

RSPCA APPROVED FARMING SCHEME STANDARD

CHAIN OF CUSTODY

OCTOBER 2021

v1.3



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OVERVIEW

This Standard establishes the criteria and requirements of the RSPCA Approved Farming Scheme (AFS) Chain of Custody Program.

This Standard reframes the AFS Traceability Policy but does not make material changes to its requirements. The requirements of the AFS Traceability Policy form part of AFS Producer agreements and RSPCA Approved Trademark License agreements.

This Standard applies to Licensees, Producers, and other businesses and sectors of the supply chain of Approved Product from farm to point of sale. It applies to any entity that handles a product labelled, marketed as or makes claims to contain Approved Product.

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THE STANDARD

1 SCOPE

- 1.01 Entities in the supply chain of Approved Products must fulfil the requirements of this Standard.
- 1.02 Entities in the supply chain of Approved Products may only make claims about the Approved status of the products they handle if:
 - a) They have successfully completed an annual Chain of Custody assessment conducted by the RSPCA Australia Certification Body (the Certification Body), and
 - b) They meet the conditions of Section 4 of this Standard.

2 HANDLING OF APPROVED PRODUCTS

- 2.01 Entities handling products shall have processes to confirm the Approved status of product upon receipt.
- 2.02 Approved Products shall be clearly identified as 'RSPCA Approved' at all stages of processing, packaging, storage, transport and sale.
- 2.03 Entities shall ensure Approved Product is segregated from non-Approved Product.
- 2.04 Entities shall not substitute Approved Product with non-Approved Product.

3 BUSINESS SYSTEMS

- 3.01 Entities shall appoint a responsible person to manage all contact with the Certification Body.
- 3.02 Entities shall notify the Certification Body within 30 days of the following changes:
 - a) The inclusion of a new business in the supply chain of RSPCA Approved Product.
 - b) The removal of a business from the supply chain of RSPCA Approved Product.
 - c) The inclusion of a new product, or the change in the naming of an existing product, that makes claims to be RSPCA Approved.
 - d) A change to the AFS and Certification Body contact person.
- 3.03 Entities shall demonstrate that all contract processing and sub-contracted transport and storage/ warehousing businesses conform with the requirements of this policy.
- 3.04 Entities shall operate management systems that ensure the requirements of this policy are met.

- 3.05 Entities shall ensure persons involved in the receipt of, and who have responsibility for the handling of RSPCA Approved Product, are trained and competent in the requirements of this policy.
- 3.06 Entities shall keep all records related to their handling of RSPCA Approved Product for 2 years.
- 3.07 Entities shall have internal auditing processes that monitor conformance with the requirements of this Standard.
- 3.08 Entities shall have systems for managing nonconformance related to product that does not meet the requirements of this policy that include:
 - a) Immediate cessation of sale, labelling and reference to affected product as RSPCA Approved.
 - b) Notification of the Certification Body within 1 business day of identifying the nonconformance.
 - c) Notification of all affected customers, who market Approved Product, where product has already been shipped or sold as RSPCA Approved within 1 business day of identifying the nonconformance.
 - d) Keeping records of all notifications made of the nonconformance.
 - e) Identification of the root-cause of the nonconformance.
 - f) Implementation of corrective actions and preventative actions to prevent re-occurrence.
- 3.09 Entities shall supply the following to AFS and the Certification Body upon request:
 - a) Relevant business and product information.
 - b) Relevant documents, records, SOPs, work instructions and similar that the entity proposes as evidence that demonstrates conformance with the requirements of this Standard.
- 3.10 Entities shall facilitate the conduct of an assessment of their traceability and product management systems by the Certification Body; this may be conducted remotely or on-site.
- 3.11 Entities shall facilitate the conduct by the Certification Body of mock product recall exercises that test the integrity of the supply chain.

4 PRODUCT REFERENCING

- 4.01 Entities shall only market claims about the Approved status of products if they have been granted rights to do so under the terms of an RSPCA Approved Trademark License Agreement.
- 4.02 Entities shall not market claims about the Approved status of products where substitution of Approved product for non-Approved product is made; this requirement applies irrespective of volumes or relative composition of Approved and non-Approved ingredients.
- 4.03 Entities who are granted rights under an RSPCA Approved Trademark License Agreement to market Approved Products shall do so according to RSPCA Approved Brand Guidelines and with prior approval from the AFS.

5 TRACEABILITY

- 5.01 Entities shall have management systems that ensure:
- a) Product sold as RSPCA Approved can be traced back to an Approved source.
 - b) Accurate records are kept of the movement and handling of Approved Product (from receipt and through processing, storage, dispatch, transport and sale).
 - c) Records include the volume of: Approved product received, converted to RSPCA Approved product, converted to non-RSPCA Approved product, and discarded.
- 5.02 Where applicable, entities must conduct a mass balance exercise, or equivalent, at least annually that accounts for Approved products handled.

DEFINITIONS

Mass balance exercise	A procedure that accounts for all quantities of raw materials, waste, work-in-progress and finished product.
Approved Product	A product sourced from animals that have been produced by an Approved Producer on Approved Production Sites and in accordance with the RSPCA Standards.

END OF STANDARD



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