



P-TR-001 FAMI-QS OPEN TRAINING

P-TR-001

Version 6 / 2017-07-07

Procedure received and accepted by:

Place/Date: _____/_____

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1. Purpose

This procedure establishes the criteria for being an authorized FAMI-QS training organisation and sets the process for the delivery of the official FAMI-QS training course.

2. Scope

This procedure regulates the provision of the FAMI-QS training course by any applicable organisation. The training will be provided to the public in open or in-house sessions (class room or remote). This training is not applicable for approval of auditors.

3. Title - Scope - Duration

Title: *FAMI-QS: Awareness in Feed Safety* Training Programme

The *FAMI-QS: Awareness in Feed Safety* Training Programme is based on the FAMI-QS Certification System version 6.0

Note: The FAMI-QS Awareness in Feed Safety do not include the Feed Fraud Prevention and Défense Module

Scope: the scope of *FAMI-QS: Awareness in Feed Safety* is to provide all the necessary information to the participants:

- FAMI-QS Certification System Version 6.0
- FAMI-QS certification process;
- Obligations for a FAMI-QS Certified Feed Business Operator
- The requirements of FAMI-QS code;
- Process Documents
- Regulatory System based on P-MS-004_Guide_for_Managing_Regulatory_Compliance_System_V1

Training is provided on a voluntary basis and it is not an official requirement for the operator to obtain FAMI-QS certification.

Duration: sixteen (16) hours

4. Application for FAMI-QS open training

A request to provide the FAMI-QS Training course must be made to the FAMI-QS Secretariat. The region of interest and the list of the potential trainer(s) should be included in the request.

4.1. Requirement for the organisation

- Any organization with experience in Feed and Food (eg; consultancy, Certification Body)
- Competent personnel (internal or contracted) to deliver training course for the feed industry; the competent personnel (trainer) should meet the criteria listed at 4.2.

4.2. Requirement for the trainer(s)

- Sufficient education related to the feed sector (preferably animal nutrition);
- Training in food/feed safety;
- Experience on the application of HACCP
- At least 2-year working experience within the feed sector;
- Have an understanding of the production process for specialty feed ingredients (according to the FAMI-QS Process Documents)
- Local experience of the region where FAMI-QS training will be delivered;
- Presentation skills.

4.3. Approval/non-approval of the application

A letter on behalf of FAMI-QS will be sent to the interested organisation and will mention the FAMI-QS decision.

4.4. Authorisation

Upon approval of the application, the applicant organisation will receive a letter with the authorisation.

The nominated trainer(s), as shown in the application, of the applicant organisation must attend two-day (2-day) training provided by FAMI-QS

Please note: if the trainer is a FAMI-QS Auditor the duration of the training is one (1) day.

The training can be conducted at the premises of the applicant organisation (all travel costs will be taken over by the applicant organisation). The training can be provided also remotely.

The authorisation process and the registration of the training organisation within the FAMI-QS is finalized when the authorized training organisation submit a signed copy of the P-TR-001.

The validity period of the authorisation is three years.

Once approved, the name and details of the authorized training organisation are gathered by FAMI-QS Asbl in a public register, available via the FAMI-QS Asbl web site

The authorized training organisation can provide the “*FAMI-QS: Awareness in Feed Safety*” training program in classroom-based training or remotely. If the authorized training organisation is a certification body, in-house training is not permitted. Exception can be granted only in the case that the recipient organisation of the training is not a client of the Certification Body. In this case certification body cannot perform any certification activities for the next three years following the provision of the training.

4.4.1. Maintenance of authorisation

In order to maintain the authorisation:

1. the trainer(s) of the authorized training organisation must participate in the FAMI-QS Trainer Awareness meeting or FAMI-QS Auditors Training;
2. on site evaluation of the trainer; for the onsite evaluation, travel costs will be shared.

4.4.2. Withdrawal of authorisation

Any violation of this procedure can be a reason for FAMI QS to withdraw the authorisation.

5. Training implementation

5.1. Training material

FAMI-QS Asbl will provide to the authorized training organisation:

- the “*FAMI-QS: Awareness in Feed Safety*” training material¹;
- exercises;
- supporting documentation to plan, manage and present the course (session plans).

The training material, the exercises and the supporting documentation will be provided in English. The training organisation is eligible to translate the training material in the local language. A visible statement should be made “*This is not an official FAMI-QS approved translation*”. Participants should have access to the English training material.

The authorized training organisation will use this training material only for the training purposes and not to provide consultancy services or resell it.

FAMI-QS remains responsible for ensuring that the training material remains up to date.

5.2. Training schedule

The authorized training organisation must inform FAMI-QS about their training dates at least two (1) month before the training takes place.

FAMI-QS will give a unique registration code for each training course.

The dates for each authorized training session will be announced via the FAMI-QS website. (Region/Date/Organisation/Contact details).

The authorized training organisation shall make the training schedule publicly accessible.

¹ No change to the content of the training material is allowed.

5.3. Training promotion

Any promotional material for the “FAMI-QS: Awareness in Feed Safety” training must be submitted for approval to FAMI-QS. The promotional information should not state or imply that this training course satisfies more than the training scope as described in 3.

5.4. Participants

Any individual interested in being familiar with the FAMI-QS certification system is eligible to participate to the training course.

A maximum of 25 participants per training session is allowed.

List of the participants must be submitted by the authorized training organisation one day before the scheduled training.

5.5. Conduct of training

The trainer should follow the instructions provided in the session plans.

5.6. Certificates

The authorized training organisation is responsible for issuing the certificates and sending them to the participants.

5.6.1. Text on the certificate

<p>Certificate of attendance</p> <p>This certificate is awarded to -name of the participant- in recognition of participation in the training course: “<i>FAMI-QS: Awareness in Feed Safety</i>”</p> <p>from -beginning date- to -end date-</p> <p>FAMI-QS training session code: FAMI-QS will provide the registration number to the authorized training organization</p> <p>Place and date of issue of the certificate</p>

Logo of the authorized training organisation and of FAMI-QS shall appear on the certificate.

6. Fees

6.1. Application Fees

Initial application fees: 3.500 Euros (included also the initial training and assessment of the organization)

6.2. Maintenance fee

Fee paid per year during the period of the Authorisation: 1.200€.

6.3. Training Session

Fee for each training registration: 300€.