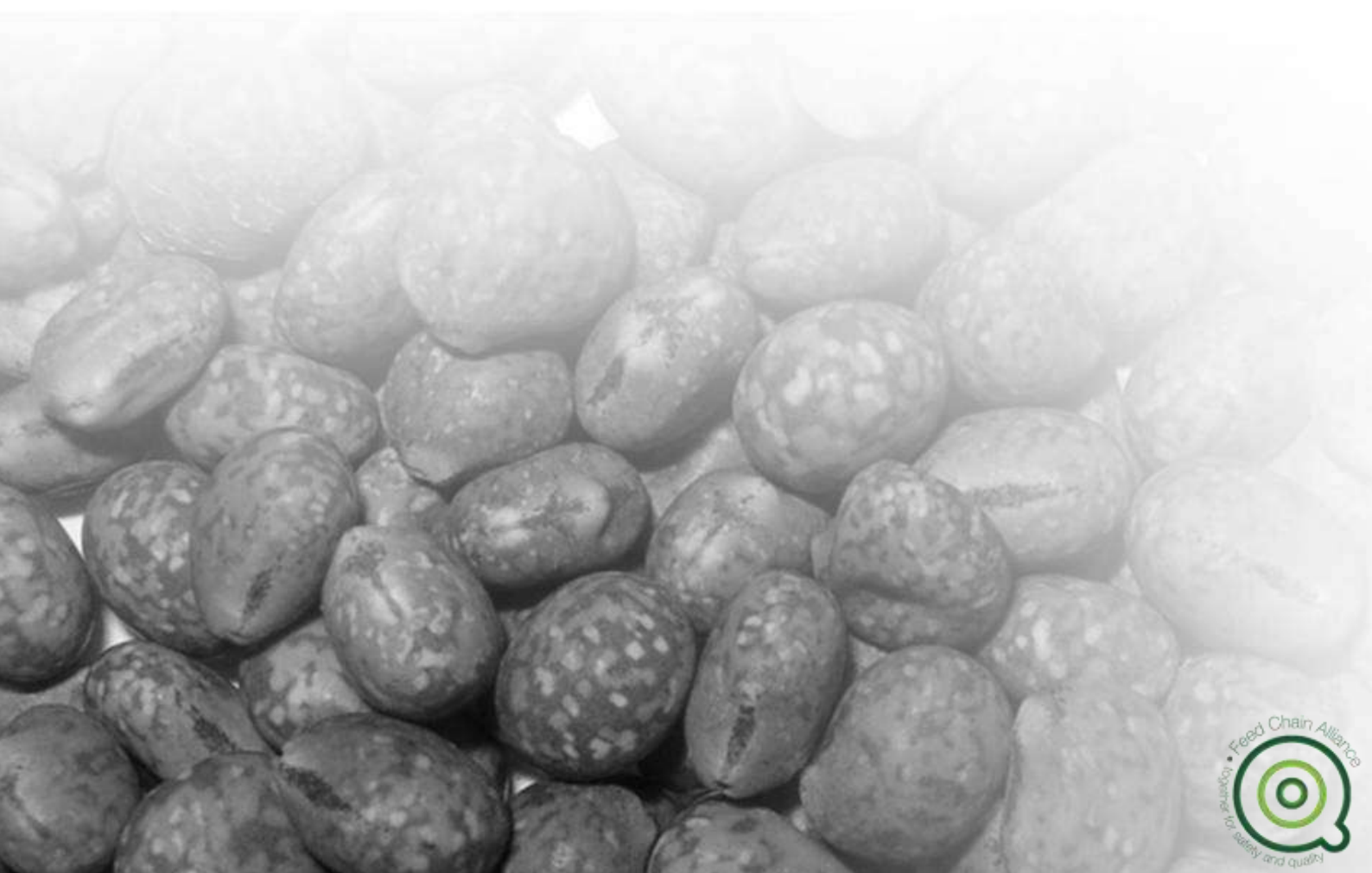


# **Introduction to the Feed Chain Alliance Standard**



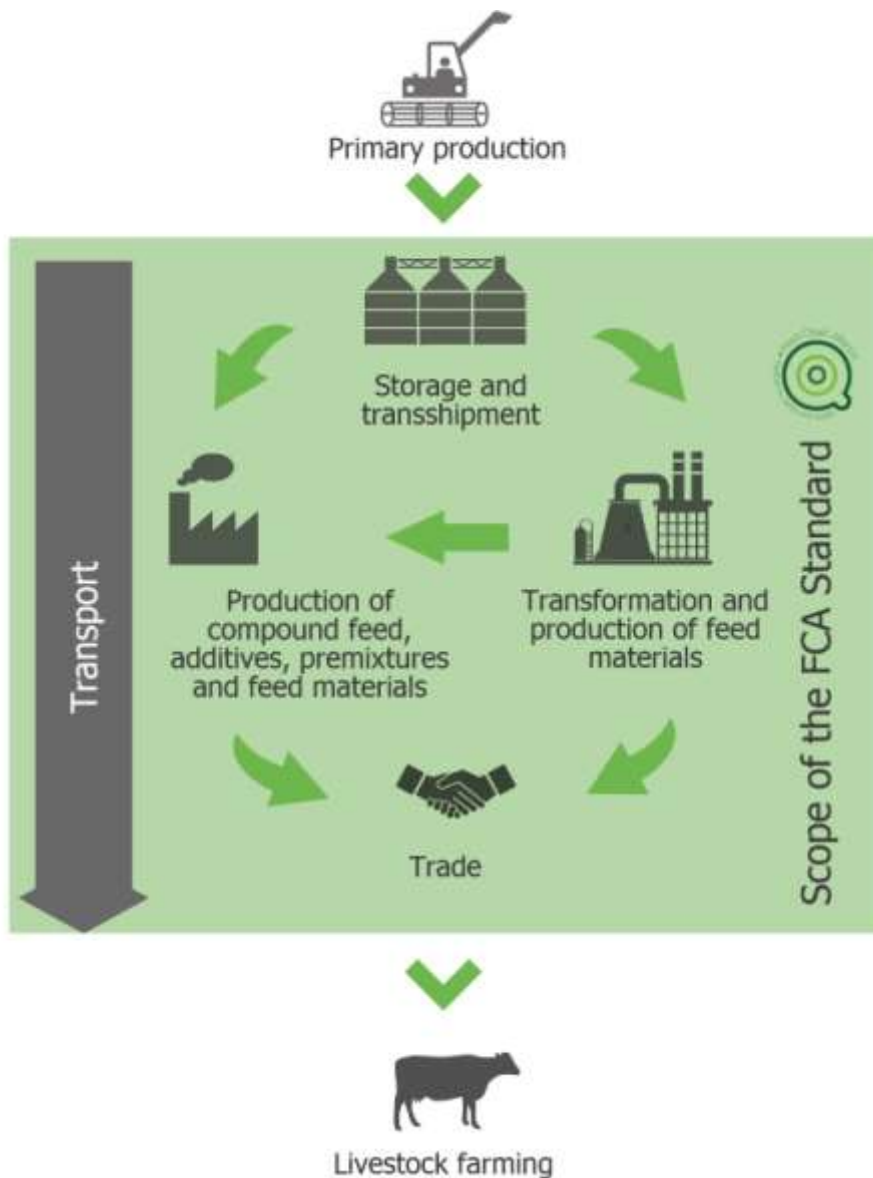


Nowadays, **feed security** and **quality** are key elements to your company's prosperity. But how to do it? How to be distinguishable from competitors? The Feed Chain Alliance Standard offers you a solution. When you are FCA certified, words such as "quality" and "food security" are not hot air. These are the pillars of your company and a guarantee for your clients.

The Feed Chain Alliance Standard is a reliable quality standard developed from and for the feed sector. The pursued goal? To guarantee security and quality throughout the chain.

### For whom?

The FCA Standard is destined to all operators within the feed sector.





## 7 reasons to become FCA



Reinforce your image and the one of your products;



Simplify your policy regarding feed security with a single standard;



Highlight your know-how and use our expertise;



Seize new commercial opportunities and assure the maintenance of your clients;



Enjoy interchangeability with other (inter)national quality standards (GMP+ International, QS...);



Obtain full access to supporting information and services such as the follow-up on feed legislation, HACCP plans and RASFF Notifications;



Prove to your partners that you contribute to global feed security.

# How do I become FCA?



A beginner's guide

## 01 Prepare well



Ask for a login and password from OVOCOM



Determine which FCA documents apply to you

## 02 Set up your quality system



Create a documentary system

Describe your activities



Carry out an HACCP analysis

## Internal audit

- ✓ Check
- ✓ Train
- ✓ Adapt

### 03 Certification body



Contact a certification  
body



Have an audit  
carried out

**Was your audit successful? Congratulations! You are now FCA!**



# **Becoming FCA, step by step**



## Step 1 – Request a login

You will find all necessary information for creating your quality system in the documents related to the FCA Standard. However, some of these documents are password protected. In order to gain access to all of them, you must request a password. From OVOCOM. Besides, possessing an OVOCOM password is a mandatory requirement to be FCA certified.



### How can I request a login?

- Go to [www.ovocom.be/RegisterMember.aspx](http://www.ovocom.be/RegisterMember.aspx) and enter your contact details. Then select « FCA login » in the drop-down menu;
- You will receive an invoice from [info@ovocom.be](mailto:info@ovocom.be). The amount depends on the size of your company;
- After payment of your bill, you will receive your personal login and password;
- At a later stage, when you obtain your FCA certificate, the amount you paid for your login will be entirely refunded.

## What are the advantages of a login?

Your login and your password grant you access to more than the FCA documents. They also allow you to obtain all sorts of information which will be useful for improving your quality system. Here is a small selection of possibilities:

- [Weekly overview](#) of new relevant legislative texts;
- [Regular newsletters](#) about current themes, relevant for the sector;
- Monthly newsletter which gives more details about some legislative texts;
- Access to the summary of [RASFF Notifications](#);
- Helpdesk in three languages (EN-NL-FR);
- Participation in [OVOCOM training courses](#) at an advantageous price;
- Access to all FCA documents ([including HACCP plans](#)).

## Step 2 – Browse through the FCA Standard and gather all relevant information

All FCA documents are used as a basis for your own quality system. You will find all documents on [our website](#).

All documents will not be applied to your company. In order to determine which documents you must use as a basis for your quality system, you can use the [summary table](#).

### Use example of the summary table

You are a feed materials trader, with your own truck fleet for the transport of your own products. From the [overview table](#), you withhold all documents whose boxes are checked in the columns containing the applicable codes for your company (in this case, the GH and TVWE codes).

Quels documents FCA faut-il appliquer ?

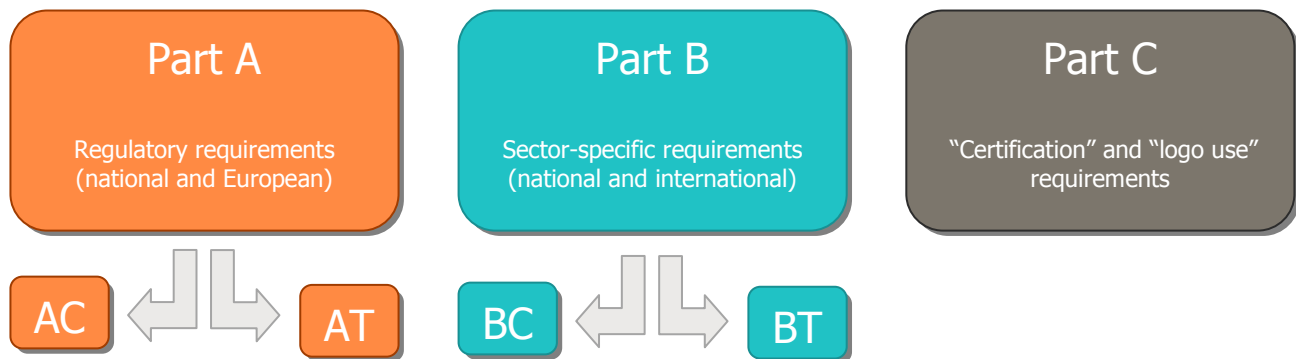
Code	Secteurs d'activités	Documents de la série AC-					Documents de la série BC-							CC-			
		00	01	02	03	04	05	00	01	02	03	04	05		06	07	09
MP :	Production et mise sur le marché d'aliments composés produits dans l'entreprise	X	X	X				X	X	X							X
MH :	Mise sur le marché d'aliments composés produits par un tiers	X	X		X			X	X		X						X



## Structure of the FCA Standard



The whole of the FCA Standard is divided in 3 entities.



In order to be FCA certified, you must be able to prove that you meet the requirements of the documents A and B applicable to your company.

Part A and part B are divided in:

- **Chapters** (Documents AC and BC): the documents precisely describe the requirements all the while remaining sufficiently general, so that you can apply the requirements in the best possible way.
- **Technical documents** (Documents AT and BT): these documents provide concrete directives in order to implement the requirements of the chapters (documents AC and BC) in your company.



Insuring the proper functioning of your quality system is essential in order to be able to guarantee top quality and safe products.

### Step 1 – Create your documentary system

Create your documentary system based on the FCA documents you selected.

#### Tips for creating and managing your documentary system



Usually, different types of documents are determined:

- **Procedures:** these are used to the internal rules in a clear, useful and applicable manner. A procedure covers:
  - writing rules;
  - approval rules;
  - diffusion and withdrawal rules;
  - modification rules;
  - ordering and archiving rules.
- **Instruction sheets;**
- **Forms:** the collected documents to record the data collected from the activities of the company.

Do you already have a documentary system? If so enhance in your existing system with the requirements of the FCA Standard.



## Step 2 – Describe your activities

### Which activities do I need to describe?

All of the activities you practise. These include of course your main activities, but also all goods (feed materials, additives, detergents, antibacterials, etc.) and services (laboratory analyses, transport, chartering, vehicle rental, etc.) that you purchase for your professional activities.

When describing your activities, you will probably formalize certain activities which you had not considered beforehand. Some examples: treatment of non-compliant products, handling of complaints, product recalls, calibration of measuring instruments, setting up of quality control plans, etc.





## Which elements do I have to mention per activity?

Describe your activities in a clear and complete way. Please mention at the very least the following elements per activity:

- ✓ Work methods(s);
- ✓ Persons responsible;
- ✓ Points requiring particular attention;
- ✓ Control measurements carried out;
- ✓ Measures taken in order to guarantee food security and traceability;

Do not forget to check that your installations, equipments, and/or vehicles are in compliance with the requirements of the FCA documents.

## Inventory

Additionally we advise you make an inventory of:

- ✓ your staff;
- ✓ your vehicles;
- ✓ your equipment and supplies;
- ✓ incoming and outgoing fluxes, destined to feed;
- ✓ etc.

It is especially important to obtain a usable document. Create a practical document which you and your staff can use during their daily activities.

Finally, it is a good idea to create a flowchart of your activities.

## Step 3 – Carry out an HACCP analysis

In your HACCP plan, you make an analysis of all potential feed safety risks within the framework of your activities. Use the abovementioned list of your activities as a basis.

You will find more information on creating an HACCP plan on the HACCP webpage.

You will find some examples of HACCP plans on the OVOCOM website ([AT-04](#) documents).



## Internal audit

### ✓ Check

The FCA Standard ([AC-00](#) and [BC-00](#) documents) provides different methods which should mandatorily be implemented to check and to improve your quality system. These methods are based on the ISO9000 standard. Some examples:

- Carry out an internal direction review at least once a year;
- Carry out an internal audit of all parties involved of your company at least once a year;
- Set up preventive and corrective actions.

### ✓ Train

Members of your staff will daily apply the measures you established in your quality system. It goes without saying that they have to be perfectly aware of the dispositions of the FCA Standard. So inform them well!

### ✓ Adapt

If necessary, adapt your equipments to make them correspond with what you wrote in your quality system.

## Tips and tricks

### Indicative list

The indicative list is a tool permitting you to be sure that you haven't forgotten anything when setting up your quality system. The list will show you which elements have to be integrated in your quality system for each activity (trade, transport, production,...)

[Indicative list](#)

### Consultants

You are free to ask for advice from a consultant at any time. A referenced FCA-consultant can help you with the whole process or during specific parts of the FCA certification process (such as the internal audit, the update of your quality system or your HACCP analysis).

[FCA consultants list](#)



### Attend a training course

Each year, we organize a basic training of two days, during which the FCA Standard is explained to you in a clear and concise manner. This training is ideal for companies who want to apply the FCA Standard. More information on the FCA basic training course is available on our [website](#).

Besides, we propose a basic training regarding legislation related to feed, as well as a range of thematic trainings during which a specific subject will be dealt with. For more information, consult our [trainings overview page](#).

A semi-truck with a dump trailer is shown unloading a large pile of gravel. The trailer is tilted upwards, and the gravel is falling out. The truck is parked on a dirt road, and there are trees in the background. The image is faded and has a light green tint.

## **Step 6: Ready for certification!**

Proceed to a last check and make the necessary adjustments.

## Step 1 – Choose a certification body

Your company can only be certified by an independent certification body approved by OVOCOM. On the website, you will find a list including all [approved certification bodies known for the FCA Standard](#).

Request offers from different certification bodies on the list and select one of them. You will then receive a contract offer from this certification body.

### A closer look at your certificate



#### Which information appears on your certificate?

- Your contact details and these of your certification body;
- The validity period of your certification;
- The (codes of) activities for which you are certified;
- The certified site(s).

#### Validity

Your FCA certificate is valid for a period of:

- 2 years (exclusively service activities), or
- 3 years (at least one production activity).

You will find all other relevant information for the certification on the [CC-01 document](#).

## Step 2 – Audit

Is your quality system completely fine-tuned? Then contact your certification body for the planning of an audit (initial audit of certification).



## Types of audit



### Initial certification audit

An initial certification audit is always composed of a Step 1 audit and a Step 2 audit.

- **Step 1 audit** or documentary audit aims at evaluating the quality system in your company;
- **Step 2 audit** aims at evaluating the implementation of the FCA Standard requirements in your quality system.

### Unannounced audit

This audit is randomly carried out at FCA companies which have at least one production activity. The auditor's visit is announced one day ahead.

### Renewal audit

The goal of this audit is to deliver a new certificate when your FCA certificate is on the verge of expiring.

### Extension audit

An extension audit is carried out when you, as a certified FCA company, want to certify an additional activity or site.

### Combined audit

If you already possess a certified quality system in your company (e.g. ISO, BRC, IFS) or if you are certified for the Self-checking guide animal feed (G-001), your certification body can combine this audit with the FCA audit. This allows you to lose less time and to reduce the audit costs.

## The audit

An [approved auditor](#) visits your company and checks if the measures you took are in compliance with the FCA Standard. The duration of the audit is fixed under point 8 of the CC-01 document and depends on your activities.





## Non-conformities

After the audit, you will receive a report including positive and negative (non-conformities) points from the auditor. There are *minor (B)* and *major (A)* non-conformities. You will first have to take the necessary measures in order to resolve the non-conformities:

- **At least one major non-conformity:** you have four weeks to resolve the non-conformity(ies).
- **At least one minor non-conformity (but no major):** you must send a plan of approach to the certification body within four weeks.

Then, the certification committee of the certification body will evaluate the measures taken. In case of positive decision, you will receive your FCA certificate.

## Congratulations!

Your certification body will now upload your certificate and the contact details of your company on the [website of OVOCOM](#). Future and existing clients will easily be able to find you. From now on, you may also apply the [FCA logo](#).





## 04

## Costs

The base cost is what your company pays to establish the quality system in your company. To some extent, you determine it yourself, but you probably paid a big part of these costs.

You also pay an amount to your certification body for carrying out the audit. This sum depends on the duration of the audit. You will find the calculation method for the duration of the audit in the [CC-01 document](#). In order to

know the audit prices, we advise you to contact your certification body.

Finally, you pay a annual contribution fee to OVOCOM for participating to the FCA Standard. This fee is paid via your certification body. Discover your (future) annual contribution fees with the [contribution fee calculating tool](#) available on the website of OVOCOM.