

## THE 10 STEPS TOWARDS FAMI-QS CERTIFICATION



### STEP 1

Download a free copy of the **FAMI-QS** Code and the Rules of Operators. Please read the documents carefully.

invoice for membership fee. The membership fee is paid on a yearly basis. Once it is paid, a payment receipt is sent by email, upon request. The approval letter needs to be provided to the auditor. In case of non-approval of the application, **FAMI-QS** will provide a letter explaining the reason(s).

### STEP 2

Evaluate your readiness and perform an internal audit with the help of the **FAMI-QS** Checklist. To get a copy of this document, please contact Mrs. Jasmine Puoti and provide the following details: name, company, position, email and phone contact.

### STEP 5

Select a Certification Body (CB) from our website list (<http://www.fami-qs.org/certificationbodies>) and contact them for the audit. The approval letter will be required for your communication with the CB.

### STEP 3

Identify your product(s) and fill in all the sections of the form D-ROP-01-01 (e-form or word format available on <http://www.fami-qs.org/apply>) in order to register for **FAMI-QS** Certification.

### STEP 6

The CB provides the initial audit as follows:

**stage 1**- evaluation of the Feed Safety Management System, documentation, scope and preparedness;  
**stage 2** - verification of the implementation of the FSMS.

### STEP 4

**FAMI-QS** will evaluate the application and will return a letter of acceptance / rejection of the application. Once it has been approved, **FAMI-QS** will return an

FAMI -QS will contact you if the application is for the following scope:

> Functional Feed Ingredients

> Specialty Complementary (Dietetic) Feed, and/or if more information is needed.



## STEP 7

Outcomes of the audit.  
Possible action plan for the non-conformities.  
Assessment of the action plan and its implementation by the Certification Body.  
The CB submits the audit documentation to **FAMI-QS**.

## STEP 9

**FAMI-QS** reviews the audit documentation and membership payment and gives its validation for registration.  
After verification of the audit documentation, your company will be registered and listed on the **FAMI-QS** website (<http://www.fami-qs.org/certifiedcompanies>) as a certified operator.



## STEP 8

Revision of the audit documentation and its findings by the Certification Body, followed by the certification decision.  
The CB delivers the certificate to your company.

## Step 10

After the initial certification, an annual surveillance audit will apply.  
The certification is valid for 3 years. After the cycle of 3 years, a recertification audit will take place.

## For more information, please contact:

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The FAMI-QS Code of Practice is the only certifiable code specifically aimed at Specialty Feed Ingredients and Their Mixtures for animal nutrition. The Code addresses safety, quality and regulatory compliance in order to minimize the risk that unsafe specialty feed ingredients enter the food and feed chain. It offers independent certification for all operators placing these products on the market.