

# FEMAS Application Form



Date completed			
Company name			
Company address			
Telephone number			
Additional address		Activity at address	
Additional Address		Activity at address	
Main contact name		Contact position	
E-mail		Mobile No	
Deputy contact name		Deputy contact position	
E-mail		Mobile no	
Approximate size of site		Number of staff	
Operational shift patterns / hours		VAT Number for non UK Clients	
Business activity	Producer		Trader



Scope of audit: (brief description of what activities you would like covered under FEMAS.)				
<b>Feed Ingredient to be placed on the market*</b>				
Ingredient name	Material or additive	Feed Catalogue/Reg code or Additives Reg code		
<i>E.g.1 Wheat feed</i>	<i>Feed material</i>	<i>1.11.6</i>		
<p><i>* For any feed ingredient, either produced or traded within the UK or EU to be covered under FEMAS it needs to be listed in either the Catalogue of Feed Materials, Register of Feed Materials or the Feed Additives Register.</i></p> <p><i>If the ingredient is not legal to be sold within the UK or EU then evidence must be submitted to demonstrate that the ingredient is legal in the country it is sold into.</i></p>				
<b>Production applicants</b>				
Please detail all raw materials used in the production process:				
<b>Trading applicants</b>				
Before applying to the FEMAS scheme you must determine the supply chain and assurance status of the product you wish to trade.				
Feed Ingredient	Supplier name	Any AIC recognised certifications held by the supplier that cover the ingredient	Assured or not assured (see link below*)	If the feed ingredient is not assured would you like to gatekeep?



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<p>* <a href="https://www.agindustries.org.uk/resource/feed-food-schemes.html">https://www.agindustries.org.uk/resource/feed-food-schemes.html</a> See additional guidance in appendix 1 below.</p>				
<p>Exclusions - please detail any feed which is despatched from this site which will not be covered under the scope of FEMAS.</p>				
<p>Other certifications held:</p>				
<p>The FEMAS Scheme includes a short notice programme. Each business must be audited at short notice at least once every 3 years. Please indicate any periods of time (including dates) that you would like to make us aware of when a short notice audit would not be appropriate e.g. during maintenance shut down.</p>				
<p>Please detail any incidents of formal action against the business by the competent authority in relation to feed safety and the feed ingredients to be covered by FEMAS.</p>				
<p>I wish to apply for certification for the FEMAS Standard.</p> <p>I understand that I must pay the audit/certification fee. Based on the information provided in this Application Form, Kiwa Agri Food will send a quotation with details of the audit/certification fee.</p> <p>I expect to be ready for my audit during ..... (month/year)</p> <p>I will be familiar with the FEMAS standard and relevant sector notes  <a href="https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme.html">https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme.html</a></p> <p>I have included the most up to date HACCP process flow and risk assessment.</p>				



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Signed:	Position:	Date:
Reasons for choosing Kiwa Agri Food (please circle)		
Marketing, Referral, Quality, Speed, Price, Customer Demand, Google Search		



## Appendix 1

Additional guidance for trading applicants, to be classed as assured the feed material or additive must be covered under the scope of the suppliers certification. The recognised scheme list can be found here:

<https://www.agindustries.org.uk/resource/feed-food-schemes.html>

**Example 1:** I want to purchase the feed additive Milk thistle extract from a manufacturer who has FAMI-QS and the material is named in the scope.

✓ Acceptable this is classed as assured

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**Example 2:** I want to purchase the feed additive milk thistle extract from a manufacturer who has FAMI-QS and the material is named in the scope, HOWEVER the material is coming via a trader who does not hold any of the below certifications.

✗. Although the material itself is assured, it is coming via an unassured trader, so the assurance of the supply chain has been broken. Would need to **GATEKEEP** in order to trade this on under a FEMAS certification.

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**Example 3:** I wish to purchase downgraded flour from a BRC certificated site who are assured for the production of flour. I can see BRC is listed as recognised for the production of feed materials and flour is a feed material.

✗ BRC certification does not cover downgraded or surplus food. See footnote 6.

(This also applies to any scheme marked with footnote 6)

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**Example 4:** I wish to purchase flour from a BRC certificated site. The flour is fit for human consumption and in original packaging. It is not downgraded or surplus.

✓ Acceptable, this is classed as assured

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**Example 5:** I wish to purchase in IBCs, the feed material glucose syrup (catalogue number 13.2.4) that is being produced at a plant that has FSSC22000 and the material is in the scope, so it is assured. The problem is that I want to buy it through a trader who has no recognised certification.

Footnotes 6 and 7 must be applied.

The product must be produced for human consumption and covered by one of the schemes mentioned.



## Appendix 2 - Definitions and links

### Feed Ingredients- Feed materials and or feed additives

**Feed Material**- Products of vegetable or animal origin, whose principal purpose is to meet animals' nutritional needs, in their natural state, fresh or preserved, and products derived from the industrial processing thereof, and organic or inorganic substances, whether or not containing feed additives, where are intended for use in oral animal-feeding either directly as such, or after processing, or in the preparation of compound feed, or as a carrier of premixtures (Regulation (EC) No 767/2009)

Link to the Catalogue of Feed Materials... <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R0068&qid=1459248289403&from=EN>

Link to the Register of Feed Materials...  
<https://feedmaterialsregister.eu/index.php?page=Presentation>

**Feed Additive**- Substances, micro-organisms or preparations, other than feed material and premixtures, which are intentionally added to feed or water in order to perform, in particular, one of more of the functions mentioned in article 5(3) 1831/2003.

Link to the Feed Additives Register... [https://data.food.gov.uk/regulated-products/feed\\_approvals](https://data.food.gov.uk/regulated-products/feed_approvals)

See below link for Feed/Food schemes recognised by AIC depending on if supplier is the Manufacturer/Producer or the Trader/Merchant.

<https://www.agindustries.org.uk/resource/feed-food-schemes.html>

It is a requirement of the FEMAS standard that Applicants and Participants must have systems in place that ensure that they remain up-to-date with regulatory requirements. Guidance on relevant legislation can be found on the AIC website legislation pages

<https://www.agindustries.org.uk/sectors/animal-feed/resources/feed-legislation-and-guidance.html>



## Appendix 3 - Gatekeeping (Additional gatekeeping application form needed)

One of the benefits of FEMAS is that it allows the participant to take an unassured feed ingredient and put it through the gatekeeping process to then be able to trade it as FEMAS assured.

The gatekeeping process consists of two stages.

1. Initial application and approval by the review group. Basic documentation is examined
2. Once approved by review group a second review is conducted by a FEMAS reviewer and a more in-depth document review is conducted.

The Gatekeeping sector notes can be found via the below link..

<https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme/guidance-codes-of-practice.html>

