

# CC-03

Ver 0.3

## Inspection Regulation for meat stores





## DOCUMENT HISTORY

Version and date of approval	Reason for revision	Revision scope	Ultimate date for application
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	Reference to norm ISO 17020	Point 1.4	
	Communication of annual update as regards inspector data	Point 3.4	
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	Adjustment of the required minimum aspects as regards the procedure	Point 8.5	
	Adaptation of reporting period of newly issued attestations	Point 9.2	
	Adaptation of form 'Inspector Qualifications: Basic file'	Annex 1	
	Adaptation of form 'Inspector Qualifications: Annual update'	Annex 2	
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	Introduction of a new type of participant, having no valid quality system or self checking system in place	Points 6, 7 and 9.2 Annex 3	
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# CC-03 : Inspection Regulation for meat stores

## 1. Principles

### 1.1. Introduction

This inspection Regulation provides for the attestation of meat stores, producers of Category 3-materials intended for a use/transformation in animal feed, in compliance with the FCA document 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions', by inspection bodies (OCI), approved by OVOCOM.

The inspection regulation specifies those requirements intended for meat stores and for the inspection bodies controlling them.

### 1.2. Application scope of this document

The requirements included in this document constitute the inspection regulation intended for meat stores. It describes the requirements placed upon certification bodies and their inspectors, and describes the way as to how certification bodies shall lodge an application for use of document 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' for a meat store.

This document also describes the way as to how meat store should be evaluated and how the actual attestation procedure does take place.

This regulation also mentions certain rights and obligations of the participating meat store.

Other documents may also apply:

Scope	Title of the OVOCOM document
Disputes and sanction procedures	OV-05

### 1.3. Reference to standards

Subject to specific limitations mentioned in this document, reference is made to the following documents, relating to the accreditation of certification bodies, authorized to inspect meat stores provided application of 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions'.

- ISO/IEC 17020:2012, Conformity assessment – General criteria for the functioning of different kinds of institutions performing inspections;
- ISO 19011:2002, Guidelines for the verification of systems as regards quality and/or environmental management.

### 1.4. Definitions

For this document the relevant definitions from document 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and from ISO 19011:2002 are applicable, besides the following definitions:

**Inspection body (OCI):** organization, accredited by Belac according to ISO/IEC 17020:2012 (type A) (or foreign accreditation body participating in the «*multilateral agreement*» (MLA) of the «*European Cooperation for Accreditation*» (EA)), specifically for meat stores in compliance with document 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions'. The inspection body must have signed an agreement with OVOCOM.



**Participant:** the meat store, satisfying those requirements included in document 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and to whom, under the current inspection regulation (CC-03), an attestation was issued. The participant himself is not authorized to grant sub-licenses.

The participant should never consist of a group of meat stores.

**IAF:** "International Accreditation Forum" (<http://www.iaf.nu/>)

**CC-03-attestation:** document issued by an approved inspection body, demonstrating that the participant complies to all requirements of document 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and to any additional requirements, mentioned in the inspection regulation 'CC-03 – Inspection regulation for meat stores', where applicable. The term "attestation" used in this document refers to the term "inspection certificate" mentioned in the ISO norm 17020.

**MLA:** *Multilateral Agreement* between various European Accreditation bodies, through which accreditation bodies declare to mutually recognize each other.

**CC-03-coördinator:** a responsible person within the inspection body with the necessary expertise to implement and maintain compliance with the requirements in 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions'. This person shall also be the contact person in charge between OVOCOM and the inspection body.

## 1.5. Amendments to and implementation of 'CC-03 – Inspection regulations for meat stores'.

The Inspection Regulation will be updated periodically. Intended as a tool for users, each revision of the CC-03 Inspection Regulation will be published with the amended passages highlighted in grey.

OVOCOM will set a date for the implementation of a new version of the Inspection Regulation. The effective date of application must allow sufficient time to enable the certification bodies to process and implement the changes.

If the application date has not been set, the implementation of the amendments should at the latest within 6 months, starting from the revision date of the document, be implemented.

Failure to implement the amendments in time, may lead to sanctions as described in point 2.3.

As manager of the System, OVOCOM is authorized to make changes to the documents constituting the system. The changes are therefore applicable to ongoing contracts.

## 1.6. Confidentiality

OVOCOM guarantees at all levels of its organization, the confidentiality of information obtained from the participant for activities leading to the approval by the inspection body. Unless otherwise stated in this document, no confidential information regarding a particular inspection body / participant shall be disclosed to a third party without written consent by the inspection body / participant in question.

If disclosure of information to a third party is legally mandated, the inspection body / participant must be kept informed of information provided in compliance with the law.

Any complaint, communicated to OVOCOM will be treated in a confidential and anonymous way (cf. OV-05 document).

## **2. Supervision by OVOCOM**

### **2.1. Audit of inspection bodies, performed by OVOCOM**

OVOCOM reserves the right to visit, periodically, randomly, and independently of inspections by other organizations, the Head Office of the certification bodies, in order to verify whether the inspection body is compliant with the requirements included in this document.

OVOCOM also has the right to accompany each inspector during the inspection, at least once a year, in order to verify the correct monitoring of the following documents: 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03 – Inspection regulation for meat stores'.

In case of non-conformities, the inspection body must make the necessary corrections within a time frame considered reasonable by OVOCOM. OVOCOM will decide on the necessary follow-up, which may include sanctions.

If case of a difference in interpretation between OVOCOM and the accreditation body, a preliminary consultation between OVOCOM and the accreditation body must take place. The results regarding the consultation shall be communicated to the inspection body, prior to implementation of the corrective measures.

### **2.2. Additional inspection of a participant requested by OVOCOM**

If there is evidence of a serious infringement, OVOCOM may ask a inspection body to perform an inspection of the certified company within three working days. OVOCOM has the right to be present on this occasion.

OVOCOM remunerates the inspection body according to the rates determined in the contract.

The inspection body will provide a clause in the contract with the participant, authorizing OVOCOM to attend an inspection of the inspection body (cf. point 8.2).

### **2.3. Sanctions imposed by OVOCOM vis-à-vis a inspection body**

The following list of non-conformities may lead to a warning or suspension, by OVOCOM, of a inspection body:

- a. Failure to comply with the rules defined in this document;
- b. Misuse of the OVOCOM approval;
- c. Contravention of requirements in order to obtain the OVOCOM approval;
- d. Non compliance with the OVOCOM financial obligations;
- e. The fact of discrediting the OVOCOM association or the inspection system for meat stores;
- f. Revocation, suspension or termination of accreditation;
- g. For reasons specifically invoked by OVOCOM, or formally agreed between the inspection body and OVOCOM;
- h. Proof of negligence.

The OVOCOM Board of Directors may impose the following sanctions to the inspection body. These sanctions are in line with the gravity of the facts:

- a. Issue a warning and a deadline, allowing the inspection body to address any deficiencies in a verifiable way. If the inspection body is not compliant within the deadline, another sanction will be imposed. For an identical non-conformity a warning as sanction can only be pronounced once within a time period of 12 months;
- b. Suspend the agreement (fully or partially) until all deficiencies are eliminated, so that the inspection body cannot continue its activities during the suspension;
- c. Not extend the agreement with the inspection body, so that, as a result, this inspection body can no longer continue its activities;

- d. Terminate the agreement with a short term notice, so that, as a result, the inspection body can no longer continue its activities;
- e. Terminate the agreement immediately, so that the inspection body has to stop its activities at once.

The Board of Directors may, for each of these sanctions, decide to publish its decision on the OVOCOM website and/or by any other means.

An inspection body, whose agreement is suspended, not extended or terminated, is no longer entitled to perform inspections. Inspections, planned within the suspension period, shall be conducted by another approved inspection body. The suspended certification body is responsible for organizing the inspection, in consultation with the company.

The inspection body whose agreement has been suspended, must provide OVOCOM with a list of inspections planned within this time period, as well as a list of body/bodies who will probably be conducting the inspections during the suspension period. An updated list must be sent to OVOCOM.

The suspension, by OVOCOM, of a inspection body, does not lead *de facto* to annulment of the contract between the inspection body and certified participant. During the suspension period, the inspection body will remain responsible for the maintenance and potential suspension or revocation of the attestations.

For a dispute, between OVOCOM and the inspection body, is referred to the professional and sanction procedure OV-05, Chapter 3. The procedures listed in OV-05 must first be exhausted before bringing the dispute before the legal courts and tribunals. This agreement is governed exclusively by Belgian law and only the Brussels Courts and Tribunals are competent in these matters.

### **3. Communication**

#### **3.1. Publication by OVOCOM**

OVOCOM publishes regularly an updated version of documents (see point 1.5). OVOCOM also informs all interested parties of any facts relating to the system, through regular newsletters.

OVOCOM also publishes on its website:

- List of approved inspection bodies;
- List including the inspectors approved per OCI (inspection body);
- List including the attested meat stores;
- Possible sanctions taken.

#### **3.2. Changes relating to OCI (inspection body)**

The inspection body will communicate all relevant changes in writing, minimum 4 weeks prior to such change:

- Legal, commercial or organizational status;
- Personnel, company premises, facilities, working environment, if this information is significant in the context of Regulation;
- Any other matter that may affect the inspection body's capability, scope of accredited activities or conformity with this document.

OVOCOM will evaluate any information received within 4 weeks, and will phrase a response in proportion to the magnitude of the changes. The action may range from the absence of intervention to revocation of the approval.

Any other information, requested by OVOCOM, in the context of FCA Regulation, should be sent within 4 weeks, unless a different time period has been specified.



### **3.3. Discontinuation of an CC-03 inspection by an OCI (inspection body)**

A inspection body wishing to stop, partially or completely, activities relating to the FCA attestation, is thereby required, at the latest three months in advance, to notify OVOCOM.

For ongoing attestations, the inspection body has to work out a transfer arrangement with another inspection body, approved by OVOCOM, with the same contractual conditions which the FCA participants agreed to, covering at least the duration of the contract. This does not apply in case of bankruptcy of an OCI, see also point 8.7.

The inspection body discontinuing its FCA activities, will remain responsible until the next inspection conducted by the inspection body, taking over. In case an urgent inspection has to be conducted (e.g. serious risks to food safety or criminal activities), the responsible inspection body, together with the inspection body taking over, must take necessary measures.

The FCA participants must be informed of the transfer arrangements, giving them the opportunity, if desired, to switch to another inspection body, approved by OVOCOM.

OVOCOM reviews, within 4 weeks, any information it has received, and will formulate an answer.

### **3.4. Data relating to the inspectors**

The inspection body will communicate, any data regarding the inspector, to OVOCOM (see point 5.3.4). In addition to the initial file (annex 2), an annual update has to be submitted (annex 3). This includes:

- The number of inspections per year and per activity;
- Measures taken by the inspection body (OCI) when the inspector has conducted between 5 and 10 inspections a year.

The annual update as regards the files of the inspectors must be in possession of OVOCOM and this at the latest by 31 January of each year.

If OVOCOM, has not received the documents for yearly updates, by January 31, the inspector will be deleted from the list of approved inspectors, until submission of the required data. Until then, the inspector may no longer continue his activities.

## **4. Financial contribution scheme**

For every inspected meat store participants must pay a yearly financial contribution of 25,00 € (vat excluded) to OVOCOM.

The contribution is due per inspection cycle (see point 6).

The financial contribution is always due in its entirety, even if the attestation will be terminated in the year following the payment. No attestation can be issued in case the contribution has not been paid by the participant. A participant also may be sanctioned (see point 10) in case of non-payment of his financial contribution.

The inspection body also owes OVOCOM a yearly administrative cost of 5 € (vat excluded) for every attestation issued.

The amount of the financial fees and charges will be reviewed annually, in function of the price index for consumption. The applicable formula is as follows: base price x (new index/ initial index) [month of reference: March 2012] [The base price = total amount costs].

The certification body is obligated to receive the contributions from the meat stores and to transfer the total amount (contribution + administrative costs) to OVOCOM in the month following the issuing of the attestations.

The certification bodies will receive a monthly OVOCOM invoice, mentioning the total amount of the financial contribution due. Under exceptional circumstances, OVOCOM may deviate from this procedure.

## **5. Acceptance by ovocom of a inspection body**

### **5.1. Acceptance of inspection body**

#### **5.1.1. General**

The approved certification bodies are qualified to conduct independent inspections of the candidate participants and participants in the system.

The OVOCOM Board of Directors may authorize a inspection body to issue CC-03 attestations. In order to do this the inspection body must demonstrate, that they fulfill all the conditions specified in this document.

The OVOCOM Board of Directors are solely responsible for allocating, maintaining, suspending and revoking the approvals of the certification bodies to issue CC-03 attestations.

OVOCOM maintains a periodically updated register containing all details of accepted Certification Bodies. This register is published on the OVOCOM website and is as such available for the public and the participants.

#### **5.1.2. Application**

An inspection body wishing to certify meat stores must submit an application to OVOCOM (see annex 4: Application form for inspection bodies).

The application will be taken into consideration after:

- a. The application form has been sent duly completed to OVOCOM, together with the requested documents; and
- b. The application fees, for an amount of 300,- EUR (vat excluded)/application, were paid.

#### **5.1.3. Confirmation of admissibility of the application**

The inspection body shall be informed in writing of the (in)completeness of its application, within a month following the receipt of the application. Only a completed application will be found admissible. If a inspection body takes longer than 6 months to provide the requested information, the application will no longer be considered acceptable. The inspection body then has to reapply conforming point 5.1.2.

#### **5.1.4. Approval**

The inspection body is evaluated according to the requirements outlined in this document.

The approval is a decision of the OVOCOM Board of Directors, which results in concluding a contractual agreement between the inspection body and OVOCOM (see annex 5).

The decision for approval/non-approval shall, in accordance with this document, be taken within 6 months following the formal confirmation of the application admissibility.

The approval will be confirmed in writing to the inspection body.

In case of non-approval, OVOCOM will inform the applicant, in written, the reasons for rejection.

## 5.2. Accreditation

The inspection body must have a relevant accreditation in relation to the object they wish to inspect; A distinction is made between countries for which the national accreditation body has, whether or not developed a particular application domain for the inspection regulation CC-03.

### 5.2.1. Countries with a specific accreditation for the inspection regulation CC-03.

In this case the inspection body shall be accredited according to ISO 17020 (type A) specifically for this inspection regulation. This accreditation must be issued by a national accreditation body and must be valid.

The accreditation shall be obtained within the year following the OVOCOM approval.

During the time period in which the application for accreditation is pending:

- The inspection body may only conclude a contract with a maximum of 25 participants; and
- The inspection body needs to have in advance, a valid accreditation (EN45001, ISO 17021 or ISO 17020 (type A)) in a relevant application scope and with a direct link to products of animal origin (eg. accreditation in the framework of geographical designations, traditional specialities or quality labels).

### 5.2.2. Countries with no specific accreditation for the inspection regulation CC-03.

The inspection body needs to have in advance, a valid accreditation (EN45011, ISO 17021 or ISO 17020 (type A)) in a relevant application scope and with a direct link to products of animal origin (eg. accreditation in the framework of geographical designations, traditional specialities or quality labels).

The evaluation as regards the relevancy of that unspecific accreditation for the verification of Category 3 material produced by meat stores, shall be done during the approval procedure of the inspection body, by OVOCOM (see point 5.1.).

From the moment a specific accreditation for the Inspection Regulation CC-03 can be issued by the national accreditation body, the inspection body has 1 year in order to obtain it (see 5.2.1). From this moment he can not conclude a contract with more than 25 new participants (thus the number of participants will be 25 or less).

## 5.3. Staff of the inspection Body

### 5.3.1. Administrative staff

The administrative staff should have sufficient skills, and should have a basic knowledge of the aspects of the Inspection Regulation.

The administrative staff should have received an appropriate training as regards the planning of inspections (including compliance to frequency and duration), sending all the required information to OVOCOM, calculation of the financial contributions as well as the follow-up and issuance of attestations, provided these aspects are among the tasks of the staff.

### 5.3.2. Technical experts

If the inspection body calls upon a technical expert, they must be in possession of one file per technical expert. This file must be updated regularly.

### **5.3.3. Appointment of a CC-03 Coordinator**

The inspection body will appoint a 'CC-03 Coordinator' among its staff.

This person will act as a contact person between the inspection body and OVOCOM.

All the requirements concerning eg. the participants, the inspection body's working procedures, the inspectors or complaints are addressed to him.

They must also attend meetings organized by OVOCOM regarding inspections of the participants. A written invitation for these meetings will be sent out.

These consultations form an important source for basic training and for continuous training of the inspectors and the administrative staff. At these meetings one gets the opportunity to share experiences concerning inspections, and continue to develop the control system.

OVOCOM will draft a report of each meeting. After approval of this report by the work group, it will be transmitted for information to all inspection bodies approved by OVOCOM.

The inspection body will incorporate all information from this work group in its program for continuous training and will ensure the distribution to all inspectors concerned.

### **5.3.4. Inspectors**

Inspectors must be approved by OVOCOM.

The inspections bodies must ensure that their inspectors have been approved before they can perform unsupervised inspections of participants.

In order to be approved, the inspectors must comply with the requirements in terms of personal qualities and general and specific competencies mentioned in points 7.2 and 7.3 of the ISO norm 19011, as well as comply with the requirements shown below.

The inspection body will keep an updated file for each individual inspector. It contains the minimum information required for the initial base file (see Annex 1) as well as the yearly updates (see Annex 2). This file enables the Body to demonstrate that all inspectors in their service comply with the requirements set out in this document.

Any inspector charged with the inspection of participants must first be registered on the public list of inspectors for the inspection body responsible for the issuing of the attestation to the participant. This list is available on the OVOCOM website.

The inspection body wishing to add an inspector to this list, must submit an application to OVOCOM and send the completed annex 1: Inspectors' qualifications "Basic file", with the required enclosures. OVOCOM must receive this basic file for evaluation, at the latest upon the first registration of an OVOCOM inspector training.

The inspection body provides OVOCOM with evidence, demonstrating that all requirements are permanently met.

#### **5.3.4.1. Training**

The system prefers candidates having completed their post-secondary education (e.g. Bachelor degree (graduated)), in agronomy or environmental science or equivalent.

The system is looking for candidates with an enquiring mind and good communication skills, both oral and written.

#### **5.3.4.2. Professional experience**

The candidate must have a professional experience of at least 2 years.

The candidate inspector must also be able to demonstrate his/her professional experience of at least 1 year in a relevant function, including sufficient involvement in areas allowing this person to obtain a thorough understanding of the operation within the feed industry:

- Production;
- Purchase/sale;
- Quality;
- Food;
- Legislation (including contract law);
- Advice;
- Training.

Annex 6 contains a summary of all relevant areas.

The inspector-candidate must validate his professional experience (e.g. by providing a signed CV or an affirmation in lieu).

The inspection body has the obligation to verify the professional experience of each candidate. In cases where the inspector cannot demonstrate the duration of his professional experience, the inspection body is free to submit a sufficiently motivated request for exemption, to OVOCOM.

#### **5.3.4.3. In-house training**

The basic and permanent training of inspectors, are two essential requirements for a successful inspection.

Each inspector must receive an (initial and) in-depth training on the interpretation of 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03 Inspection Regulation for meat stores', to ensure that all requirements linked to the systems are entirely clear.

The basic training must, minimum, include:

- Technical, administrative and legal aspects of activities of the participants;
- The internal procedures introduced by the inspection body.

Inspectors will be given, periodically, an ongoing training, which is provided by the inspection body, at a sufficient frequency to ensure, that they are being kept up to date. The frequency must at the least be annual.

Training shall include, among other things, at least the following:

- Updates on the system operation;
- Feedback of the inspection results;
- Information as regards amendments to the legislation;
- Updates on relevant technical issues;
- Case study and harmonization of interpretations.

#### **5.3.4.4. Mandatory training and examination for candidate inspectors**

A candidate inspector is a person, introduced by the inspection body, no longer included on the public list of inspectors, approved by OVOCOM.



OVOCOM organizes at least once a year a training for 'Inspection Regulations'. An additional training may be organized at the request of at least 5 candidates.

The candidate inspector must participate in the training and succeed the exam organized by OVOCOM. Participation in the training and the exam is charged for and OVOCOM will determine the sum once the candidate is registered.

An inspector not succeeding the initial exam he/she may retake the exam at the next exam session. An inspector failing to pass the recall exam, does not receive the title of CC-03 inspector and must go once again through the entire qualification process.

#### **5.3.4.5. Independence**

Inspectors must be able to demonstrate their independency from the company they are inspecting. The execution of other activities must not lead to a conflict of interest, or ethical conflict.

The execution of consultancy missions (including internal audits), by an inspector (or by a technical expert) within a company is incompatible with the participation in inspections, leading to the issuance of an attestation for that same company.

A (candidate) inspector cannot intervene in any way in the attestation process (or procedure for appeal) of the participant, if during the two years preceding the intervention a consultancy assignment was conducted for the benefit of the latter.

The inspection body keeps an updated list of all participants (or groups of participants) for which its inspectors (or technical experts) have conducted consultancy missions or internal inspections.

#### **5.3.4.6. Accompanied inspections**

The inspection body will not allow an inspector to perform an unsupervised inspection, if he has never performed three (3) adequate inspections before, during which he was permanently supervised by a qualified CC-03 inspector.

The inspection body will develop an evaluation procedure for inspectors, which will include the maintenance and follow-up of the knowledge and skills.

The first CC-03 inspector of a inspection body must have at least conducted three (3) satisfactory inspections, under the supervision and observation of a qualified CC-03 inspector or, in absence of the latter, by a person mandated by OVOCOM, before conducting corporate inspections and training of other inspectors.

#### **5.3.4.7. Minimum number of inspections per year**

An experienced inspector should perform at least ten (10) inspections every two years in order to remain approved as inspector CC-03 with OVOCOM.

If an inspector conducts less than 10 inspections, the inspection body shall take appropriate action (e.g. training or a supervised inspection) to ensure that the performance of the inspector does not suffer from his less frequent performance.

## **6. Inspection cycle**

### **6.1. General**

The inspection body introduces a documentary system enabling them to ensure that the inspection is performed in accordance with this Regulation.

The inspection shall be performed in an unannounced manner. The inspection body shall establish a procedure, allowing inspections to be planned and insuring the unannounced nature of the inspections.

The inspection must take place during the normal work- and opening hours of the meat store. The inspector must have access to all the documents and installations which he is required to inspect.

A participant should, in principle, not refuse an inspection, unless he can provide a valid reason. It is up to the inspection body to evaluate whether the reason for the refusal is valid.

Examples of a valid refusal can be:

- Premises not accessible due to a technical problem or due to weater conditions;
- Company' annual closing time.

Ungrounded refusal or refusal to access documents and installations may endanger the further process of the inspection (see point 10).

One must verify upon each unannounced inspection the compliance with all requirements included in 'BC-10 Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03 – Inspection Regulation for meat stores' are met.

In order to do this the inspection body will make a checklist containing the different requirements. If the results of the inspection are satisfying, the inspector may issue an attestation. Attestations are issued on the day of the inspection.

If a participant wishes to maintain his statute of verified 'meat store', the next inspection must take place:

- Before the end of the calendar year following the inspection, when relating to a minimum frequency of one unannounced inspection per year (see figure 1). This inspection can be performed any time between January 1<sup>st</sup> and December 31<sup>st</sup>. The new inspection will result in the issuance of a new attestation, mentioning the date of the inspection and the prolongation with one year.

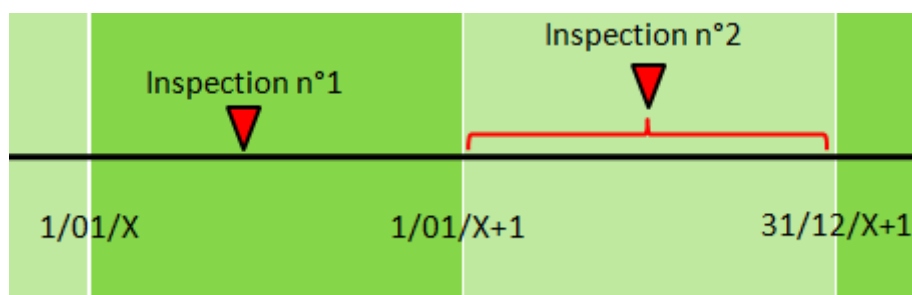


Figure 1: Planning of unannounced inspections, in case of a minimum frequency of one unannounced inspection/year

- Within 6 months following the inspection, when it relates to a minimum frequency of 2 unannounced inspection per year (see figure 2). The latter may take place at any time during the period of 6 months following the first inspection.

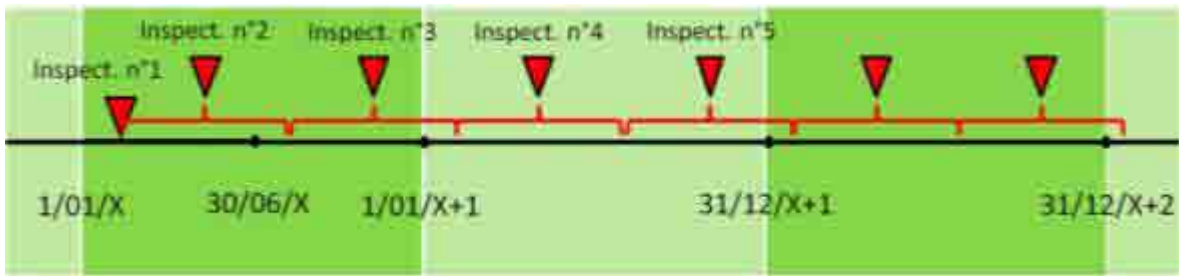


Figure 2a : Planification of unannounced inspections in the case of a minimum frequency of 2 unannounced inspections/year, if the first inspection date takes place during the first half of the year

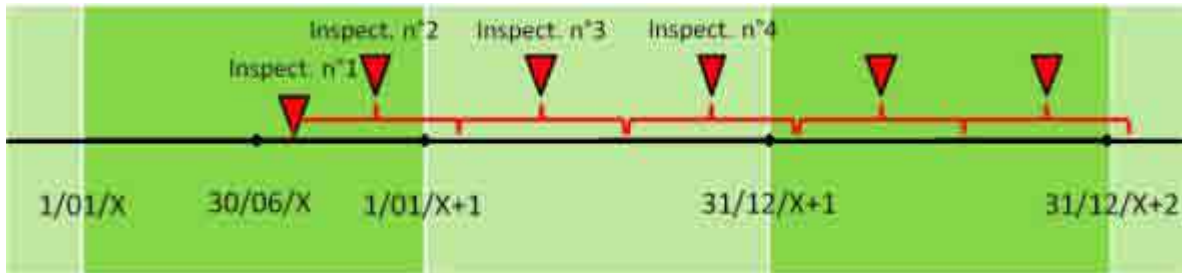


Figure 2b : Planification of unannounced inspections in case of a minimum frequency of 2 unannounced inspections/year, if the first inspection date takes place in the second half of the year

## 6.2. Types of participants

There are three possible cases:

### 6.2.1. The participant is part of a wholesale chain

In this case the inspection body shall check, several times a year, whether the participants are satisfying the requirements not linked to the production of Category 3 material, but which are linked to e.g. to other specifications.

The inspection body ensures the unannounced character of the inspection of requirements related to the Inspection Regulation CC-03 during one of these checks.

### 6.2.2. The participant is not part of a wholesale chain, but has a validated auto control system.

In this case the inspection body plans its inspections in such a way that one unannounced inspection per calendar year is executed.

### 6.2.3. The participant is not linked to a wholesale distribution and does not have a valid self-checking system

In this case, the organisation shall planify its inspections so as to perform at least 2 unannounced inspections per calendar year.

This frequency may go down to one annual unannounced inspection if 2 consecutive unannounced inspections have yielded a positive result. If the result of the annual unannounced inspection is not satisfactory, a return to the initial frequency shall be mandatory until two consecutive inspections over a period of 12 months are once again satisfactory.



If there is an official framework in place for the certification/inspection or individual validation of self checking systems by one or more competent authorities at national or regional level, the verification of the meat store in accordance with a frequency of 2 inspections per year, must not be performed during a transitional period of three years. Passed this période, the meat store must comply with conditions described in points 6.2.1 or 6.2.3.

## 7. Inspection duration

Depending on the type of participant, the inspection body shall perform, each calendar year, one or two unannounced inspections of the meat store in order to verify whether the requirements in 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03 – Inspection Regulation for meat stores' are met.

The inspection body has a procedure in place to determine the inspection duration in the framework of the verification of requirements.

Variation in the inspection duration is possible and depends, among others, on the type of activities, the methods of production, whether or not the presence of a self checking system, the development status of the quality system, etc.

The entire organization system, the production process and the activities must be taken into consideration for a rational evaluation of the time to be spent on the inspection. The inspection duration performed by the inspection body must be sufficiently justified, in writing, into a procedure. The inspection duration then needs to be approved by OVOCOM.

## 8. Inspection Process

### 8.1. General

The inspection body must have one or more internal procedures in place, specifying the way as to how the inspections are programmed (choice and availability of the inspector, taking into account the participant's activities, planning (including the unannounced inspections), communication with the participant, etc.).

The following minimal elements must be part of the inspection:

1. Opening session
  - Explanation as regards the purpose of the inspection, work method and reporting;
  - concluding confidentiality clauses;
  - Determining the scope;
2. Documentary part
  - Checking of documents;
  - Verification of actions taken on pending non-conformities and recommendations of previous inspections;
3. Inspection of the location
  - Inspection of infrastructure (rooms, fridges, production equipment,...) concerning the scope;
  - Verification of the implementation as regards the requirements by means of a checklist;
  - Testing the knowledge and insight in the system on both management level and executive level;
4. Reporting
  - The reporting procedures must at least comply with the stipulations as regards the relevant ISO 17020 accreditation standard.
5. Final discussion
  - Discussion of non-conformities and recommendations.

## 8.2. Inspection request by the participant

Any attestation shall be subject to a contract between the inspection body and the participant.

Any termination of the contract between the participant and inspection body leads *de facto* to the termination of the attestation.

The inspection body can no inspection a participant for OVOCOM or for an additional verification.

Any discontinuation of the contract must happen in compliance with the terms of notice mentioned in the contract.

The contract must specify clearly, the full program of the attestation cycle (including indicative dates for a new inspection = end of the calendar year).

The inspection body must ensure that the following elements are mentioned as minimum requirements in the contract concluded with the participant.

Any applicant / participant shall commit:

- To fully cooperate with the conducting of inspections (access to the premises, communication of authorizations and legal documents, access to the documentary system, access to inspection reports, reports relating to controls and inspections conducted by third parties, etc.);
- To notify the inspection body if, in the year preceding his application, he has been subject to a suspension or revocation of his attestation by an institution, whose purpose and objects pursued, are similar to those developed by OVOCOM, in the application of the FCA System;
- To comply, at all times, with the 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03: Inspection Regulation for meat stores', and to inform the inspection body of any changes in circumstances leading to non-compliance with regulation;
- To accept compliance with the programmed inspection attestation regulation;
- To accept that additional inspections may need to be conducted in order to verify the practical implementation of the corrective action, the suspension or revocation of the attestation;
- To accept that the inspection body may need to conduct additional inspections, outside the normal attestation cycle, if considered necessary by OVOCOM. The inspections will be conducted at the expense of OVOCOM, unless, based on the inspection results, a serious breach of the 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03 – Inspection Regulation meat stores' (minimum an A nonconformity) comes to light. In the latter case, the cost of the inspection is borne by the participant;
- To accept, that the inspector of the inspection body may be accompanied by inspectors still in training, or by staff of the Accreditation Body (e.g. in Belgium BELAC) or by OVOCOM. Since these persons do not belong to the actual inspection team, they cannot be the subject of an objection, unless the participant can refer to a dispute or conflict with one of the accompanying persons;
- To communicate, the coordinates of consultants having performed an assignment in the participant's company, to the inspection body;
- To accept, that inspection reports, provided by the inspection body, are communicated to OVOCOM;
- To immediately communicate every violation of a standard to OVOCOM and the inspection body regardless of who revealed the violation, the authorities or the participant. In the latter the participant must also report the violation to the appropriate authorities;
- To take necessary measures within a time frame proposed by the inspection body if any non-conformities are revealed;
- From the moment the attestation is suspended revoked or cancelled, one is no longer allowed to make reference to this inspection regulation.

In order to anticipate the situation in which the inspection body decides to stop his CC-03 attestation activities (cf. 3.3) or is not/ no longer accredited or approved by OVOCOM (cf. 8.7.2), the contract should include a specific clause covering such cases.

### 8.3. Change of inspector

If an inspector, for a period of three (3) years, has performed uninterrupted all inspections of a participant, he should leave the implementation of at least one inspection, as regards the relevant participant, to a colleague inspector.

If a inspection body is unable to comply with the requirements regarding the switch, he must explain his reasons to OVOCOM, and must request a derogation from this requirement.

The application must be submitted, by each participant involved, and this at least three months before the expected date of inspection to be performed by another inspector.

The application must include, as a minimum, the following data:

- Name and address of the relevant participant;
- Attestation number;
- Name of the inspector who has uninterrupted performed all inspections during the relevant period;
- Dates of inspections performed by this inspector;
- Expected date of the next inspection;
- The reason why a switch cannot take place.

Without response from OVOCOM, and this at the latest 30 days from the expected date of inspection indicated in the question, the derogation will be considered as accepted, and the inspection may be implemented in the way the body has applied.

If applicable, the application must be repeated individually for each inspection and for each participant.

## 8.4. Classification of non-conformities

The findings of the inspection can give rise to the determination of non-conformities type A (or major) or type B (minor) or to the determination of remarks. Examples of A and B non-conformities are given in 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions'.

The classification below gives the directives to follow for non-conformities that are nowhere else written down.

Classification	Type of nonconformity	Measures during the initial inspection
<b>A</b>	A-non-conformities are deficiencies, of a nature reducing substantially the confidence in the quality system and/or directly endangering the basic quality or the food safety of the delivered product (or service).	The attestation cannot be allocated until evidence that the A-non-conformity have been resolved.
	When a large number of B-non-conformities emerge, an A-non-conformity must be identified for lack of management and/or non-compliance to the objectives set by the application of the CC-03 Scheme.	
	When a previous B-non-conformity has not been adequately solved, it will be considered an A-non-conformity.	
<b>B</b>	B-non-conformities are deficiencies containing no direct risk to the basic quality or food safety of Category 3-material or derivatives	The attestation will not be granted as long as the action plan for the B-non-conformity was not accepted by the inspection body. An action plan must be sent, within 4 weeks, to the inspection body. The inspection body must, within two weeks after receiving the action plan, assess if the action taken is sufficient. If this is not the case, the non-conformity will automatically become an A-non-conformity.
<b>Remarques</b>	Remarks can be formulated where certain activities do not appear to be under control. They may eventually lead to B-non-conformities.	Direct action is not required, but it is recommended for the certified company to take action.

## 8.5. The inspection report

The inspection body may establish a reporting procedure, suitable to its needs.

However, the procedure must ensure the following, as a minimum:

- a. At the end of the inspection, a meeting will be organized between the inspection team and the participant's management. On this occasion, the inspection team will provide an oral and written summary of the inspection conclusions. This meeting must allow the organization to ask questions on inspection conclusions, and on obtaining information regarding the procedure process;
- b. The inspector (or the inspection team) will provide the inspection body with a detailed report of its conclusions. The team will identify areas of non-compliance with the 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03: Inspection Regulation for meat stores'. A written report, containing especially items of non-compliance with the standards, will be sent to the participant and. The inspection body will provide in its contract with the participant, that OVOCOM may receive the inspection reports;
- c. The (candidate) participant is required to provide sufficient evidence for the implementation of efficient action in resolving any non-compliances with the inspection requirements. In cases where evidence is not conclusive in providing confidence, a new site visit to the meat store will be planned for monitoring the proper implementation of corrective measures.

## 8.6. Monitoring of the reports

The inspection body must continuously monitor the quality of the reports prepared by all the inspectors, and take necessary action if the reports are non-compliant with the system requirements. Such action may involve, but is not limited to, further training and/or additional inspections, conducted under supervision. These measures will be continued until the problem is solved.

The person responsible for monitoring the inspection reports must, at least have the same qualifications as a CC-03 inspector (see point 5.3.4).

In case this person is not able to present a similar qualification, the inspection body must introduce a duly motivated application to OVOCOM, aiming at obtaining a derogation. Pending a written answer by OVOCOM accepting this derogation, this staff member may no longer continue to monitor inspection reports.

## 8.7. Change of inspection body

### 8.7.1. Voluntary switch of inspection body

For reasons of impartiality, changing a inspection body will also involve a change of inspector. This means the inspection, implemented by the new inspection body must be performed by an inspector, who never before has performed a control as regards this participant, during the calendar year prior to the change of inspection body.

### 8.7.2. Involuntary switch of inspection body

If a inspection body, for whatever reason, is not or no longer accredited or approved by OVOCOM, the participants are required to switch from inspection body if they wish to keep their attestation.

In this case, inspection bodies, must be committed to pursue the attestation of such participant, and shall conclude a contract covering the remaining duration of the attestation.

The objective is that the participant shall not suffer financially because of the change of contract.

The contract, however, should include similar (or reduced) financial conditions for at least the period of the attestation (= calendar year following the inspection).

Any differences in costs between the new and old inspection body should be borne by the institution, which is not or no longer accredited or approved by OVOCOM.

The latter should be contractually committed, with regards to his customers, right from the start of the attestation contract (see 3.3 and 8.2).

## 9. Attestation procedure

### 9.1. Technical verification of the file

Before taking a attestation decision, special attention should be paid to the following:

- The application of the participant was treated correctly;
- The inspector (or inspection team) is correctly qualified and is free of any conflict of interests;
- The inspection report is complete and information provided by the inspection team, is satisfactory in view of the requirements and attestation scope;
- An appropriate answer was provided to the conclusions made, within the time period requested;
- Presence of possible evidence.

The inspection body must specify in an internal document, by whom the attestation decision was made and who signed the attestation.

### 9.2. Issuance of an attestation

Attestations are issued per participant (meat store). The inspection date needs to be mentioned on the attestation.

The attestation must also mention the ultimate date or dates for a new inspection:

- End of the calendar year following the inspection in case the minimum frequency is yearly);
- Inspection date + 6 months (or mutiple of 6 months) if the minimum frequency consists of 2 inspections/12 months.

In order to avoid that contributions are calculated several times within a same year, each attestation must also mention as ultimate date of inspection, the end of the calendar year following the one from the inspection (see examples in annex 3).

The renewal of an attestation is performed for each new inspection and must be effective in the month following the ultimate date of a new inspection.

Keeping the meat store on the list of approved meat stores shall be the responsibility of the Inspection body who shall, within 10 days following issuance, communicate each new attestation to OVOCOM.

The coordinates of the participant, whose attestation is no longer valid will be deleted, without prior notice, from the public list of participants in the CC-03 system.

Depending on the type of participant, the form and content of the attestation must be in conformity with one of the examples given in annex 3.

The inspection body must communicate the following documents to OVOCOM:

- A copy of the attestation issued to every meat store;
- A monthly overview of the total number of meat stores verified and approved in that month. This report includes, for every participant, the following data:
  - The name of the participant;
  - The full coordinates of the participant;
  - The name of the wholesale the participant is part of;
  - The date of the validation of the auto control system (for participants who don't depend on wholesale);

- The date of the inspection;
- The name of the inspector;
- The number of the attestation;
- The number and the list of A non-conformities for every participant;
- The number and the list of B non-conformities for every participant;
- The ultimate date for a new inspection.

If no inspections were performed in the previous month, it should also be mentioned on the monthly inspection report.

The inspection body must also give OVOCOM every inspection report when requested.

The attestation number must also be mentioned on the attestation (see annex 3) in the following form:

- No of the inspection body – it concerns a serial number given by OVOCOM;
- The 3 letters DVW between 2 « / ». The letters DVW are an acronym of « Débit de Viande-Vleeswinkel »;
- An internal reference, defined by the inspection body;
- An index that shows the number of inspections already performed at a participant (-01 for the first inspection, -02 for the second, etc.). Every positive inspection leads to the issuance of a new attestation, the link between the index and the number of inspections is easily made.

## 10. Sanctions taken by the inspection body vis-a-vis the participant

If the inspection body determines that a participant is not compliant with the 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03: Inspection Regulation meat stores', then measures or sanctions will be taken by the inspection body against that participant,. For any sanctions taken by the inspection body, the participant must be given the opportunity to provide an explanation.

Any measures, that can possibly be taken by the inspection body for non-conformity with FCA Regulation are as follows:

- a. A new inspection specifically aimed at those measures taken to remedy a prior infringement;
- b. A complete and new inspection focusing on all relevant provisions of the FCA Regulation;
- c. A thorough monitoring of the participant during a maximum period of one year, at the participant's expense.

One of the following sanctions in proportion to the gravity of the facts may be imposed:

- a. Warning with a deadline, enabling the participant to resolve the deficiencies in a verifiable way. If the participant is not compliant with the rules, within the deadline, another sanction will be imposed. During a 12-month period and for identical deficiencies, the warning may only serve once as a sanction;
- b. Suspension of the attestation for minimum 2 weeks and maximum of 3 months. The suspension will be lifted after a recall inspection on the premises;
- c. Revocation, possibly after suspension, of the guaranteed attestation issued by the inspection body. The participant, who committed the infringement will be excluded for at least one year from the CC-03 system.

Failure, to find a solution to the problem within the timeframe established by the inspection body, must lead to a revocation or a reduction of the attestation scope.

When there is a lack of clarity, a inspection body can always ask for advice from OVOCOM on the measures to be taken. For the procedure, reference is made to the professional and sanction Procedure, OV-05, chapter 2, is applied.



The (possible) interventions of the participant (e.g. declarations) relating to facts justifying the sanction, must be mentioned when communicating the sanction to the participant.

Any suspension or revocation of the attestation, as well as any reduction of the attestation scope must be communicated to OVOCOM for adjustment of the participant's list.

The motivation for the sanction must be added to the application for amendment to the lists (e.g. non-payment of contribution, repeated refusal of inspections which leads to non-compliance with the inspection frequency, non-delivery of the corrective action plan, ...).

The message intended for OVOCOM must always be sent, immediately after announcement of the sanction to the participant. The communication by the inspection body is considered, by OVOCOM, as the only valid notification.



## Annex 1: Inspector qualifications : Basic File

<b>Name:</b>	
<b>Inspection body:</b>	
<b>Date:</b>	

<b>ISO 17020 Type A</b>	<input type="checkbox"/>
-------------------------	--------------------------

N°	General Qualifications	X
1.	Bachelor in agronomy or environmental science or equivalent by experience	<input type="checkbox"/>
2.	2 years of professional experience (or to join a written derogation by OVOCOM )	<input type="checkbox"/>
3.	Experience of 1 year in a relevant sector (or to join a written derogation by OVOCOM)	<input type="checkbox"/>
4.	Obligatory CC-03 OVOCOM-training	<input type="checkbox"/>
	Date:	
5.	passed the « CC-03 » exam	<input type="checkbox"/>
	Date:	
6.	Personal qualities, general skills and specific inspection skills (ISO 19011)	<input type="checkbox"/>
7.	Initial, internal trainings: <ul style="list-style-type: none"> <li>- Technical, administrative and legal aspects of the participant's activities;</li> <li>- Internal procedures established by the participants.</li> </ul> (program and date to join in annex)	<input type="checkbox"/>
8.	Independence (list of the activities that can influence the independence (consultancy assignments included) of the last 2 years in annex or an indenpendency declaration)	<input type="checkbox"/>
9.	Inspection conducted under supervision (list of at least 3 inspections to join in annex)	<input type="checkbox"/>

### Annexes

<input type="checkbox"/>	CV	Annex No.
<input type="checkbox"/>	List of the activities that can influence the independence (date/company/type of activities/supervisor)	Annex No.
<input type="checkbox"/>	List of an indenpendency declaration	Annex No.
<input type="checkbox"/>	Program and dates of initial, internal trainings	Annex No.
<input type="checkbox"/>	Other annexes (to be specified: )	Annex No.

## Annex 2: Inspector qualifications : Yearly Update

<b>Name:</b>	
<b>Inspection body</b>	
<b>Date</b>	

<b>ISO 17020 Type A</b>	<input type="checkbox"/>
-------------------------	--------------------------

Nr.	General Qualifications	X
1.	Continuous training (in-house and/or external) (program in annex)	<input type="checkbox"/>
2.	Number of inspections per year: (details in annex)	<input type="checkbox"/>
3.	Independency (list of activities that can influence the independence (consultancy assignments included) of the past 2 years in annex or an independency declaration)	<input type="checkbox"/>

### Annexes / Bijlagen

<input type="checkbox"/>	List of the activities that can influence the independence (date/company/type of activities)	Annex No.
<input type="checkbox"/>	List of an independency declaration	Annex No.
<input type="checkbox"/>	List of trainings that were followed (on a yearly basis)	Annex No.
<input type="checkbox"/>	Other annexes (to be specified: )	Annex No.

### Annex 3: Minimum information on an CC-03 attestation

A : participant described in points 6.2.1 or 6.2.2

## Attestation of approval of a meat store according to the document 'CC-03 – Inspection Regulation for meat stores'

*XXX*, Inspection Body, appointed by OVOCOM, declares that the meat store:

Name of the meat store:			
Street, number:			
Zip code:		Zip code:	
Country:			
Telephone:		Telephone:	
E-mail address:			
Contact person:			
VAT registration No.:			
Attestation No.:	N° OCI/DVW/...		

Was controlled on *dd-mm-yyyy* and meets the requirements mentioned in the documents 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03 – Inspection Regulation for meat stores', as drawn up by OVOCOM. The Category 3-material produced by the meat store may be destined for use as or transformation in animal feed.

The next unannounced inspection needs to take place on [*31-12-yyyy+1*] at the latest.

Date: [*dd-mm-yyyy*]

Signature: [*Title, name and first name*]

The logo and the coordinates of the inspection body must also be mentioned on the attestation.

**Logo and references of the accreditation body when specific CC-03 accreditation**

**B: participant described in point 6.2.3**

**Attestation of approval of a meat store according to the document 'CC-03 – Inspection Regulation for meat stores'**

**XXX**, Inspection Body, appointed by OVOCOM, declares that the meat store:

Name of the meat store:			
Street, number:			
Zip code:		Zip code:	
Country:			
Telephone:		Telephone:	
E-mail address:			
Contact person:			
VAT registration No.:			
Attestation No.:	N° OCI/DVW/...		

Was controlled on *dd-mm-yyyy* and meets the requirements mentioned in the documents 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03 – Inspection Regulation for meat stores', as drawn up by OVOCOM. The Category 3-material produced by the meat store may be destined for use as or transformation in animal feed.

The following unannounced inspections must take place at the latest on the following dates: *[dd-mm-yyyy+6 months]*, *[dd-mm-yyyy +12 months]*, *([dd-mm-yyyy +18 months, only if the inspection date is prior to 30/06/yyyy) and [31-12-yyyy+1]*

Date: *[dd-mm-yyyy]*

Signature: *[Title, name and first name]*

The logo and the coordinates of the inspection body must also be mentioned on the attestation.

**Logo and references of the accreditation body when specific CC-03 accreditation**



## Annex 4: Application form for the Inspection body

**Inspection Body** :

Company number : BVAT BE 0000.000.000

Streetname and number :

Zip code : B-0000 Place : Country:

Signatory's name :

Telephone number : +32 (0) 0/000 00 00 mobile number : +32 (0) 000/00 00 00

Fax number : +32 (0) 0/000 00 00

E-mail address :

Wishing to submit an application to OVOCOM for approval as a inspection body for inspection of meat stores producing Category 3 material.

The undersigned inspection body hereby applies as candidate for the inspection of meat stores concerning the compliance of the requirement mentioned in the following documents: 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions' and 'CC-03: Inspection Regulation for meat stores'.

The undersigned declares to be acquainted with the following documents:

- 'BC-10: Meat stores producing Category 3-material – Technical Prescriptions';
- 'CC-03: Inspection Regulation for meat stores';
- 'OV-05 – Professional and sanctions procedure Sanctie- en beroepsprocedure'.

He is committed to cooperate in the approval procedure.

The processing costs amount to 250 EUR (VAT not included).

The undersigned must be a legal representative of the inspection body.

Date:

Signature:

## **Supplementary information – Documents to be supplied in the framework of a request by a inspection body**

The designation of a inspection body is the sole responsibility of the OVOCOM Board of Directors. OVOCOM will make decision based on the file, submitted by by the applicant. The procedure is mentioned in point 5 of the 'CC-03: Inspection Regulation for meat stores'.

This applicant's file must contain as a minimum:

1. A general, signed fact sheet with data (see annex 4);
2. Two signed copies of the contract (see annex 5);
3. Copies of the accreditation certificates, obtained at the Belgian Accreditation system (BELAC) or from an accreditation body abroad, which is a member of the *Multilateral Agreement (MLA)* of the *"European Cooperation for Accreditation"* (EA) or the commitment that the inspection body will receive the accreditation within twelve months following the signing of the contract when the headquarters of the inspection body is located in a country where the national Accreditation body has developed a specific accreditation concerning 'CC\_03: Inspection Regulation for meat stores';
4. The copies of the relevant accreditation certificates that justify the capacity of the inspection body when the headquarters of the inspection body is located in a country where the national accreditation body has not developed a specific accreditation concerning the document 'CC-03: Inspection Regulation for meat stores'. The inspection body shall also commit to obtaining a specific accreditation within 12 months after a specific accreditation concerning the document 'CC-03: Inspection Regulation for meat stores' has been opened by the national accreditation body;
5. Evidence that the inspection body has the internal knowledge, to assess and inspect the meat stores;
6. An organization chart listing the staff members involved in the inspection process;
- An inspection procedure of participants in conformity with documents 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03: Inspection Regulation for meat stores', containing the following items as a minimum:
  - o Contact with the applicant-participant to the system;
  - o Acceptance by the client;
  - o Unannounced inspection planning – determination of the inspection time;
  - o Preparation of the inspection;
  - o Implementation of the inspection;
  - o Inspection conclusions;
  - o Inspection report;
  - o Evaluation of non-conformities;
  - o Decision;
  - o Issuance of the attestation (add model in annex (see annex 3));
  - o Communication with client;
  - o Communication with OVOCOM;
  - o Conformity with the requirements of the documents 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03: Inspection Regulation for meat stores'.

In cooperation with third parties (laboratory, other inspection Bodies, etc.), this must be specified in the procedure.

If necessary, the procedure can be split into multiple documents. Any documents referred to in this/these procedure(s) shall be annexed to the application;

7. Any Professional and sanctions procedure, including the OV-05 document;
8. A file of "inspector qualification" for each introduced inspector (see annex 1).

## **Annex 5: Contractual agreement between OVOCOM et a (CC-03) inspection body**

OVOCOM vzw, established in 1000 BRUSSELS, Gasthuisstraat 31, here validly represented by Ms./Mr. ....  
on the one hand,  
and name inspection body, established in [place] .....  
hereinafter the inspection body, represented by Ms./Mr. ....  
on the other hand,

in consideration of the following:

- OVOCOM is prepared, under the following terms, to grant the inspection body the right to issue CC-03 attestations to meat stores;
- Meat stores that verifiably comply with the requirements described in 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03: Inspection Regulation for meat stores' can market Category 3 material for processing or use in animal feed by FCA certified companies.
- The inspection body recognizes the Consultative Committee of OVOCOM,

Declare having agreed to the following:

### **Article 1: Rules**

The Inspection Regulation for CC-03 Inspection Regulation (and possible revisions) are applicable to this agreement. These rules shall be respected. They form part of the contractual relationship between both parties. In case of a discrepancy between this agreement and any other document, this agreement shall always prevail.

### **Article 2: Application area**

OVOCOM grants the non exclusive right to the inspection body, under the conditions set out in this agreement, to grant CC-03 attestations that are in conformity with 'CC-03: Inspection Regulation for meat stores'.

OVOCOM is committed to send any revised documents to the inspection body in a timely manner.

### **Article 3: Qualifications of the CC-03 inspector**

The inspectors who will be called upon will need to demonstrate that they satisfy the requirements set by OVOCOM (see 'CC-03: Inspection Rules for meat stores').

An inspector not satisfying the requirements will no longer be approved as a CC-03 inspector.

### **Article 4: Participants' contribution**

For the rights granted by OVOCOM to the inspection body, the latter owes OVOCOM a financial compensation per issued attestation.

Every participant eligible for receiving a attestation, must pay a yearly financial contribution to OVOCOM. The participant pays the financial contribution to the inspection body.

The inspection body can issue an attestation only after the participant has transferred the contribution to the inspection body.

The inspection Bodies are obligated to collect the contribution from participants and to transfer it to OVOCOM.

The financial contribution scheme is mentioned in 'CC-03: Inspection Regulation for meat stores'. Any changes regarding these financial contributions will be communicated by OVOCOM to the inspection

body on a yearly basis. The payment of the financial contribution will be based on monthly invoices made by OVOCOM and payable conforming the specific invoice conditions.

### **Article 5: Reporting**

Within a month upon completion of each quarter, the inspection body shall provide the number of allocated and revoked attestations to OVOCOM.

Per attestation, the following specific items must be listed:

- Name of the participant;
- Complete coordinates of the participant;
- The name of the distributor the participant is affiliated to;
- The date of the validation of the auto control system (for the participants that do not depend on a distributor);
- The date of the inspection;
- The name of the inspectors;
- The attestation number;
- The number and the list of A non-conformities for every participant;
- The number and the list of B non-conformities for every participant;
- The ultimate date for a new inspection.

The inspection body makes an overview of the complaints received and their treatment and keeps it available for OVOCOM.

The inspection body shall commit to the communication of the complete reporting of an inspection when requested by OVOCOM.

### **Article 6: Verification**

OVOCOM I reserves the right to verify if the inspection body respects its contractual obligations in the form of a random test. This verification shall take place at the registered office of the inspection body. The inspection body shall fully cooperate and shall grant access to any necessary documents.

OVOCOM also has the right to accompany inspectors of the inspection body during the inspection of participants.

### **Article 7: Working method**

The inspection body must be able to demonstrate at any given time that it satisfies the requirements as regards the qualifications of the staff, approval and accreditation as described in 'CC-03: Inspection Regulation for meat stores'.

The inspection body must implement and keep up to date, a documentary system, containing at least procedures and forms.

OVOCOM must have a copy of all relevant documents concerning the application of 'CC-03 – Inspection Regulation for meat stores'.

The inspection body informs OVOCOM immediately from the moment the different requirements are no longer met (e.g. withdrawal of the accreditations).

Every calendar year, the inspection body shall perform at least one unannounced inspection at the meat store in order to verify whether the requirements in 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03 – Inspection Regulation for meat stores' are satisfied.

The inspection body has a procedure at its disposal in order to determine the inspection duration with regard to the verification of the requirements.





Variations as regards inspection durations can be possible and shall depend, among others, on the type of activities, the production methods, the development status of the quality system, etc. The complete organisational system, the production process and the activities must be considered for a rational evaluation of the inspection duration to spend. The anticipated inspection duration must be argued sufficiently and written down by the inspection body, included in a procedure and to be presented to OVOCOM for approval.

In case anything is not clear or in case of doubt regarding the application of in 'BC-10: Meat stores producing Category 3 material – Technical Prescriptions' and 'CC-03 – Inspection Regulation for meat stores', the inspection body shall ask OVOCOM for advice.

In case the contract between inspection body and participant is terminated, OVOCOM needs to be informed immediately in order to adjust the list of attested meat stores when necessary.

**Article 8: Termination**

This agreement enters into force on the date of the signature by the last signatory. It can be terminated by either of the parties in writing and motivated with a notice period of three-months. However, it expires by right without written notice on the date the accreditation expires, revoked or un-obtained.

It also expires by right and immediately if the inspection body does not inform OVOCOM at once when the inspection body no longer meets the requirements described in 'CC-03 – Inspection Regulation for meat stores'.

**Article 9: Accreditation**

If a inspection body discontinues or loses its accreditation, or is no longer accredited for whatever reason, this has to be communicated immediately to OVOCOM. From that moment onwards the agreement will be terminated conform article 8. Moreover, the other Certification Bodies will be in charge of further follow-up of the companies of the inspection body involved, in accordance with the prescriptions described in in 'CC-03 – Inspection Regulation for meat stores'.

**Article 10: Disputes**

For any disputes between parties, OV-05 is to be applied. The terms 'certificat' and 'GMP Certification Regulation' or 'FCA Standard' in the document OV-05 must be read as 'CC-03 attestations' and the document 'CC-03 – Inspection Regulation for meat stores' respectively. The procedures mentioned in OV-05 must first be exhausted before bringing the dispute to the Courts and Tribunals. This agreement is exclusively governed by Belgian law and the Brussels Courts and Tribunals are exclusively competent in these matters.

Executed in duplicate and signed,

Date: 00 / 00 / 0000

Name: M./Mr. ....

Name: Ms./Mr. ....

OVOCOM

The inspection body (Name inspection body)

.....

## Annex 6: Overview of the relevant Areas

The professional experience of the inspectors must be linked to a relevant area. These areas have been determined on the basis of the NACE-codes, as mentioned in annex I to the Regulation (EC) No. 1893/2006 of the European Parliament and of the Council of 20 December 2006 establishing the statistical classification of economic activities NACE Rev. 2 and amending Council Regulation (EEC) No. 3037/90 as well as certain EC Regulations on specific statistical domains.

NACE-Code – Groups and categories that can be considered for the professional experience of the inspectors.
Group 01.1 – Growing of non-perennial crops: Categories 01.11, 01.12, 01.13, 01.14
Group 01.2 – Growing of perennial crops: All Categories
Group 01.4 – Animal production: All Categories
Group 01.5 – Mixed farming: All Categories
Group 03.2 – Aquaculture: All Categories
Group 10.1 – Processing and preserving of meat and production of meat products: All Categories
Group 10.2 – Processing and preserving of fish, crustaceans and mollusks: All Categories
Group 10.3 – Processing and preserving of fruit and vegetables: All Categories
Group 10.4 – Manufacture of vegetable and animal oils and fats: All Categories
Group 10.5 – Manufacture of dairy products: All Categories
Group 10.6 – Manufacture of grain mill products, starches and starch products: All Categories
Group 10.7 – Manufacture of bakery and farinaceous products: All Categories
Group 10.8 – Manufacture of other food products: All Categories
Group 10.9 – Manufacture of prepared animal feeds: All Categories
Group 11.0 – Manufacture of beverages: All Categories
Group 28.9: Categories 28.93 – Manufacture of machinery for food, beverage and tobacco processing
Group 46.2: Categories 46.21 – Wholesale of grain, unmanufactured tobacco, seeds and animal feeds
Group 46.3 – Wholesale of food, beverages and tobacco: Categories 46.31, 46.32, 46.33, 46.36, 46.37 and 46.38
Group 49.4: Categories 49.41 – Freight transport by road <sup>(1)</sup>
Group 50.2: Categories 50.20 – Sea and coastal freight water transport <sup>(6)</sup>
Group 50.4: Categories 50.40 – Inland freight water transport <sup>(6)</sup>
Group 52.1: Categories 52.10 – Warehousing and storage <sup>(2)</sup>
Group 70.2: Categories 70.22 – Business and other management consultancy activities <sup>(3)</sup>
Group 71.2: Categories 71.20 – Technical testing and analysis <sup>(4)</sup>
Group 72.1 – Research and experimental development on natural sciences and engineering: Categories 72.11 and 72.19 <sup>(5)</sup>
Group 85.4 – Higher education and post-secondary non-tertiary education: Categories 85.41 and 85.42 <sup>(5)</sup>

<sup>1</sup> Exclusively for activities relating to freighting and organisation of transport

<sup>2</sup> Exclusively for animal feed or «by-products for reprocessing»

<sup>3</sup> Exclusively for recommendations relating to a quality system or a food safety system

<sup>4</sup> Exclusively for the monitoring of food products or animal feed

<sup>5</sup> Only when there is a direct link between the activity and the animal feed.