# Annex 2- Notification form [[1]](#footnote-1)

**General Information**

|  |  |
| --- | --- |
| **Date and time** |  |
| Company: - Site (If different): - Address:    | Contact:- Name: - Phone: - Mobile: - Fax: - Email: - Title:  |

**Product**

|  |
| --- |
| Product and commercial names: ………………………………………………………………………………………………. |
| Feed material catalogue number |  |
| Lot/batch number of products concerned |  |
| Quantity/volume concerned |  |
| Date of manufacture or reception |  |
| Selling period |  |
| Product distribution known  | [ ]  YES [ ]  NO |
| Product location known at this time  | [ ]  YES [ ]  NO |

**Nature of the Problem**

|  |  |
| --- | --- |
| Nature of the hazard (anomalies, contaminants…) |  |
| Elements leading to the accident (possible cause, confirmed or suspected) |  |
| Which analyses performed? |  |
| Sampling by whom? (accreditated lab) / Sampling date |  |
| Nature of risk (effect on the health of humans, animals or plants) |  |
| What other information is available? |  |
| Relevant legislation |  |

**Certification Body Information and Measures taken**

|  |  |
| --- | --- |
| CB informed (name, date…) | [ ]  YES [ ]  NO |
| CB decision about follow-up | [ ]  during next audit [ ]  special audit necessary |
| Measures already taken | Measure 1:  Measure 2:   |
| Corrective action:Risk analysisProduct recallLaboratory analysisClient informedSupplier informed | *yes* [ ] [ ] [ ] [ ] [ ]  | *in progress* [ ] [ ] [ ] [ ] [ ]  |
|  |  |
| Agreed follow-up action with EFISC-GTP \* |   (Deadline for progress report) |
| Has there been discussion with others? |  If so, with whom?  |

**Advices to Users**

|  |  |
| --- | --- |
| What to do with the product? |  |
| Product recall (location) |  |
| Conditions relating to the product recall |  |

**list of companies that have received the contaminated feed/food**

|  |  |  |
| --- | --- | --- |
| **name of the company** | **Location** | **Certified: GMP+, EFISC-GTP, FCA, Q-S, AIC (UFAS- FEMAS-TASCC ), OQUALIM -RCNA International. , CSA-GTP [[2]](#footnote-2)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  *(\*)* |

 *(\*) add more lines if needed or enclose the list as separated document.*

**Other Information**

|  |  |
| --- | --- |
| Other Information |  |
| CB decision about Certificate \* |  |
| Closing date of notification (EFISC-GTP) \* |  |
| **Date:****Name, function:****Signature** |    |

\*: grey field will be filled in by EFISC-GTP

**EFISC-GTP contact details (the notification must be sent to both email addresses):**

|  |  |
| --- | --- |
| **EFISC-GTP Manager****Fulvio Pernice****GSM: 0032 (0)492064406****Tel: 0032 2 7619472****Fax: 0032 2 771 38 17****Email:** fulvio.pernice@efisc-gtp.eu and support@efisc-gtp.eu | **EFISC-GTP Secretary General** **Nathalie Lecocq****GSM: 0032 (0)495785711****Tel: 00322 771 53 30****Fax: 00322 771 38 17****Email:** nathalie.lecocq@efisc-gtp.eu**,** nlecocq@fediol.eu |

1. *Any exchange of information related to the purpose of this procedure will be kept strictly confidential and shall only be communicated between the parties involved (EFIS-GTP, Certification Body and Feed/food Business Operator). All information obtained from the Operator and by the Certification Body will be handled in a strictly confidential way by the EFISC-GTP staff. The EFISC-GTP team will not use it for purposes apart from those established in the frame of the crisis management procedure. In agreement with the mutual recognition contracts in place between EFISC-GTP and the other recognized schemes (see annex 3 of EFISC-GTP code3.1, 4.0 or reference 2.1 of the GTP code v. 1.3A ), information provided by the operator could be eventually shared with the concerned scheme/s (which will in turn be treated confidentially in accordance with the mutual recognition agreement with EFISC-GTP). In case of a feed/food safety incident, information can be shared with other National or International feed/food safety schemes in order to control and minimize the impact of the incident.* [↑](#footnote-ref-1)
2. In order to define the certification status of clients, EFISC-GTP operators are advised to acquire this information in the scheme owner’s websites as indicated in the Annex 4 of this document, or directly from the receivers of the material. In case the receiver has more certificates in order to cover different scopes, the EFISC-GTP operators are requested to refer to the certification status of the product indicated in the sales contract and/or invoice. [↑](#footnote-ref-2)