

RSPCA APPROVED FARMING SCHEME

CHAIN OF CUSTODY



PROGRAM PROCESS

This is the generalised process for the operation of the RSPCA Approved Farming Scheme Chain of Custody Program. At each stage, the RSPCA Certification Body will liaise with participants to discuss and assist with their progression through the process. Our aim is to ensure effective verification of your conformance with the *Chain of Custody Standard*. The process is not intended to be onerous, however, your initial assessment is likely to require more liaison and information sharing than subsequent assessments. An assessment of your conformance with the Standard will be conducted annually. Following each successful assessment, a notice will be issued that confirms your business is part of the supply chain of RSPCA Approved products and has successfully demonstrated conformance with the requirements of the Chain of Custody Standard. Note that the RSPCA Certification Body may schedule on-site assessments to verify conformance with the Chain of Custody Standard at any time.

APPLICATION OR VERIFICATION OF EXISTING PARTICIPATION

1 NOTIFICATION

Applicant / Producer / Licensee notifies RSPCA Approved or the RSPCA Certification Body of a new party in the supply chain



2 CERTIFICATION BODY CORRESPONDENCE

The RSPCA Certification Body will contact existing participants in the supply chain annually, or new participants promptly following receipt of their notification to join the supply chain



3 SUPPLY OF ASSESSMENT FORMS

The RSPCA Certification Body will supply forms and information for their completion:

- The Chain of Custody Standard
- A Business and Product registry form
- A self-assessment form



4 SUBMISSION OF MATERIALS

Applicants or existing participants must complete all forms, supply all required information (or verify information previously collected in the case of existing participants), and submit supporting documents as necessary



5 CERTIFICATION BODY EVALUATION OF CONFORMANCE



The RSPCA Certification Body will review submitted materials and liaise as necessary to clarify and verify information submitted; this may include the request for the submission of further documents

6 CONFIRMATION OF PARTICIPATION

If conformance is determined, the RSPCA Certification Body will provide formal notice to the applicant / existing participant



CONFORMANCE WITH THE RSPCA CHAIN OF CUSTODY STANDARD

KEY COMPONENTS



SUPPLY

Products must be sourced from RSPCA Approved Producers



LABELLING

RSPCA Approved products must always be clearly identifiable



SEGREGATION

RSPCA Approved products must be separated and distinguishable from non-RSPCA Approved products



TRACEABILITY

The volume of RSPCA Approved products must be recorded and traceable through all stages of handling



MANAGEMENT SYSTEM

Management systems must ensure the requirements of the Chain of Custody Program are met