Certification Standard of Animal Nutrition

Certification Protocol

Version 8 October 2022

Aim

Certification Standard of Animal Nutrition is a reference document. Members of the profession can choose, on a voluntary basis, to comply to the principles outlined within if these same principles apply to their field of work.

This certification protocol outlines the conditions which apply for the certification of the production sites for company manufacturing compound feed and premixes, and for sites distributing compound feed and premixes willing to promote their efforts for quality and health safety to control their products.

This text concerns the three parties involved in the certification process:

- The certification body
- The companies applying for certification of their site(s)
- OQUALIM

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I. Preamble

I.1. Scope and abbreviations

The conformity certification for the requirements of the Animal Nutrition Certification Standard can be requested by any company whose activity is included in the following list:

> **Manufacturing, distributing and/or placing on the market of feed for "food producing animals" in the form of compound feed, premixes, mineral feed, liquid feed, milk replacer, dietetic feed, mash.**

The certification scope are as follows

- Manufacturing and placing on the market of compound feed, mineral feed, liquid feed, milk replacers, premixes,
- Distribution of compound feed, mineral feed, liquid feed, milk replacers, premixes,
- Distribution of feed materials, additives,
- Trading of feed for "food producing animals" in the regulatory sense (feed materials, additives, premixes, compound feed).

To facilitate the writing of this document the following abbreviations are used: (original abbreviations from French names, except for Certification Body, IAF and EA) :

- **RCNA :** Animal Nutrition Certification Standard
- **STNE:** Technical Plateform for Horse Nutrition
- **STNO** : Technical Plateform *"GMO-free Fed"*
- **RCF** : Certification Standard for feed material Suppliers
- **CB :** Certification Body
- **Certification Protocol** : This RCNA certification protocol
- **Pack RCNA** : Set of documents required to gain RCNA certification
- **IAF: International Accreditation Forum**
- **EA: European coordination of Accreditation**

Where appropriate, the mention "international" must be affix on RCNA certificates by CBs only if the certified sites comply with the specific requirements listed below.

The site must comply with all the requirements mentioned in the Appendix 1 "Minimum requirements on selecting, monitoring and evaluating suppliers" excluding the provision by suppliers certified under RCF or use the gatekeeping protocol for organic feed material (RCNA standard, appendix 1.5). The site must also subscribe to the unannounced audit during its certification cycle.

From January 2020, only the certificate with the mention « RCNA international » will be recognized by the schemes in mutual recognition.

I.2. General Principle of the RCNA certification

Certification ensures that production sites comply with RCNA requirements. It is specified in accordance with the regulations that the company remains responsible for the placing on the market of its products.

The control and the performance of the RCNA certification relies on a tripartite relation, between:

1. The company applying for certification of its site (s) of production,

2. The **certification body** (CB) selected by the company and registered by OQUALIM (cf. § III.1),
3. OQUALIM, who oversees the process

The CB has the job of verifying that the company meets the RCNA requirements and CB is therefore committed by a signed agreement to OQUALIM to this end to respect this protocol (cf. § I. 3).

The diagram 1 below summarizes the relationship between the 3 parties

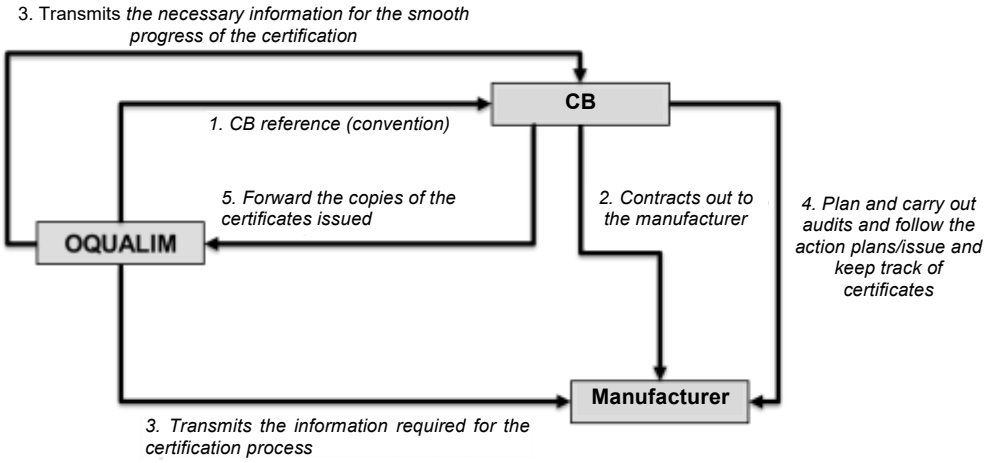

Diagram 1: tripartite relationship

I.3. Commitment of the Parties

a) Company's Commitment

The company signs a contract with the certification body referenced by OQUALIM in accordance with section III.1 (cf. § IV.1 The company commitment contracting with the CB).

The signature of this contract obliges the company to respect all the associated agreements of concerned which are mentioned in this protocol.

The company is committed

- to pay the contribution to OQUALIM which is associated with the main activity of each certified site, contribution to be redistributed to OQUALIM.
- To inform the CB about all sub-treated processes.
- To inform its CB, if the certification has been suspended or cancelled or non-validated after an initial audit for an OQUALIM or equivalent certification, during the year preceding the request.
- To inform the CB about any certification cancellation if the company is involved into other certifications related to health safety purposes.
- To inform the CB and OQUALIM about any sanction for fraudulent actions

b) CB's Commitment

The certification body signs a convention with OQUALIM which commits itself to:

- The certification body must demonstrably confirm that there is compliance with the requirements with respect to independence
- Only appoint auditors who are competent and trained in the particular requirements of RCNA (cf § III.3).

- Sign a contract with his client applying for certification,
- Guarantee that the RCNA audits carried out will comply with to this protocol and its requirements

- Appoint a referent, according to the modalities defined in § III.2,

- Collect on behalf of OQUALIM from companies the amount of financial contribution of the certified sites,

- Transmit audit summaries to OQUALIM
- Transmit the name of the companies contracting with the CB for the RCNA certification to OQUALIM
- Answer to the OQUALIM annual statistic survey on time

No administrator has a link (employee or administrator) with a feed manufacturer nor with an organization having a feed manufacturing activity.

c) OQUALIM's commitment

OQUALIM guarantees :

- To provide all the necessary documents for the RCNA audits to be carried out to the referenced CBs and the companies
- To appoint a referent, contact of companies and CBs, who will centralize all applications,
- To notify CBs and manufacturers of any modifications of the system at least 3 months before their entry into force,
- For each CB, keep an up to date list of their RCNA contact reference and auditor,
- To offer regular qualifying training courses for auditors and also training sessions for companies. The schedule of training sessions requires a minimum of 5 participants. If the minimum number of participants is not reached, in agreement with all registered participants, the unit rate may be revised in order to maintain the training session.

- Ensure the confidentiality of the summarized audit reports transmitted.

A list of referenced CBs is kept up to date by OQUALIM. This list is available online (www.oqualim.com).

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I.4. Reference standards and applicable definitions

In this protocol, it may refers to the following standards whose definitions must be applied

- **ISO 17065 :** Conformity assessment—Requirements for the bodies which certify products, procedures and services

- **ISO 19011 :** Guidelines for auditing quality and /or environmental management systems

II. Protocol management

II.1. Documentary Structure

Control of this scheme depends on 3 main documents:

1. The RCNA describing the applicable requirements to the companies involved in manufacturing, distribution and placing on the market of animal feed,

2. This Certification Protocol which describes the conditions which must be met in order for the conformity certificate to be delivered,

3. The audit check list which details the RCNA, STNO and STNE requirements and guides the auditor in the conformity evaluation.

List of applicable documents :

Title
Animal Nutrition Certification Standard (RCNA)
Certification Protocol
Audit check list
Agreement template for external audit services (between CB and OQUALIM)
List of referenced certification bodies

II.2 –Distribution of documents

All updated documents are available on the OQUALIM website.: www.oqualim.com

All the companies and CBs who are part of the certification (process) at RCNA have access to these documents online.

II.3 –Review and updates

A review of the protocol and the associated documents can be undertaken by OQUALIM at any time, for example in the case of:

- Major changes in/to the context of regulation, prescriptive, economic;
- Conclusions of the analysis of results from an audit campaign (recurrent non-conformity …)

When modifications are made the next version will identify these modifications. Companies and CBs will be informed of each update in writing, by any means.

III. Requirements relative to the Certification Bodies

III.1. Referencing certification bodies

Each company chooses the CB with which it would like to work.

OQUALIM does not impose any restrictions on a possible combination of RCNA audits with other audits as long as the specific requirements in this protocol are respected.

OQUALIM references the CBs based on two main criteria

- **ISO 17065** Accreditation of the CB for at least one certification scheme covering the Feed Manufacturing sector
- Signature of the OQUALIM Convention / Certification Body

At a minimum, staff involved in the competency assessment must have skills and abilities equivalent to the functions assessed.

This covers in particular for audit activities:

- The ability to implement the rules of the certification protocol and the procedures of the certification body,

- The ability to identify legal requirements, good practices, safety-related hazards,

- The ability to determine whether there are specific factors required to audit the feed safety management system, product performance, specific seasonality factors related to the organization,

- The ability to interpret and apply normative documents relevant to the scope of certification,"

- The ability to identify microbiological, chemical, physical hazards, feed labelling requirements, feed safety regulations and their recognized control mechanisms, ability to assess the suitability of the organization to identify animal feed safety regulations and labelling requirements and comply with them (country of production / country of destination),

- The ability to implement Feed Safety Management System, HACCP, hazard assessment and analysis principles

- Ability to evaluate the following activities: manufacturing process, distribution and placing on the market

OQUALIM supplies the registered CB with the up to date “Pack RCNA” which contains all the necessary documents to conduct the RCNA audits.

The CB has an agreement with OQUALIM to manage the whole of the RCNA process complying to the applicable procedures within its ISO 17065 accreditation

III.2. Designation of the RCNA contact reference by the CB

Each CB names an internal “RCNA contact reference”.

This RCNA contact is:

- the unique OQUALIM interlocutor for all topics pertaining to the RCNA certification

- the intermediary between the auditors and OQUALIM, it centralizes in particular the requests of the auditors.

This person must have qualifications same as for an auditor or an equivalent level, at least for training, experience and standard knowledge. If the contact reference cannot justify the required qualifications, the certification body can request for a derogation, sufficiently motivated to OQUALIM.

After each modification to the RCNA or to the certification protocol, OQUALIM notices contact references and decides whether or not it is necessary to provide additional information or complementary training to the auditors. The CB agrees to respect OQUALIM's decision and will guarantee the participation of the contact references and/or auditors in any complementary training course.

III.3. Initial qualification of the auditors

OQUALIM is responsible for the auditors' qualification.

In order to be authorized the auditors must fulfill the general requirements of the standard ISO 19011 as well as the requirements listed below:

a. Initial technical training (baccalaureat + 3 years) in the agri-food or veterinary sector, or equivalent plus at least 5 years professional experience in the agricultural or agri-food sectors including at least 2 years in a relevant function (for gaining an in-depth understanding of the functioning of a Animal nutrition company,

b. 1-day minimum training in the animal nutrition sector in compliance with the OQUALIM standards or a qualification in an existing OQUALIM standard (GBPAC, GBPAM, GBPPM)

c. 3-day minimum training in audit technics;

d. 2-day minimum training in the principles of the ISO9001 standard, e.g. IRCA type training on audit technics and ISO 9001.

e. 3-day minimum training in applying the HACCP method to complying with the requirements of the ISO22000 standard.

f. 2-day minimum training in the technical content of the RCNA organized by OQUALIM. Candidates are tested at the end on their acquired knowledge and a minimum mark of 15/20 is required.

The provisions relating to the validation of skills test is available in the annexed Examination Rules.

Each of the above requirements is duly recorded and kept in accordance with the terms stipulated for the CB accreditation process.

The CB must have a "Code of Conduct" for the staff members, with an ethical agreement where the auditor commits to refuse any mission where his impartiality could be questioned. The CB procedures must foresee suitable terms of settlement for any potential case of a conflict of interest.

This "Code of Conduct" may be transmitted by the CB upon request from OQUALIM.

However, the CB remains responsible for the final qualification decision of its own auditors according to its own procedures and to § 6.1 of ISO 17065.

The CB must register any auditor who will conduct audits under the RCNA standard, under a readable list on its personal space under the OQUALIM's website.

If a CB is wishing to register an auditor under this list, he must send a written request to OQUALIM by filling the form corresponding to the Appendix "Auditor qualifications".

The CB provides annually to OQUALIM, the proof of evidence that every auditor satisfies to the requirements.

III.4. Maintaining the auditor's qualification

In order to guarantee a satisfactory level in the suitability of audits, each auditor must, to keep his/her qualification, commits with the following requirements:

a) Carrying out at least 5 audits- according to an OQUALIM standard per year

b) Carrying out at least 10 audits per year or 20 days of auditing (only days spent on site will be counted) per year, all types included.

c) Attend all additional training courses

Continuous training

At least, each auditor must participate to two days of training session per year.

The time of the training session counted must be related to the activities covered by the RCNA standard. The topics should cover regulatory updates, RCNA standard modifications, technical training related to process to be audited, … The Follow-up Committee meeting time can be counted up to the limit of one half-day.

The number or training hours related to the RCNA certification will be transmitted to OQUALIM on an annual basis with the evaluation fully completed in the appendix "Qualifications of auditors". If an auditor has been unable to complete the minimum number of hours required for annual continuing training, the certification body must postpone this number of hours to the following year.

When the auditor cannot meet all the conditions necessary to maintain its qualification ~~follow the training session~~ under exceptional circumstances (e.g. medical or familial issues), the CB will inform OQUALIM immediately and propose a suitable solution.

~~Independently of reasons grounds cited, and excluding cases of force majeure, where the auditor does not have the possibility to attend the minimum of requested hours for its continuous training, the CB will report the time on the following year.~~

III.5. The relationship between the CBs and OQUALIM

a) Audit of the CBs by OQUALIM

OQUALIM reserves the right to audit the CBs whenever it is deemed necessary to insure the credibility and reliability of the certification process. These audits can stem from different factors: random check into the running of the process, reaction to complaints from the clients, specific request from outside partners (for example owners of equivalent European processes…)

Independently of the audit mentioned above, OQUALIM retains the right to come to the CB's headquarters, periodically and on a random basis, to verify that a CB satisfies permanently to the requirements stated in this document.

OQUALIM retains also the right to come during audit with an auditor, to verify that the RCNA standard is audited according to the defined expectations.

The OQUALIM audits are carried out according to the following conditions:

a) Notice of the audit is given at least 1 month in advance
b) The date is scheduled together with the CB
c) The audit will not last longer than 1 day.
d) The audit is carried out by an experienced auditor whose qualifications can be proved by OQUALIM, and without conflict of interest.
e) The costs are covered by OQUALIM.

b) Sanctions

If during an audit of the kind in point a) above, or by any other recognized means (complaint, problems noted in the companies) and after having been checked, a problem of non-compliance to this protocol by the CB is shown, the CB can include additional contextual information or justifying on the highlighted point noticed. The Board of Directors at OQUALIM or its representative can decide to apply adapted sanctions.

The list below is just a sample of situation examples where there is an apparent non-compliance

a) Not using an auditor with the required qualification,
b) Not carrying out the number of audits required,
c) Awarding certification in an unfair way,
d) Not carrying out the sanctions laid out in IV.4,
e) Discrediting OQUALIM or the RCNA certification in any way,
f) Withdrawal, suspension or cancellation of the CB accreditation, on basis the request of referencing was made in section III.1,
g) Proof of negligence or any other type of non-compliance to the requirements of this protocol.

The Board of Directors at OQUALIM or its representative, can then decide to apply the following sanctions to the CB depending on the seriousness of the fault.

a) Either give a warning to the CB as well as a deadline which will allow the CB to put the fault right in such a way as can be verified. If the CB doesn't put things right in the agreed time an additional sanction will be applied. Over a 12 months period and for an identical fault, the warning can only be used once as sanction.
b) Either suspend the agreement until the fault has been dealt with in a verifiable way, so that during the period of suspension the CB cannot sign a new contract, perform audit, issue new RCNA certificates. All audits planned during the period of suspension of recognition must be carried out by another approved certification body. The suspended certification body is responsible for organizing this audit, in consultation with the company.

c) Either not renew the agreement with the CB concerned so that the CB will no longer be able to work in RCNA certification after the convention has expired.

d) Either break off the agreement with a short notice period of notice so that the CB can no longer work in RCNA certification.

e) Break off the agreement directly so that the CB immediately stops working in RCNA certification.

For each of these sanctions, the Board of Directors, or its representative, can decide to communicate their decision via the OQUALIM web site and/or in other ways.

c) Applying modifications to the certification protocol

OQUALIM set out the date by which the required modifications must be implemented. The date for when the changes come into force must leave enough time for the certification bodies to transmit and implement the modifications. Not implementing the required modification for the set date can lead to sanctions such as those described in III.5.b.

d) Confidentiality

Except for information published according to the certification protocol and the OQUALIM's rules, OQUALIM guarantees, at every level of its organization, the confidentiality of the information obtained during the certification process.

If information has to be divulged because of legal obligations, the certification body must be kept informed of the information given, as the law stipulates.

e) Communication from the CB to OQUALIM

The CB informs immediately OQUALIM about any change regarding its accreditation status in linked with the section III.6.

Any modification regarding the CB must be conveyed to OQUALIM in the 30 days leading up to the noticed changes, concerning:

- Its legal status, commercial or organizational (e.g. ownership changes)
- Its staff members involved in the OQUALIM's certification, its facilities, its equipment, its working environment, if this information will significantly affect the work of the RCNA certification (e.g. change of the contact reference, stopping auditing activities of the auditor)
- Any other information which could significantly affect the work of the RCNA certification, e.g. accreditation suspended.

OQUALIM will assess the information given within the 4-week period and will formulate a response, the scale of which will depend on the importance of the modifications. The action taken can vary from no intervention at all to the withdrawal of the CBs referencing.

III.6. CBs Accreditation

a) Start of certification activities

The certification body applying for accreditation submits an application according to ISO 17065 and according to the certification requirements of this standard (listed in § II.1) to an accreditation body that has signed the multilateral EA or IAF agreements. After admissibility of the request by the accreditation body, CBs must obtain accreditation within 12 months maximum).

Once accredited, the CBs send OQUALIM a copy of their accreditation certificate to appear on the list of accredited certification bodies for this standard.

b) Consequences of suspension or withdrawal of accreditation

When the accreditation of a CB is suspended, certifications issued up to the date of suspension remains valid. The CB cannot issue new certificates during this period. During the suspension period, in order for the certification body to recover its accreditation, a six-month period is allowed during which the CB continues its activity to allow the accreditation body to evaluate it. The CB can only carry out follow-up audits.

If, within six months, the suspension of accreditation is not resolved, the CB organizes the transfer of the certifications it has issued to other certification bodies in accordance with §III.6.c. In particular, it provides to the companies concerned the list of CB covering their certification scopes and the procedure for carrying out this transfer. Within a maximum of two years, if the new assessment of the accreditation body is not positive, the accreditation of the CB is withdrawn.

In the event of withdrawal of accreditation, the CB shall notify OQUALIM within a thirty-day period.

c) End of certification activity

If the CB wishes to stop its certification activity, it must request the termination of its accreditation to its accreditation body in sufficient time to inform its clients and to transfer the valid certifications concerned.

The certification transfer is defined as a recognition of an existing and valid certification, during a certification cycle, which is granted by a CB under a valid accreditation by another CB also under a valid accreditation to issue its own certification.

Before the certification transfer, the receiving CB checks that all certified activities are under its scope of accreditation and that the company wishing transferring its certification hold a certification wish is compliant with the system in force. The previous CB transmits within a 15-day period to the receptor CB, a copy of the last issued certificate, the last audit report, and the file with all the deviations not closed and claims received. The receptor CB, examine, by a documentary check, the status of the deviations “on hold”, the last audit report, and claims and corrective actions undertaken. It takes the decision regarding the certification transfer of the company within a 30-day period.

In the case of uncertainties or if elements provided are not sufficient, the CB must perform an audit to resolve the uncertainties, before to make a decision of certification.

If the certification is cancelled, suspended, removed or withdrawn, the request must be treated as an initial certification request.

III.7 Changing CB

If the company wish to change its CB, the company must restart with an initial audit.

IV. Certification process

IV.1. The company's commitment

The certification body must ensure that the following principles are, at the minimum, taken as requirements in the contract agreed between the CB and the company.

- Full collaboration from the company while the audit is being carried out.
- The company accepts that during its audit, the auditor can be accompanied by other auditors, an OQUALIM's auditor, a COFRAC's auditor or an auditor on training, or by an auditor from another scheme for companies certificated "RCNA International".
- Inform the CB of any major modification to the manufacturing process;
- Express agreement to comply at all times to the RCNA requirements and to inform the CB if exceptional circumstances arise which could prevent this.
- Use of the logo as is stipulated in section V.1;

  Communication methods between the CB, OQUALIM, and the company during the RCNA certification, particularly regarding the confidentiality of any data and information exchanged and their use. For example, the audit reports must be sent systematically to OQUALIM.

  When any nonconformity is observed by the CB, the company agrees to take the necessary action in the time scale given by the CB
- As soon as the certificate has been suspended, withdrawn, or cancelled, the company is no longer authorized, in any way whatsoever, to use the logo or refer to this certificate.

IV.2. Audit duration and scheduling

a) Frequency of audits

Once the certification has been awarded audits are annual. The certification cycle is over a 3-year period. The certificate is therefore valid for 3 years during which two follow-up audits will be carried out, accordingly to the annual frequency.

Each follow-up audit needs to be planned during the 12 months that follow the previous audit. This can be extended maximum by two months before or one month after the anniversary date of the audit which led to the issue or renewal of the certificate. Beyond that date sanctions can be applied (cf. III .5.b).

Additional audits can be called for during a cycle if necessary, including:

- When the conclusions of a surveillance audit or renewal audit drive to significant nonconformities (cf. IV.3)
- When a company informs the CB of any significant internal organizational changes, modifications to procedure, company changes premises…

The 4th audit is to renew the certification and it leads to a new 3-year cycle.

The renewal audit is performed before the end of a certification cycle.

It is scheduled for at least two months (or at least three months before in the case of companies with multiple sites and centralized functions) before the expiry date of the previous certificate. If the deadline is not

respected, it must be justified by the CB, with the agreement of the audited company, which is informed about the risk of break of certification.

The manufacturer must implement the corrections following any non-conformities before the expiry of the previous certificate.

The processing modalities are the same as for an initial certification.

When the organization of the renewal audit or the treatment of non-conformities causes the responses to non-conformities to be provided beyond the expiry date of the certification, there is a break of certification. If the operator wishes to be re-certified, he will leave in the initial cycle.

An auditor will carry out 3 consecutive audits maximum at the same operator (or 4 if the company participates to the unannounced audit). This rule applies to an auditor and will remains valid if the auditor starts to work for another CB.

Optional unannounced audit

The CB must implement a procedure in which the unannounced audits may be scheduled and conducted according to this point.

The unannounced audit is an option offered to candidates for certification. The site candidate for the certification RCNA “International” must choose the unannounced audit. This choice is valid during the whole ongoing period of certification and cannot be cancelled by the candidate to the certification during this period.

The unannounced audit concerns the manufacturing of premixes and compound feed (complete and complementary). The purpose of the unannounced audit is for the manufacturer to demonstrate, in support of objective evidence, that its safety management system is continuously effective in accordance with the requirements of the RCNA.

The certification body will schedule one unannounced audit per certification cycle. An unannounced audit cannot replace a scheduled audit within the cycle. During an unannounced audit, it is not possible to add new certification scope.

The unannounced witness audit may take place at any time during the certification cycle of a company having at least one production activity. However, it is recommended, that the CB avoids in as much as possible to schedule an unannounced audit within 2 months prior to or following the execution of an initial certification audit or a follow-up audit.

In view of ensuring the cooperation of the participant and the auditor, the certification body must inform the participant in advance of an unannounced audit, i.e. two working days preceding the audit.

The candidate companies can, if they wish to do so, inform their certification body about 15 days yearly during which these audits cannot take place (e.g. due to annual maintenance).

The unannounced audit must take place during the normal working hours of the site(s), covered by the certification. The auditor must be given full access to documents and facilities, just like during any other audit.

A participant may not, in principle, refuse an unannounced audit. In case of refusal, the participant must provide a valid motivation. It is up to the certification body to decide whether the reason for refusal is well founded. Possible examples of justified refusals are:

- Site not accessible due to flooding or weather conditions;

- Company’s annual closure;

- Quality responsible is absent (e.g. illness, vacation…).

A groundless refusal or refusal to access the documents and facilities may compromise further progress of the certification (e.g. suspension of the certificate).

The unannounced audit is an operational audit, it will take place in contact with on-site operations to evaluate the control of facility and general hygiene of the audited site. The requirements to be audited are based on a risk assessment of the CB and must cover at least the unit and the production process. The requirements to be audited will essentially be those of Chapter 5 of the standard: "Product realization".

The duration of an unannounced audit will not exceed 25% of the total duration of the scheduled audit with a minimum of 0.5 days and a maximum of 1 day.

If the certification body is not able to carry out the unannounced audit within the specified time, it will have to document and justify the reason.

b) Scope of the certification

The certificate is only valid for one production site, defined by:

- A clearly marked geographical site, which corresponds to an identified legal entity.

If two industrial "sites" for the production of animal feed belonging to the same entity are placed on the same geographical location and each has a receiving it, manufacturing line and production cells, the duration of the audit is calculated by considering two "sites" and taking into account the centralized functions.

With respect to the audit report and the issuance of the certificate, the following rule applies:

> - If both "sites" have a common approval number, only one consolidated report will gather the findings from both sites and a single certificate will be issued where appropriate.
> - If the two 'sites' each have a separate approval number, two separate reports shall be drawn up and two certificates shall be issued where appropriate.

- Local management who direct the site's management system and has the necessary authority and means to do this.

- Local support processes or managed by teams from the site (if for example there is sub-contracting).

There is a specific procedure in the case of multi-site audits (cf. d)

The exclusion of activities presents on site and covered by the certification field is not allowed.

The candidate is obliged to include the activities for distribution if the flow of distributed feed materials is not separated from the flow of the one covered by the certification.

c) Audit duration

The audits can be paired up with other types of audits ; however, the CB must ensure that there is enough time allowed to carry out a thorough and reliable evaluation in compliance with the requirements of the RCNA.

If the scope of certification is extended during a certification cycle, the company shall notify the CB of the nature of the extension and the duration of the audit will be re-evaluated according to the rules defined below.

The following times are given as the minimum time to be allocated for an audit, excluding reporting and preparation times. The time spent must be recorded and justified. However, if the CB estimates, according to

its expertise, that the calculated audit duration leads to an overestimated time and should be reduced, flexibility could apply and should be recorded and justified in the commercial offer. This flexibility will be communicated to OQUALIM.

1. For a site manufacturing compound feed (main activity):

Minimum time: **1.5 days/site**

If the site uses coccidiostats, histomonostats additives and/or manufactures medicated feed: **+0.25 day**

If the site is "mono production" (chicken/pullet – duck – guinea fowl – bovine/ovine/caprine – rabbit – dedicated organic – laying hens – turkey – pig/sow/piglet – fish/crustacean – equine) : **-0.25 day**

If there are more than 2 production lines (a line is an individualized succession of the following three positions): manual dropping, mixing and agglomeration or if there is a line with a microbiological purpose: **+0.25 day**

If the site manufactures feed for both the traditional and organic sectors or uses animal proteins: **+0.25 day**

If at least 2 of the following 3 functions are centralized on the site: purchasing, formulation, quality control ((c) The time gained from any reduction is to be assigned to the audit of the central functions with a minimum of 0.5 day and a maximum of 1.5 days) : **-0.25 day**

If mineral feed are manufactured on the same site : **+0.25 day**

If premixes are manufactured on the same site : **+0.25 day**

If distribution is on the same site : **+0.25 day**

2. For a site manufacturing **premixes (main activity)**

Minimum time: **1.5 days/site**

If the site uses coccidiostats additives : **+0.25 day**

If the site manufactures feed for both the traditional and organic sectors (paired certification): **+0.25 day**

If at least 2 of the following 3 functions are centralized on the site : purchasing, formulation, quality control ((c The time gained from any reduction is to be assigned to the audit of the core/central functions with a minimum of 0.5 day and a maximum of 1.5 days) : **-0.25 day**

If mineral feed is manufactured on the same site : **+0.25 day**

If compound feed is manufactured on the same site **: +0.5 day**

If distribution is from the same site **: +0.25 day**

3. For a site which manufactures **mineral feed (main activity**) and has an annual production of :

< 10,000 tons : **1 day audit on site**

> 10,000 tons : **1.5 days on site**

If premixes are manufactured on the same site : **+0.25 day**

If compound feed is manufactured on the same site : **+0.25 day**

If distribution is from the same site: **+0.25 day**

For any other case refer to the Steering Committee of the OQUALIM standard.

4. Distributor
Basic duration on site: **0.5 day**.

5. Trader linked to a group of companies
Link with compound feed (complete or complementary) or premixes manufacturer RCNA certified (see group of companies), will be checked.
Basic duration: **0.5 day / site**.

d) Combining audits

OQUALIM will be very vigilant regarding the scale of audits particularly in the case of pairing. Allowing insufficient or excessive time are sufficient reasons for applying sanctions such as those laid out in section III.5.b.

Special case of pairing/combining with **STNE** and **STNO**: the pairing between RCNA and these 2 processes is **mandatory**. The **STNE** and **STNO** audit check list are included in the RCNA audit check list.

Additional time needed for :

- The STNO audit is **0.25 day /site**
- The STNE audit is **0.25 day /site**

For other combining/pairing audits the defined time in section is added to the calculated time for the second certification.

e) Multi-site organizations

For multi-site manufacturers which include centralized activities (e.g. purchasing, formulation…), each site must have its own certificate and have been audited as such.

If need be, the centralized functions are audited once for all the sites and their rating is confirmed at each site.

These central functions must be audited before the production sites.

These central functions cannot, as a separate entity, be awarded a certificate. They must have been audited a maximum of 6 (six) months.

IV.3. How audits are carried out

a) Planning and conducting of the audit

The CB plans and schedules and the auditor carries out his audit in accordance with the CB procedures and the requirements from the standards ISO19011, ISO 17065.

In addition to the good practices of auditing for which he has been trained, the CB will ensure that the following conditions are fulfilled:

- Make sure that all the RCNA items are audited at every audit including all follow-up audits.
- Spend enough time in direct contact with the operational activities on site to evaluate the knowledge of the facilities and general hygiene of the audited site; at least 50% of the total time spent on site for the audit and consultation documents of production.
- In any follow-up audits, focus on the items of non-compliance pointed out during the previous audit.
- In the conclusion, the auditor clearly notes all the deviations, minor or major, found during the audit.
- The CB procedures must foresee the documented validation of the audit report by the audited client/company.
- When an audit is carried out after a suspension, particular attention must be paid in priority to the plans of action.

The technical review of the report is performed by a staff member having skills as equivalent as an auditor, but which cannot be the auditor who audited the site.

The audit realization will follow the method described in the ISO 9001 standard and consist to:

- Inspect the production lines, storage and distribution areas
- Perform at least one traceability test on one batch of products,
- Check at least one composition formula
- Check the feed materials in coherence with the specifications
- Check the implemented organization to respect the RCNA requirements
- Check the relevance of the hazard analysis and modalities of supplier management put in place.
- Check the relevance of the HACCP and its operational implementation
- Check the compliance with the good practices and control measures identified by the HACCP in manufacturing, storing, and distributing areas.

b) Classifying nonconformities / Areas for improvement

Examples of major and minor discrepancies and areas of improvement are provided in the RCNA audit checklist.

Major nonconformity:

- Non-compliance to regulatory requirements
- Not taking into account a reference standards' requirement
- Nonconformity which has direct impact on the health and safety of products
- Minor nonconformity recurring from one audit to another

Minor nonconformity:

- Nonconformity which could have an impact on the quality of the product
- Incomplete consideration of a reference standards' requirement without an impact on the health and security and/or the quality of the product
- Documentary nonconformity

Areas for improvement :

- Areas which are a cause for concern which could lead to a nonconformity in the future

c) Issue and handling of the report

Apart from the documentary tools provided by the CB, the audit report must include the following elements:

- The RCNA checklist fully completed: each item must be marked conform or nonconform (column "compliance Y/N" and auditor assessment filled in). As soon as a nonconformity (minor or major) is issued the compliance assessment is "N" the description of the nonconformity is noted in the "assessment" column.
- The action plan from the checklist

The CB will also give the audit report to OQUALIM

d) Continuity of the certification if the CB changes

If the CB changes, the old CB must make the contents of the previous audit report available to the new CB so that the new CB can follow up on any possible deviations and action plans put in place by the manufacturer according to §III.6.c.

The new CB must include in its audit any deviations and action plans noted in the previous audit by the old CB.

The validity of the certificate remains unchanged.

IV.4. Following action plans and sanctions

The consequences of the different levels of assessment on the result of the audit are summarized in the table below:

Type of nonconformity noted	*Quantities*	*Consequences*
Major	≥ 1	Communication to the CB of elements which will allow the resolution of the deviation(s) within 60 days and before the deadline of certificate validity Any major deviations that have not been cleared shall prevent the issuance of the certificate or suspense. If the CB deems is necessary, a further audit can be carried out to verify the effectiveness of certain actions.
Minor	≥ 1	Communication to the CB of a plan of action within a 60-day period to resolve the deviation(s) and of which the CB validates the relevance. The effectiveness of this action plan will be verified at the next audit and, in this case, the deviation lifted.

A critical nonconformity is issue when there is a direct impact on health safety, without appropriate action undertaken by the company, is observed during the audit or when the legacy and /or the integrity of the certification are involved.

When an nonconformity is issue on a certified site:

- The certificate is suspended immediately for a 6-month period at maximum.
- The certified site must provide an objective proof to the CB of search on identified causes, related risks and the corrective action plan. The elements must be provided to the CB on the 14-days following the audit. In the elements are not forwarded within the 14-days period following the audit, the certificate is withdrawn.
- An additional audit must be performed by the CB from 6 weeks to 4 months after the following or renewal audit, where the nonconformity as been issued, to check the closure. The audit is performed on-site (half-day, at a minimum). If the additional audit is successful, the certificate and the audit cycle are re-established and the next audit will be set as planned initially.
- The certificate must be withdrawn where the critical nonconformity is not solved effectively during the 4-month period.

When a critical nonconformity is issued during an initial certification audit, a new complete initial audit must be performed after transmitting the elements by the candidate site.

The possibility of comments from the participant regarding the fact justifying such a sanction must be reported in the communication of the sanction to the participant.

Suspension of certificate:

Any major deviation reported during the audit and not cleared on the provided delay will leads to the suspension of the certificate. The suspension will be done at least for the time to clear the non-conformity at maximum 4 months before the certificate is withdrawn.

Any critical nonconformity issued on a certified site will leads to the suspension of the certificate.

Withdraw of certificate

A certification suspension for 4 months will lead to the withdraw of this certificate.

IV.5. Managing certificates

Once all the non-conformities have been completed and the audit report is closed, the auditor recommends the site for certification. The file is then verified and validated in technical review. The Certification Body makes the certification decision or maintain.

The certificate is issued and mention the following :

- Name and address of the certified company
- Scope of the certified activities
- Name and address of the concerned site
- Original date of certification which is the first decision date for the certification
- Certificate deadline
- Renewal date
- Certification number

The CB send the original copy of the certificate to the audited company and provides another copy for OQUALIM.

Templates of certificates to fill in can be found in appendix 1.

The logo OQUALIM will feature on the certificate.

The audited site participates to the OQUALIM's pooled-self monitoring plans corresponding to its main activity, as long as such a monitoring plan is in place and applicable to the geographical location.

The mention "RCNA International" must be affixed on the certificate of the site:

- If the CB is agreeing with the certification of the site,

- If it the requirements related to the appendix 1 "Minimum requirements on selecting, monitoring and evaluating suppliers" and excluding suppliers certified under RCF, have been fulfilled and validated,

- If an unannounced audit will be performed during the certification period.

The CB gives the audited company a certificate of completion of a follow-up audit and provides a copy to OQUALIM. The models of attestation to be drawn up are given in appendix 2.

In case of withdrawal, suspension, suspension removal, or intentional removal and anticipated stop of the certification, or any reduction of the certification scope, once the decision is made by the CB, it will be communicated immediately to OQUALIM, to allow the adapt the list of the participants. These changes are available publicly on the OQUALIM 's website.

IV.6. Communication and confidentiality

OQUALIM keeps the list of certified companies up to date. This list is published on the OQUALIM website and is available to the public: www.oqualim.com

For each company the following information is published:

- Name of certified company and the list of sites covered by a multi-site certification if relevant.
- Address of the certified company's or the main office if there are multi-sites.
- Certified activites
- Expiry date for the certificate.

OQUALIM guarantees, at every level of its organization, the confidentiality of the information obtained from the CB and the company, within the limits of this protocol. Apart from provisions to the contrary in the document, no confidential information about a certification body or a specific company can be communicated to a third party without written permission from the certification body or company in question.

If information has to be divulged because of legal obligations, the certification body or company will be kept informed of the information given.

V. Specific provisions

V.1. Use of the logo

a) Generalities

The logo (available online: www.oqualim.com) is the following: logo OQUALIM

OQUALIM holds exclusive rights to the logo.

b) Use of the logo by a certified company

The company that holds a RCNA certificate is allowed to use the logo OQUALIM under the conditions laid out in the appendix "Using the brand name OQUALIM" (cf appendix 6) with the following conditions:

a) displayed at the site(s) covered by the certificate

b) on the packaging of products that have come from certified RCNA site(s)

c) on the vehicles of certified companies

d) on the company's documents which are directly linked with the products or services from the RCNA certified sites.

c) Use of the logo by the CB

The certificating body must put the logo on the RCNA certificate.

The audited site also participates to the OQUALIM pooled-self monitoring plans corresponding to its main activities as long as an OQUALIM monitoring plan is in place and is applicable to its geographical location.

The CB is allowed to use the logo OQUALIM to advise about its referencing on its website, commercial documents, and for example on professional platform.

V.2. Claims and litigation

All complaints to OQUALIM are processed in a confidential manner, preserving the anonymity of the claimant/source.

Litigations between a manufacturer or distributor and a CB during the certification procedures are studied by the OQUALIM's litigation management committee as defined in the operational certification rules (operational rules in the referencing section).

The decision is imposed to the concerned parties.

For the other litigation cases between parties related to the application of this protocol, the parties will try to settle the dispute on an amicable basis any unfair terms associated to the interpretation and implementation of this agreement.

In the case of litigation between the parties in this protocol and once any attempt for an amicable settlement has failed, the litigation will be brought before the competent courts in Paris (CHAMBRE ARBITRALE INTERNATIONAL DE PARIS, 6 avenue Pierre 1er de Serbie, 75116 PARIS, phone: +33 (0)1 42 36 99 65, Fax :+33 (0)1 42 36 99 58), according to its rules that parties states to know and accept. Only French law is applicable to the convention between the CB, the company and OQUALIM.

Appendix

- Appendix 1: Certificate template
  1a RCNA template, 1b RCNA INTERNATIONAL template, 1c trader and group of companies template
- Appendix 2: Declaration template
- Appendix 3: Examination Rules
- Appendix 4: Auditor qualification – initial dossier and annual follow-up

Appendix 1a – Certificate template for manufacturer or distributor of feed

Comment :
Logo is downloadable online : https://www.oqualim.com/en/communication/use-of-the-trademark-and-logoo

CERTIFICAT

Free area reserved for the identification and logo of the certification body

Attest that following the audit on .../../....

The company : Name and location of the company
For the site located at .....
Meets the requirements of the OQUALIM certification standard, RCNA, current version

Comment :
Manufacturer on the farm: farmer manufacturing compound feed exclusively for animals to be cared and kept in his farm

For the activities of producing and placing on the market of [select : *compound feed, premixes, mineral feed, liquid feed, milk replacers*]

For the activities of producing at the farm of compound feed, for the farm needs.

and where applicable for the processing of feed materials

Comment :
Processing of feed materials: feed materials which have undergone treatment such as lamination, flaking, extrusion, on the compound feed manufacturing site.

For the activities of distribution of [**select** : *compound feed, premixes, mineral feed, liquid feed, milk replacers*] for animals

Possibility to cover the activities below if at least one of the above activities is certified

For the activities of distribution of [**select** : additives, feed materials] for animals

For the activities of trading of [**select** : compound feed, premixes, mineral feed, liquid feed, milk replacers, additives, feed materials]

Comment :
A distributing site with a secondary activity of trade (of feed, feed materials, additives) must be attached to a group of companies, with at least one manufacturing site RCNA certified (cf Appendix 5 of the RCNA standard).

This certificate is valid from ../../.... to ../../....

N° of certificate : (Its validity can be checked on the website www.oqualim. com)

Certified RCNA since ....Renewal audit before .....

Comment :
Deadline for renewal audit.

Delivered in ..... The Name and visa of the person in charge

Annexe 1 b- Certificate template for manufacturer or distributor of feed

Comment :
Logo is downloadable online : https://www.oqualim.com/en/communication/use-of-the-trademark-and-logoo

CERTIFICATE

Free area reserved for the identification and logo of the certification body

Attest that following the audit on .../../....

The company : Name and location of the company
For the site located at .....
Meets the requirements of the OQUALIM certification standard current version,
RCNA INTERNATIONAL

Comment :
the certificate can be delivered only if the site complies with all requirements in force with the interdiction to be supplied by RCF certified suppliers or use the gatekeeping protocol for organic feed material (RCNA standard, appendix 1.5) and the subscription to the unannounced audit system

For the activities of producing and placing on the market of [select : *compound feed, premixes, mineral feed, liquid feed, milk replacers*]

and where applicable for the processing of feed materials

For the activities of distribution of [**select** : *compound feed, premixes, mineral feed, liquid feed, milk replacers*] for animals

Comment :
Processing of feed materials: feed materials which have undergone treatment such as lamination, flaking, extrusion, on the compound feed manufacturing site.

Possibility to cover the activities below if at least one of the above activities is certified

For the activities of distribution of [**select** : additives, feed materials] for animals

For the activities of trading of [**select** : compound feed, premixes, mineral feed, liquid feed, milk replacers, additives, feed materials] for animals

Comment :
A distributing site with a secondary activity of trade (of feed, feed materials, additives) must be linked to a group of companies, with at least one manufacturing site RCNA certified (cf Appendix 5 of the RCNA standard).

This certificate is valid from ../../.... to ../../....

N° of certificate : (Its validity can be checked on the website www.oqualim. com)

Certified RCNA since ....

Comment :
Deadline for renewal audit.

Renewal audit before .....

Delivered in ..... The... Name and visa of the person in charge

Appendix 1c – Certificate model for trader linked to a group of companies RCNA certified

Comment :
Logo is downloadable online : https://www.oqualim.com/en/communication/use-of-the-trademark-and-logoo

CERTIFICAT

Free area reserved for the identification and logo of the certification body

Attest that following the audit on .../../....

The company : Name and location of the company

For the trade unity located at .....

Linked to companies group:.....

Meets the requirements of the OQUALIM certification standard, RCNA, current version

For the activities of trading of [**select** : compound feed, premixes, mineral feed, liquid feed, milk replacers] for animals

Possibility to cover the activities below if at least one of the above activities is certified

For the activities of trading of [**select** : additives, feed materials] for animals

This certificate is valid from ../../.... to ../../....

N° of certificate :

(Its validity can be checked on the website www.oqualim.com)

Certified RCNA since ....

Renewal audit before .....

Comment :
Deadline for renewal audit.

Delivered in ..... The Name and visa of the person in charge

Appendix 1d – Certificate model for trader linked to a group of companies RCNA international certified

Comment :
Logo is downloadable online : https://www.oqualim.com/en/communication/use-of-the-trademark-and-logoo

CERTIFICAT

Free area reserved for the identification and logo of the certification body

Attest that following the audit on .../../....

The company : Name and location of the company

For the trade unity located at .....

Linked to companies group:.....

Comment :
An entity of trade (of feed, feed materials, additives) must be linked to a group of companies, with at least one manufacturing site RCNA certified (cf Appendix 5 of the RCNA standard).

Meets the requirements of the OQUALIM certification standard, current version, **RCNA INTERNATIONAL**

For the activities of trading of [**select** : compound feed, premixes, mineral feed, liquid feed, milk replacers] for animals

Possibility to cover the activities below if at least one of the above activities is certified

For the activities of trading of [**select** : additives, feed materials] for animals

This certificate is valid from ../../.... to ../../....

N° of certificate :

(Its validity can be checked on the website www.oqualim.com)

Certified RCNA since ....

Renewal audit before .....

Comment :
Deadline for renewal audit.

Delivered in ..... The Name and visa of the person in charge

Appendix 2 – Attestation model of follow-up audit

Free area reserved for the identification and logo of the certification body
Attests to the completion of a follow up audit on ....., The company *Name and clear location of the company* For the site located at ….. **According with the requirements of the OQUALIM certification standard, RCNA, current version** **Certificate number** (issued following initial decision): (Its validity can be checked on the website www.oqualim. com) Delivered in …… the Name and visa of the person in charge
Free area for contact and comments from the CB

Appendix 3 - Examination Rules

1. Definitions

Examiner : Person responsible of the exams for OQUALIM
The examiner tasks are writing questions, exam survey, information of participants and answer evaluation.

2. Principles

2.1. General principles

This examination rules are the rules concerning the organisation by OQUALIM of all tests, named exams hereinafter for auditors wishing to be qualified.
The examination rules apply independently of the nature, form, content and aims of the exam. The document describes the requirements which are given to the participants to all exams organised by OQUALIM. The examination rules is considered, by OQUALIM, as a minimum basis for all evaluations. Derogations to the examination rules may exceptionally be authorised by the Board of Directors upon a motivated request from a participant and after advice from the Certification Steering Committee of OQUALIM. The Board of Directors determine the validity of the derogations granted. The derogations which are granted by the Board of Directors are provided to the participant by mail or email.
Other document to apply: Protocol of certification

2.2. Modifications to the document

If needed, the examination rules of OQUALIM is updated. For each update of the examination, the modifications are highlighted in yellow. The document is also available in a version without showing the modifications.
OQUALIM determines a date where the new version of the examination rule must be implemented. When the date of the new version to be in force is not indicated, the modifications must be implemented at last within the 6-month period after the update of the document.

2.3. Confidentiality

OQUALIM guarantee at all levels of its organisation, the confidentiality of the information's obtained during the exams. Except contradictory disposal in the document, no confidential information on a participant to the exam can be provided to a third part without the written authorisation from the participant's employer (for ex: certification body or consultant), or at least, from the participant.
The information where identifying the participant is not possible (for ex: statistical success per session and /or employer) can, without previous authorization, be communicated to third part and eventually be publicly communicated by OQUALIM (e.g. OQUALIM's annual meeting).
Any claims communicated to OQUALIM will be instructed in a confidential manner and preserving the anonymity of the sources.

3. Exam organisation

The exams are scheduled according to a frequency determined by OQUALIM and are constituted by to sessions (first session and second session or compensatory session).
OQUALIM organised at least one exam yearly for auditors, if there is at least 5 participants registered.
The topics to be evaluated during an exam are defined in the training program published by OQUALIM.
The exam is available to any candidate, including auditors, consultants or any person interested.
The exam dates are communicated in the newsletter, by email and/or published on the website www.oqualim.com
Registration for the exam is possible by filling the registration form which is provided on the website www.oqualim.com
The fees for the participation to the exam is mentioned on the registration form and determined by the OQUALIM's Board of Directors
A participant is declared inadmissible to the exam if he/she:
- does not have the minimum qualifications required by OQUALIM (diploma, experience,….);
- did not satisfied with the registration rules.
The inadmissibility of the participation request is preferably determined before the beginning of the exam.

1. The qualifying exam is performed at the end of the training session, for a 3 hour period according to the following organisation:

1st part : No document is allowed.
MCQ of 50 questions covering

- Knowledge of the feed sectors (compound feed, mineral feed, premixes, liquid feed…). The auditors, according to their initial qualification must have a knowledge of all these activities. These topics are not explicitly provided during the training.
- HACCP knowledge. These topics are not explicitly explained during the training (initial qualification of auditors).
- Audit skills. These topics are not explicitly explained during the training (initial qualification of auditors).
- Standard knowledge. These topics will be explicitly explained during the training

Questions provided on the screen, with a multichoice grid (question 1 : answers A, B, C, D ...) for the auditor

2nd part : With documents or « open book»,

6 cases of study will be provided on the exam fold. The candidate will state on the conformity for each case, to determine the severity, the concerned requirement and the title of the observation for the closure, if there is nonconformity.

Where appropriate, the exam may be in another form. In this case, the participant must be informed at least 4 weeks before the exam date.

The participant can use all the documents he brought regardless of the form (paper, digital). The use of internet is not authorized.

2. The participant signs attendance sheet at the end of the exam

3. Unless otherwise stated, the evaluation grid is the following:

MCQ : 20 questions on animal nutrition, 10 questions on process, 10 questions on HACCP, 10 questions on audit.

	Correct answer	No answer	Incorrect answer
MCQ	*+1*	*0*	*0*

Case of study : To state on the conformity, to evaluate the severity/ To determine the concerned requirement/ to word the observation

Satisfying appreciation	5 points
Appreciation partially conform (ex : the description of the observation is not fully related with the situation described but the ranking is satisfying	3 points
Appreciation partially non conform (ex : identified as minor rather than major or vice versa)	2 points
Non conform appreciation (ex : identified as conform or as axis for improvement rather than as non conform…)	0 points

The final score is out of 20.

4. Any fraud or plagiarism will lead to a score of 0 for the entirety of the exam. The participant is advised as soon as the fraud or plagiarism is discovered.

Where appropriate, the participant should be identified for the exam. The identification is processed via the provision of one of the following official documents: passport, identity card.

The location for the training and the exam are communicated to the participants during the registration. The participants must respect the location and the timetable set.

No relation, such as spouse, family relationship including fourth degree, can exist between a participant and the examiner

4. COMMUNICATION OF RESULTS

The exams are corrected at last 7 days after the date of the exam.

For each topic examined, the different scores obtained for each question are added. The evaluation is performed as mentioned below:

-Note above or equal to 15/20 : test passed, knowledge validated, qualification.

-the auditors with scores between 12 and 15 will not have to attend the initial training, they can participate only to the day including one morning with a case of study followed by the qualification exam. The candidate can only attend one compensatory session.

- the auditors with scores between 10 and 12 will not have to attend the initial training, they can participate only to the day including one morning with a case of study followed by the qualification exam. These auditors are incited to follow a training corresponding to points with the most difficulties. The candidate can only attend one compensatory session.

- the auditors with scores below 10 will have the obligation to attend the entirety of the training session including the qualifying exam.

The exam results concerning each auditor are communicated to the reference contact appointed by the Certification Body or individually to the participant.

As part of the explanation organised by the training organization, the Certification Body and/or the candidate can request additional information on their results, such as score details. The marked examination papers are never transmitted.

The deadline for appeal is 30 days at the date of reception of the results by the participant.

Annexe 4 – Auditor Qualification – Initial dossier

Auditor's resume related to the RCNA protocol requirements To provide first names, last name, CB, date of the resume
Technical initial training - § III.3 Initial qualification of the auditors Initial technical training (baccalaureat + 3 years) in the agri-food or veterinary sector, or equivalent plus at least 5 years professional experience in the agricultural or agri-food sectors including at least 2 years in a relevant function (for gaining an in-depth understanding of the functioning of a Animal nutrition company, In this case the CB will justify how it perceives the equivalence.
1-day training at a minimum in the feed sector, with respect of OQUALIM standards or qualification on an existing OQUALIM standard– Completion date
3-day training at a minimum in audit– Completion date
2-day training at a minimum in ISO9001 principles – Completion date
3-day training at a minimum in the HACCP method with respect of ISO22000 requirements – Completion date
2-day training at a minimum in the RCNA technical content organised by OQUALIM– Completion date
Independence – To join the list of activities which can question the independence, including consultancy missions, performed in the past year (since the last declaration) or independency declaration. Case of auditor with consultancy activity: if an auditor undertaken consultancy for a company for the two-preceding year, he cannot be involved in the certification process of this company. The records of the Certification Body must demonstrate this.

Auditor Qualification – follow up –

Annual update

First names and last name of the auditor **CB** **Date**
Continuous training linked with the RCNA protocol requirements – § III.4 Maintaining the auditor's qualification (details to be provided)
Number of audits performed per year according to an OQUALIM standard (List of audits performed during the year (date/site/type of activities))
Number of audits performed per year, all standard included (List of audited standard)
Independence – To join the list of activities which can question the independence, including consultancy missions, performed in the past year (since the last declaration) or independency declaration. Case of auditor with consultancy activity: if an auditor undertaken consultancy for a company for the two-preceding year, he cannot be involved in the certification process of this company. The records of the Certification Body must demonstrate this.