



RULES FOR OPERATORS

经营者规则

VERSION 8 / REV.3 – 2020-03-25

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I 1. SCOPE 范围

FAMIQS certification is based on the FAMIQS Code of Practice. The only valid version of the Code is the English version, published on the FAMIQS Asbl website.

FAMI-QS认证是以FAMI-QS操作规范为基础。唯一有效的操作规范版本是英文版本，并公布在FAMI-QS Asbl网站上。

The aim of this European Code of Practice is to ensure safety of Specialty Feed Ingredients by:

本欧洲操作规范的目的是确保特殊饲料成分的安全，通过：

- minimizing the risk, that adulterated Specialty Feed Ingredients enter the feed chain;
尽量减少掺假的特殊饲料成分进入饲料链的风险;
- enabling an Operator to implement the objectives of the feed hygiene regulation and
协助经营者实现饲料卫生法规的目标;和
- providing measures to ensure that other applicable feed safety regulatory requirements are met.
提供措施确保符合其他适用的饲料安全法规要求。

Feed is considered unsafe for its intended use if it has adverse effect on human or animal health.

如果饲料对人类或动物健康造成不良影响,则有关饲料会被视为不安全,不宜用作预定用途。

This Code shall apply to Operators at all stages from the first placing on the market, including imports. FAMI-QS Code covers the following activities: Production and Trade.

本操作规范适用于经营者从首次进入市场开始的所有阶段,包括进口。本操作规范包括生产和贸易活动。

Feed Safety and Quality Management System certification against FAMI-QS Code does attest that the production process is taking place under hygiene conditions in order to minimize and possibly eliminate the risks pertaining to the Feed/Food Chain.

按照FAMI-QS操作规范进行的饲料安全和质量管理体系认证表明,生产过程是在卫生条件下进行的,目的是减少和尽可能消除与饲料/食物链有关的风险。

FAMI-QS requires an operator to meet all applicable feed-safety-related statutory and regulatory requirements through its management system both in the country of production and in the country of destination. In case that in the country of or production and/ or destination there are no applicable feed-safety related statutory and regulatory requirements, the EU Feed Safety requirements shall be applied.

FAMI-QS要求经营者通过管理体系满足在生产国和贸易目的国的所有适用的与饲料安全有关的法定和法规要求。如果生产国/或贸易目的国没有适用的饲料安全的法定和法规要求,则应采用欧盟的饲料安全要求。

Certification of a Feed Safety and Quality Management System according to FAMI-QS Code is a management system certification, not a product certification.

根据FAMI-QS操作规范的饲料安全和质量管理体系认证是一种管理体系认证,而不是产品认证。

For the current scope of FAMI-QS certification, please consult the FAMI-QS Code of Practice, Chapter 2.

对于当前的FAMI-QS认证范围,请参考FAMI-QS操作规范第2章。

2. APPLICATION FOR CERTIFICATION 认证的申请

Any Operator willing to be FAMI-QS certified can send an application to FAMI-QS using the application form which is available on the FAMI-QS website.

任何愿意成为FAMI-QS认证的经营者都可以使用FAMI-QS网站上提供的申请表格向FAMI-QS提交申请。

The ten (10) steps outlining the certification process are detailed below:

下面详细列出了认证过程的10个步骤:

STEP 1 The Operator should download a free copy of the FAMI-QS Code and the Rules of Operators and read the documents carefully.

第一步: 经营者应下载免费的FAMI-QS操作规范和经营者规则,并仔细阅读文档。

STEP 2 The Operator should evaluate their readiness and perform an internal audit.

第二步: 经营者应评估他们的准备情况并进行内部审核。

STEP 3 The Operator should identify its product(s) and fill in all the sections of the application form (e-form or word format available on <http://www.fami-qs.org/apply>) in order to register for FAMI-QS Certification.

第三步: 经营者应识别其产品,并填写申请表上的所有部分(电子表格或word格式在<http://www.fami-qs.org/apply>网站上获得),进行FAMI-QS认证的注册。

STEP 4 FAMI-QS will evaluate the application and return an email stating if the application can be accepted or not. Once it has been approved, FAMI-QS will issue an invoice for membership fee. The membership fee is paid on a yearly basis. Once it is paid, a letter of acceptance (Approval Letter) is sent to the Operator. A payment receipt is sent by email, upon request. The approval letter needs to be provided to the auditor.

第四步: FAMI-QS将评估该申请,并将以电子邮件的形式进行回复,说明该申请是否可以被接受。一旦获得批准,FAMI-QS将会开具会员费形式发票。会员费是按年支付的。一旦付款,经营者就会收到一封批准函。根据要求,付款收据将通过电子邮件发出。批准函需要提交给审核员。

STEP 5 The Operator should select a Certification Body (CB) from the FAMI-QS website list and contact them for the audit. The approval letter will be required for the communication with the CB.

第五步: 经营者应该从FAMI-QS网站列表选择一个认证机构(CB)并和他们联系进行审核。与认证机构沟通时需要批准函。

STEP 6 The CB provides the initial audit as follows:

第六步: 认证机构提供的首次审核如下:

Stage 1 - evaluation of the Feed Safety and Quality Management System, documentation, scope and preparedness;

阶段1 -对饲料安全和质量管理体系、文件、范围和准备的评估;

Stage 2 - verification of the implementation of the Feed Safety and Quality Management System.

阶段2 -饲料安全和质量管理体系的实施的验证。

STEP 7 Outcomes of the audit and possible action plan for the non-conformities.

第七步: 审核的结果和不符合的可能的整改计划。

Assessment of the action plan and its implementation by the Certification Body.

认证机构对整改计划及其实施进行评估。

The CB submits the audit documentation to FAMI-QS. 认证机构将审核文件提交给FAMI-QS。

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.

第八步: 认证机构对审核文件及其发现进行修正,然后做出认证决定。认证公司将证书交付给贵公司。

STEP 9 FAMI-QS reviews the audit documentation and membership payment and gives its validation for registration. After verification of the audit documentation, the Operator will be registered and listed on the FAMI-QS website as a certified Operator.

第九步, FAMI-QS将对审核文件和会费支付情况进行评估, 并对注册进行批准。对审核文件进行验证后, 经营者被注册并以获得认证的经营者的状态显示在FAMI-QS网站上。

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.

第十步: 在初次认证后, 每年进行一次监督审核。认证有效期为3年。3年后, 将进行重新再认证审核。

If there are no changes in the scope, company name or address, there is no need to request a new approval letter. The previous one remains valid.

如果认证范围、公司的名称或地址没有变化, 就不需要申请新的批准函。之前的仍然有效。

Note: In the event that your company is not listed on our website, we advise you to check with your Certification Body if they have provided all the necessary documents to FAMI-QS. All questions related to this subject shall be submitted exclusively to audit@fami-qs.org.

注意: 如果贵公司尚未在我们的网站上列出, 我们建议您与您的认证机构核实他们是否已向FAMI-QS提供了所有必要的文件。与此主题相关的所有问题均应提交至audit@fami-qs.org的专属邮箱。

2.1. Evaluation procedure of the application 申请的评估程序

As stated above, the Operator's application for Specialty Feed Ingredients requires a form to be filled in. This form has questions to be clearly answered by the Operator in order to evaluate if the ingredients produced/ traded are covered within the FAMI-QS scope.

如上所述, 经营者申请特殊饲料成分需要填写一份表格。经营者需要明确作答此表格的问题, 以便评估所生产/交易的饲料成分是否在FAMI-QS范围内。

Specialty feed ingredients shall be defined and labelled with clear application instructions according to the applicable animal feed legislation of the intended market. The regulatory status of the products will be under the responsibility of the Operator. The products shall be legally produced in the country of origin and shall meet the regulatory requirements of the country of destination.

特殊饲料成分应根据预期市场的适用动物饲料法规进行定义并明确标明使用说明。产品的合法性由经营者负责。产品应在原产地合法生产, 并符合贸易目的国的法规要求。

To get an application's approval, the product shall comply with the definition of Specialty Feed Ingredient. Any other result will lead to the rejection of the application.

为了得到申请的批准, 产品应符合特殊饲料成分的定义。任何其他结果都将导致该申请的拒绝。

3. FAMI-QS MEMBERSHIP FEES

FAMI-QS会员费

Once the application has been approved, FAMI-QS will return an invoice for membership fee. The membership fee invoice shall be paid within 30 days from the issuing day.

一旦申请获得批准，FAMI-QS将会出具会员费的形式发票。会员费形式发票应在开具日起30天内支付。

Membership fees conditions:

会员费条件:

- A fee is applied for each registered site within the FAMI-QS system.
FAMI-QS体系中的每个注册地址均要收取费用。
- The amount of the membership fee is announced on the website.
会员的会费已在网站上公布。
- An invoice will be issued each calendar year following the application.
在申请后的每个日历年将会开具一张形式发票。
- In the event that a FAMI-QS certified Operator refuses to pay the membership fee, the company will be removed from the FAMI-QS website.
如果FAMI-QS获证经营者拒绝支付会员费，该公司将从FAMI-QS网站上删除。

3.1. Other charges 其他费用

In the event that a FAMI-QS certified Operator interrupts their membership and re-applies for FAMI-QS certification, an additional administrative fee will be charged and added to the yearly membership fee.

如果FAMI-QS获证经营者中断其会员资格并重新申请FAMI-QS认证，将收取额外的管理费，并将其添加到年度会费中。

In addition, an administrative fee will be applied to process changes linked with the updates of the Approval letter, such as scope extension or other amendments. Only in case of new sites registration, no administrative fee will be applied.

此外，管理费将用于处理与批准函的更新有关的变更，如范围的扩展或其他修订。只有在新地址注册的情况下，才不会收取管理费。

4. ASSESSMENT OF OPERATORS

经营者的评估

Operators shall contact one of the FAMI-QS authorised Certification Bodies listed in the FAMI-QS website.
经营者应联系FAMI-QS网站上列出的FAMI-QS授权的认证机构。

For the application, the following information must be sent by the Operator to the Certification Body before the certification audit takes place:

对于申请, 在认证审核开始之前, 经营者必须将以下信息发送给认证机构:

- a.** Approval letter from FAMI-QS; FAMI-QS
批准函;
- b.** Licence documents appropriate for the operations of the Operator;
适用于经营者经营的许可文件;
- c.** List of products coming from the processes covered in the FAMI-QS Scope. If, during the audit, auditors identify products that fall under FAMI-QS scope and are not part of the list, they shall immediately inform the Operator that all products shall be part of the audit.
经FAMI-QS范围涵盖的工艺流程生产的产品清单。如果在审核过程中, 审核员识别出FAMI-QS范围内的产品, 并没有在列表中, 则应立即通知经营者, 所有产品都应作为审核范围。
- d.** List of ingredients purchased from non-assured suppliers (processing aids/intermediates are excluded);
从非保证来源的供应商处采购的成分清单 (不包括加工助剂/中间体);
- e.** Information about production site(s);
生产场所的信息;
- f.** Externally provided services (contract manufactures, warehouses);
外部提供的服务 (合同工厂, 仓库);
- g.** Audit report from the subcontractor(s) (toll manufacturer(s), supplier(s), if applicable);
如适用, 分包商的审核报告 (付费制造商、供应商);
- h.** Countries where the products are placed.
贸易目的国。

The CB shall not exclude activities, processes, products or services from the scope of the audit when those activities/processes/products/services can have an impact on the feed safety. These considerations shall be taken into account in the audit programme and audit plan.

当活动/工艺/产品/服务会影响饲料安全, 认证机构不得从审核的范围排除这些活动、工艺、产品或服务。在审核方案和审核计划中应考虑到这些注意事项。

The Certification Body assesses the Operators' compliance with FAMIQS, on the basis of initial, surveillance and re-certification audits.

认证机构在初次审核、监督审核和重新再认证审核的基础上评估经营者对FAMI-QS的合规情况。

In case of any unresolved disagreement between an Operator and an authorised Certification Body, circumstances should be reported in writing by the Operator to FAMIQS Asbl for consideration by the FAMI-QS Board.

如果经营者与授权的认证机构之间有任何未解决的分歧, 应由经营者以书面形式向FAMI-QS Asbl报告, 以供FAMI-QS董事会审议。

4.1. Auditing Time Calculation 审核时间的计算

4.1.1. INITIAL AUDITING TIME CALCULATION 初次审核时间的计算

TABLE 1: INITIAL AUDITING TIME CALCULATION TABLE.

表一：初次审核时间计算表

A	B	C	D	E	F
Basic audit time 基本审核时间	Number of additional days for each additional process 每个额外工艺流程增加的天数	Number of audit days in the absence of a relevant certified system. 在没有相关认证体系的情况下的审核天数	Additional auditing time dedicated to the auditing of the files for those feed ingredients purchased from non-assured sources. 专门用于审核从非保证来源购买的饲料成分文件的额外的审核时间。	Number of audit days per number of employees. 每位员工的审核天数	For each additional site under the same Feed Safety and Quality Management System, operating a similar manufacturing process. 在同一饲料安全和质量管理体系下的、以类似的制造工艺运营的每个额外场所
Scope K, DI 1.5 for one process. Scope F 1.0 K, DI范围 一个工艺流程1.5天 F范围 一个工艺流程1.0天	0.5	0.25	01-05 ingredients 0.25 06-10 Ingredients 0.5 11-15 ingredients 0.75 More than 15 ingredients 1.00 01-05 成分 0.25 06-10 成分 0.5 11-15 成分 0.75 超过15种成分 1.00	to 19 = 0 20 to 49 = 0.5 50 to 79 = 1.0 80 to 199 = 1.5 200 to 499 = 2.0 500 to 899 = 2,5 900 to 1 299 = 3,0 1 300 to 1 699 = 3,5 1 700 to 2 999 = 4,0 3 000 to 5 000 = 4,5 > 5 000 = 5,0	50% of the minimum on site audit time. 最少现场审核时间的50%

A: Basic audit time: In case of trading scope F, the basic audit time only covers one process from which the total number of final product(s) are derived.

A: 基本审核时间：在贸易F范围的情况下，基本审核时间仅包括从中获得最终产品总数的一个工艺。

B: Additional auditing time for additional manufacturing processes: For traders of the scope F, the additional time covers the total number of additional processes.

B: 额外制造工艺所增加的审核时间：对于范围F的贸易商，增加的时间包括额外工艺的总数。

C: In order to avoid duplication where another relevant management system (ISO 9001, GMP+, FSSC 22000, ISO 22000) is in place and when certified by the same Certification Body, column C is not applicable. Auditors shall have full access to the audit reports of those audits.

C: 为了避免重复，如果已有另一个相关管理体系 (ISO9001、GMP+、FSSC22000、ISO22000)，且该体系由同一认证机构认证时，则C列不适用。审核员应能充分查阅这些审核的审核报告。

D: Additional auditing time dedicated to the auditing of the files for those feed ingredients entering the production process and/or trading which are coming from non-assured sources.

D: 专用于审核进入生产工艺和/或贸易的来自非保证来源的饲料成分的文件额外审核时间。

E: Additional auditing time according to the number of employees (FTE) under the FAMI-QS System.

E: 根据FAMI-QS体系下的员工数 (FTE) 的额外审核时间。

F: For each additional site operating under centrally controlled and administrated FAMI-QS System, 50% of the minimum on-site audit time shall be considered: $(A+B+C+D+E)*0.5$

F: 对于在集中控制和管理的FAMI-QS体系下运行的每个额外场所，应考虑最少现场审核时间的50%：
 $(A+B+C+D+E) * 0.5$

A reduction of a maximum of 10% can be given based on the previous experience of the Certification Body with the Operator. For integrated audits: IAF MD 11 shall be applied for the auditing time reduction.

根据认证机构之前与该经营者的经验，审核时间最多可减少10%。对于整合合审计：应按照IAF MD 11的规定减少审核时间。

4.1.2. AUDITING TIME CALCULATION FOR SURVEILLANCE AUDIT AND RE-CERTIFICATION

监督审核和再认证审核的审核时间计算

- a. Surveillance Audit:** the total minimum surveillance audit time should be one-third of the initial certification audit time, with a minimum of eight hours.

监督审核:总最低监督审核时间应为初次认证审核时间的三分之一，最少为8小时。

- b. Re-Certification Audit:** the total minimum time should be two-thirds of the initial certification audit time, with a minimum of eight hours.

再认证审核:总最短时间为首次认证审核时间的三分之二，最少8小时。

5. AUDIT PLANNING 审核策划

According to the requirements of ISO/IEC 17021-1:2015 and ISO/TS 22003, the FAMI-QS initial certification audit shall be conducted in two stages, stage 1 and stage 2.

根据ISO/IEC 17021-1:2015和ISO/TS 22003的要求，FAMI-QS初次认证审核应分两阶段进行，第一阶段和第二阶段。

Before the stage 1 audit for initial certification, the Operator shall provide the Certification Body (in written, electronic form or during a meeting between the Operator and the auditor) the documentation described in the previous chapter "Assessment of Operators".

在初次认证第一阶段审核前，经营者应向认证机构提供（书面形式、电子形式或在经营者与审核员的会议期间）在上一章“经营者评估”中所述的文件。

Traders that place on the market products under their own label, are considered producers. In case the subcontractor is not certified against one of the standards with which the FAMI-QS maintains mutual recognition arrangements (see document P-MS-003), the CB shall consider to audit the contracted manufacturer at least once within the certification cycle.

在市场上以自己的名义（标签）销售产品的贸易商，被视为生产商。如果分包商没有通过一项与FAMI-QS互相认可的标准认证（见文件P-MS-003），则认证机构应考虑在认证周期内至少对分包的制造商进行一次审核。

5.1. Initial Certification Audit 初次认证审核

5.1.1. STAGE 1 第一阶段

Planning shall ensure that the objectives of stage 1 can be met and the client shall be informed of any "on site" activities during stage 1. Stage 1 does not require a formal audit plan.

策划应确保第一阶段的目标能够得到满足，并且在第一阶段的任何“现场”活动都应通知客户。第一阶段不需要正式的审核计划。

The objective of the stage 1 audit is to provide a focus for planning the stage 2 audit. This shall be achieved by gaining an understanding of the Feed Safety and Quality Management System, in the context of the Operator's feed safety hazard identification, analysis, HACCP plan and PRPs, policy and objectives, and in particular according to the Operator's level of preparation for the audit by reviewing the extent to which:

第一阶段审核的目标是为第二阶段审核的策划提供重点。这应当通过对饲料安全与质量管理体系的理解获得，即了解经营者的饲料安全风险识别、分析、HACCP计划和前提方案，方针和目标，尤其是通过评审以下内容，了解经营者对审核的准备程度。

- a. The Feed Safety and Quality Management System is aligned with the requirements in the FAMI-QS Code.
饲料安全和质量管理体系与FAMI-QS操作规范中的要求相一致。
- b. The Operator has identified PRPs that are appropriate to the business.
经营者已经确定了适合其业务过程的前提方案。
- c. Evaluating the audit report on audits carried out at the supplier premises (if applicable).
评估对供应商经营场所进行审核的报告（如适用）。
- d. Evaluating the audit report on audits carried out at the subcontractors' facilities (if applicable).
评估对分包商设施场所进行审核的报告（如适用）。
- e. The Feed Safety and Quality Management System includes adequate processes and methods for the identification and assessment of the Operator's feed safety hazards as well as the subsequent selection and categorization of control measures according to the FAMI-QS code.
饲料安全和质量管理体系包括对经营者的饲料安全危害进行识别和评估的充分的过程和方法，以及后续的根据FAMI-QS操作规范对控制措施的选择和分类。
- f. The Operator complies with the relevant feed legislation.
经营者遵守相关的饲料法规。
- g. The Operator's System collects the relevant statutory and regulatory requirements, related to the production in the country of origin and the placing of the specialty feed ingredients in the country of destination.
经营者的体系收集与原产地国家的生产以及与特殊饲料成分贸易目的国的相关的法律和法规要求。

- h.** The Feed Safety and Quality Management System is designed to achieve the Operator's feed safety policy.
饲料安全与质量管理体系的设计是为了实现了经营者的饲料安全方针。
- i.** The Feed Safety and Quality Management System implementation programme allows to proceed to stage 2 of the audit.
饲料安全和质量管理体系实施方案允许进入审核第二阶段。
- j.** The validation, verification and improvement programmes are conformed to the requirements of the FAMI-QS Code
确认、验证和改进计划符合FAMI-QS操作规范的要求。
- k.** The Feed Safety and Quality Management System documentation is in place and its requirements are internally and externally communicated (relevant suppliers, customers, other interested parties, etc.).
饲料安全和质量管理体系文件已经到位, 其要求已进行内部和外部沟通 (相关供应商、客户、其他相关方等)。
- l.** Additional documentation needs to be reviewed /or which knowledge needs to be obtained in advance.
需要评审的额外文档, 或者需要提前获得的知识。

In exceptional circumstances, a part of stage 1 can take place off-site and shall be fully justified. The evidence demonstrating that stage 1 objectives are fully achieved shall be provided. Exceptional circumstances can include very remote location.

对于特殊情况, 第一阶段的一部分内容可以非现场执行, 但应完全合理。证明第一阶段目标已完全实现的证据应予以提供。特殊情况可以包括非常偏远的地点。

The findings in Stage 1 shall be documented and communicated to the client. The findings of Stage 1 do not include Non Conformities.

第一阶段的发现应记录在案并与客户沟通。第一阶段的发现不包括不符合项。

The interval between stage 1 and stage 2 shall not be longer than 6 months. Stage 1 shall be repeated if a longer interval is needed.

第一阶段和第二阶段之间的时间间隔不得超过6个月。如果需要较长时间间隔, 则应重新进行第一阶段审核。

A stage 1 audit is required for the initial certification audit.

初次认证审核需要第一阶段的审核。

A stage 1 audit might apply for the re-certification audit when major changes in the Operator's Feed Safety and Quality Management System have occurred.

当经营者的饲料安全和质量管理体系发生重大变化时, 再认证审核可能要求第一阶段的审核。

5.1.2. STAGE 2 第二阶段

A stage 2 audit takes place at the location of an applicant who seeks certification against the FAMI-QS Code. All sections of the FAMI-QS code shall be verified.

第二阶段的审核发生在要求获得FAMI-QS操作规范的认证申请者的实际地址。FAMI-QS操作规范的所有部分都将得到验证。

The stage 2 audit takes place at the Operator's site. The purpose of the stage 2 audit is:

第二阶段审核发生在经营者的场所。第二阶段审核的目的是:

- a.** To confirm the implementation, including the effectiveness of the Operator's Feed Safety and Quality Management System to the requirements of the FAMI-QS Code.
确认实施, 包括经营者的饲料安全和质量管理体系的有效性, 以满足FAMI-QS操作规范的要求。
- b.** To verify that the information and evidence of conformity is achieved, for all of the FAMI-QS Code's requirements.
为了验证FAMI-QS操作规范的所有要求都获得了符合性的信息和证据。
- c.** To assess the capability of the Feed Safety and Quality Management System to perform key activities, such as production methods, controls, PRPs, HACCP plans and procedures, as well as the competency of the personnel involved in the feed/food safety functions, in conformity with the ISO standards.
评估饲料安全和质量管理体系执行主要活动, 如生产方法、控制、前提方案、HACCP计划和程序, 以及与饲料/食品安全职能有关的人员的能力, 以符合ISO标准。

- d. To assess the Operator's Feed Safety and Quality Management System, in compliance with EU and local statutory, regulatory and contractual requirements.
评估经营者的饲料安全和质量管理体系, 符合欧盟和当地的法律、法规和合同要求。
- e. To confirm that the Operator's Feed Safety and Quality Management System is effective in achieving the stated feed safety policies and objectives.
确认经营者的饲料安全和质量管理体系在达到规定的饲料安全方针和目标方面是有效的。

The selection of the executive and other personnel to be interviewed shall adequately cover every relevant functional area. If shift-work is performed, an interview can be planned outside normal working hours.

进行面谈的管理人员和其他人员的选择应充分覆盖每个相关的职能领域。如果有轮班工作, 访谈可以在正常工作时间之外进行。

Any part of the Feed Safety and Quality Management System that is audited during the stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, may not need to be re-audited during the stage 2 audit. However, the certification body shall ensure that the already audited parts of the Feed Safety and Quality Management System continue to conform to the certification requirements. In this case, the audit report shall include these findings and shall clearly state that conformity has been established during the stage 1 audit.

在第一阶段审核期间审核并已确定完全执行、有效且符合要求的饲料安全和质量管理体系的任何部分, 在第二阶段审核期间可以不重复审核。但是, 认证机构应确保饲料安全和质量管理体系已经审核的部分继续符合认证要求。在这种情况下, 审核报告应包括第一阶段审核期间的这些发现, 并应明确说明已建立的符合性。

5.2. Subcontractor 分包商

The Operator's subcontractor(s) (toll manufacturer(s), supplier(s)...) is subject to the same approval criteria as any other supplier of FAMI-QS certified Operator.

经营者的分包商(付费的制造商、供应商.....)应与FAMI-QS认证的经营者其他供应商一样, 执行相同的批准标准。

If the subcontractor is not FAMI-QS certified or is not certified by any other mutual recognized standard, the Operator shall evaluate the risk connected to the Operator's service and perform a full audit, in order to ensure that the subcontractor meets the FAMI-QS requirements. The Operator shall audit the establishment of the subcontractor against FAMI-QS requirements at least once within the certification cycle. A report shall be made available.

如果分包商不是被FAMI-QS认证的或未被其他相互认可的标准认证的, 经营者应评估与经营者的服务相关的风险, 并执行全面审核, 以确保分包商符合FAMI-QS的要求。经营者应在认证周期内至少按FAMI-QS的要求对分包商的厂区进行一次审核。应提供审核报告。

During the Operator's certification and surveillance audits, the auditor shall check the audit report of the subcontractor. The Certification Body may also audit the subcontractor based on the evidence presented in the subcontractor audit report. On successful completion of the audit, a certificate will be granted to the Operator only.

在经营者的认证和监督审核期间, 审核员应检查对分包商的审核报告。认证机构还可以根据分包商审核报告中提供的证据对分包商进行审核。只有在成功完成审核后, 才能向经营者颁发证书。

If the subcontractor is certified according to FAMI-QS or to a mutually recognized standard, no additional FAMI-QS audit by the Operator is required as long as the applicable product falls under the scope of that certification.

如果分包商是根据FAMI-QS或相互认可的标准认证的, 只要适用的产品属于该认证的范围, 就不需要经营者对其分包商进行额外的FAMI-QS审核。

6. MAINTAINING CERTIFICATION

认证保持

6.1. Surveillance Audits 监督审核

Frequency of the surveillance audits:

监督审核的频率:

- a. **1st Surveillance Audit:** within 12 months after the Initial Certification Audit.
第一次监督审核: 初始认证审核后的12个月内。
- b. **2nd Surveillance Audit:** approximately 24 months after the Initial Certification Audit.
第二次监督审核: 初始认证审核后的24个月内。

CB shall report to FAMI-QS Secretariat the annual surveillance activities (Company name, site, Auditor(s), audit dates).
认证机构应向FAMI-QS秘书处报告年度监督活动(公司名称、地点、审核员、审核日期)。

6.2. Recertification Audit 再认证审核

A failure to perform the re-certification audit before the expiration of the certificate results in the interruption of the certification cycle. In this case, the wording “certified since” cannot be included on the certificate.
未能在证书到期前执行再认证审核会导致认证周期中断。在这种情况下,证书中不能包含“自...起认证”的字样。

If a re-certification is conducted after the expiry of a certificate, a Stage 1 and Stage 2 Audit shall be carried out.
如果在证书到期后进行再认证审核,则应开展第一阶段和第二阶段的审核。

I 7. SPECIAL AUDITS 特殊审核

7.1. Extension to the scope 扩大范围

In response to an application for the extension of the scope of a certification that has already been granted, the Certification Body shall undertake a review of the application and determine any audit activities that may be deemed necessary to decide whether or not the extension may be granted. This may be conducted in conjunction with a surveillance or re-certification audit.

对于扩大已经授予的认证范围的申请，认证机构应对申请进行审查并确定需要开展哪些审核活动，以决定是否同意扩大范围。这项工作可以与监督或再认证审核一起开展。

7.2. Short Notice Audits 临时通知的审核

It might be necessary for the Certification Body to conduct an audit of a certified Operator at short notice (up to 72 hours' notice), in order to:

认证机构可能有必要临时通知（最多提前72小时通知）对认证的经营者进行审核，以便：

- investigate a complaint, or
调查投诉，或
- in response to a feed safety incident or crisis at the Operator's site or
对饲料安全事件或经营者现场发生的危机做出回应，或
- as a follow-up on suspended certificate(s).
作为证书暂停的后续行动。

In such cases:

在这种情况下：

- a. The Certification Body shall inform the certified Operator(s) in advance and describe the conditions under which this/these short notice visit(s) will be conducted.
认证机构应提前通知认证的经营者，并说明这次/这些临时通知探访的条件。

- b. The Certification Body shall notify FAMI-QS about the result of the audit.
认证机构应向FAMI-QS通报审核结果。

In case of an incident, the P-CM-001 Feed Incident Management Procedure for Operators and Certification Bodies current version shall be applied.

如果有事件发生，当前版本的P-CM-001经营者和认证机构饲料事件管理程序予以适用。

7.3. Unannounced Audits 不通知审核

Certification Bodies shall include in their internal audit programme an unannounced audit, for each FAMI-QS certified Operator.

The unannounced audits are applicable to both producers and traders. Participation in the unannounced audit program is mandatory.

认证机构内部的审核方案中，应包括对每个FAMI-QS认证的经营者的一次不通知审核。不通知审核对生产商和贸易商都适用。参加不通知审核方案是强制性的。

Frequency: once per certification cycle.
频率: 每个认证周期一次。

Duration: 0.5 man-days minimum. The unannounced audits can be done by any approved Feed/Food Auditor.
持续时间: 最少0.5个工作日。不通知审核可由任何经批准的饲料/食品审核员执行。

Notification to the FAMI-QS Certified Operator: No notice in advance. Certification Body shall ensure the Operator takes the necessary steps for granting access to the auditor in such events.

通知FAMI-QS认证的经营者: 事先不通知。认证机构应确保经营者采取必要步骤，以便在此类事件中授予审核员访问权限。

Note: Operators should follow a similar procedure as for the unannounced audits performed by the authorities.

注意: 经营者应遵循主管当局开展的不通知审核类似的程序。

The conditions for the provision of the unannounced audits shall be agreed on between the Certification Body and the FAMI-QS certified Operator and shall be part of the contract. The contract needs to ensure that one unannounced audit is undertaken after the initial certification audit and within each 3-year period thereafter.

认证机构与FAMI-QS认证的经营者应就不通知审核的条件协商一致, 并写入合同中。合同需要确保在初次认证审核后进行一次不通知审核, 并在此后的每三年内开展一次不通知审核。

Operators shall inform the Certification Body regarding any scheduled maintenance closure of the company. 经营者应将公司的任何定期维护关闭情况告知认证机构。

There are a number of topics that should be covered during an unannounced audit for production and trading activities.

在对生产和贸易活动进行的不通知审核中, 应涵盖若干主题

1) Topics covered during an unannounced audit for production activity

对生产活动进行不通知审核期间涉及的主题如下

The auditor should cover all or a combination of the below areas:

审核员应涵盖以下所有方面或以下方面的组合:

- Monitoring of CCP; - 关键控制点(CCP)的监测;
- Inspection of the premises (internal – external); - 检查经营场所 (内部 - 外部) ;
- Observation if the employees perform their tasks according to the written procedure;
- 观察员工是否按照书面程序执行任务;
- Crisis Management. - 危机管理。

2) Topics covered during an unannounced audit for trading activity

对贸易活动进行不通知审核期间涉及的主题

The auditor should cover all or a combination of the below areas:

审核员应涵盖以下所有方面或以下方面的组合:

- Suppliers' evaluation; - 供应商评估;
- Purchase orders and specifications; - 采购订单和规格;
- Certificates of analysis (shall be checked per purchase order); - 分析报告 (应根据采购订单进行检查) ;
- Traceability; - 可追溯性;
- Crisis management. - 危机管理。

In the event that the certified Operator refuses to participate in the unannounced audit, as defined in the contract between the CB and the FAM-QS Operator, the certificate shall be suspended immediately, and the CB shall withdraw the certificate, if the unannounced audit is not conducted within a six-month timeframe.

如果认证的经营者拒绝参加认证机构和FAMI-QS经营者缔结合同中规定的不通知审核, 其证书应立即被暂停, 如果不通知审核没在六个月的时间内进行, 认证机构应撤销其证书。

For Integrated Management Systems both for Feed and Food (FAMI-QS/FSSC 22000), the unannounced audit performed for FSSC 22000 could be also considered for FAMI-QS, as long as common topics have been checked. In this case, the auditor shall also be a FAMI-QS approved auditor. The FAMI-QS and FSSC 22000 certificates shall be issued by the same Certification Body.

对于饲料和食品的综合管理体系 (FAMI-QS / FSSC 22000), 只要检查的是共同的主题, 则FSSC 22000开展的不通知审核也可以被视为FAMI-QS的不通知审核。在这种情况下, 审核员也应是FAMI-QS批准的审核员。FAMI-QS和FSSC 22000证书应由同一认证机构签发。

Topics checked during the unannounced audit might be skipped during the subsequent audit, only in the case that the audit has been performed by a FAMI-QS approved auditor (excluding production areas).

在不通知审核期间已检查的主题可能会在后续审核期间跳过, 但只有由FAMI-QS批准的审核员 (不包括生产区域) 进行审计的情况下才适用。

8. CLASSIFICATION OF NON-CONFORMITIES AND RECOMMENDATIONS

不符合项的分类和建议项

8.1. Major non-conformities 严重不符合

A major non-conformity is a non-conformity that affects the capability of the Feed Safety and Quality Management System to achieve the intended results or a complete failure to implement the requirements of the code.

严重不符合是指影响到饲料安全和质量管理体系实现预期结果的能力，或是完全不能满足规范的要求。

Non-conformities could be classified as major in the following circumstances:

下列情况下的不符合可归类为严重不符合：

- if there is a significant documented evidence that there is no effective process control in place, or that products or services do not meet the specified requirements;
如果有明显的证据表明没有有效的过程控制，或者产品或服务不符合规定的要求；
- a number of minor nonconformities associated with the same requirement or issues could demonstrate a systematic failure and thus constitute a major nonconformity.
一些一般不符合项属于相同的条款要求，可以证实系统性失效，从而构成严重不符合。

8.2. Minor non-conformities 一般微不符合

A minor non-conformity exists when a requirement of the FAMI-QS Code has been addressed but there is insufficient evidence to demonstrate that it has been properly controlled or implemented and does not affect the capability of the management system to achieve the intended results.

一般不符合是指当FAMI-QS操作规范的要求已得到应对，但没有足够的证据证明其已得到适当控制或实施，但不影响管理体系达到预期结果的能力时。

More than 2 or 3 minor non-conformities under the same clause shall be considered as major.

超过2或3项一般不符合属于相同的条款应被视为严重不符合。

8.3. Consequences of non-conformities 不符合的后果

TABLE 2: CONSEQUENCES OF NON-CONFORMITIES.

表二：不符合的后果

<p>NON-CONFORMITY 不符合</p>	<p>INITIAL AUDIT 初次认证审核</p>	<p>SURVEILLANCE 监督</p>	<p>RE-CERTIFICATION AUDIT 再认证审核</p>
<p>Major 严重</p>	<p>Certification cannot be granted. Action plan shall be submitted within 7 days after audit. Non-conformities have to be closed within 6 weeks after the audit 不能授予证书。 整改计划应在审核后7日内提交。 不符合项必须在审核后的6周内关闭。</p>	<p>The action plan shall be presented to the Certification Body, in 14 calendar days at the latest after the audit date. Evidence that non-conformities have been closed will be checked 28 days after the presentation of the action plan at the latest. In case that the aforementioned time frame is not sufficient, further coordination with FAMI-QS is required. If a non-conformity is not resolved, then the certification is suspended and a special audit shall be applied for the closing of the major NCR. 整改计划应在审核后最迟14个日历日内提交认证机构。 不符合项已被关闭的证据最晚将在整改计划提交28天进行核查。如果上述的时间期限不够,需要进一步与FAMI-QS协调。 如果不符合项没有关闭,则暂停证书,并对严重不符合的关闭进行特殊审核。</p>	<p>Certification cannot be granted. Action plan shall be submitted within 7 days after audit. Non-conformities have to be closed within 6 weeks after the audit. 不能授予证书。 整改计划应在审核后7日内提交。 不符合项必须在审核后的6周内关闭。</p>
<p>Minor 一般</p>	<p>Certification cannot be granted until the non-conformities have been closed. Action plan shall be submitted within 7 days after audit. Non-conformities have to be closed within 6 weeks after the audit 直到不符合项关闭后才能授予证书。 整改计划应在审核后7日内提交。不符合项必须在审核后的6周内关闭。</p>	<p>Certification continues. An agreement on the action plan shall be reached between the Certification Body and the Operator. The deadline for this agreement is 14 calendar days after the Certification Body has received the action plan from the Operator. Evidence that non-conformities have been closed will be checked by the auditor, at the latest during the following audit. If the non-conformity is not solved and closed by then, it becomes a major non-conformity. 证书继续保持有效。 认证机构与经营者之间应当就整改计划达成协议。本协议的截止日期为认证机构收到经营者的整改计划后14个日历日。 关闭不符合的证据将由审核员最晚在接下来的审核中检查。如果不符合没有得到解决和关闭,那么它就变成了一个严重不符合。</p>	<p>Certification continues. An agreement on the action plan shall be reached between the Certification Body and the Operator. The deadline for this agreement is 14 calendar days after the Certification Body has received the action plan from the Operator. Evidence that non-conformities have been closed will be checked by the auditor, at the latest during the following audit. If the non-conformity is not solved and closed by then, it becomes a major non-conformity. 证书继续保持有效。 认证机构与经营者之间应当就整改计划达成协议。本协议的截止日期为认证机构收到经营者的整改计划后14个日历日。 关闭不符合的证据将由审核员最晚在接下来的审核中检查。如果不符合没有得到解决和关闭,那么它就变成了一个严重不符合。</p>

The auditor shall confirm that he has reviewed, accepted and verified the effectiveness of corrective actions.

审核员应确认检查、接受和验证纠正措施的有效性。

9. ASSESSMENT OF SUPPLIERS AND ASSURED SOURCES

供应商评估和有保证来源

Any raw material / traded product which enter the manufacturing process or trade of any product under the FAMI-QS scope shall be assessed according to chapter 8.6. of the FAMI-QS Code.

FAMI-QS范围内, 任何进入生产工艺流程或产品贸易的原料或交易的产品应按FAMI-QS操作规范的第8.6章节进行评估。

9.1. Audit guidelines for supplier audits 供应商审核准则

- a. The frequency of the audits shall be at least every 3 years.
审核频次应确保至少每三年一次。
- b. The first audit shall be executed no later than 6 months after the first raw material delivery.
第一次审核应在第一批原材料交付后6个月内执行。
- c. Audits have to be executed by experienced employees (according to the Operator's procedures) or by a capable 3rd party auditor (according to the selection criteria established in the "Rules for Certification Bodies").
审核必须由有经验的人员(根据经营者规程)或由有能力的第三方审核员执行(根据《认证机构规则》中的选择标准)。
- d. Relevant sections of the FAMI-QS Code shall be checked and audit reports, including follow-up procedures on actions, shall be available.
FAMI-QS操作规范中的相关部分应检查并包含在审核报告中, 包括后续整改措施。

Note on the "experienced employees": An experienced employee is the employee that can demonstrate competences related to the following aspects:

“有经验的人员”的注释: 有经验的人员是能够证明与以下方面相关的能力的人员:

- **Knowing the importance of the quality of the raw material for the production process.**
了解生产过程中原料质量的重要性。
- **Understanding the principles of a Feed Safety and Quality Management System.**
了解饲料安全和管理体系的原则。
- **Knowing auditing techniques**
熟悉审核技巧。
- **Have been for at least three years within the Operator.**
在经营者处至少三年的经验。

It is the FAMI-QS external auditor's responsibility to check that the requirements set according to the FAMI-QS Code are met.

检查FAMI-QS操作规范要求是否得到满足, 是FAMI-QS外部审核员的职责。

10. FEED SAFETY INCIDENT MANAGEMENT

饲料安全事件管理

In the event that the Operator becomes aware or has reasons to suspect a feed safety incident, or in the event of a product recall in relation to such incidents, the Operator shall immediately make the FAMI-QS Process Manager and the Certification Body aware of the situation.

当经营者知道或有理由怀疑饲料安全事件，或在与该事件有关的产品发生了召回事件，经营者应当立即告知并确保 FAMI-QS 工艺过程经理和认证机构了解相关情况。

Together with the Operator, the Certification Body in turn shall take appropriate action steps to assess the situation and any implications that there may be for the Operator's certificate. The Certification Body shall inform FAMI-QS of the result from this assessment and its further progress.

认证机构应与经营者一起采取适当的行动步骤，评估该情况以及对经营者证书可能产生的任何影响。认证机构应将此评估的结果及其进一步的进展告知 FAMI-QS。

The Operator and the Certification Body shall follow the "Feed Safety Incident and Crisis Management Procedure for Operators and CBs" (P-CM-01).

经营者和认证机构应遵循“饲料安全事件和危机管理程序”（P-CM-01）。

11. CERTIFICATE 证书

11.1. Text of the certificate

OPERATOR'S NAME

has implemented and maintains a Feed Safety and Quality Management System
including Good Manufacturing Practice (GMP) in compliance with:

FAMI-QS CODE **(VERSION X, YYYY-MM-DD)**, ON THE FOLLOWING SITE/S⁽¹⁾ **XXX**

FAMI-QS SITE REGISTRATION: FAM-**XXXX/XX**

FOR ACTIVITY ⁽²⁾ OF SPECIALTY FEED INGREDIENTS FROM PROCESS ⁽³⁾

FEED CHAIN CATEGORY⁽⁴⁾ **DI, K, FI, FII**

THE OPERATOR IMPLEMENTS MEASURES FOR FEED FRAUD / FEED DEFENSE ACCORDING TO THE FAMI-QS
SUPPLY CHAIN INTEGRITY MODULE **V XX**

THIS CERTIFICATE IS VALID UNTIL: **YYYY-MM-DD**

Signature of the Certification Body: _____

PLACE, DATE YYYY-MM-DD

For the validity of this certificate please check www.FAMI-QS.org

Text on the certificate (minimum information):

⁽¹⁾For Operators running multiple manufacturing processes at different sites it is sufficient to issue one certificate listing all the sites

⁽²⁾**Activity means: Production and/ or Trading.** The term placing on the market may also be used but the activity production or trade shall be specified, e.g. placing on the market (trade and/ or production). Any other term like design and development, warehousing, transportation is not allowed.

- **Placing on the market (TRADE)** – Applicable for traders who place specialty feed ingredients on the market purchased from suppliers certified with one of the mutually recognized standards (see document P-MS-003).

- **Placing on the market (PRODUCTION)** –Applicable for Operators who place specialty feed ingredients on the market purchased as feed from suppliers that are not certified with one of the mutual recognized standards and for food grade specialty feed ingredients, food ingredients and pharma grade specialty feed ingredients. The purchasing has to fulfil the requirements of the FAMI-QS Code. The HACCP plan at the level of the trading office shall consider all the hazards related to the production (level of the producer).

- Traders that place on the market products under their own label are considered producers. In case the subcontractor is not certified against one of the standards with which the FAMI-QS maintains mutual recognition arrangements, the CB shall consider to audit the contracted manufacturer; at least once within the certification cycle. NOTE: In this case, the activity is production but the feed chain category is FII (see categories below in (4)).

Example 1: If a trader does repackaging for FAMI-QS, this is considered production since the trader shall manage additional risk/ hazards.

Example 2: In case the Operator has a pharma grade ingredient and want to sell as feed grade ingredient, this is also considered as production activity. Here, the Operator shall ensure that the pharma grade ingredient is compliant with the feed grade requirements.

These activities are not traditional production activities, but the auditor shall approach them as production. From the perspective of ISO/TS 22003:2013 these activities fall under Scope F.

⁽³⁾Production Process: The Certification Body shall identify and clearly state the process from which the ingredients are resulting from: **Bioprocess – Chemical – Mixing – Formulating – Mining – Extraction**

⁽⁴⁾Classification of feed chain categories applicable to FAMI-QS (ISO/TS 22003:2013 – Annex A):

DI: for products fed directly to the animal and/or delivered to the farm

K: products not given directly to the animals and/or not sold directly to the farm

FI: when Operators trade their own products

FII: when Operators trade products not produced by themselves

11.1. 证书上的文本

经营者名称

已实施并保持饲料安全质量管理体系, 包括符合良好生产规范 (GMP), 遵守:

FAMI-QS 规范 **(版本X, 年-月-日)**

XXX 在以下地址 **XXX**

FAMI-QS地址注册: **FAM-XXXX/XX**

为特殊饲料成分⁽²⁾, 生产工艺过程⁽³⁾, 饲料链类别⁽⁴⁾ **DI, K, FI, FII**

经营者根据FAMI-QS供应链完整性模块 **V XX** 实施饲料欺诈/饲料防御措施

此证书有效至: **年-月-日**

认证机构签字: _____

地点、日期年-月-日

证书的有效性请查 www.FAMI-QS.org

证书上的文本 (至少包含的信息)

⁽¹⁾对于在不同地址运行多个生产过程的经营者来说, 签发包含所有地址的一张证书就可以了

⁽²⁾**活动的定义: 生产和/或贸易。** 投放市场的术语也可以使用, 但应明确规定活动是生产或贸易, 如投放市场 (贸易和/或生产)。不允许使用设计、开发、仓储、运输等其他术语。

-**投放市场 (贸易)** - 适用于在市场上销售特殊饲料成分的贸易商, 这些饲料成分是从经过相互认可的标准认证的供应商处采购的 (见文件P-MS-003)。

-**投放市场 (生产)** - 适用于在市场上销售特殊饲料成分的经营者, 这些成分是从未经相互认可的标准认证的供应商以饲料购买的, 并用于食品级特殊饲料成分、食品成分和制药级特殊饲料成分。采购必须满足FAMI-QS操作规范的要求。贸易办公室级别的HACCP计划应考虑与生产相关的所有危害 (生产者的级别)。

-**以自己的标签在市场上销售产品的贸易商被视为生产商。** 如果分包商未通过与FAMI-QS保持相互认可安排的标准之一的认证, 则认证机构应考虑至少在认证周期内对合同生产商进行一次审核。注意:

在这种情况下, 活动是生产, 但饲料链类别是FII (参见以下 (4) 中的类别)。

示例1: 如果贸易商为FAMI-QS进行重新包装, 这就被视为生产, 因为贸易商应管理额外的风险/危险。

示例2: 如果经营者具有药品级成分并且想要将其作为饲料级成分出售, 则这也被视为生产活动。此处, 经营者应确保药品级成分符合饲料级要求。

这些活动不是传统的生产活动, 但审核员应将其视为生产活动。从ISO / TS 22003: 2013的角度来看, 这些活动属于范围F。

⁽³⁾生产过程: 认证机构应识别并清晰地说明产品的生产过程属于:
生物过程-化学-混合-配方-采矿-提取。

⁽⁴⁾适用于FAMI-QS的饲料链类别分类 (ISO / TS 22003: 2013 - 附件A):

DI: 用于直接喂养动物和/或送到农场的产品

K: 产品不直接喂养动物和/或不直接销售给农场

FI: 经营者交易自己的产品

FII: 当经营者交易非自己生产的产品

11.2. Withdrawal of certificates 撤销证书

The withdrawal of a certificate remains the responsibility of the Certification Body. Once a withdrawal is confirmed, the name of the Operator will be removed from the FAMI-QS “Certified Companies register” on the website.

认证机构负责证书的撤销。一旦确认证书撤销，经营者的名字将从FAMI-QS网站上“已认证企业登记册”中被删除。

Certified Operators holding valid certificates are listed on the FAMI-QS website.

持有有效证书的认证经营者将在FAMI-QS网站上展示。

A note of a withdrawn certificate will be e-mailed to all of the FAMI-QS certified companies and also uploaded on our section Notification of FAMI-QS website.

证书撤销通知将通过邮件发送给所有FAMI-QS获证企业，并且将上传FAMI-QS网站的通知栏目。

11.3. Suspended Certificates 暂停证书

The suspension of a certificate remains the responsibility of the Certification Body. CBs shall maintain a register of the suspended certificates. The minimum information that shall be included in the register is:

认证机构负责证书的暂停。认证机构应保存暂停证书的登记册。应列入登记册的信息至少包含：

- a. Name of the company. 企业名称。
- b. Certificate number. 证书编号。
- c. Reason of the suspension. 暂停原因。
- d. Suspension period. 暂停期限。
- e. Condition for termination of the suspension. 暂停终止的条件。

The CB shall make FAMI-QS immediately aware about the suspension of a certificate. The name of the Operator will be removed from the section certified companies on the FAMI-QS website during the period of the suspension.

认证机构应立即告知FAMI-QS关于证书的暂停。在证书暂停期间，经营者的名称将从FAMI-QS网站移除。

A list of suspended FAMI-QS certificates will be maintained on line. Suspension cannot exceed three months. Following that period, a FAMI-QS certified company will be removed from our website. Initial audit shall be applied if the feed business operator wishes to restore its FAMI-QS certificate.

一个FAMI-QS证书暂停列表将保持在线。暂停不能超过3个月。超出这个期限，FAMI-QS认证企业名字将在FAMI-QS网站上被移除。如果经营者希望恢复FAMI-QS认证，将进行初次认证审核。

11.4. Exclusions on certificates 证书的除外条款

It is an obligation of the FAMI-QS certified Operators not to mislead stakeholders and authorities regarding the scope of their certification, validity of the certificate and site(s).

FAMI-QS认证经营者有义务在证书范围、证书的有效性及其地址方面不对利益相关方和当局产生误导。

11.5. Invoicing Address/ Registration Address 发票地址/注册地址

The responsibility for placing products on the market relies in the invoicing address. Therefore, this address must be included under the Operator’s Certificate.

在市场上销售产品的责任在于开具发票的地址。因此，这个地址必须包含在经营者证书上。

In the event that the invoicing address is a PO box or no activity is taking place at the location, the address can be included on the certificate after a desk review of the legal documents (business registration, registration with the feed authorities, where applicable) performed by the auditor. This is not applicable when the invoicing address is holding responsibilities for warehousing, transportation, etc.

如果发票地址是个邮政信箱, 或者该地点没有发生任何活动, 则在审核员对其法律文件(企业注册、在饲料主管部门的注册, 如适用)进行书面材料审查后, 可将该地址包含在证书中。这不适用于当发票地址承担仓储、运输等责任时。

All the traceability and recall procedures are under the responsibility of the invoicing address. In this case, employees of the invoicing address shall be involved in the audit for the relevant parts.

所有的追溯和召回程序都由发票地址负责。在这种情况下, 在发票地址工作的员工应参与相关部分的审核。

11.6. Transfer of Accredited/Non Accredited FAMI-QS Certificates **转换认可/非认可的FAMI-QS证书**

For the transfer of accredited FAMI-QS certificates IAF MD2:2017 Mandatory Document for the Transfer of Accredited Certification of Management Systems shall be applied.

对于经认可的FAMI-QS证书的转换, 应适用IAF MD2:2017管理体系认证转换强制性文件要求。

The CB responsible for the transfer shall contact FAMI-QS Secretariat prior to the transfer for pre-approval of the transfer. FAMI-QS Secretariat will communicate any open issues if related to the transfer of the certificate (if applicable).

负责证书转换的认证机构, 应在转换前联系FAMI-QS秘书处对转换进行预审批。FAMI-QS秘书处将就任何关于证书转换(如适用)的未决信息进行沟通。

12. TRANSPARENCY 透明度

FAMI-QS is eligible to answer any questions concerning the products covered under the certificate.

FAMI-QS有资格回答证书覆盖下的产品的任何问题。

13. SURVEILLANCE PROGRAMME 监督计划

The objective of the surveillance programme is to establish the level of confidence in the CB's certification process by on-site and off-site observations.

监督计划的目标是通过现场和非现场观测来建立对认证机构认证过程的信心程度。

In the surveillance programme process, a representative of FAMI-QS monitors the activities of the Certification Bodies and its associated auditor(s) on the occasion of an assessment of a specific feed business Operator on site and / or at the Certification Body's premises. The surveillance process is compulsory for all of the authorized Certification Bodies.

在监督计划过程中, FAMI-QS的代表在现场和/或认证机构的场所, 评估特定饲料业务经营者时监督认证机构及其相关审核员的活动。所有授权的认证机构都必须进行监督。

The surveillance process is considered beneficial to all stakeholders. 监督过程被认为是有益于所有利益相关者。

The surveillance programme consists of two parts: 监督计划由两个部分构成:

Part 1: Office Audit - FAMI-QS conducts an assessment, at the Certification Body premises, to verify the implementation of the FAMI-QS rules.

第一部分: 办公室审核- FAMI-QS在认证机构处所进行评估, 验证了FAMI-QS规则的实施情况。

Part 2: FAMI-QS conducts an assessment of a Certification Body's performance, during its on-site audit, with prior agreement of the Operator.

在其现场审核期间, 事先获得经营者的同意后, FAMI-QS对认证机构的绩效进行评估。

The CBs shall include in the contracts with their clients a relevant reference, for the on-site audit with the participation of the FAMI-QS auditor. A FAMI-QS certified Operator shall be aware that it might be selected for the FAMI-QS Surveillance Programme.

认证机构应在与客户的合同中包含相关参考, 供FAMI-QS审核员参与现场审核。FAMI-QS认证的经营者应意识到他可能被FAMI-QS监督计划选中。

FAMI-QS may also initiate the Surveillance Programme in case of an Operator's complaint.

FAMI-QS也可能在经营者的投诉时启动监督计划。

A copy of the Surveillance Programme audit report will also be made available to the Certification Body's local accreditation body.

监督计划审核报告的副本也将提供给认证机构的当地认可机构。

Any exchange of information related to the purpose of the surveillance activities will be kept strictly confidential and shall only be communicated between the parties involved (FAMI-QS, Certification Body)

任何以监督活动为目的相关的信息将严格保密, 并只能在相关各方之间传达 (FAMI-QS、认证机构)。

A National Accreditation Body could have access to the Surveillance Programme report after a request.

国家认可机构可在要求后查阅监督计划报告。

The information obtained during the surveillance of the Certification Body, which is recorded in the report, will be handled in a strictly confidential manner by FAMI-QS. FAMI-QS will not use it for purposes apart from those established in the frame of the surveillance process.

FAMI-QS将通过严格保密的方式处理那些记录在报告中的、由认证机构在监督过程中获得的信息。FAMI-QS不会在监督过程框架中目的范围外使用它。

I 14. SANCTIONS 处罚

In case of a violation by the Certified Operator any other requirement set out in the applicable Documents, FAMI-QS has the right to impose, at its own option, one or more of the following sanctions:

如果认证的经营者违反了适用文件中规定的任何其他要求，FAMI-QS 有权自行选择实施下列一项或多项处罚：

- A formal warning: the certified organization shall provide its written feedback within 72 hours after the sending of the formal warning.
正式警告: 认证的公司应在正式警告发出后72小时内提供书面反馈。
- Special audit with a prior note of 24 hours
特别审计, 需提前24小时通知
- Recommendation to the Certification Body for a suspension or withdrawal of the certificate
建议认证机构暂停或撤销证书
- Suspension from the FAMI-QS Certification system or a time period or for lifetime
在 FAMI-QS 认证系统中暂停一段时间或终身中止

15. NOTIFICATION OF CHANGES

变更通知

A FAMI-QS certified Operator shall inform the Certification Body and FAMI-QS without delay, for the following changes:

一个FAMI-QS认证的经营者应当在发生以下变更时及时通知认证机构及FAMI-QS:

- a. The legal, commercial, organizational status or ownership.
法律、商业、组织状态或所有权。
- b. Operator and management changes
经营者及管理变更。
- c. Contact address and sites.
联系地址和地点。
- d. Changes on the current certified scope.
当前认证范围的变更。
- e. Major changes to the management system and processes.
管理体系和过程的重大变更。
- f. Issues related to the safety of the product.
与产品安全有关的问题。
- g. Any other issue which may affect the capability of the Feed Safety and Quality Management System.
影响饲料安全质量管理体系能力的其他问题。

For changes regarding a, b, c, d, the FAMI-QS certified Operator needs to use the FAMI-QS Changes Notification form (D-ROP-01-03).

针对a, b, c, d项的变化， FAMI-QS认证的经营者需要使用FAMI-QS的变更通知表 (D-ROP-01-03)。

I 16. USE OF LOGO 标志的使用

The FAMIQS name and logo may only be used by Operators that have obtained certification from a Certification Body recognized by FAMIQS Asbl. The right to use the FAMIQS logo and/or name is exclusively granted by FAMIQS Asbl, and can be withdrawn at any moment in the event of non-compliance with certification requirements.

FAMI-QS名称和标志仅供获得FAMI-QS Asbl认可的认证机构认证的经营者使用。FAMI-QS标志和/或名称使用权是由FAMI-QS独家授予, 并且可以在不符合认证要求的情况下随时撤销。

Certified Operators may display the FAMI-QS logo for the period of validity of their certificate. Use or display of the FAMI-QS logo does not constitute proof that the Operator is certified.

认证的经营者可在他们的证书有效期内使用FAMI-QS标志。FAMI-QS标志使用或展示不构成证明公司的认证。

The FAMI-QS logo is available upon request made to FAMI-QS Asbl and/or to the relevant Certification Body. It may be used only in its original colours and proportions.

FAMI-QS秘书处和/或有关的认证机构可根据要求提供FAMI-QS标志。标志仅可以其原始颜色和比例使用。

The FAMIQS name and logo shall not be used on products, packaging, labels, means of transport, but may be used on certificates, advertisements and brochures.

FAMI-QS名称和标志不得用于产品、包装、标签、运输工具, 但可用于证书、广告和宣传册。

Certification Body will verify during the on-site audit the appropriate use of the logo.

认证机构将在现场审核过程中验证标志的正确使用。



**The Quality and Safety System
for Specialty Feed Ingredients**

RULES FOR OPERATORS – 经营者规则
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