



EC Regulation 1831/2003 laying down requirements for feed hygiene

**Guidelines for the development of national
voluntary guides to good hygiene practice and
the application of HACCP principles (Article 21)**

Revised Version: August 2007

CONTENTS

<u>Section</u>	<u>Paragraphs</u>
Introduction	1
Background	2-4
Community Guides	5
Process for developing a Good Practice Guide	
Submission and consideration of initial proposal	6-11
Development and informal consultation	12-14
Public consultation	15-17
Recognition of Good Practice Guides	18-22
Status of Good Practice Guides	23
Scope of Good Practice Guides	24-25
Content of Good Practice Guides	
General Requirements	26-34
Guidance on HACCP Procedures	35-37
Guides for Primary Production	38
Skills and Qualifications	39-43
Structure and Style	44
Publication and Dissemination	45-47
Revision and Amendment of Guides	48
FSA Contact	49
Annex A – Indicative Timetable for the Development of a national Good Practice Guide	

Introduction

1. This document provides advice to feed business sectors on the preparation and development of recognised Good Practice Guides, which are for voluntary use by feed business operators as an aid to compliance with the requirements of the EC Feed Hygiene Regulation (183/2005). It describes the process and responsibilities for drafting and consulting on Guides, provides advice on the scope, content and structure, and outlines the criteria and process for obtaining recognition. In addition, this document explains the status of recognised Guides and offers suggestions for publication and dissemination. Feed business sectors wishing to develop a recognised Good Practice Guide should follow these guidelines.

Background

2. EC Regulation 183/2005 on Feed Hygiene requires that feed business operators comply with various requirements set out in the Annexes to the Regulation. This includes requirements relating to feed business establishments, including facilities and equipment, personnel, storage, transport and record-keeping. In addition, feed businesses (except most businesses involved in primary production) must follow the principles of a Hazard Analysis Critical Control Points (HACCP) system. A copy of EC Regulation 183/2005 can be found at the following link:

<http://www.food.gov.uk/foodindustry/farmingfood/animalfeed/>

3. Article 20 of the Feed Hygiene Regulation specifies that Member States should encourage, where necessary, the development of national Guides to good practice to help feed business operators to comply with the requirements of the Regulation. The Regulation also requires the European Commission to encourage the development of Community Guides.
4. Feed business sectors will generally be responsible for the development and dissemination of these Guides and must consult interested parties, such as competent authorities and user/consumer groups. In addition, Guides must have regard to relevant Codex codes of practice. Member States are required to assess national Good Practice Guides to ensure they satisfy the criteria laid down in the Feed Hygiene Regulation. The Food Standards Agency (FSA) will assess and grant recognition to UK Good Practice Guides and send the recognised national Guide to the Commission for registration.

Community Guides

5. Where Community Guides are prepared, the European Commission will oversee the development and dissemination of these guides, in accordance with Article 22 of Regulation 183/2005. The Commission must act in liaison with Member States and other European stakeholders, and consult the EU Standing Committee on the Food Chain and Animal Health on the need for Community Guides, their scope and content before starting work. The Standing Committee is responsible for assessing Community Guides according to criteria similar to those for national Guides. When national Guides are developed, authors of such Guides should take into consideration any Community Guides that have been developed. In particular, in areas where Community Guides are already in existence, it is expected that feed

business sectors will need to consider carefully whether national Guides are required. This is mainly to ensure clarity for users of Guides and also to ensure that national Guides do not unnecessarily duplicate the provisions in Community Guides. The aim should be for national Guides to contain material that is not covered sufficiently in Community Guides or which may need to be elaborated to reflect national situations. Feed business sectors interested in proposing Community Guides should contact the FSA in the first instance.

Process for developing a national Good Practice Guide

Submission and consideration of initial proposal

6. Any feed business sector wishing to develop a Guide, for which official recognition is to be sought, should initially discuss its proposal with the FSA (see 'FSA Contact section', paragraph 49) at the earliest opportunity. Once a decision to proceed with the development of a Guide has been made, formal notification along with a proposed timetable should be sent to the FSA. The feed business sector should also specify the scope of the Guide, i.e. the sector and types of businesses to be covered and whether it will be UK-wide or country-specific (see 'Scope section', paragraphs 24-25) and provide an overview of the proposed coverage, content and structure.
7. It is expected that in many cases, the Guides will need to be drawn up via working groups, and therefore feed business sectors should notify the FSA of the proposed make up of the working group. Working groups should, as far as possible, be representative of the sector for which the Guide is intended and include appropriate representation from the areas within the UK where the Guide will apply. The involvement of consumer and user groups should be considered where appropriate.
8. The FSA will endeavour to participate in working groups where resources allow. Representatives of enforcement bodies, e.g. Local Authorities Co-ordinators of Regulatory Services (LACORS) and the Scottish Food Enforcement Liaison Committee (SFELC) as appropriate, should also normally be invited to attend.
9. Some feed business sectors may not have a widely representative body to draft the Guides. In such cases, an initial period of consultation may be necessary in which the rest of the feed business sector is notified by the drafting party of its intention to draw up a Good Practice Guide (the FSA is able to give advice on suitable organisations to be consulted). This consultation provides an opportunity for any other organisations to declare an interest in the issue before work on the Guide gets underway. This process may not be necessary in cases where the sector clearly has one representative body.
10. The FSA will consider whether the proposed scope and content of the Guide, make up of the working group and arrangements for consultation are appropriate and inform the feed business sector accordingly. The FSA is responsible for encouraging the development of Good Practice Guides and will endeavour to look favourably on relevant proposals. The Agency may ask businesses to revise a proposal and will explain its position in the event that it disagrees with it.

11. The FSA cannot specify precisely how many Guides should be developed or in which sectors, but will encourage businesses to work together where appropriate to increase the coverage of each Guide so as to limit the potential for duplication and inconsistencies between Guides covering similar sectors. Depending on the level of demand for Good Practice Guides, the FSA may have to prioritise the order in which it considers and becomes involved in the development of Guides. Priority will normally be given to Guides for high-risk sectors and/or with wide coverage.

Development and informal consultation

12. Feed business sectors' working groups should finalise the project timetable on the commencement of work and send this to the FSA. Annex A contains an indicative timetable for the development of Guides. The project plan will also be useful for keeping track of drafts as they emerge.
13. Working groups may entrust the drafting of a Guide to external expertise. Any decision to involve external expertise in the development of a Guide is a matter for the relevant working group who must retain overall responsibility for the final output. The working group should discuss involving external expertise with the FSA at the outset.
14. The FSA and representatives of enforcement bodies, e.g. LACORS and SFELC, should be consulted as draft Guides develop. Working groups are also advised to consult relevant stakeholders during the development stage. Efforts should be made to secure input from those business interests who may be unable to participate directly in working groups. Reasonable time should be allowed for comments.

Public consultation

15. Once a working group has produced the final pre-consultation Good Practice Guide, it should send a copy to the FSA confirming its intention to commence public consultation and specifying the consultation period. This notification should also include a proposed consultation list. A period of six weeks should be allowed before consultation commences for the FSA to make any final comments or observations on the draft Guide and the proposed consultation list.
16. The working group is responsible for managing the consultation process, including distribution/dissemination of consultation documents, the evaluation of comments received and any resulting amendments to the Guide. Consultations should be open and transparent and invite comments from relevant stakeholders, including those whose interest may be affected by the Guide. The final draft of a Good Practice Guide should normally be available for general consultation for 12 weeks. Any proposal to shorten the consultation period should be agreed with the FSA in advance. Copies of all consultation documents should be available to any interested parties on request.

17. When the final Good Practice Guide is submitted to the FSA for recognition, the Agency, with the help of a Good Practice Guides Assessment Panel will assess each Guide. The Assessment Panel will consider the technical content and suitability of the Guide for the relevant sector. The feed business sectors working group should confirm what consultation has taken place and who has been consulted, provide a brief summary of the nature of the consultation comments received and how these have been reflected in the final Guide. This should draw attention to any contentious issues that were raised and how the working party has resolved them. The presumption is that written responses to consultations will be treated as open and publicly available unless the respondent has indicated to the contrary. In the latter case the comments need, nevertheless, to be made available to the FSA and in turn to its Assessment Panel as appropriate.

Recognition of Good Practice Guides

18. The FSA will assess national Good Practice Guides to ensure:

- they have been developed in accordance with these guidelines, which reflect the criteria laid down in Article 21 of EC Regulation 183/2005;
- they are practical for the sectors to which they refer; and
- they are suitable as Guides to compliance with the relevant requirements in EC Regulation 183/2005.

19. The FSA will formally recognise Good Practice Guides that satisfy these criteria and forward copies to the European Commission, who will set up and run a registration system for such Guides and make details available to the Member States. The FSA will maintain and publish a list of recognised national Good Practice Guides.

20. The final decision on recognition will rest with the FSA, assisted by an Assessment Panel (as outlined above). Membership of the Assessment Panel will be drawn from industry, consumers, enforcers and central Government. Special expertise may be brought in where necessary. Representatives of the working group may be invited to answer questions or meet the FSA and the Assessment Panel to discuss a draft before recognition is granted.

21. The FSA may recommend that adjustments be made to a Good Practice Guide before granting recognition.

22. There are a range of feed and farm assurance schemes which play an important role in ensuring standards. Feed business sectors that already have their own Guides or codes containing advice on good hygiene practice and regulatory compliance can retain them. It should be borne in mind that there is no mechanism for the FSA to recognise any industry guidance that has been developed outside the process described in this document. However, this would not preclude such Guides or codes being considered for Agency recognition provided they satisfy the criteria set out in these guidelines. Feed business sectors wishing to seek recognition for an existing hygiene Guide or code should discuss this with the FSA in the first instance (see 'FSA Contact section', paragraph 49).

Status of Good Practice Guides

23. Guides that are officially recognised by the FSA have a special status under the law. Where a feed business is using a recognised Guide, the enforcement authority must take this into account when assessing compliance with hygiene requirements (Article 10(2)(d) of EC Regulation 882/2004 on Official Controls). Recognised Guides may be used with confidence by feed businesses as a practical guide to compliance with the legislation. Only guidance on compliance with the relevant legal requirements (and not any additional material included, for example, about quality standards) has this special status for enforcement purposes. However, such Guides are voluntary and feed businesses may demonstrate compliance with the legislation in other ways.

Scope of Good Practice Guides

24. Any sector of the feed industry, including feed business operators engaged in primary production, may develop a Good Practice Guide. Each Guide should state clearly the feed business sector and types of businesses to be covered. A Guide may cover more than one part of the feed chain where this would contribute to a more complete understanding of the legal requirements and promote a continuum of feed safety, e.g. primary production, up to and including, the placing of feed on the market.
25. The presumption is that national Good Practice Guides will apply across the UK. UK Guides should, where appropriate, reflect any variations in legal requirements between UK countries. The development of separate guides for England, Scotland, Wales or Northern Ireland may be considered where necessary to address specific country needs and circumstances. Feed business sectors wishing to propose the development of a country-specific Guide should discuss this with the FSA in the first instance (see 'FSA Contact section', paragraph 49). Country-specific guides will also need to be developed in accordance with these guidelines.

Content of Good Practice Guides

General requirements

26. Each Good Practice Guide must satisfy the general requirements set out below with regard to content. Any suggestion that more rigorous or prescriptive standards than those in the legislation are necessary for regulatory compliance will be strongly tested. It is, however, accepted that Guides may need to provide more detailed explanations of how broadly framed requirements in the legislation relate to the feed business sector and how they are generally to be interpreted.
27. The Guide should contain appropriate guidance on compliance with the following legislation:
- EC Regulation 1831/2003 of the European Parliament and of the Council laying down requirements for feed hygiene;
 - Requirements of the Feed (Hygiene and Enforcement) (England) Regulations 2005 and the corresponding regulations in Scotland, Wales and Northern Ireland.

28. If the Guide is designed to cover an identified sector, only requirements applicable to that sector need to be included in the Guide.
29. Where reference is made to other Community and national legislation or Community and national programmes, for example, the use of veterinary medicines in primary production, include references and, where appropriate, elaborate in the Guide.
30. The guidance should distinguish clearly between:
- Legal obligations for feed business operators (i.e. what they must do to comply with the legislation); and
 - Other aspects, such as best practice and quality issues, which are not legal requirements but are likely to contribute to the overall achievement of feed safety.
31. The guidance should be appropriate to the types of feed businesses within the identified sector and may refer to other Good Practice Guides where appropriate. However, such Guides should contain adequate guidance for the sector concerned, be technically sound and evidence based where appropriate. The Guides should not include any references to industry certification arrangements as this would be contrary to the provisions of EC Regulation 183/2005.
32. An introductory section is useful which:
- explains the scope of the Guide, its status and how it should be used;
 - provides an overview of the legislative framework and a summary of feed business operators' obligations under the feed hygiene legislation, e.g. in relation to the Articles in EC Regulation 183/2005;
 - outlines the role of the Guide in relation to feed law enforcement; and
 - includes a list of working group members and other acknowledgements.
33. EC Regulation 183/2005 requires feed business sectors to have regard to the relevant codes of practice of the Codex Alimentarius when developing national Good Practice Guides. Working groups should assess the need to incorporate guidance from any Codex code into national Good Practice Guides on a case by case basis. **A copy of a code of practice on good animal feeding is available from the Codex Alimentarius web site at www.codexalimentarius.net.**
34. The Guide may contain specific guidance relevant to the sector whenever legal requirements are qualified by the terms "where necessary", "where appropriate", "adequate" and "sufficient". These terms imply some flexibility in addressing a legal requirement. However, the guidance should emphasise that the approach taken by the feed business operator must nevertheless be consistent with achieving the objectives of the hygiene legislation, principally feed safety and consumer protection, and informed by an assessment of the associated hazards.

Many feed businesses may find it helpful in making such assessments if the Good Practice Guide has already considered the issues for typical feed businesses in the sector. Guides will need to give full reasons wherever they say that particular conditions are not necessary for such businesses or suggest alternative approaches.

Guidance on HACCP procedures

35. The Good Practice Guide should include guidance on how feed business operators carrying out operations can comply with the requirements of Articles 6 and 7 of the Regulation to put in place, implement and maintain a permanent written procedure or procedures based on the HACCP principles. The importance of effective HACCP-based procedures in managing feed safety should be included here and in relevant sections throughout the Guide. The guidance should take account of, and refer to, where appropriate, guidelines issued by the European Commission on the implementation of procedures based on HACCP principles. Feed business operators may also use Guides to Good Practice in conjunction with any Community Guides on the application of HACCP, developed in accordance with Article 22 of the Feed Hygiene Regulation.

36. The Guide should contain advice on HACCP-based procedures that are appropriate and proportionate to the size and nature of the types of businesses covered by the Guide. However to enable feed businesses to demonstrate compliance with the specific requirements of Article 6 of Regulation 183/2005, the guidance should include advice on:

- how to put in place procedures that control feed hazards;
- how to carry out the controls, monitor them and take appropriate corrective action when necessary;
- how to review procedures and keep them up to date; and
- the kind of documentation needed to describe the procedures and appropriate records to demonstrate that they are working effectively.

37. Good Practice Guides are expected to provide appropriate advice on relevant feed hazards in a given sector. The level of detail provided will depend on the range of activities and processes covered by feed business sectors and it would be for each working group to determine.

Guides for Primary Production

38. Feed business sectors should have regard to the recommendations in Part B, Annex I of the Feed Hygiene Regulation when developing Good Practice Guides for primary production activities. Such Guides should include appropriate information on hazards arising in primary production of feed and associated operations, and actions to control them. Annex I, Part B of Regulation 183/2005 contains a non-exhaustive list of such hazards. Although the requirement to operate HACCP-based procedures does not generally apply to primary production, a small number

of farms, (i.e. those who mix feed using additives or premixtures) are required to develop a HACCP system as it is considered a higher risk activity.

Skills and Qualifications

39. Feed business operators are responsible for identifying that they have staff possessing the relevant skills and qualifications necessary to ensure product quality. Good Practice Guides should provide appropriate guidance to staff to enable them to comply with the requirements set out in Annex II of Regulation 183/2005.
40. Regulation 183/2005 does not specify methods, nor stipulate that attendance on a formal instructional course is necessary to achieve compliance, although businesses may want their staff to do so. The methods of training are a matter for the feed business operators to determine. The relevant competencies may be obtained in a number of ways, including professional courses, short courses, on the job training, self-study through expertly produced guidance materials or prior experience. Where a feed business decides that structured training would aid compliance, the training content should reflect the appropriate level of the National Occupational Standard in Feed Safety.
41. Feed business operators should consider how to satisfy the training-related provisions for those whose first language is not English or with learning or literacy difficulties.
42. Training regimes should be reviewed regularly and updated as appropriate to ensure they remain relevant to the nature of the feed operations and the needs of the staff.
43. The Guide should advise on the extent to which it would be useful and appropriate for businesses to have training plans and records. Advice on appropriate levels of supervision to underpin safe feed handling practices should be included. The nature and type of supervision necessary will depend on the number of feed handlers within the establishment, the nature of their work and current training and competence levels. Good instruction and effective supervision are likely to be particularly important in businesses with a high turnover of casual staff.

Structure and Style

44. There are no set requirements on the structure and style of Good Practice Guides. However, information should be set out in a clear and accessible way, e.g. it might be useful to cross-refer specific guidance to the requirement in Regulation 183/2005 to which it relates. Where practicable, working groups may wish to use the structure and order of the legislation as a model for organising guidance. Annexes may be used to provide more detailed information.

Publication and Dissemination

45. Guide working groups and the FSA should discuss publication arrangements following assessment and recognition by the FSA. Guides may be published by feed business sectors that have developed them (e.g. on websites). Decisions on pricing are a matter for the working group. Where Guides are not to be made available free of charge, the FSA would encourage working groups to ensure that

Guides are reasonably priced and readily available to promote the widest possible dissemination. The working group should keep the FSA informed of the publication arrangements and any associated publicity. The FSA is willing to consider how it can help facilitate the publication of Good Practice Guides.

46. Guides should be dated with edition and amendment details, state a mechanism for revision or withdrawal consistent with these guidelines and include details of where to obtain more copies.
47. Responsibility for dissemination of Guides rests primarily with feed business sectors that have developed them. Dissemination includes raising awareness of the existence of a Guide within the sector and encouraging its use by feed businesses. Working groups should discuss their proposals for dissemination with the FSA at an early stage in the development of a Guide. The FSA will also assist with dissemination by promoting and encouraging the use of Guides, at appropriate opportunities and publishing a list of all recognised Good Practice Guides on its website.

Revision and Amendment of Guides

48. Working groups should keep Good Practice Guides under periodic review. Where representatives of a feed business sector consider there is a need to revise a Guide, they should contact the FSA in the first instance (see 'FSA Contact section', paragraph 49). Similarly, the FSA may ask the working group to review and update a Guide. Other stakeholders should liaise directly with industry working groups if they consider a Guide should be reviewed. If a Guide needs to be amended this should be undertaken by the working group. The same development process should be followed as with a new guide, although it should be possible to agree minor or relatively straightforward amendments within a shorter time scale. The FSA may withdraw recognition if a Guide becomes out of date or is amended outside the process described in these guidelines.

FSA Contact

49. All enquiries on Good Practice Guides and these guidelines should be addressed in the first instance to:

Animal Feed Unit
Primary Production Division
Food Standards Agency
Room 415B
Aviation House
125 Kingsway
London
WC2B 6NH
Telephone: 020 7276 8469
Fax: 020 7276 8478
Email: sharon.nandhra@foodstandards.gsi.gov.uk

INDICATIVE TIMETABLE FOR THE DEVELOPMENT OF A NATIONAL GOOD PRACTICE GUIDE

The following indicative timetable is for general guidance only and is not intended to impose a maximum or minimum time limit for the development of a national Guide. Each working group should determine its own timetable based on the scope of work and any relevant factors specific to the sector for which the Guide is being developed. More time may be needed at each stage to resolve unforeseen issues or disagreements.

ACTION	TIME SCALE
Proposal stage	
1. Feed business sector forwards proposal to draw up a Good Practice Guide to the FSA 2. FSA notifies the feed business sector of its opinion 3. If necessary, the industry body proposing the Guide invites others in the sector to register an interest in the Guide	Day 1 Allow up to 4 weeks (Allow up to 4 weeks – may run concurrently with 1 & 2 above)
Development stage	
4. Feed business sector confirms its intention to develop a Good Practice Guide, membership of working group and project timetable to FSA 5. Drafting of Guide 6. Informal consultation with stakeholders draft develops	Within 2 weeks of FSA opinion Allow up to 4 months from date of FSA opinion Ongoing during this stage
Public consultation stage	
7. Working group sends pre-consultation draft of Guide to FSA notifying intention to consult and inviting any comments 8. FSA will consider draft Guide and, where appropriate, send comments to the working group	When ready Allow 6 weeks from date of receipt in FSA

<p>9. Public consultation</p> <p>10. Working group examines consultation responses, amends draft Guide as appropriate and submits final Guide to FSA requesting Agency recognition</p>	<p>Minimum 12 weeks</p> <p>Within 4 weeks of the end of public consultation</p>
<p>Recognition stage</p>	
<p>11. FSA assesses Guide and notifies the working group of its decision regarding official recognition</p>	<p>Allow 6 weeks from receipt by FSA of the post-consultation version of the Guide</p>
<p>Publication and Dissemination stage</p>	
<p>12. Working group (with FSA assistance as appropriate) arranges publication and dissemination activities</p>	<p>ASAP</p>