# Transition Guide for EFISC-GTP Companies and Certification Bodies

**Be aware that this document aims at helping you to grasp the main differences between the old and the new versions of the codes. It cannot replace careful reading of the new EFISC-GTP code 4.0 itself.**

# Contents

# 1. Introduction

This document helps companies (both EFISC and GTP) and Certification Bodies to comply with the new requirements set in the new EFISC-GTP Certification Code V4.0.

On the EFISC-GTP website you can already find two documents highlighting the text differences between the previous GTP Documents and the new EFISC-GTP Code 4.0 **(EFISC-GTP)** and COCERAL GTP Sector Document **(GTP S.D.):**

- Comparison table GTP Code vs EFISC-GTP Code and GTP Sector Document – link here
- Comparison table GTP Rules of Certification vs EFISC-GTP Rules of Certification – link here

    **EFISC-GTP Code 4.0:**

- EFISC-GTP Code 4.0
- EFISC-GTP 4.0 Rules of Certification

# 2. Table to be used by Companies

## 2.1 GTP Code vs new documents (what changes if your company is GTP certified?)

| Nomenclature on GTP code v. 1.3 (old) | Where to find (new code) | Changes |
|---|---|---|
| 1. Introduction | EFISC-GTP (1. Introduction) | In the EFISC-GTP code there is a reference to all the sectors covered by EFISC-GTP |
| 1.1 Purpose | GTP S.D. (1. Introduction) | |
| 2. Scope and definitions | GTP S.D. (1. Introduction) | |
| 2.1 Scope and boundaries | GTP S.D. (1.1 Requirements for the operators feed/food safety management system) | |
| 2.1.1 Trade operators in the food processing industry | GTP S.D. (1. Introduction) | |
| 2.2 Legal definitions | EFISC-GTP (2.6.1 Legal definitions) | |
| 2.3 Other definitions | EFISC-GTP (2.6.2 Other definitions) | |
| 2.4 Regulatory requirements | EFISC-GTP(1. Introduction) | |
| 3. Code section 1 GHP for collection, trading, storage, transport | EFISC-GTP (introduced) | |

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| 3.1 General good trading practices | EFISC-GTP (4.1 Management system) | |
| 3.1.1 Management responsibility | EFISC-GTP (4.1 Management responsibility) | |
| 3.1.1.1 Management commitment, responsibility and policy | EFISC-GTP (4.1.1 Management commitment, responsibility and policy) | In the EFISC-GTP code there are more requirements for the management activity (such as the crisis management) |
| 3.1.1.2 HACCP team leader | EFISC-GTP (4.1.2 HACCP team leader: responsibility, authority and communication) | |
| 3.1.1.3 Management review | EFISC-GTP (4.1.3 Management review) | |
| 3.1.2 Resource management | EFISC-GTP (4.2 Resource management) | The personal hygiene programme in the EFISC-GTP code contains more requirements |
| 3.1.2.1 Human resources | EFISC-GTP (4.2.2 Human resources) | The personal hygiene programme in the EFISC-GTP code contains more requirements |
| 3.1.2.1 A Organisational chart | EFISC-GTP (4.2.2.1 Organisational chart) | |
| 3.1.2.1 B Competency, awareness and education | EFISC-GTP (4.2.2.2 Competency, awareness and education) | |
| 3.1.2.2 Infrastructure | EFISC-GTP (4.2.3 Infrastructure and work environment; 4.2.3.1 Basic requirements; 4.2.3.2 Requirements for loading, storage, production areas and other feed/food ingredient related facilities; 4.2.3.3 Equipment) | In the EFISC-GTP code there is a clearer description of the requirements regarding the infrastructure: exteriors, buildings, floors, walls, ceilings, drainage facilities, doors and windows, lighting, ventilation and aspiration. |
| 3.1.3 Maintenance | EFISC-GTP (4.2.5 Maintenance) | |
| 3.1.4 Traceability | EFISC-GTP (4.4.1 Documentation requirements) | In the EFISC-GTP code there is a clearer description of the requirements regarding the traceability system. |
| 3.1.5 Documentation | EFISC-GTP (4.4.2 Traceability) | In the EFISC-GTP code there is a clearer description of the requirements regarding the traceability system. |

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| 3.1.6 Food and Feed safety monitoring plan | EFISC-GTP (Inspection, sampling and analysis) | 4 |
| 3.1.6.1 Sampling and analysis requirements | EFISC-GTP (4.4.3.1 Sampling) | |
| | EFISC-GTP (4.4.3.2 Frequency of analysis) | |
| 3.1.6.2 Laboratories requirements | EFISC-GTP (4.4.3.3 Laboratory and methods) | In the EFISC-GTP code there are different requirements for in-house testing |
| 3.1.6.3 Monitoring dioxin | GTP S.D. Annex | |
| 3.1.7 Non-conforming products | EFISC-GTP (4.4.4 Control of non-conforming product) | |
| 3.1.8 Rework | EFISC-GTP (4.3.6 Rework) | |
| 3.1.9 Waste | EFISC-GTP (4.2.8 Waste) | |
| 3.1.10 Grass policy | EFISC-GTP (4.3.4.1 Glass policy) | |
| 3.1.11 Crisis management | EFISC-GTP (4.4.5 Crisis management – withdrawal and recall for safety reasons) | In EFISC-GTP, adoption of the new incident notification protocol: **link here** |
| 3.1.12 Internal and external audits | EFISC-GTP (4.4.6 Internal audits) | In EFISC-GTP there is the list of points that have to be included in the procedure |
| 3.1.13 Complaints | EFISC-GTP (4.5.2 Customer relationship) | In EFISC-GTP there is the list of points that have to be included in the procedure |
| 3.1.14 Management of monitoring and measurement equipment | EFISC-GTP (4.2.4 Control of monitoring, measuring and dosing devices) | |
| 3.1.15 Non-conformances and corrective action | EFISC-GTP (4.4.4 Control of non-conforming product) | In EFISC-GTP there is the list of points that have to be included in the procedure |
| 3.2 GHP for trading | | |
| 3.2.1 The domain | EFISC-GTP (4.4.1 Documentation requirements) | In the EFISC-GTP code there is a clearer description of the requirements regarding the domain |
| 3.2.2 Registration of operators | EFISC-GTP (2.5 Registration of the operator) | In the EFISC-GTP code there is a reference to the EU Regulations and National legislations that must be followed |
| 3.2.3 Requirements purchasing | EFISC-GTP (4.3.1.1 Requirements for purchasing) | |

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|---|---|---|
| 3.2.3.1 Sourcing from assured sources | GTP S.D. (5.2.1.1 Sourcing of feed/food products from certified sources) | |
| 3.2.3.2 The gatekeeper procedure | EFISC-GTP (4.3.1.2 Incoming material requirements) | Incoming materials are more detailed in a table form |
| | EFISC-GTP (4.3.1.3 Entry check programme) | In EFISC-GTP there is the list of points that have to be included in the procedure |
| | EFISC-GTP (4.3.1.4 Gatekeeper protocol) | In EFISC-GTP there is the list of points that have to be included in the documentation package of gatekeeper protocol. Moreover, EFISC-GTP certified companies can adjust the monitoring according to their risk assessment. |
| 3.1.4 Traceability | | |
| 3.2.4 Recording of movement | | |
| 3.2.5 Labelling and accompanying documents | | |
| 3.2.6 Quality monitoring of stock inspection | EFISC-GTP (4.3.10 Storage) | In EFISC-GTP there is the list of points that have to be included in the procedure (rules controlling storage) |
| 3.2.7 Goods with specific regulations | EFISC-GTP (4.3.13 Sales) / GTP S.D. (5.2.1 Purchase from trader and/or farmer) | In EFISC-GTP code there is the list of requirements |
| 3.3 GHP for collection / receipt operations | | |
| 3.3.1 The external environment | EFISC-GTP (4.2.3.2 a Exteriors) | EFISC-GTP code gives specifications regarding the buildings |
| 3.3.2 Receipt of goods | GTP S.D. | |
| 3.3.2.1 Crop deliveries by farmers | GTP S.D. (6.2.1 Purchase from farmer and/or trader) | |
| 3.3.2.2 Control at receipt for crop deliveries by farmers | GTP S.D. (6.2.3 Receipt of feed/food ingredients) | In the EFISC-GTP (GTP S.D.) code there is a reference to the ICRT-IDTF rules for transport. |
| 3.3.2.3 Control at receipt for deliveries if the terminal operator acts only as a service provider | | |
| 3.3.3 Pre storage and drying | GTP S.D. (6.2.4 Pre-storage); Page 25 (Guidance for drying) | In the EFISC-GTP code (GTP S.D.) there is the guidance for pre-storage activities |
| 3.4 GHP for storage operations | | |
| 3.4.1 The premises | | |

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| 3.4.1.1 The construction or modification of storage and handling premises and galleries | EFISC-GTP (4.2.3.2 Requirements for loading, storage, production areas and other feed/food related facilities) | In the EFISC-GTP the requirements are more structured and detailed |
| 3.4.1.2 The lay out of the storage and handling premises and galleries: A. Prevention of cross contamination | GTP S.D. (7.2.2.1 Segregation of products) | In the EFISC-GTP code, there is the specific reference to the "negative labelling". See paragraph 3.2 of this document. |
| 3.4.1.2 The lay out of the storage and handling premises and galleries: B. Maintenance and cleaning | EFISC-GTP (4.2.5 Maintenance) | In the EFISC-GTP, there are additional points to be considered. |
| | EFISC-GTP (4.2.6 Cleaning, disinfection and sanitation) | |
| 3.4.1.2 The lay out of the storage and handling premises and galleries: C. Ventilation | EFISC-GTP (4.2.3.2 G Ventilation and aspiration) | |
| 3.4.1.2 The lay out of the storage and handling premises and galleries: D. Pest Control | GTP S.D. (7.2.2.3 Pesticide Treatment) | |
| 3.4.1.3 Storage of samples | EFISC-GTP (4.4.3.1 B Sampling) | In the EFISC-GTP, there is a more detailed procedure |
| 3.4.2 The pits, handling and sorting equipment | EFISC-GTP (4.2.3.2 Requirements for loading, storage, production areas and other feed/food ingredient related facilities) and EFISC-GTP (4.2.3.3 Equipment) | In the EFISC-GTP code there is a complete list of requirements for the feed/food related facilities |
| | EFISC-GTP (4.2.6 Cleaning, disinfection and sanitation | |
| 3.4.3 Traceability | EFISC-GTP (4.4.2 Traceability) | |
| 3.4.4 Supervision of goods | GTP S.D (7.1 General) | |
| 3.4.5 Testing instruments | EFISC-GTP (4.2.4 Control of monitoring, measuring and dosing devices) | In the EFISC-GTP code there is a complete list of requirements for calibration of instruments. |
| 3.4.6 Delivery of goods | | |

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| 3.4.7 Checking of the emptying storage  3.4.8 Emptying of the conveyors | GTP S.D. (7.2.1 Receipt of feed/food ingredients) | In the EFISC-GTP code there is a complete list of parameters to be checked. |
| 3.4.9 Packaging | EFISC-GTP (4.3.10 Storage) | |
| 3.4.10 Waste | EFISC-GTP (4.2.8 Waste control) | In the EFISC-GTP, there is a more detailed procedure |
| 3.4.11 Glass policy | EFISC-GTP (4.3.4.1 Glass policy) | In the EFISC-GTP there is an additional sentence regarding the checking schedule of the facilities' glass |
| 3.5 GHP for dispatch and deliveries and transport | EFISC-GTP (4.3.11.1 General transport requirements) 4.3.11.2 Transport operation packed feed/food ingredients 4.3.11.3 Transport operation bulk feed/food ingredients | In the EFISC-GTP, the transport type was split in different sub-points and they are more detailed |
| 3.5.1 General rules | | |
| 3.5.2 Own road transport | | ok |
| 3.5.2.1 General rules | EFISC-GTP (4.3.12.4.a A) Road transport owned by the operator) | In the EFIC-GTP there is a more specific description. |
| 3.5.2.2 Infra structure | EFISC-GTP (4.3.11.3 Transport operation bulk feed/food ingredients | In the EFIC-GTP there is a more specific description. |
| 3.5.2.3 Basic requirements | | |
| 3.5.2.4 Loading compartments | GTP S.D. (8.2.2.1 Requirements regarding the Loading Compartment Inspection) | |
| 3.5.2.5 Loading | GTP S.D. (8.2.4 Loading of feed/food ingredients) | |
| 3.5.2.6 Transport | EFISC-GTP (4.3.11.3 Transport operation bulk feed/food ingredients | In the EFIC-GTP there is a more specific description. |
| 3.5.2.7 Unloading | | |
| 3.5.2.8 Cleaning | GTP S.D. (8.2.2.3 Cleaning of the hold before loading) | In the EFIC-GTP there is a description regarding the use of IDTF. |
| 3.5.2.9 Traceability and registration | EFISC-GTP (4.4.2 Traceability) | More detailed in the EFISC-GTP |
| 3.5.3 Road transport subcontractor | EFISC-GTP (4.3.11.4-c. Road transport | More detailed in the EFISC-GTP. |

| | carried out by a sub-contractor) | |
|---|---|---|
| 3.5.3.1 By a carrier with GTP certificate or equivalent | EFISC-GTP (4.3.11.4.c Road transport carried out by a sub-contractor) | In the EFIC-GTP there is a more specific description. |
| 3.5.3.2 By a carrier without GTP certificate or equivalent | | |
| 3.5.4 Transport via inland waterway, by sea and by train | GTP S.D. (8.2.2 Transport via inland waterway, by sea and by train) | Ok |
| | GTP S.D. (8.2.2.2 Requirements on the use of certified/non-certified barges | |
| 3.5.5 Road transport for which external parties are responsible | EFISC-GTP (4.3.11.4.c Road transport carried out by a sub-contractor) | In the EFIC-GTP there is a more specific description. |
| 3.5.6 Minimum requirements for road transport: cleaning regimes | GTP S.D. (8.2.3 Use of IDTF) | |
| 3.5.6.1 Introduction | | |
| 3.5.6.2 Acceptance of the order and cleaning regime | | |
| 3.5.6.3 Check during loading | | |
| 3.5.6.4 Cleaning | | |
| 3.5.6.5 Monitoring and measuring | | |
| 3.5.6.6 Registration | | |
| 3.5.6.7 Corrective action | | |
| 3.5.6.8 Cleaning regimes and sequences | | |
| 4 HACCP | EFISC-GTP (6. HACCP SYSTEM) | More detailed and specific in the EFISC-GTP |

## 2.2 EFISC Code vs new documents (what changes if your company is EFISC certified?)

| Nomenclature on EFISC code (old code) | Where to find (new code) | Changes |
|---|---|---|
| 1. Introduction | EFISC-GTP (1. Introduction) | |
| 2. Scope, Purpose and Definitions | EFISC-GTP (2. Scope, Purpose and Definitions) | |
| 2.1 Scope and purpose: use of this Guide | EFISC-GTP (2.1 Scope and purpose: use of this Code) | |
| 2.2 Structure of the Guide | EFISC-GTP (2.2 Structure of the EFISC-GTP feed/food ingredient safety assurance scheme | |
| 2.3 EFISC governance | EFISC-GTP (2.3 EFISC-GTP governance | |
| 2.4 Exclusion of requirements | EFISC-GTP (2.4 Exclusion of requirements) | |
| 2.5 Registration of the operator | EFISC-GTP (2.5 Registration of the operator) | |
| 2.6 Definitions applicable to this Guide | EFISC-GTP (2.6 Definitions applicable to this Code) | |
| 2.6.1 Legal Definitions | EFISC-GTP (2.6.1 Legal Definitions) | |
| 2.6.2 Other definitions | EFISC-GTP (2.6.2 Other definitions) | |
| 3. Requirements on the feed safety management system | EFISC-GTP (3. Requirements on the feed/food safety management system) | |
| 4. Management System | EFISC-GTP (4. Management responsibility) | |
| 4.1 Management responsibility | EFISC-GTP (4.1 Management responsibility) | |
| 4.1.1 Management commitment, responsibility and policy | EFISC-GTP (4.1.1 Management commitment, responsibility and policy) | |
| 4.1.2 HACCP team leader: responsibility, authority and communication | EFISC-GTP (4.1.2 HACCP team leader: responsibility, authority and communication) | |
| 4.1.3 Management review | EFISC-GTP (4.1.3 Management review) | |
| 4.2 Resource management | EFISC-GTP (4.2 Resource management) | |
| 4.2.1 Provision of resources | EFISC-GTP (4.2.1 Provision of resources) | |
| 4.2.2 Human resources | EFISC-GTP (4.2.2 Human resources) | |
| 4.2.2.1 Organisational chart | EFISC-GTP (4.2.2.1 Organisational chart) | |
| 4.2.2.2 Competency, awareness and education | EFISC-GTP (4.2.2.2 Competency, awareness and education) | |

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| 4.2.2.3 Personnel hygiene | EFISC-GTP (4.2.2.3 Personal hygiene) | |
| 4.2.3 Infrastructure and work environment | EFISC-GTP (4.2.3 Infrastructure and work environment) | |
| 4.2.3.1 Basic requirements | EFISC-GTP (4.2.3.1 Basic requirements) | |
| 4.2.3.2 Requirements for loading, storage, production areas and other feed material related facilities | EFISC-GTP (4.2.3.2 Requirements for loading, storage, production areas and other feed/food ingredient related facilities) | |
| 4.2.3.3 Equipment | EFISC-GTP (4.2.3.3 Equipment) | |
| 4.2.4 Control of monitoring, measuring and dosing devices | EFISC-GTP (4.2.4 Control of monitoring, measuring and dosing devices) | |
| 4.2.5 Maintenance | EFISC-GTP (4.2.5 Maintenance) | |
| 4.2.6 Cleaning, disinfection and sanitation | EFISC-GTP (4.2.6 Cleaning, disinfection and sanitation) | |
| 4.2.7 Pest control | EFISC-GTP (4.2.7 Pest control) | |
| 4.2.8 Waste control | EFISC-GTP (4.2.8 Waste control) | |
| 4.2.9 Water, steam and air supply | EFISC-GTP (4.2.9 Water, steam and air supply) | |
| 4.3 Operational rules | EFISC-GTP (4.3 Operational rules) | |
| 4.3.1 General | EFISC-GTP (4.3.1 General) | |
| 4.3.2 Incoming material requirements | EFISC-GTP (4.3.1.2 Incoming materials requirements) | |
| 4.3.2.1 Processing aids and additives for production of feed materials | | |
| 4.3.2.2 Gatekeeper protocol (processing aids, additives from non-assured source) | EFISC-GTP (4.3.1.4 Gatekeeper protocol) | New procedure |
| 4.3.3 Handling of incoming materials | EFISC-GTP (4.3.2 Handling of incoming materials) | |
| 4.3.4 Measures for the prevention of cross contamination | EFISC-GTP (4.3.3 Measures for the prevention of cross contamination) | |
| 4.3.5 Measures for the prevention of contamination | EFISC-GTP (4.3.4 Measures for the prevention of contamination) | |
| | EFISC-GTP (4.3.4.1 Glass policy) | New procedure |
| 4.3.6 Processing aids and Technological Additives | EFISC-GTP (4.3.5 Processing aids and Technological Additives) | |
| 4.3.7 Rework | EFISC-GTP (4.3.6 Rework) | |
| 4.3.8 Production of feed materials | EFISC-GTP (4.3.7 Production and handling of feed/food ingredients) | |
| 4.3.9 Finished feed materials | EFISC-GTP (4.3.8 Delivery of feed/food ingredients – labelling and accompanying documents) | |
| | EFISC-GTP (4.3.9 The handling of non-certified feed/food and non-feed/food ingredients in collection, trade, storage and transport) | New procedure |
| 4.3.10 Storage | EFISC-GTP (4.3.10 Storage) | |

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|---|---|---|
| 4.3.11 Transport | EFISC-GTP (4.3.11 Transport) | |
| 4.3.11.1 General transport requirements | EFISC-GTP (4.3.11.1 General transport requirements) | |
| 4.3.11.2 Transport operation packed feed materials | EFISC-GTP (4.3.11.2 Transport operation packed feed/food ingredients) | |
| 4.3.11.3 Transport operation bulk feed materials | EFISC-GTP (4.3.11.3 Transport operation bulk feed/food ingredients | |
| 4.3.11.4 Transport by road | EFISC-GTP (4.3.11.4 Transport by road) | |
| 4.3.11.5 Inspection on loading of water borne- and rail transport | EFISC-GTP (4.3.11.6 Inspection on loading of water borne- and rail transport) | |
| 4.3.12 Product and process development | EFISC-GTP (4.3.12 Product and process development) | |
| | EFISC-GTP (4.3.13 Sales) | |
| 4.4 Management system components | EFISC-GTP (4.4 Management system components) | |
| 4.4.1 Documentation requirements | EFISC-GTP (4.4.1 Documentation requirements) | |
| 4.4.2 Traceability | EFISC-GTP (4.4.2 Traceability) | |
| 4.4.3 Inspection, sampling and analysis | EFISC-GTP (4.4.3 Inspection, sampling and analysis) | |
| 4.4.3.1 Sampling | EFISC-GTP (4.4.3.1 Sampling) | |
| 4.4.3.2 Frequency of analysis | EFISC-GTP (4.4.3.2 Frequency of analysis) | |
| 4.4.3.3 Laboratory and methods | EFISC-GTP (4.4.3.3 Laboratory and methods); Table 1. EFISC-GTP flow diagram monitoring scope D | |
| 4.4.4 Control of non-conforming product | EFISC-GTP (4.4.4 Control of non-conforming product) | |
| 4.4.5 Crisis management – withdrawal and recall for safety reason | EFISC-GTP (4.4.5 Crisis management – withdrawal and recall for safety reason) | |
| 4.4.6 internal audits | EFISC-GTP (4.4.6 internal audits) | |
| 4.5 Supplier and customer relationship | EFISC-GTP (4.5 Supplier and customer relationship) | |
| 4.5.1 Supplier relationship | EFISC-GTP (4.5.1 Supplier relationship) | |
| 4.5.2 Customer relationship | EFISC-GTP (4.5.2 Customer relationship) | |
| | EFISC-GTP (4.6 Feed/Food Fraud Vulnerability Assessment) | New procedure |
| 5 Prerequisite programmes | EFISC-GTP (5 Prerequisite programmes) | |
| 5.1 Construction and lay-out of the building | EFISC-GTP (5.1 Construction and lay-out of the building – see 4.2.3.2) | |
| 5.2 Lay-out of premises and workspace | EFISC-GTP (5.2 Lay-out of premises and workspace – see 4.2.3.3) | |

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|---|---|---|
| 5.3 Utilities | EFISC-GTP (5.3 Utilities – see 4.2.3.3) | |
| 5.4 Waste disposal | EFISC-GTP (5.4 Waste disposal – see 4.2.8) | |
| 5.5 Equipment, cleaning and maintenance | EFISC-GTP (5.5 Equipment, cleaning and maintenance – see 4.2.3.4) | |
| 5.6 Management of incoming materials | EFISC-GTP (5.6 Management of incoming materials – see 4.3.3; 4.5.1) | |
| 5.7 Measures for the prevention of contamination | EFISC-GTP (5.7 Measures for the prevention of contamination – see 4.3.4) | |
| 5.8 Cleaning and sanitation | EFISC-GTP (5.8 Cleaning and sanitation – see 4.2.6) | |
| 5.9 Pest control | EFISC-GTP (5.9 Pest control – see 4.2.7) | |
| 5.10 Personnel hygiene | EFISC-GTP (5.10 Personal hygiene – see 4.2.2.3) | |
| 5.11 Personnel facilities | EFISC-GTP (5.11 Personal facilities – see 4.2.2.3) | |
| 5.12 Rework | EFISC-GTP (5.12 Rework – see 4.3.5) | |
| 5.13 Product withdrawal and recall | EFISC-GTP (5.13 Product withdrawal and recall – see 4.4.4 and 4.4.5) | |
| 5.14 Storage | EFISC-GTP (5.14 Storage -see 4.3.10) | |
| 5.15 Transportation | EFISC-GTP (5.15 Transportation – see 4.3.11) | |
| 5.16 Training and supervision of personnel | EFISC-GTP (5.17 Training and supervision of personnel – see 4.2.2.2) | |
| 5.17 Product information | EFISC-GTP (5.18 Product information – see 6.4) | |
| 5.18 Food defence, biovigilance and bioterrorism | EFISC-GTP (5.19 Feed defense, biovigilance and bioterrorism – see 4.1 and 4.2.3.2) | |
| 6 HACCP system | EFISC-GTP (HACCP system) | |
| 6.1 General introduction | EFISC-GTP (6.1 General introduction) | |
| 6.2 General requirements | EFISC-GTP (6.2 General requirements) | |
| 6.3 HACCP-team and team leader | EFISC-GTP (6.3 HACCP-team and team leader) | |
| 6.4 Incoming material and feed material specifications | EFISC-GTP (6.4 Incoming material and feed/food material specifications | |
| 6.5 Process information | EFISC-GTP (6.5 Process information) | |
| 6.6 Hazard analysis | EFISC-GTP (6.6 Hazard analysis) | |
| 6.7 Risk assessment | EFISC-GTP (6.7 Risk assessment) | |

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| 6.8 Selection and assessment of control measures | EFISC-GTP (6.8 Selection and assessment of control measures) | |
| 6.9 Establishing the operational prerequisite programmes (OPRP's) | EFISC-GTP (6.9 Establishing the operational prerequisite programmes (OPRP's)) | |
| 6.10 Establishing the HACCP plan | EFISC-GTP (6.10 Establishing the HACCP plan) | |
| 6.11 Critical limits, performance standard and monitoring | EFISC-GTP (6.11 Critical limits and monitoring) | |
| 6.12 Correction | EFISC-GTP (6.12 Correction) | |
| 6.13 Validation of the feed safety management system | EFISC-GTP (6.13 Validation of the feed/food safety management system | |
| 6.14 Verification of the feed safety management system | EFISC-GTP (6.14 Verification of the feed/food safety management system) | |
| 7 REFERENCE DOCUMENTS | EFISC-GTP (REFERENCE DOCUMENTS) | |
| 8 SECTOR REFERENCE DOCUMENTS | EFISC-GTP (SECTOR REFERENCE DOCUMENTS) | |
| APPENDIX 1: Stakeholder consultation | EFISC-GTP (APPENDIX 1: Stakeholder consultation) | |
| APPENDIX 2: List of Acronyms and abbreviations | EFISC-GTP (APPENDIX 2: List of Acronyms and abbreviations) | |
| APPENDIX 3: Sector reference document on the manufacturing of safe feed materials from starch processing | STARCH S.D. | |
| APPENDIX 4: Sector reference document on the manufacturing of safe feed materials from oilseed crushing and vegetable oil refining | FEDIOL S.D. | |
| APPENDIX 5: Sector reference document on the manufacturing of safe feed materials from Biodiesel processing | EBB S.D. | |

## 3. Table to be used by Certification Bodies

| GTP Rules of Certification (RoC) | Where to find on EFISC-GTP 4.0 Rules of Certification (RoC) |
|---|---|
| 1. Audit scope of the GTP Code | 1.1 General information<br>1.2 EFISC-GTP Terms of Reference |
| 2. General requirements | |
| 3. Rules and responsibilities of COCERAL | SECTION 2 EFISC-GTP Aisbl RULES AND RESPONSIBILITIES |
| 4. Assessment and approval of Certification Bodies | 2.1 Assessment and approval of Certification Bodies |
| 4.1 Requirements for Certification Bodies | 3.1.1 Requirements for Certification Bodies |
| 4.2 Approval of Certification Bodies | 3.1.2 Requirements for the certification body quality management system |
| 5 Training, management and coordination of certification Bodies | 3.1.3.2 Annual training, audit experience and evaluation |
| 6. Selection and mission of auditors | 3.1.3.1 initial approval of the auditor |
| 7. Audit preparation | 7.1.7 Evaluation of compliance with EFISC GTP |
| 8 Evaluation of compliance with GTP | 7.1.8 Non-conformities |
| 9 Final discussion and conclusion | 7.1.9 Final discussion and conclusion |
| 10 Requirements in terms of assessment – Duration and frequency of audits | 7.1.3 Determination of audit time |
| 11 Requirements in terms of audits report | 7.1.11 Audit report |
| 12 Decision requirements | |
| 12.1 Certification Board | SECTION 2 EFISC GTP Aisbl RULES AND RESPONSIBILITY |
| 12.2 Certificate | Section 9 Certificate |
| 13 Requirements in terms of Certificate | |
| 13.1 Certificates | |
| 13.2 Withdrawal of certificates | 9.1 Withdrawal of Certificates |
| 13.3 Expiring Certificates | 9.2 Expiring Certificates |
| 13.4 Exclusion of certificates | 9.3 Exclusion of certificates |
| 13.5 Use of GTP Logo | 9.4 Use of EFISC-GTP Logo |
| 14 Publication of the certification decision | 7.1.11 Audit report |
| 15 Rules of Sanction Procedure | |
| 15.1 General | |
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| 16 Financial conditions | ANNEX 1 Fee system |
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## 4. Novelty for both EFISC and GTP companies

### 4.1 Q&A on company certification requirements according the new EFISC- GTP Code

See document titled "*Transition guide for the conversion of v3.1 EFISC and v1.3A GTP code to v4.0 EFISC-GTP scheme*", paragraph 4

Q&A:

*Q: For a new operator applying for the new code, when will it be possible to be certified EFISC-GTP with an accredited certificate?*

*A: According to the "Transition guide for the conversion of v3.1 EFISC and v1.3A GTP code to v4.0 EFISC-GTP scheme", there will be 2 periods:*

- *A-B: Accreditation Period*

- *B-C: Certification period.*

*According to the table 1 in the same document, each CB has to make (during the period A-B) an audit, witnessed by its Accreditation Body, in order to get the accreditation. It will be up to the Accreditation Body to decide how many witness audits will be needed in order for the CB to get the accreditation. Let's assume (as example) 1 witness audit: in such case, in the period A-B, each CB should organize an audit (according to the new code) witnessed by the Accreditation Body, in one of the EFISC-GTP company. Of course, this audit (witnessed by the Accreditation body) will "produce" a non-accredited certificate (because the CB will receive the accreditation AFTER the witness audit). Accreditation documents from the CBs, will be published on the EFISC-GTP web site. The accreditation period of the CBs MUST terminate before the deadline for accreditation (point B in the graph). After the accreditation period (A-B), all the CBs will be accredited, so from that moment on the accredited CB will be able to deliver accredited certificates. So, the answer is:*

- *In the EFISC-GTP website, documents related to the accreditation against the new code will be published;*

- *If the audit of the new company will be carried out after the accreditation of the CB, you will receive an accredited certificate.*

### 4.2 Handling of non-certified feed/food and non-feed/food ingredients in collection, trade, storage and transport (negative labelling)

| GTP code: | EFISC-GTP Code (paragraph 4.3.9): |
|---|---|
| 3.4.1.2 The layout of the storage and handling premises and galleries<br>A. Prevention of cross contamination. The operator must ensure that layout of the storage and handling premises and galleries: - Prevents the mixing of GTP or equivalent/recognised schemes with non-assured | An operator handling different applications (feed/food /technical, certified/non certified) should ensure the strict segregation of lots with different applications to avoid contamination in line with (General Food Law Regulation 178/2002, Feed hygiene Regulation 183/2005), the EFISC-GTP Code and ISO/TS 22003:2013 § 9.1. In case of |

goods. If non-assured materials come in contact with GTP or GTP equivalent/recognised schemes assured materials, then the whole batch is non-assured and must be recorded by the operator in possession of the goods (see the list of schemes at the end of the Code).

3.2.5 Labelling and accompanying documents
Each movement of goods must be accompanied by appropriate documentation including at least:
- The names and addresses of the supplier and the customer
- The date and place of dispatch
- The nature and type of goods
- The quantity loaded / delivered The operator must ensure that labelling meets legal requirements (Regulation (EC) No 767/2009 on the marketing and use of feed; Directive 2000/13/EC on the labelling, presentation and advertising of foodstuffs).

3.2.7 Goods with specific regulations Management rules for goods with specific regulations must be defined and implemented in compliance with the legislation in force. In case of co-existence of goods with specific regulations and other goods, the operator must: - Make the staff aware of the technical and administrative specifications of the goods - Keep specific accounting records for the stored goods - Organise any certification needed and record the certificates - Communicate relevant information to the concerned parties - Provide and establish procedures for specific labelling and accompanying documents - Keep a clear physical separation, which must be documented. 36 The management rules must include in the purchasing information the requirement for the absence of GMO non-authorised in the EU in the purchasing information. In case the incoming material comes from a country or region with a risk of comingling with non EU-authorised GMOs the management must apply the appropriate analytical monitoring, based on a risk assessment. In the event of delivery of goods, within the scope and boundaries of the operator's GTP certification, to GTP certified customers or to customers who are certified against another certification scheme which has been declared to be equivalent to the GTP Code, the

contamination the batch of product will be downgraded accordingly. The operator's feed/food safety management system shall ensure a physical and/or organisational segregation between certified and non – certified feed ingredients, feed/food and non – feed /food in order to avoid ccontamination, based on a risk assessment. The management shall:
   a. Provide a suitable infrastructure at the location, allowing to handle the segregation of goods
   b. The different stages of product handling and service provision shall be carried out according to written procedures aimed at defining, controlling and monitoring the critical points for contamination in the process and to guarantee segregation between tanks and silo's with different applications.
   c. A procedure to register all the incoming feed/food/technical materials- see § 4.3.3
   d. Proper labelling of the product should prevent mistakes like unwanted mingling or wrong labelling.
   e. A traceability system as described in § 4.4.2
   f. The processes/product handling will be documented and the documentation available
   g. Effectiveness of the measures will be controlled.
   h. Communication to the customer by clear labelling (See §4.3.9 finished product).
   i. In case the product in not covered under the EFISC-GTP certification the certification status of the product will be indicated in the sales contract and/or invoice and/or on the label by batch (**negative labelling**)
   Example "**This feed/ food ingredient is not covered under the EFISC – GTP certification**".

| status of goods from non GTP or non GTP equivalent certification need to be mentioned in contracts or, by default, on some other written form by the time of delivery. | |
|---|---|

Q&A:

*Q: Negative labelling is a new requirement for GTP certification, but can GTP companies use in parallel also positive labelling?*

*A: Besides negative labelling ('this is not a GTP certified product'), a GTP-certified company is allowed to use positive labelling ('this is an EFISC-GTP certified product') for commercial reasons.*

## 4.3 Feed/Food Fraud Vulnerability Assessment

| GTP code: | EFISC-GTP Code: |
|---|---|
| Not applicable | **4.6 Feed/Food Fraud Vulnerability Assessment** |
| | The operator shall have a documented Feed/Food Fraud Vulnerability Assessment in place to identify and address possible feed/food fraud vulnerabilities and prioritise feed/food fraud mitigation measures based on a risk assessment. The operator shall have a documented plan in place that specifies the measures the organisation has implemented to mitigate the feed/food safety from the identified feed/food fraud vulnerabilities. The operator feed/food fraud mitigation plan shall cover the relevant feed/food scope and shall be supported by the operator's Feed Safety Management System. The assessment shall take into account: The possible feed/food fraud opportunities- the product and process characteristics, features of the chain/industry network, and historical evidence of fraud with particular feed/food products and ingredients the possible motivation- the organizational aspects such as business culture, historical offenses, and economic conditions of the company, suppliers and customers. The possible control- the possible mitigation and contingency control measures. The team shall make the assessment of the selected ingredient /product /product group/unit and, where applicable, the major direct suppliers associated with its activity. Based on the outcome of the assessment the operator shall define the mitigation and contingency control measures. Feed/food fraud vulnerabilities are dynamic and may change over time. Therefore, the assessment has to be made at regular interval. The |

| | risk assessment and its findings will be part of the operators internal audit and annual review as described in §4.6 and §4.1.3.<br><br>For the assessment **the operator can make** use of the food fraud vulnerability assessment tool as developed and **published by SSAFE and PWC**. **A team will be composed with the specific knowledge and skills related to the Feed/Food Fraud Vulnerability Assessment**. The SSAFE and PWC assessment tool consists in 50 questions covering the 3 following sections: opportunities, motivations and control measures. |
|---|---|
| Q&A: | |
| | |

## 4.4 Multi-site certification

| GTP code: | EFISC-GTP paragraph 7.1.1 RoC: |
|---|---|
| **Introduction**<br>The following rules are meant to cover the certification of management systems in organisations with a network of sites spread out in a vast geographical area. They aim at ensuring that the audit provides adequate confidence that the operator complies with the scheme requirements while taking into account practical and economic considerations related to the specificities of certain operators such as collectors and storekeepers with numerous sites.<br><br>**Scope and bounderies**<br>These rules apply to operators holding a multisite organisation, being a unique legal entity or not, where all sites shall have a legal or contractual link with the central office of the operator and be subject to a common management system which is laid down, established and subject to surveillance and internal audits by the central office. Trading companies where no physical handling of food/feed materials takes place are not part of the scope of this annex 1. This means that the central office has rights to require that the sites implement corrective actions when needed in any site. Where applicable this should be set out in a formal agreement between the central office and the sites. The central office must be registered as per Regulation (EC) No 183/2005, Regulation (EC) No 852/2004, or equivalent. These rules shall however not be used if | **7.1.1 Multi-site certification**<br>Multi-site certification is not permitted under the scope D (Animal Feed production). Multi-site certification is permitted under the scope F (Distribution) and G (Provision of transport and storage services). See reference ISO/TS 22003:2013 Table A.<br><br>**1 7.1.1.1 Requirements for multi-site certification**<br>Under the scope F and G The following requirements are meant to cover the certification of management systems in organisations with a network of sites spread out in a vast geographical area. They aim at ensuring that the audit provides adequate confidence that the operator complies with the scheme requirements while taking into account practical and economic considerations related to the specificities of certain operators such as collectors and storekeepers with numerous sites. EFISC.GTP considers the EU internal market as one geographical area.<br><br>**7.1.1.2 Scope and boundaries**<br>These requirements apply to operators holding a multisite organization, being a unique legal entity or not, where all sites shall have a legal or contractual link with the central office of the operator and be subject to a common Feed/Food Safety Management System which is laid down, established, controlled and subject to surveillance and internal audits by the central office. This means that the central office has |

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various independent companies have joined together in a branch organisation, union, federation, or association.

**General requirements**

The operators in compliance with the scope of application of these multisite certification rules shall ascertain that:

- all sites are of the same activity and are located within the same country combined with the bordering regions of neighboring countries, where relevant;

- all sites are operating under one centrally controlled and administered food/feed safety management system;

- an internal audit is carried out annually on each site; The use of multisite sampling is possible for organisations with a central office and at least 1 additional site based on the following combination of external and internal audits.

**A. External audits**

On the basis of a sampling program, the GTP auditor appointed by a Certification Body approved by COCERAL must randomly select the sites to be audited according to the following rules:

- For organisations with a range of sites between 2 and 20, all these sites must be audited within the three-year certification period.

- For organisations with more than 20 sites, the sampling shall be at the ratio of 1 site per 5 sites with a minimum of 20 within the three-year certification period. The sampled sites to be audited during the certification period must be equally divided along the three years period. The selection of sites is of the responsibility of the Certification Body and its GTP auditor and must take into account the geographical criteria so as to reduce journeys from one site to the other, thus reducing costs for the operators. After the audit, no sampled sites must be non-conforming. Audit findings of the sampled sites must be considered indicative of the entire system and correction must be implemented accordingly. This does not preclude the obligation for the Certification Body to audit every 12 months the central office of the operator who has been granted a multisite certification.

**B. Internal audits**

All sites, including the central office, must be internally audited every year by a competent staff

rights to require that the sites implement corrective actions when needed in any site. This should be set out in a formal agreement between the central office and the sites.

**7.1.1.3 General requirements**

The operators in compliance with the scope of application of these multisite certification rules shall ascertain that:

- At least annually an audit for the central office for the FSMS (including PRP, OPRP, HACCP, other in line with the EFISC.GTP Code and relevant sector document) shall be performed

- All sites are of the same activity and are located within the same country or economic zone (EU internal market)

- All sites are operating under one centrally controlled and administered FSMS;

- An internal audit is carried out annually on each site;

- The certification body shall provide an audit report for each site audited.

The use of multisite certification is possible for organisations with a central office **and at least 20 additional sites based** on the following combination of external and internal audits.

A. External audits

On the basis of a sampling program, the certification body must randomly select the sites to be audited according to the following rules:

- For organisations with additional sites between 1-20, 1/3 of the sites will be audited annually. All sites will be audited within the three year audit cycle.

- For organisations with more than 20 sites, the sampling shall be at the ratio of 1 site per 5 sites with a minimum of 20 within the three-year certification period. The sampled sites to be audited during the certification period must be equally divided along the three years period. The selection of sites is of the responsibility of the Certification Body and must take into account the geographical criteria so as to reduce journeys from one site to the other, thus reducing costs for the operators. After the audit, no sampled sites must be non-conforming. Audit findings of the sampled sites must be considered indicative of the entire system and correction must be implemented accordingly. This does not preclude the obligation for the Certification Body to audit every 12 months the central office of the operator who has been granted a

member of the operator (e.g. quality manager, site manager or other company representative). The planning for internal audits as well as the results of such audits must be documented. The internal audit reporting must be drawn up in such a way that the Certification Body can make use of this information when auditing the central office.

The certified operator which is registered on the public list must pay to the recognised Certification Body the following GTP fees which vary according to the number of sites included into the scope of the GTP certification.

| Number of sites | 1 | 2-20 | 21-49 | 50-99 | 100-199 | > 200 |
|---|---|---|---|---|---|---|
| GTP certification fees | € 350 | € 400 | € 450 | € 500 | € 550 | € 600 |

multisite certification. In the following table the new fees:

Multisite certification, only for scope F and G:

Total fee = Basic fee + (Additional fee x number of sites)

Where:

| Number of sites | 1 | 2-10 | 11-39 | 40-79 | >80 |
|---|---|---|---|---|---|
| Basic fee | 350 | 320 | 300 | 280 | 260 |
| Additional fee | 0 | 35 | 35 | 35 | 35 |
| | | | | | |

Q&A:

## 4.5. Unannounced audit programme (new for GTP companies)

GTP code:
Not applicable

EFISC-GTP Code:

**b) Unannounced audit programme**

The EFISC.GTP unannounced audit will take place without notice in addition to the annual announced audit in the three year certification cycle as described in ISO/IEC 17021-1:2015 and this document. The inspection will focus on GMP and GHP practices. All EFISC-GTP certified operators will participate in the unannounced audit programme. However there are two options.

**a) Random (R)**

The operator might receive one unannounced audit in the three year audit cycle. The Certification Body will randomly select around 5 % of the certified operator(s) annually and implement the necessary unannounced audits (5% in addition to operators participating in the mandatory unannounced audit programme).

**b) Mandatory (M)**

Unannounced audit programme for suppliers to QS and FCA certified customers. The operator will receive one unannounced audit in the three year audit cycle. QS and FCA require feed ingredient producers to have one unannounced audit in the three years as a pre-condition in order to be eligible to deliver into the scheme. The EFISC certified operator delivering into the QS and FCA scheme will arrange as such with the certification body. The certification body will inform EFISC on the participation of the operator in the mandatory unannounced audit programme. The participation of

| | the operator in the in the unannounced audit programme will be indicated in the EFISC certification database (R or M). <mark>The unannounced audit shall not take place in the period between two months before and two months after the annual audit.</mark> The unannounced audit will take place during normal working hours.<br><br>The operator may in principle not refuse the unannounced audit. However, in an exceptional situation of a factory shut down or the absence of staff to accompany the auditor, the operator could refuse and postpone the unannounced audit. In such a situation the operator will provide a valid and documented motivation (³)<br><br>The unannounced audit time is minimum 4 hours, including reporting time (The reporting time is max. 25% of the time). The operator can indicate in advance to the Certification Body blackout dates for legitimate reasons (i.e. shut down, seasonal, etc) in the year that the audit cannot take place. The outcome of the unannounced audit will be handled in accordance with the requirements described in Section 7 and especially §7.1.10 Follow-up of nonconformities and their closure.  The EFISC-GTP unannounced audit (random or mandatory) will be covered in the contractual arrangement between the operator and the Certification Body. The cost for the unannounced audit and possible follow- up in case of non- conformities will be paid by the operator.<br><br>The participation of the operator in the unannounced audit programme (R or M) will be indicated on the public EFISC-GTP database for certified operators. The effectiveness of the unannounced audit programme will be evaluated annually.<br><br>(³) ¹ For Category G and F, the operator will be informed by the certification body two working days in advance in order to organise entrance and guidance through the facility. The starting time will be agreed on. The CB will provide the personal information on the auditor arriving for the audit to the operator. In a situation where more traveling time is required and/or visa applications, the two days can be extended to the minimum workable time. |
|---|---|
| Q&A: | |
| | |

## 4.6 Crisis management

| **3.1.11 Crisis management – Withdrawal and recall for safety reasons** | **4.4.5 Crisis management – withdrawal and recall for safety reasons** |
|---|---|

| | |
|---|---|
| The management must implement a documented recall procedure that ensures customers, regulatory authorities and the concerned certification body can be informed promptly in the event of any irregularity that may adversely affect food and feed materials safety. This will ensure that if product recall is needed it can be instigated in a quick and timely manner. If the management considers or has reason to believe that a food or feed material which it has collected, stored, delivered, traded or transported does not satisfy the food or feed safety requirements it must immediately initiate procedures to withdraw and if necessary, recall from users of the food or feed material this latter from the market and inform the competent authorities thereof: ¬ The withdrawal and recall procedure must be documented ¬ Responsibility must be defined for notifying customers and regulatory authorities ¬ Responsibility within the operation for product withdrawal and recall(s) must be defined ¬ All relevant contacts (including relevant authorities) must be listed and kept up-todate. This is not generally the responsibility of the storekeeper, it is for the storekeeper to notify the owner of the goods only. However, the method and authority for the recall of goods may be given where authorized. Food and feed materials which are considered unsafe will be handled as non-conforming product. Yearly, the recall procedure must be tested by a simulation to ensure its validity. Above must all make regard to the HACCP Plan. | The management shall implement a documented withdrawal and recall procedure that ensures customers and regulatory authorities can be informed promptly in the event of any irregularity that may adversely affect feed/food ingredient safety **in line with Reg. 178/2002/EC art. 20**. Furthermore the management shall inform the certification body of any food safety prosecution, significant regulatory food safety non-conformity or any product recall relating to feed/ food safety. If the management considers or has reason to believe that a feed/food ingredient which it has collected, stored, delivered, produced, processed, manufactured, traded or transported does not satisfy the feed/food safety requirements it shall immediately initiate procedures to withdraw and if necessary, recall from users of the feed/food ingredient, the feed/food in question from the market and inform the competent authorities thereof. The business operator shall: a) The withdrawal and recall procedure shall be documented. EFISC•GTP Code to good practice for the collection, transport, trading, storage and industrial manufacture of safe feed/food ingredients version 4.0 Page 43 of 65 b) Responsibility shall be defined for notifying customers and regulatory authorities. c) Responsibility within the operation for product withdrawal and recall(s) shall be defined. d) A crisis contact will be available 7/24. e) All relevant contacts (including relevant authorities) shall be listed and kept up-to-date. f) The certification body and EFISC.GTP shall be informed about the situation without delay. g) Allow the Certification Body to perform a short notice audit in order to evaluate the situation and take appropriate action. Feed/food ingredients which are considered unsafe will be handled as non-conforming product (See §4.4.4). Yearly the recall procedure shall be tested by a simulation to ensure its validity. See the EFISC-GTP incident and crisis procedure for further requirements. |
| Q&A: | |

## 4.7 Audit time calculation

GTP Rules of Certification - ANNEX 3:
Calculation formula for the average audit duration

Calculation criteria The criteria for the calculation of the average audit duration which must be taken into account:
● The number of major silos that were sampled such as the registered office, the dryer or main storage long duration (A)
● The number of secondary* silos that were sampled (B)
● The average time for visiting a major silo (C)
● The average duration of a documentary audit according to the average staff of the operator (D)
● The already existing certifications ( as referred to in Appendix 6 of the GTP code) that were taken into account (E)
*A silo is considered secondary when it has no permanent staff and has restricted opening period.

The number of sampled silos is calculated in compliance with the sampling rules laid down in Annex 1.

Indicative elements for calculation

Indicative elements for calculation

| Average time for visiting a major site ( C ) | 0,5 day |
| --- | --- |
| Average duration of documentary audit according to the staff (D) | |
| 1 to 30 persons | 0,25 day |
| more than 30 persons | 0,5 day |
| Reduction percentage in case of already existing equivalent/recognised certifications (E) of quality management as referred to in Appendix 6 of the GTP code | 25% |
| Reduction percentage in case of already verified items of food and feed safety standards in full compliance with the items of the GTP audit checklist | At least 80% item by item in conformity with GTP |

● Calculation formula for the average audit duration
Average duration = [(A + B/2) * C + D] * (1 − E)
The result is expressed in days of audit, rounded up to the nearest half day.

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7.1.3 Determination of audit time

Audit duration is dependent on the number of parallel processes to be audited at the same location within the scope of the FSMS to be certified. One audit day is 8 hours. Auditor time stated does not include reporting. Reporting time is to be agreed between the operator and the CB. Typically reporting time is 0.5 day per site but can vary depending of the size, complexity and audit combinations.
Initial certification, re-certification, surveillance audits and unannounced audits may be combined with audits of other management systems.
The defined audit time will ensure the effectiveness and depth of the assessment of the FSMS, GMP, GHP, HACCP and PRP in compliance with the requirements in the EFISC.GTP Code and the relevant sector document.
Depending of the complexity of the products and or processes and the number of FTE (full time equivalents)/ employees involved in feed/food ingredient related activities as well as the possible previous audit results the certification body defines the audit time together with the operator.
When an organisation deploys workers in shifts and the products and/or processes are similar, the FTE number will be calculated based on employees on the main shift (including seasonal workers) plus feed/food safety related office workers. When properly documented and justified, a reduction can be made for a less complex organisation measured by number of employees, size of the organisation and/or product volume or within categories having a basic audit time of less than 1.5 day audit time EFISC.GTP.

A HACCP study corresponds to a hazard analysis for a family of products /services with similar hazards and similar production technology and, where relevant, similar storage technology.
If the scope of one specific operator covers more than one category, the audit time calculation shall be taken from the highest recommended basic audit time. Additional time is required for each HACCP study.

*Version 1 – 15 March 2019*

**Initial audit:**
An initial audit takes place at the location of an applicant seeking certification against the EFISC.GTP Code. It should be carried out by checking the whole sections of the EFISC.GTP Code. See table §7.1.4 Minimum initial audit and re-certification audit time for the relevant scope and time calculation.

**Surveillance audit:** A surveillance audit is a periodical audit performed to ensure that an organization still meets EFISC.GTP requirements. Depending on the previous audit results as well as the complexity of the products and or processes the CB defines the audit time together with the operator. The auditor ensures to address all EFISC.GTP requirements during the total of the two surveillance audits. Typical audit time for surveillance visits is set on 75 % of the initial audit time with a minimum of 1 audit day See table §7.1.4 Minimum initial audit and re-certification audit time for the relevant scope and time calculation

**Re- certification audit:** A re- certification audit takes place at the end of a certification period. The audit must be planned in due time in order to avoid expiration of the certificate. It should be carried out by checking all sections of the EFISC.GTP Code. Audit time for renewal of the certificate is identical to an initial audit. See table §7.1.4 Minimum initial audit and re-certification audit time for the relevant scope and time calculation

**Special audits:** It may be necessary that an audit is conducted by the certification body at short notice, in the following cases: 1. If the operator is involved in an feed/food safety incident 2. Follow up of the audit which is listed on the EFISC.GTP website under review It is the responsibility of the Certifying Body to increase the audit time if the complexity of processes or the auditee's organisation calls for this.

**Unannounced audits** Typical audit duration for an unannounced audit is 4 hours, including reporting. EFISC.GTP – Rules of Certification version 4.0 27 The operator can indicate up to 15 days in the year that the audit cannot take place. The days should be used when the site is not in production. The unannounced audit will take place during week days.

## Basic calculation of minimum initial certification audit time (Ts)

$$Ts = (D+H+FTE+S)$$

D=Basic audit time
H=Additional audit time
FTE=Number of employees involved in feed/food ingredients related activities
S=Special (for instance fraud assessment)

### 7.1.4.1 Scope D Animal Feed Production

| | D<br>Basic audit time<br>(1 process lines/HACCP-study) | H<br>Additional audit time<br>Number of lines/HACCP-studies | FTE<br>Number of employees involved in feed ingredient related activities<br>(additional audit time) | Deductible audit time in case of a combined audit with a valid version of GMP plus, Femas, FCA, QS for the scope production of feed ingredients | Deductible audit time in case of a combined audit with a valid version of ISO 22000, FSSC 22000, BRC, IFS |
|---|---|---|---|---|---|
| Main office ( purchase and/ or sales*¹ department) | 1 day | 0.5 day per additional HACCP-study | 1 to 19=0<br>20 to 49=0.5<br>50 to 79=1.0<br>80 to 199=1.5<br>200 to 499=2.0<br>500 to 899=2.5 | Reduction of75% with the restriction that the audit duration of the combined audit equals to the minimum time for a single EFISC.GTP audit(combined audit time minimum 1 day) | Reduction of 50 % with the restriction that the audit duration of the combined audit equals to 50 % EFISC.GTP time + FC time. The minimum time for a combined audit cannot be less than 1 day |
| Main office ( purchase and/ or sales* department), including production site | 1.5 day | 0.5 day per additional HACCP-study | | Reduction of75% with the restriction that the audit duration of the combined audit equals to the minimum time for a single EFISC.GTP audit(combined audit time minimum 2.0 day) | Reduction of 50 % with the restriction that the audit duration of the combined audit equals to 50 % EFISC.GTP time + FC time. The minimum time for a combined audit cannot be less than 2.0 day |
| Production site | 1,5 day | 0.5 day per additional HACCP-study | | Reduction of75% with the restriction that the audit duration of the combined audit equals to the minimum time for a single EFISC.GTP  audit (combined audit time minimum 1.5  day) | Reduction of 50 % with the restriction that the audit duration of the combined audit equals to 50 % EFISC.GTP time + FC time. The minimum time for a combined audit cannot be less than minimum 1,5 day |

*¹(Intercompany) purchasing and (intercompany) sales of EFISC.GTP certified feed/food ingredients

## 7.1.4.2 Scope F Distribution

The audit time for each site is calculated in line with the table below.

| | D<br>Basic audit time<br>(1 process lines/HACCP-study) | H<br>Additional audit time<br>Number of lines/HACCP-studies | FTE<br>Number of employees involved in feed/food ingredient related activities (additional audit time) | Deductible audit time in case of a combined audit with a valid version of GMP plus, Femas, Ovocom, QS for an identical scope | Deductible audit time in case of a combined audit with a valid version of ISO 22000, FSSC 22000, BRC, IFS | For each additional site visited |
|---|---|---|---|---|---|---|
| Distribution, feed/food broking, trading | 1 | 0.5 day per additional HACCP-study | 1 to 19=0<br>20 to 49=0.5<br>50 to 79=1.0<br>80 to 199=1.5<br>200 to 499=2.0<br>500 to 899=2.5 | Reduction of 75% with the restriction that the audit duration of the combined audit equals to the minimum time for a single EFISC.GTP audit(combined audit time minimum 1 day) | Reduction of 50 % with the restriction that the audit duration of the combined audit equals to 50 % EFISC.GTP time + FC time. The minimum time for a combined audit cannot be less than 1 day | 50% of minimum on-site audit time |

## 7.1.4.2 Scope G Provision of storage and transport services

The audit time for each site is calculated in line with the table below.

| | D<br>Basic audit time<br>(1 process lines/HACCP-study) | H<br>Additional audit time<br>Number of lines/HACCP-studies | FTE<br>Number of employees involved in feed/food ingredient related activities (additional audit time) | Deductible audit time in case of a combined audit with a valid version of GMP plus, Femas, Ovocom, QS for an identical scope | Deductible audit time in case of a combined audit with a valid version of ISO 22000, FSSC 22000, BRC, IFS | For each additional site visited |
|---|---|---|---|---|---|---|
| Storage and transport | 1 | 0.25 day per additional HACCP-study | 1 to 19=0<br>20 to 49=0.5<br>50 to 79=1.0<br>80 to 199=1.5<br>200 to 499=2.0<br>500 to 899=2.5 | Reduction of75% with the restriction that the audit duration of the combined audit equals to the minimum time for a single EFISC.GTP audit(combined audit time minimum 1 day) | Reduction of 50 % with the restriction that the audit duration of the combined audit equals to 50 % EFISC.GTP time + FC time. The minimum time for a combined audit cannot be less than 1 day | 50% of minimum on-site audit time |

For category G and F, the following rule applies:

When properly documented and justified, **a reduction can be made for a less complex organisation measured by number of employees, size of the organisation and/or product volume or within categories having a basic audit time of less than 1.5 day audit time.**

Q&A: