to regular microbiological and chemical analysis.	3
5.4.7	The company shall perform planned maintenance for process equipment, buildings and external areas.	1
5.4.8	Production of high-risk products shall be in designated areas to prevent the risk of cross-contamination.	3
5.4.9	Safety measures shall be taken to avoid reflux in water pipes and access by rodents in waste pipes.	2
5.4.10	Adequate facilities for hand washing and hand disinfection shall be provided at the entrance to production area.	2
5.4.11	Opening windows in production and adjacent rooms shall be fitted with nets to avoid entrance of pests.	2
5.4.12	All doors shall be kept closed and, if necessary, secured to prevent access by pests.	2

5.4.13	Production rooms shall be kept tidy and clean.	2
5.4.14	Rooms and areas adjacent to production rooms, including the maintenance department, storage and depot rooms shall be kept tidy and clean.	1
5.4.15	Condensation shall not present a risk of contamination.	2

5.5	**Foreign materials**	**W**
5.5.1	The company shall have a procedure in place for controlling relevant foreign materials.	2
5.5.2	The company shall have a documented procedure in case of glass or hard plastic breakages. Products affected by breakages shall be subject to non-conformance procedures in compliance with section 2.5.	2
5.5.3	Windows in production and storage rooms posing a risk of product contamination shall be secured against breakage.	2
5.5.4	Lights and flytraps posing a risk of product contamination shall be secured against breakage.	2
5.5.5	Glass and hard plastic posing a risk within production, storage and changing rooms shall be registered and checked regularly.	2

5.6	**Pest Control**	**W**
5.6.1	An authorised contractor shall carry out relevant pest control. The frequency of inspections shall be determined by risk assessment. Clearly defined responsibilities shall be established between the contractor and site management.	1
5.6.2	The position of baits and flycatchers shall be identified on building plans.	1
5.6.3	The activity and/or capture of insects and rodents shall be recorded. Identified lack in pest proofing shall be recorded and there shall be a documented follow up.	1
5.6.4	In the event of infestation, or evidence of indoor pest activity, immediate action shall be taken to identify products at risk and to stop infestation. Any affected products shall be subject to the non-conforming product procedure (section 2.5). Indoor pest activity and stop of activity must be documented.	2

5.7	Waste	W
5.7.1	Waste (of animal origin) not approved for human consumption shall be stored in closed rooms/silos/containers.	2
5.7.2	Waste, plastic and cardboard shall be stored in closed containers and regularly collected by authorised contractors.	1
5.7.3	Waste (of animal origin) not approved for human consumption including Specified Risk Material (SRM) shall be categorised according to type of waste and regularly collected by authorised waste disposal contractors.	2

5.8	Handling of products	W
5.8.1	The company shall prepare and implement appropriate product release procedures, including procedures for re-work in relation to nonconforming products.	2
5.8.2	Appropriate facilities and procedures shall be in place to control the risk of physical, chemical or biological contamination of product. Any handling of products shall not pose a contamination risk. This includes the use of processing aids.	3
5.8.3	Procedures shall be in place to ensure meat, ingredients and packaging materials are used in the correct sequence and within the allocated shelf life.	2
5.8.4	Procedures for handling of products (including rework) shall be in place whenever a specific labelling claim is made.	3
5.8.5	Handling and storage of products containing allergens (including rework) shall be carried out so as to prevent cross contamination.	3
5.8.6	A procedure must be in place to avoid cross contamination in case of handling of meat or meat derivate from different animal species in the production. The production site shall have a list of meat based raw materials showing the content of different meat species.	3
5.8.7	Where high-risk products are manufactured, procedures shall be in place to control meat, ingredients, equipment, packaging, environment and personnel to prevent product contamination **(K)**	3
5.8.8	Where high-risk products are manufactured, there shall be physical segregation between processing areas and other areas, especially including finished handling areas.	3

5.8.9	Received meat, ingredients and packaging materials shall be inspected for quality and hygiene deviations. The inspection shall be recorded.	2
5.8.10	Temperature for received chilled and frozen products shall be recorded.	2
5.8.11	All meat, ingredients and packaging materials not being in process shall be covered or stored to prevent contamination risks.	2
5.8.12	Packaging materials coming into contact with meat shall be covered when not in process to prevent contamination risks.	2
5.8.13	Transport packaging shall be kept away from areas with unpacked meat, meat products and ingredients or stored at a suitable distance to prevent contamination risks.	1
5.8.14	The identification of meat, ingredients and finished products shall be unique.	1

6 Animal welfare

6.1	**Animal welfare – general requirements**	**W**
6.1.1	The company shall have a designated animal welfare officer who is trained to supervise all matters/conditions relating to the welfare of animals. The animal welfare officer shall report directly to the company's management.	2
6.1.2	Animals shall be spared any discomfort, pain or injury, fear or distress and have the ability to express normal behaviour during transport, intake, lairage and movement to killing. **(K)**	3
6.1.3	The company shall keep records of the measures taken to improve animal welfare. Evaluation of these records shall be included in the management review (section 1.7).	2

6.2	**Animal welfare – transport and unloading**	**W**
6.2.1	Slaughter pigs (excluding sows and boars) shall be delivered to the abattoir directly from the primary producer. Food chain information or equivalent must be available for all deliveries.	1
6.2.2	Only animals fit for transport must be transported.	3
6.2.3	For transport vehicles, a documented procedure shall be in place in case of a breakdown.	1

6.2.4	The company shall only use hauliers and vehicles approved for animal transport for delivery of animals for slaughter.	1
6.2.5	The company shall perform spot checks on deliveries of animals for slaughter to ensure that space requirements have been met.	1
6.2.6	Transport time shall be kept at a minimum. Transport time shall be recorded for each delivery and transport time shall not exceed 8 hours.	2
6.2.7	Animal welfare shall be inspected by an 'ante mortem' inspector during unloading and lairage. If an animal shows signs of disease or injury, a Veterinary Officer shall decide whether the animal should be killed immediately or transferred to a special sick pen.	3
6.2.8	Cleaning and disinfection of transport vehicles shall be monitored and documented via spot checks.	2

6.3	**Animal welfare – lairage, stunning and killing**	**W**
6.3.1	Lairage facilities shall be designed, constructed and maintained, so as to safeguard the welfare of the animals at any given time. The ramp shall be flexible and the angle must be maximum 20 degrees. There shall be a sprinkler system in the lairage to be used in warm weather. The lairage must be well ventilated.	2
6.3.2	Maximum lairage capacity shall be defined.	2
6.3.3	Sick pens shall be available for immediate use upon arrival at the abattoir.	3
6.3.4	The company shall ensure that no animal for slaughter is slaughtered before a Veterinary Officer/Inspector has performed 'ante mortem' inspection and approved the animal for slaughter.	3
6.3.5	The company shall inspect animals in the lairage regularly. Animal welfare at unloading, in the lairage and during movement to stunning must be observed in daily spot checks, which must be documented.	2
6.3.6	All animals for slaughter shall have access to fresh water. Animals kept in the lairage for more than 12 hours shall be fed.	2
6.3.7	Lactating cows shall be milked at intervals of no more than 12 hours.	2
6.3.8	No slaughter must be carried out without prior stunning of the animals	3

6.3.9	Handling of animals prior to slaughter shall not compromise animal welfare: - use of electric goads shall only be allowed when moving the animals into the final stunning area; - electric goads shall only be used on the rear of the animal, and when the animal can move forward; and - stunning and killing equipment shall be designed, built and maintained to prevent injury or lesions to the animals.	2
6.3.10	A documented procedure shall be in place to control the effectiveness of the stunning/killing equipment. This shall be performed as a documented spot check using two parameters, and include checking after stunning and after bleeding. Control and measures undertaken in the event of insufficient stunning/killing shall be recorded.	2
6.3.11	Stunning systems using stunning gas shall have alarms in place if the concentration of stunning gas should fall below a defined limit. The alarm must be regularly checked.	2
6.3.12	A back-up system for stunning animals shall be available in the stunning area.	1
6.3.13	Sticking shall be carried out in a continuous process and the animals shall remain fully unconscious until death from bleeding. Operators shall be trained in observing any signs of consciousness.	2
6.3.14	A maintenance programme shall be in place for the stunning/killing equipment. Maintenance carried out shall be recorded.	2

7. Process Management and Production Monitoring

7.1	**General requirements**	**W**
7.1.1	Grading of carcases shall be based on an official method.	1
7.1.2	Process and work descriptions including packing requirements shall, where necessary, form the basis of all work undertaken.	2
7.1.3	The maximum time allowed from slaughter to start of the chilling process shall be defined. Time and temperature requirements for chilling of the carcass shall be defined.	2
7.1.4	Rooms that require cooling shall have a temperature control system and be fitted with an alarm system.	3
7.1.5	Sterilisation equipment including automated machinery shall be monitored. The monitoring must be documented.	2

7.1.6	Waste shall regularly be removed from the production process without posing a contamination risk.	2

7.2	**Slaughter**	**W**
7.2.1	A procedure must be in place to avoid cross contamination in case of slaughter of different animal species at the same slaughter line.	3
7.2.2	An emergency procedure shall be in place in case of a breakdown on the slaughter line before the point of evisceration.	1
7.2.3	Faecal contamination shall be removed on the slaughter line. Alternatively, the carcass shall be dressed on a separate line.	3
7.2.4	The company shall ensure that an official Veterinarian Officer/Inspector inspects all parts of the slaughter animal (“post mortem inspection”) to ensure that it is fit for human consumption.	2
7.2.5	Health data of the individual animal shall be recorded at the slaughter line and informed to the animal supplier.	1
7.2.6	Knives and tools shall be sterilised between each carcass prior to approval of the carcass for human consumption (“post mortem inspection”).	2
7.2.7	The cooling and equalisation processes shall be defined, monitored and recorded.	2

7.3	**Primal cutting, deboning and packing**	**W**
7.3.1	Prior to primal cutting, carcases shall be visually inspected for any slaughtering or hygienic deviations. Temperatures shall be recorded via spot checks. In case of hot or warm cutting and deboning a procedure shall be in place to ensure proper chilling of products.	3
7.3.2	The conformity of product shall be continuously ensured during the deboning process. Procedures shall be in place to avoid cross contamination with other species.	2
7.3.3	Finished products shall be subject to a documented quality inspection, which in case of pre-packed products, shall include labelling, weight and count checks. The inspection of pre-packed products shall be recorded.	2

7.3.4	Where the control of packing parameters (vacuuming, packed under controlled atmosphere, leakers) is essential to ensure product safety and shelf-life, such parameters shall be monitored.	3
7.3.5	Before dispatch, product temperatures shall be checked and recorded in every shipment.	2

7.4	**Offal (fresh meat other than the carcase, including viscera and blood)**	**W**
7.4.1	Offal shall originate from animals that have passed the official post-mortem inspection.	3
7.4.2	Offal shall be inspected for any slaughtering and hygiene deviations.	3
7.4.3	Where the control of process parameters (temperature, salting) is essential to ensure product quality and food safety, such parameters shall be monitored and recorded. Procedures shall be in place to avoid cross contamination with other species.	3
7.4.4	Offal shall where necessary be subject to an approval before release/dispatch. **(K)**	3
7.4.5	Finished products shall be subject to a documented quality inspection, which in case of pre-packed products, shall include labelling, weight and count checks. The inspection of pre-packed products shall be recorded.	2
7.4.6	Before dispatch of chilled or frozen products, product temperature shall be checked and recorded in every shipment. Alternatively product temperature can be documented by temperature monitoring systems.	2

7.5	**Minced meat, meat preparations and meat products**	**W**
7.5.1	Where control of process parameters is essential to ensure product quality and food safety, such parameters shall be monitored and recorded. **(K)**	3
7.5.2	Finished products shall be subject to a documented quality inspection, which in case of pre-packed products, shall include labelling, weight and count checks. The inspection of pre-packed products shall be recorded. Procedures shall be in place to avoid cross contamination with other species.	2
7.5.3	Where the control of packing parameters (vacuuming, packed under controlled atmosphere, leakers) is essential to ensure product safety, such parameters shall be monitored.	3
7.5.4	Before dispatch, the temperature of products shall be checked and recorded for every shipment.	2

7.6	Chilling and freezing storage	W
7.6.1	The chilling and freezing process shall be defined and monitored. Freezing processes shall be validated by temperature loggers measuring the temperature in the centre of products. For cartons on pallet the logger shall be placed in the centre of a carton placed at the middle of the pallet.	2
7.6.2	Temperature of chillers and freezers shall be defined and monitored on-line with temperature logging at least twice per hour. Records shall be kept for minimum 2 years.	2
7.6.3	An alarm shall be activated if the temperature exceeds a defined limit.	2
7.6.4	Temperature monitoring shall be assessed and approved on a daily basis.	2

7.7	Product analyses	W
7.7.1	Laboratory analyses shall be carried out using recognised methods. Laboratories shall be part of documented inter-calibration (ring test) or hold an accreditation according to ISO/IEC 17025. Measurement values shall be expressed in SI-units. If specific sampling methods for a testing procedure are required by regulation or contract, such sampling methods shall be based on International Standards (ISO), whenever possible.	1
7.7.2	A risk based Salmonella surveillance programme shall be in place for slaughter animals (pigs). Producers shall receive continuous feedback on the Salmonella level.	2
7.7.3	A risk based Salmonella monitoring of carcases (pigs) shall be in place.	2
7.7.4	Slaughter hygiene shall be monitored continually via swab testing. The samples shall be analysed for at least total viable count and faecal bacteria.	2
7.7.5	The company shall perform random sampling for presence of residues in accordance with industry codes and/or surveillance programme.	2
7.7.6	The results of antibiotic and chemotherapeutic analysis shall be available.	1
7.7.7	A risk based Trichinella surveillance program shall be in place for slaughter pigs and horses.	1
7.7.8	A risk based BSE surveillance programme shall be in place for cattle in accordance with national legislation and at least OIE requirements. **(K)**	3

7.7.9	A risk based TSE surveillance programme shall be in place for lamb, sheep and goat meat production in accordance with national legislation. **(K)**	3
7.7.10	Microbiological analysis of products shall be performed to monitor the production process.	2
7.7.11	Where validation of finished product attributes is required, chemical, microbiological or sensory tests shall be carried out in accordance with product specifications.	2
7.7.12	Where more species are handled test shall verify that contamination with other species do not occur.	1

7.8	**Transport vehicles**	**W**
7.8.1	All containers and vehicles (including contracted out vehicles) used for the storage and transportation of meat, ingredients, packaging materials and products shall be suitable for the purpose and maintained in good repair and be clean.	2
7.8.2	Company vehicles and contracted transport vehicles shall be equipped with a temperature log for chilled/frozen products.	2
7.8.3	The hygiene standards of transport vehicles shall be monitored and recorded at delivery/dispatch.	2
7.8.4	For company and contracted transport vehicles, a documented procedure shall be in place in case of a breakdown in vehicles, equipment or chilling systems.	1

7.9	**External storage**	**W**
7.9.1	Intake, storage and dispatch conditions shall be documented. Products shall be stored and transported under conditions, which minimise the potential for microbial, chemical or physical contamination.	1
7.9.2	The external storage company shall be obliged to inform the company in case of refrigeration/freezing deviations. The company shall notify the customer if necessary.	1

7.10	Cleaning	W
7.10.1	Cleaning shall be made according to documented standards. The cleaning programme shall include frequency and a description of cleaning and disinfection materials used.	1
7.10.2	Cleaning shall be carried out according to contract or job descriptions and be maintained at all times and throughout all stages of production.	1
7.10.3	Cleaning materials shall be suitable for their intended use and stored appropriately.	1
7.10.4	The cleaning shall be visually inspected and approved before start up. The inspection shall be recorded. Results from the inspection shall be communicated to the cleaning personnel and, if contracted out, to the cleaning company.	2
7.10.5	The cleaning standard shall be verified and recorded periodically based on a testing programme, including at least TVC and Enterobacteriacea. Results from the tests shall be communicated to the cleaning personnel and, if contracted out, to the cleaning company. The verification and evaluation of cleaning shall be included in the management review (section 1.7).	2

8. Monitoring equipment

8.1	Measuring devices	W
8.1.1	The company shall determine types of measuring equipment including the accuracy necessary to ensure control and monitoring.	1
8.1.2	Measuring equipment shall be protected against damage.	1
8.1.3	Measuring equipment shall be clearly identified and the calibration status shall be known.	1

8.2	Calibration	W
8.2.1	Measuring equipment shall be calibrated within the full range of the scope.	2
8.2.2	Measuring and monitoring devices shall be calibrated traceable to a recognised standard. Calibration results shall be recorded against a norm.	1
8.2.3	Only qualified staff may calibrate measuring equipment.	1

8.2.4	If measuring equipment falls out of calibration and the deviation has direct impact on quality or food safety, corrective actions shall be taken (section 2.5).	2

9. Personnel, External Labour and Visitors

9.1	**Hygiene regulations**	**W**
9.1.1	Documented personal hygiene standards and hygiene regulations based on risk of product contamination shall be in place.	2
9.1.2	The company shall have procedures in place to ensure that all external labour follow the hygiene regulations.	2
9.1.3	All personnel shall address hygiene precautions, especially when they enter a higher hygienic level.	2
9.1.4	A documented procedure for health information shall be in place. If in accordance with national legislation medical screening procedures shall be in place to identify conditions impacting food safety. Employees are obliged to notify the management in the event of any illness, which may pose a risk to food safety.	2
9.1.5	Before gaining access to production areas, visitors and external personnel shall provide information on their health status.	1
9.1.6	The company shall provide suitable and appropriate work clothing and protective clothing. Work clothing and protective clothing may not pose a risk of product contamination.	2
9.1.7	Outside stay in working clothes is prohibited.	1
9.1.8	Visitors and external personnel shall be dressed in appropriate clothing before entering production areas.	1

9.2	**Training**	**W**
9.2.1	The company shall ensure that all employees are adequately trained, instructed and supervised in food safety principles and practices, commensurate with their activity.	2
9.2.2	New employees coming into contact with products shall be informed of the company's hygiene regulations. Employees shall complete a course on hygiene within the first 4 months of employment. This shall be documented.	2

9.2.3	When commencing a new work operation, the employee shall be trained and monitored until the employee is familiar with the working procedures. All training shall be documented.	2
9.2.4	Employees handling animals from unloading to sticking shall complete an animal welfare competence course and pass a test to get a competence certificate. Hauliers handling animals for slaughter shall complete an animal welfare training course from an acknowledged training institution.	2
9.2.5	Employees shall be offered relevant further training on an on-going basis.	2
9.2.6	The company shall identify needs for training and resources needed to implement planned training activities. Evaluation of effectiveness of training activities shall be included in the management review (section 1.7)	2

Section IV: Scheme Management

1. Scope and ownership

1.1 Scheme scope

The standard sets out the requirements for all processes related to production of meat and meat products from pork, beef, lamb/sheep, goat and horse.

> ***Processes:***
> Transport, lairage, slaughtering, evisceration, chilling, cutting, deboning, curing, marinating, mincing, mixing, fermentation, smoking, cooking, packing, freezing, freezing storage
>
> ***Products:***
> Fresh meat, meat products, meat preparations, mixed products and edible by-products

The standard is available for implementation by all interested parties within its scope and it is open for application by any Certification Body. It shall be ensured that the accreditation scope of the Certification Body activities in relation to GRMS is unambiguous.

The current version of the standard is available at www.grms.org

The GRMS scope is maintained in consistency with the GFSI food chain category, sub category C Animal Conversion, including lairage, slaughter, evisceration, bulk chilling and bulk freezing of animals.

GRMS contains requirements other than those related to food safety, but the GFSI recognition is limited to requirements related to the food safety management system only.

GRMS has requirements related to quality and animal welfare incorporated in addition to food safety requirements.

1.2 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

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 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.

3. Scheme 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.

The scheme is consistently benchmarked against GFSI criteria via an annual review. The review of the scheme is carried out with the involvement of direct stakeholders, especially the Technical Working Group.

The review shall assess the management of the scheme and that GRMS is updated and addresses any issues of concern raised by stakeholders. The review and any arising actions shall be documented in an annual review report.

The standard, guidelines and checklist shall be re-issued at least every six years in accordance with changes to contractual requirements and other requirements

3.1 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

4. Requirements for Certification Bodies

The Global Red Meat Standard is a management system certification scheme. Production sites are certified, upon completion of a satisfactory audit, by an auditor employed by a Certification Body. The Certification Body shall have been assessed and judged as competent by an Accreditation Body.

Only the Certification Bodies that have GRMS within their ISO/IEC 17021-1:2015 accreditation scope (or otherwise approved by DAFC) shall carry out audits against the Global Red Meat Standard and issue reports and certificates.

The Accreditation Bodies granting accreditation to the scope of the scheme must be either part of the European Accreditation (EA) Multilateral Agreement (MLA) or member of the International Accreditation Forum Multilateral Agreement (IAF MLA) for the appropriate scope.

The scope of accreditation of Certification Bodies shall be precisely defined in relation to GRMS, and it must be made publicly available. The Certification Body shall inform DAFC if accreditation is lost or suspended.

If the range of certification services offered by a Certification Body is wider than those accredited, the limits and scope of the accreditation shall be made clear by the Certification Body and publicly available.

Certification Bodies shall be registered and approved by DAFC and a contractual and enforceable arrangement with the Certification Body shall be in place.

If the range of certification services offered by a Certification Body is wider than those accredited, any ambiguity in relation to the scope of services offered by the Certification Body shall be resolved by DAFC in consultation with the Certification Body concerned. Services that are outside the scope of accreditation shall be distinguished from those that are accredited.

If a Certification Body has an application for extension of their scope pending with an Accreditation Body, written notification of such circumstance from the Certification Body must be held and acknowledged by DAFC.

A list of Certification Bodies approved by DAFC is available on the GRMS website: **www.grms.org**
GRMS will levy a fee for each GRMS-certificate issued by the Certification Body.

For new Certification Bodies wishing to perform audits against the Global Red Meat Standard, accreditation may not yet have been achieved. In such circumstances, the Certification Body will be permitted to perform audits if it can demonstrate:

- an active application for accreditation against ISO/IEC 17021-1:2015
- the experience and qualifications of the auditors are consistent with those specified by DAFC
- a contract is in place with DAFC and all other contracted requirements have been met

The acceptability of audit reports and certificates generated by Certification Bodies awaiting accreditation but meeting all the above criteria is at the discretion of individual users.

If accreditation is not granted within 12 months the contract with the Certification Body shall be terminated and potential actions reviewed. In situations, where there is a delay, the Certification Body shall provide a plan for achieving accreditation to DAFC for approval.

In such case DAFC can issue a dispensation to the Certification Body and the acceptability of audit reports and certificates generated is at the discretion of individual users.

Suspension and withdrawal of the right to deliver certification services in relation to GRMS certification may be executed in case of non-compliance with the requirements of this standard from Certification Bodies.

If performance of a Certification Body does not meet the requirements of this standard and nonconformity has been observed by DAFC, the Certification Body will receive a formal warning.

If the formal warning does not result in effective corrective actions, sanctions shall be imposed. Sanction will depend on the severity of the non-conformance and may include increased surveillance or review of processes by DAFC and/or ensuring auditors are accompanied on audits.

Repeated failures and failure to co-operate will result in termination of the contract with the Certification Body.

The Certification Bodies shall have in place an agreement with certified organisations that includes a clause ensuring that DAFC is informed of any significant public food safety incidents, such as significant regulatory food safety non-conformities, product recalls, etc.

Certification Bodies shall have procedures in place to ensure the integrity of certification is maintained after notification. The Certification Body shall notify DAFC of any withdrawal or suspension of certification of a supplier.

Certification Bodies shall operate an effective and fully implemented quality system. The quality system shall be fully documented and used by all relevant staff.

Within the Certification Body there shall be a designated member of staff responsible for the quality system development, implementation and maintenance. This designated member of staff will have a reporting role to the executive management and shall also have the responsibility for reporting on the performance of the quality system for the purposes of management review and subsequent system improvement.

The Certification Body shall have a system in place to evaluate conformance with GRMS and fully comply with other associated requirements of the certification scheme.

The Certification Body shall upon request make available to DAFC the following information:

- Authority under which the organisation operates
- A statement in relation to its certification system, including information on rules and procedures for granting, maintaining, extending, suspending and withdrawing certification of its clients
- Evaluation procedures and certification processes in relation to GRMS
- Details of the rights and requirements of applicants and clients such as the use of logos and marks and the way in which a client can use information in relation to certification
- Details of complaints, appeals and disputes procedures
- A comprehensive list of all clients certified against GRMS

The Certification Body shall require all staff involved with the certification process to sign a contract or agreement, which clearly commits them to complying with the rules of the organisation with reference to confidentiality and independence from commercial or personal interest, and to declaring any issues in relation to personal conflicts of interest.

The Certification Body shall clearly document and make known to its employees all requirements of ISO/IEC 17021-1:2015 Annex A and Annex D relating to personnel.

The Certification Body shall hold and maintain records regarding the qualifications, training and experience of all staff involved in the certification process. All record shall be dated.

The information shall include:

- Name and address
- Organisational affiliation and position held
- Educational qualification and professional status
- Experience and training in the relevant fields of competence in relation to GRMS scope
- Details of performance appraisals

Certification Bodies shall notify DAFC of changes to ownership, management personnel and management structure or constitution in a timely manner.

Where there is any possible conflict or problem, which could result in bringing the scheme or GFSI into disrepute, DAFC and the Certification Body shall agree on appropriate action and DAFC shall notify GFSI.

5. Integrity monitoring programme

The maintenance of a high and consistent standard of audit and certification is essential to confidence in the scheme and to the value of the certification. The Danish Agriculture & Food Council (DAFC) therefore monitors the performance of Certification Bodies to supplement the work of Accreditation Bodies and ensure high standards are maintained.

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 performance of Certification Bodies is formally reviewed annually including a risk based integrity programme for control and management of Certification Bodies and auditor performance.

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

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

Risk factors include but are not limited to factors such as:

- the number of countries in which a Certification Body operates
- the number of auditors employed
- languages in which audits are undertaken
- number of certificated companies
- number of centralised offices
- number of audits undertaken per auditor
- grading and number of non-conformances
- product recalls

The key performance indicators (KPI) are:

- on site duration of the audit
- audit frequency
- time frame for report submission
- auditor witnessing
- auditor performance monitoring
- number of audits per auditor
- time frame for the completion of client non-conformities

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 the DAFC
- Communications with auditors

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.

DAFC may make office visits or office audits of Certification Bodies and 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.

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

5.1 Auditor competence

The Certification Body shall employ personnel who have the competence requirements to meet all management, administrative, technical and auditing functions within the organisation.

The Certification Body shall have systems and procedures in place to ensure that auditors conducting assessments meet the capabilities described in ISO/IEC 17021-1:2015 and ISO/TS 22003:2013 (Category C).

The Certification Bodies shall base the recognition of the scopes for auditors related to the scope of GRMS and the GFSI sector C (Animal Conversion), and auditors shall have the required education including a HACCP training course or equivalent and experience within the scope of GRMS.

The verification of the auditor's ability to carry out work within specific meat categories is the responsibility of the Certification Body.

The Certification Body shall have a structure in place requiring that to extend the scope; an auditor must undergo training in the new sector, and conduct supervised audits and must be assessed and signed off as competent by the Certification Body to conduct audits in the new sector

All Certification Bodies are required to have processes to assess the competence of their own auditors.

An essential element of the training and calibration of auditors shall be a witnessed audit programme. Auditors are observed during an audit and provided with feedback on the performance of the audit.

To ensure consistency between Certification Bodies and for the purposes of accreditation, an audit may be witnessed by a representative from DAFC or an Accreditation Body.

GRMS has recorded data for every scheme specific auditor employed by Certification Bodies approved for GRMS certification. Details of auditor qualifications, training, experience and scope of activity in relation to GRMS are held and maintained within this register.

The Certification Body shall include the following in their appraisal program of auditors:

- An assessment of knowledge and skills within the meat industry
- An assessment of knowledge of food safety, HACCP and animal welfare
- An assessment of knowledge of Prerequisite Programs
- An assessment of the ability to apply relevant laws and regulations
- An assessment of auditing performance and skills

Auditors must have a degree in food related or bio-science discipline or, as a minimum, successfully completed a food related or bio-science higher education course or equivalent. Minimum 5 years of experience within the food industry at the level of Manager Operations or Quality Assurance is required. Auditors must have knowledge of relevant legislative requirements and a good understanding of quality assurance, quality management and HACCP principles as well as animal welfare issues.

5.2 Auditor training

DAFC is offering a mandatory one day training program including the standard requirements, audit protocol and personal examination, including assessment of product category knowledge and understanding of HACCP, food safety and animal welfare issues related to the meat industry.

The Certification Body shall ensure that initial training or experience (before participating in the mandatory training) has included:

- An assessment of knowledge and skills within the meat industry
- An assessment of knowledge of food safety and HACCP
- An assessment of knowledge on Prerequisite Programs
- An assessment of the ability to apply relevant laws and regulations
- A period of supervised training (or experience) to cover the assessment of quality and food safety management systems and HACCP, specific audit techniques and specific knowledge on meat industry and animal welfare

Certification Bodies shall use the GFSI knowledge assessment tool and process requirements provided by GFSI, when applicable. Results of this knowledge assessment are accepted by DAFC in relation to all Certification Bodies and GFSI recognised schemes.

Upon completion of the GRMS-training and before taking up unsupervised duties auditors shall be assessed on their performance in a combination of 10 audit days and 5 audits on GFSI-recognised schemes.

If the specific auditor is already approved for auditing GFSI recognised schemes, only one supervised GRMS audit is required to ensure the assessment of capabilities in relation to GRMS and the meat industry.

The auditors shall keep up to date with best practice in the meat industry, food safety and technological developments and have access to and be able to apply relevant laws and regulations. The Certification Body shall maintain records of all training undertaken.

The Certification Body shall establish, document, implement and maintain a programme, which shall include at least 5 on site audits per 12 months at different sites against GFSI approved schemes within the food industry.

To ensure specific GRMS scheme knowledge each auditor shall carry out at least 1 on site audit per 12 months against GRMS. If this is not possible DAFC will arrange a mandatory training for the specific auditor to maintain scheme knowledge and to re-qualify the auditor.

Companies audited against the Global Red Meat Standard may wish to provide feedback to the Certification Body or DAFC on the performance of the auditor.
Such feedback sent to the DAFC will be considered in confidence.
Feedback provides a valuable input to the maintenance of a high and consistent standard.

5.3 Accreditation

Accreditation Bodies, which are accrediting Certification Bodies to GRMS, must be either part of the European Accreditation (EA) Multilateral Agreement (MLA) or member of the International Accreditation Forum Multilateral Agreement (IAF MLA) for the appropriate scope and meeting the requirements of IAF MD 16:2015; ensuring accredited Certification Bodies comply with the requirements of ISO/IEC 17021-1:2015.

5.4 Complaints and referrals

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.grms.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.

Appendix 1: Certificate Template

CERTIFICATION BODY LOGO

Herewith the certification body

(Certification Body name
and full address)

as a Certification Body accredited to ISO/IEC 17021-1:2015, declares that the Management System (quality, food safety and animal welfare) at

(Company name
Audit site address)

for the scope

(list products and processes included in the Management System audited)
(exclusions from scope shall be mentioned)

fulfils the requirements of the

Global Red Meat Standard
Version 5.0

at level (level achieved)

Certificate No.
Refers to the report No.
Date of audit:
Certificate Issue Date:
Certificate Expiry Date:
Surveillance audit due date:
Recertification audit due date:

_____
Name
Title of authoriser

GRMS logo

Name and full address of Certification Body
This certificate remains the property of (name of Certification Body)

Accreditation Body logo

Appendix 2: Glossary

Documented	A written description of method
Documented procedure	A written agreed method of carrying out an activity or process, which is implemented and documented in the form of detailed instructions or process description.
DAFC	Danish Agriculture & Food Council
Edible by-products	E.g. blood, organs, intestines, animal fat etc**.**
Factored goods	Goods which are purchased and distributed by a site but which undergo no process at the audited site. Packing or repacking operations are classified as a process and would not be classified as factored goods.
Fresh meat	Chilled or frozen meat cuts
High-risk product	A ready-to-eat product where there is a high risk of growth of pathogenic microorganisms.
Meat preparations	Fresh meat, including meat that has been reduced to fragments, which has had foodstuffs, seasonings or additives added to it (e.g. raw sausages, minced meat, marinated products etc).
Meat products	Bacon products and ready-to-eat products (e.g. sausages, cold meat, meat balls etc.)
Mixed products	Semi-manufactured products, with meat as main ingredient.
Pre-packed	Any single item for presentation as such to the final/end consumer and to mass caterers.
OIE	World Organisation for Animal Health
Procedure	An agreed method of carrying out an activity or process which is implemented.
Product adjustment	Modification of existing product (e.g. new meat cut) where renewal of risk analysis is not necessary.
Product development	New products/processes or modification of existing products/processes where renewal of risk analysis is necessary.
Product recall	The removal (by a supplier) of a product from the supply chain that has been deemed to be unsafe and has been sold to the end user, or is with retailers or caterers and is available for sale
Product withdrawal	The removal (by a supplier) of a product from the supply chain that has been deemed unsafe, which has not been placed on the market for purchase by end users.
Ready-to-eat product	Meat products intended for direct human consumption, which do not need cooking or other processing, effective to eliminate or reduce to an acceptable level of microorganisms.
Recorded	Registration of parameters, activities etc
Red meat	Pork, beef, lamb, sheep, goat and horse

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