Guideline

Pet food

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Contents

Note: The Guideline Pet food is written in German and translated into English. In case of discrepancies between the translation and the German version, the German original is valid.

1 Fundamentals

QS is the scheme owner and carrier of the basic quality assurance for pet food, hereinafter also referred to as the "QS scheme". The standards defined by the scheme owner lay down strict, verifiable production and marketing criteria for the production and trade of pet food. The QS scheme is characterised by the monitoring of these criteria and the traceability of the agricultural products and the pet food produced from them.

Basic information on the QS scheme, such as organisation, conditions of participation, use of certification marks and sanction procedures, can be found in the guideline **General Regulations**.

The guideline pet food maps the requirements for the production of feed for pets, especially dogs and cats. Certification according to this guideline is the prerequisite for labelling pet food with the seal of the Initiative Tierwohl (ITW).

1.1 Scope

A "pet animal" as defined in Art. 3 of **Regulation (EC) No. 1069/2009** is understood to mean: "any animal belonging to species normally nourished and kept but not consumed, by humans for purposes other than farming".

"Pet food" for the purposes of this guideline, means feed and chew toys for pets (initially dogs and cats) that contain only food-grade meat and by-products or Category 3 material as defined in Chapter 4.1. Table 1 delineates the product groups.

Table 1: Delimitation of the product groups

Product group	Explanations, preservation	Examples, forms of offer
Raw pet food So-called "Bones And Raw Foods", in short "BARF".	Petfood containing certain Category 3 material which has been exclusively chilled or frozen to preserve it	leak-proof packaging, storage at max. 7 °C, with the notice "Only as pet food. Keep away from food. Wash hands and tools, utensils and surfaces after handling this product"
Dogchews	Products for chewing for pets, made from untanned hides and skins of ungulates or other material of animal origin	Dogchews
Processed petfood, in tins and other containers	Heat-treated pet food in hermetically sealed containers (heat treatment: F_C -value min. 3)	Canned pet food
	processed pet food other than canned pet food. (Heat treatment core temperature min. 90 °C)	Pet food in trays and bags

Product group	Explanations, preservation	Examples, forms of offer
Dry petfood and snacks (incl. semi-moist products)	Definition according to FEDIAF: dried fodder (max. 14 % water content). Semi-moist dry pet food (<14 % - 60 %) Water removal through thermal drying processes, freeze drying, lowering a_W value, use of exclusively indirect drying processes through ventilation, cooling or heat exchangers	Pellets, extruded products, snack articles (e.g. "treats", reward snacks)

The following requirements cover the manufacture including the upstream processes for the production of pet food as well as the storage and trade of pet food:

Transport and Storage: In the sense of the guideline, companies involved in the warehousing and transport of raw materials in Category 3.

Processing plant: A company or establishment as referred to in Article 24(1)(a) (pressure sterilisation or alternative methods in agreement with the competent authority) of **Regulation (EC) No 1069/2009** in which animal by-products are processed. In the sense of the guideline, this includes companies that obtain animal fats and proteins from relevant animal species, separate meat or similar. The guideline also covers companies that process meat and by-products in the petfood production chain and are not classified as petfood plants.

Petfood plant: A company or establishment for the production of petfood or flavouring meat extracts as referred to in Article 24(1)(e) of **Regulation (EC) No 1069/2009.**

Private labelling: Any company that sells pet food under its own brand name or company name as ITW goods that have been manufactured by another company is engaged in private labelling. The private labeller can have the pet food produced according to his requirements by another company (contract manufacturer) or take over the goods from the manufacturer without his own requirements and distribute them under his own name. Both the manufacturer and the principal (private labeller) are obliged to participate.

Wholesalers: Are companies that store packaged and unpackaged petfood in designated business premises. They carry out trading activities by selecting their suppliers themselves or on their behalf and by acquiring goods for the purpose of further trading. In addition, the following processes in particular are permitted within the scope of their activities: primary packaging, picking (incl. transport packaging for end consumer products), repalletising, tumbling (inverting), freezing and thawing.

Brokers: Are companies that carry out trading activities, act as distributors of manufacturing companies or are indicated as distributors on goods. Brokers can be owners of the goods without having possession of them themselves or coming into contact with them. They can organise logistical activities in their own name or through service providers.

The requirements are presented in modular form in the individual chapters for the respective stage. Enterprises that decide to participate in the Initiative Tierwohl must register for both the QS scheme and the ITW scheme **(www.initiative-tierwohl.de)** (based on the production scopes shown in Tab. 2). After a successful audit, ITW and QS scheme agreements or participation agreements are concluded with the two companies. The costs incurred in this context are borne by the companies themselves.

Table 2: Definition of the process chain

Type of enterprise (stage) / chapter in the guideline	1	2	3	4	5	6	7	8	9	10	production scope
Transport (raw material petfood)	X	X	X	X		X			X		501
Storage (raw material petfood)	X	X	X	X			X		X		505
Processing plant (raw material petfood)	X	X	X	X	X	X	X	X	X		510
Petfood plant	X	X	X	X	X	X	X	X	X		515
Wholesale (petfood)	X	X	X	X	X		X		X	X	520
Private labelling (petfood)	X	X	X	X	X				X	X	525
Broker (petfood)	X	X	X	X	X				X	X	530

Note**: The "Steps to becoming a scheme participant in pet food" guide explains how to register. This can be found at **www.q-s.de.

⇒ Steps to becoming a scheme participant in pet food

1.2 Responsibilities

The **scheme participant** is responsible for:

- compliance with the requirements,
- the complete and correct documentation,
- self-assessment,
- the proper and timely implementation of corrective actions
- as well as the correct labelling of the products.

He must comply with the requirements in the QS scheme at all times and be able to prove compliance at all times. He must ensure that, in addition to the requirements of this guideline and the other applicable QS requirements (e.g. *guideline General Regulations, guideline Certification),* the applicable legal requirements are met, both in the country where the products are manufactured and stored and in the country where they are placed on the market by the scheme participant.

Compliance with the Code of FEDIAF EuropeanPetfood

Pet food manufacturers undertake to comply with the **FEDIAF EuropeanPetfood Code** at **https://europeanPetfood.org,** in particular with regard to Good Hygiene Practice, Good Manufacturing Practice and the labelling of pet food.

2 General requirements

Chapter 2 contains general requirements for quality management and the HACCP concept. This chapter must be fulfilled by all companies wishing to be certified according to this guideline.

2.1 General scheme requirements

2.1.1 General business data

The following master data must be collected in the QS database and kept up to date at all times:

- Company name
- Address of the (main) company and all locations/production sites with EU approval numbers
- Telephone number, e-mail address, legal representative, contact person
- Contact details of the crisis manager
- Information on the type of company and production
- Working hours (only in QS database)

For pet food manufacturers and traders, all manufactured/traded product groups (subdivision according to Table 1) must be currently stored in the QS database under "Site information - Product groups". In case of changes (e.g. addition of a new product group), this must be communicated to the commissioned certification body.

In addition, a company overview must be prepared (existing documentation on QM, HACCP, etc. can be used), which, in addition to the information mentioned above, also contains the following data:

- all production and storage facilities (with EU approval numbers, if applicable; this also includes external companies such as DF warehouses; if the premises are shared by several companies, all premises belonging to the company must be labelled in a company plan).
- Information on existing quality management, sustainability or audit systems (e.g. ISO 9001, IFS, BRC, VLOG, organic, MSC, ASC)
- Commissioned laboratories (current address, telephone number, e-mail address) and their areas of investigation

⇒ 3.1 Quality management scheme (QM system)

⇒ 3.2 HACCP system and self-assessments

2.1.2 [K.O.] Official registration and authorisation

The companies included in the process chain have a valid ABP (animal by-products) legal registration and approval according to Art. 23 and 24 of **Regulation (EC) No. 1069/2009** by the competent authority of all plants or establishments subject to official control and active at any of the stages of production, transport, handling, processing, storage, placing on the market, distribution, use or disposal of animal by-products and derived products.

Valid ABP approval for the **relevant stages** (as defined in the Guideline) is a prerequisite for scheme participation.

Decision of the competent authority

2.1.3 Incident and crisis management

QS has developed a comprehensive incident and crisis management system that actively supports scheme participants in the event of an incident or crisis. The scheme participants must inform QS immediately and - where a legal obligation exists - also the competent authorities about critical incidents and public product recalls where these are of relevance for the QS scheme.

Critical incidents are incidents that pose or may pose a risk to humans, animals, the environment, assets or the QS scheme as a whole.

Especially in cases where

- nonconformities occur in the sourcing, production or marketer that may compromise pet food safety,
- Investigation proceedings are initiated for the violation of regulations to ensure pet food safety or fraud, or
- Media research, critical media reports or public protests on pet food safety issues are carried out,

the scheme participants must inform QS.

Each scheme participant must have a documentation structure for reporting an incident, e.g. QA incident form, in order to be able to pass on all necessary information in a targeted manner in the event of an incident. In addition, each scheme participant must appoint a crisis officer who can be contacted at any time. The crisis officer must be stored in the QS software database.

A procedure for dealing with incidents and crises must be defined and introduced and verified at regular intervals, but at least once a year (approx. every 12 months). The following points, among others, must be included:

- Setting up crisis team
- Emergency call list
- Product recall and product withdrawal procedures
- Communication plan
- Customer information

3 Good manufacturing and hygiene practices, management systems

3.1 Quality management system (QM system)

3.1.1 Establishment of a quality management system

The company must establish, document, implement, maintain and continuously improve the effectiveness of a quality management system (QM system). The enterprise must determine the limits and applicability of its QM system. The area of application shall at least cover the activities related to petfood for which the company is responsible.

The responsibility of the company begins where the responsibility of the previous level (supplier) ends and ends where the responsibility of the next level (customer) begins.

An overview of all activities at the location must be available.

3.2 HACCP system and self-assessments

3.2.1 [K.O.] HACCP system

***Note**: The "FEDIAF Guide to Good Practice for the Manufacture of Safe Pet Foods" can be used to develop and establish a company-specific HACCP concept. This is published at* **https://europeanpetfood.org or IVH - Industrieverband Heimtierbedarf (ivh-online.de)**.

In order to comply with the necessary pet food safety requirements, the company shall establish, implement and maintain a hazard control system in accordance with the HACCP principles so that it is traceable to third parties.

The HACCP system is integrated into the pet food safety management system on the basis of basic hygiene measures, including the codes of good hygiene practice (GHP) and good manufacturing practice (GMP).

The process from incoming goods to outgoing goods is set up in such a way that contamination of raw materials, partially processed goods, finished goods, packaging materials, machinery and all other substances coming into contact with the petfood is avoided. It is ensured that physical and/or microbiological and/or chemical, allergenic contamination (in the case of hypoallergenic feed) and, where applicable, ionising radiation are minimised or avoided by effective and technically feasible measures.

If changes are made to a product, a manufacturing process or a production, processing, storage or distribution stage that are relevant to HACCP, the company must review and, if necessary, amend the HACCP concept.

Self-checking records, checklists

3.2.2 HACCP team

The necessary knowledge must be available to develop an efficient HACCP concept. The HACCP team must be recorded in writing. If necessary, the HACCP team must be trained. In this case, evidence of the training must be kept.

The top management must appoint a HACCP team for the implementation and maintenance of the HACCP concept. It must be shown that the HACCP team has sufficient experience from the individual areas of the company.

If there are several HACCP teams, a coordinator must be designated who is responsible for the systematic work of the HACCP teams.

3.2.3 Product description

A complete description of the product/product group must be provided and the intended use must be specified. The product/product group description must include:

- Composition of the product/product group
- Physical and chemical structure
- antimicrobial/static treatment
- Packing
- Shelf life
- Storage conditions
- Distribution channels (e.g.: foreign/country, type of condition, loose goods/self-service packaging, etc.)

3.2.4 Flow charts

A schematic flow chart must be prepared. The flow chart must include all operating processes and product groups.

In flow charts, each process, manufacturing and processing step must be listed individually so that they contain a schematic representation of the entire (production) process.

Flow charts can be divided into a main process and several sub-processes. Creating a main process can be useful if the process is complex due to numerous sub-process steps or if there are many incoming and outgoing product flows.

3.2.5 Hazard analysis

The HACCP concept is based on the determination of hazards that must be avoided, eliminated or reduced to an acceptable level.

3.2.6 Critical Control Points (CCP)

Critical control points must be defined if control is required, in order to avoid, eliminate or reduce any hazards to an acceptable level.

3.2.7 Limit values for CCP

Limit values must be defined for the critical control points, which are used to distinguish between acceptable and unacceptable values.

3.2.8 Monitoring and verification of limit values for CCP

Efficient procedures for monitoring and verifying the critical control points must be defined and implemented. These procedures must be applied regularly in accordance with the CCP plan.

Furthermore, verification procedures must be established to determine whether the measures specified in the HACCP-principles are functioning fully and effectively.

3.2.9 Corrective actions for CCP

Corrective actions must be defined if monitoring shows that a critical control point exceeds the defined limit values.

3.2.10 Responsibilities

Responsibilities must be clearly defined in an organisational chart (At least one deputy must be named).

3.2.11 Documentations/Records

Documentation/records appropriate to the type and size of the petfood company must be established/kept to demonstrate that the measures set out in the HACCP concept are being applied.

3.2.12 HACCP verification

The implementation of the HACCP concept must be checked (verified) at least once a year (approx. every 12 months).

If changes are made to a product, a manufacturing process or a production, processing, storage or distribution stage that are relevant to HACCP, the company must review and, if necessary, amend the HACCP concept.

e.g. location-based HACCP manual, self-assessment documentations, checklists, flow charts, organisation chart, training records

3.2.13 Self-assessments

The company must develop a risk-oriented sampling plan, considering the relevant analyses for product and process safety.

The microbiological criteria according to **Regulation (EU) No 142/2011** (see Table 3 and Table 4) apply to the specified product categories in order to document the microbiological status. Sample analysis must be carried out using a standardised procedure. A trend analysis must be carried out and in case of unsatisfactory results or negative trends, the causes must be identified and effective measures must be taken.

Pathogen monitoring

If, according to the HACCP study, the pet food passes a risk of pathogenic germs, a monitoring programme must be implemented that:

- sampling of the production environment,
- of the lines and
- of the final products.

In the analysis plan:

- type of microorganisms,
- their limit values,
- sampling frequency and
- sampling points are described.
- The nonconformities detected in the self-assessments or in the pathogen monitoring must be rectified within the set deadlines. Responsibilities shall be defined.

⇒ 3.2.1 [K.O.] HACCP system

⇒ FEDIAF Guide to Good Practice for the Manufacture of Safe Pet Foods (**https://europeanpetfood.org**)

Table 3: Microbiological criteria for dogchews and processed petfood other than canned petfood (from **Regulation (EU) No. 142/2011**)

Microorganisms	Sampling plan / Limit values	Sampling
Salmonella	no findings in 25 g $n^{(1)} = 5$ $m^{(2)} = 0$ $M^{(3)} = 0$ $c^{(4)} = 0$	during production and/or storage (before shipment)
Enterobacteriaceae	$n^{(1)} = 5$ $m^{(2)} = 10$ $M^{(3)} = 300$ in 1 g $c^{(4)} = 2$	during production and/or storage (before shipment)

$n^{(1)}$ = number of samples to be examined,
$m^{(2)}$ = threshold value for the bacterial count; the result is considered satisfactory if the bacterial count does not exceed m in all samples,
$M^{(3)}$ = maximum level for the bacterial count; the result is considered unsatisfactory if the bacterial count in one or more samples is greater than or equal to M, and
$c^{(4)}$ = number of samples in which the bacterial count may be between m and M, the sample still being considered acceptable if the bacterial count in the other samples is m or less.

Table 4: Microbiological criteria for raw pet food (from **Regulation (EU) No 142/2011**)

Microorganisms	Sampling plan / Limit values	Sampling
Salmonella	no findings in 25 g $n^{(1)} = 5$ $m^{(2)} = 0$ $M^{(3)} = 0$ $c^{(4)} = 0$	during production and/or storage (before shipment)
Enterobacteriaceae	$n^{(1)} = 5$ $m^{(2)} = 10$ $M^{(3)} = 5000$ in 1 g $c^{(4)} = 2$	during production and/or storage (before shipment)

$n^{(1)}$ = number of samples to be examined,
$m^{(2)}$ = threshold value for the bacterial count; the result is considered satisfactory if the bacterial count does not exceed m in all samples,
$M^{(3)}$ = maximum level for the bacterial count; the result is considered unsatisfactory if the bacterial count in one or more samples is greater than or equal to M, and
$c^{(4)}$ = number of samples in which the bacterial count may be between m and M, the sample still being considered acceptable if the bacterial count in the other samples is m or less.

results of residue analysis, documentation of microbiological status, sampling plans

analysis results, process controls, corrective actions plans

3.3 Good hygiene and manufacturing practice

3.3.1 Water quality

A risk assessment must be carried out for water coming into contact with the pet food, facilities or equipment. This must include the frequency of testing at which the water quality is checked. The company may either test the water quality itself or obtain results or confirmation of water quality from its water supplier. The water quality tests must be documented. Water (either liquid, solid or vapour) that comes into contact with pet food shall be suitable for animals.

Water, irrespective of its origin and aggregate state, used for the production, treatment, preservation or placing on the market of pet food and for cleaning objects and equipment that could come into contact with pet food as intended, must comply with the **Drinking Water Ordinance (TrinkwV)** in its current version. Drinking water must be available in sufficient quantity and must not pose a risk of contamination.

A sampling point plan must be available in the company. Risk-oriented sampling of the taps must be carried out in accordance with the current version of the **Drinking Water Ordinance (TrinkwV)**.

If water contains additives (such as plasticisers, rust inhibitors, etc.),

- these additives must be taken into account in the HACCP concept,
- the dosing systems must be calibrated and controlled to ensure the correct amount is added and
- the dosage of the additives must be documented.

Separate water systems (e.g. for fire fighting) must be labelled. This water must not come into contact with water used for cleaning.

A tapping point plan must be available in the company. Risk-oriented sampling of the taps must be carried out in accordance with the current version of the Drinking Water Ordinance (TrinkwV), depending on the drinking water supply (i.e. own water supply system, e.g. own well or purchase from the public network).

The risk-oriented sample plan for the examination of drinking water shall include at least the following information:

- Tapping point allocation
- Risk level

- Purpose of the analysis
- Frequency oft he analysis
- Reference to analysis parameters and limit values

The type and frequency must be specified in the company's sampling plan.

Tapping point plan, confirmation/testing of water quality

3.3.2 Cleaning and disinfection

Based on a Risk analysis, cleaning and disinfection plans must be drawn up that include the following:

- Responsibilities
- Products used and their instructions for use
- Areas to be cleaned or disinfected
- Cleaning intervals
- Recording obligations
- Hazard symbols (if required)

The implementation of the cleaning and disinfection plans must be documented.

Proof of cleaning and disinfection

Cleaning work

All storage and handling facilities that come into contact with dry pet food must be dry again after wet cleaning or before being used again.

Before each occupancy of the storage room, it must be cleaned and disinfected according to the cleaning and disinfection plan.

Social rooms of the company shall also be kept clean and cleaned according to the cleaning schedule and as required.

The implementation of the cleaning work must be recorded.

An authorised person must check the cleaning and disinfection procedures for their suitability and effectiveness. The results of these inspections must be documented.

Trainings

The cleaning staff must be trained, including first aid measures, cleaning procedures and labelling of the cleaning agents used. The cleaning procedure according to the cleaning and disinfection plan must be known to the staff.

Requirements for the monitoring of cleaning and disinfection measures

For the microbiological control of the cleaning and disinfection measures, a risk-oriented sampling plan is in place that adequately takes into account the physical space of the business, the complexity of the production processes as well as the type and quantity of the products. Samples are taken from defined points in accordance with the internal risk assessment. The inspections are repeated at least every 4-8 weeks.

Sampling

Sampling must take place at the latest before the start of production in areas that have a direct influence on product hygiene (e.g. knives, machine parts that come into contact with the product). The sampling points must be selected once and should be sampled alternately. Sampling must be carried out according to a recognised procedure and must be specified in a sampling plan.

Assessment

To determine the hygiene status of a company, samples must be examined for aerobic mesophilic bacterial count as well as Enterobacteriaceae, yeasts and moulds (dried fodder production). The examination should be repeated within 4 weeks. The evaluation can be done according to the assessment schedule (see table 5).

Table 5: Assessment schedule for monitoring the success of cleaning and disinfection

Area	Germ type	Limit value
Surfaces with product contact immediately after cleaning and disinfection	Aerobic mesophilic bacterial count (1)	≤ 100 cfu/100 cm^2
	Enterobacteriaceae(1)	n.n. cfu/100 cm^2
	Yeasts and moulds (dried fodder)	≤ 100 cfu/100 cm^2

(1) Limit values for aerobic mesophilic bacterial count and Enterobacteriaceae based on DIN ISO 10516:2020-10

Reporting results

The results must be communicated to the cleaning staff in charge as soon as possible and, especially in the case of unsatisfactory results, appropriate measures must be taken (e.g. training/instruction, testing of cleaning equipment and agents, maintenance of cleaning equipment, monitoring of the cleaning process). The measures taken must be documented.

Cleaning and disinfection plans, sampling logs, measures

3.3.3 Pest monitoring/control

It must be ensured that a high level of cleanliness and hygiene is maintained in all working areas to avoid attracting pests. Precautions must be taken both in the premises and in the outdoor areas to keep pests out. Appropriate pest monitoring and, if necessary, pest control measures must be implemented.

When carrying out pest monitoring or pest control, these measures and the qualification of the user must comply with the legal provisions of the respective country and the respective product descriptions. The monitoring and bait sites must be inspected at least once a month, unless other inspection intervals are defined on the basis of a risk assessment. In order to guarantee the safety of both the pet food and the workers, appropriate pest control methods and means must be used. The safety of the products produced or stored in the company must not be jeopardised during pest control.

Permanent baiting with rodenticides independent of infestation is only permissible in exceptional cases if it is strategically carried out by a competent user (pest control operator according to the **Ordinance on Hazardous Substances** Annex I Number 4 Paragraph 4.4). The exceptional case must be proven and documented by the expert within the framework of an annual hazard analysis and risk assessment. In this case, only baits approved for this purpose may be used; if applicable, nonconforming legal regulations apply abroad and must be complied with accordingly.

The documentation must contain at least the following:

- Information on products used for pest prevention and control
- Date of treatment, as well as indication of the quantities applied
- Proof of qualification of the employees involved in pest control
- Control point maps showing the location of monitor and bait stations
- Records of pests found (findings)
- Corrective actions reports in case of pest infestation

Pest control documentation

3.3.4 [K.O.] Control of defective products and services

The handling of non-conforming raw materials, intermediate and final products, auxiliary materials and packaging materials must be regulated and functioning in the company. The company must ensure that products and services that do not meet the requirements of this guideline or legal requirements are labelled and managed. This must prevent unintended use, delivery or performance. The control measures and associated responsibilities and authorities for dealing with non-conforming results shall be defined in a

documented procedure. In the case of nonconforming products or services, the company shall take one or more of the following actions:

- Elimination of the detected error,
- exclusion, blocking, return or suspension of the provision of products and services (this includes, for example, the proper disposal of pet food if required),
- notification of clients and
- where applicable, obtaining and complying with a permit from the competent authority authorising the use, release or acceptance.

Documentation on the nature of the error and the follow-up actions and approvals taken must be maintained. If a corrective action has been taken for an erroneous result, this must be re-verified to demonstrate conformity with the requirements.

Work instructions and documentations for handling nonconforming products and services, proof of use/disposal of deviating products

3.3.5 Contamination

In the evaluation of production processes, possible direct and/or indirect re- or cross-contamination must be taken into account. The risk of transmission of undesired substances must be minimised by effective measures during production, in-house storage and transport of products.

The operator shall take all precautions to avoid contamination, cross-contamination and impairment of the safety and quality of petfood and any misuse or confusion.

All receiving and loading facilities as well as storage, processing and conveying facilities must be designed and operated in such a way as to minimise the likelihood of contamination. Particular attention shall be paid to contamination by:

- Weather conditions,
- animals (pets, birds, rodents or insects) or
- operating fluids (hydraulic oils, lubricants, etc.).

3.3.6 Foreign body management

An appropriate and effective foreign body management is implemented in the company, which excludes or reduces the entry of foreign bodies into pet food. Risk assessments shall be used to identify and evaluate hazards and possible sources of entry for at least the following categories of foreign bodies:

- Metal
- Hard plastic
- Soft plastic
- Glass
- Stone
- Pests
- Paper
- Wood
- Lubricants
- Lacquers / Coatings (Teflon)
- Species-specific foreign bodies (introduced via raw materials; e.g. bone, cartilage)

In principle, foreign body detectors (e.g. X-ray or metal detectors) should be used if necessary; the necessity is checked in a Risk assessment. Detection limits, functional tests (incl. ejection) and the specified intervals for checking the integrity and functionality of the individual devices are defined in the HACCP concept and are demonstrably complied with. For products for delivery to the final consumer, a technically possible detection size for metallic foreign bodies of <7 mm should be ensured. The devices are serviced annually according to the manufacturer's specifications. Plastics that are in direct contact with the pet food should be coloured as far as possible (this excludes e.g. red E2 crate). Before starting production, each machine/plant must be checked for damage. Measures to be taken in the event of foreign objects being found (incl. metal-detected units) must be defined and reliably rule out any risk to the product. Foreign object findings are categorised, the frequency of occurrence, the cause of entry and the measures initiated are evaluated (e.g. complaint evaluation, process checks, error messages).

Documentation Foreign Body Management

3.3.7 [K.O.] Use of glass and other fragile material

The company must ensure that glass and other fragile materials in the company do not pose a risk to the pet food. Where possible, glass bottles and other glassware should be excluded from production, processing and storage areas. Where complete exclusion is not possible, there shall be instructions to minimise the risk of breakage and to ensure that there is no contamination of the petfood in the event of breakage.

Lighting fixtures must be protected in process and storage areas to minimise the risk of contamination of pet food in the event of breakage.

3.3.8 Production release

Before the start of production, the production rooms must be released daily by means of a plant inspection. A visual inspection of the cleaning success and a check for damage must be carried out. The release must be documented.

In the event of nonconformities, corrective actions must be defined. The implementation of the corrective actions is documented.

Documentation production release, implementation of corrective actions

3.3.9 [K.O.] Waste management and disposal logistics

Appropriate arrangements shall be made for the storage and disposal of animal by-products and other waste that cannot be used (for pet food). The disposal of waste generated in the production premises and facilities shall be managed and documented.

In this context, materials classified as waste must be labelled as such quickly, visibly and clearly, and promptly stored in such a way as to preclude unintended use.

Containers for storing waste that may attract pests and vermin must be closed. They shall be stored in lockable closed containers. Such containers shall be suitable, in very good condition, easy to clean and, if necessary, easy to disinfect. Such waste containers shall also be located away from petfood storage areas and emptied as frequently as possible. Waste shall not be collected or stored in containers that are also used for raw materials or petfood.

The places where waste is collected or stored must be included in the cleaning programme. They shall be in a clean and very good condition hygienically. Sufficient waste containers shall be placed in the social areas of the company.

Waste must be disposed of in accordance with legal regulations. Waste that is classified as hazardous waste according to legal regulations must be disposed of accordingly. Records of waste disposal must be kept.

Disposal certificates

3.3.10 Maintenance and repair/maintenance programmes

For all premises, facilities and equipment that have an impact on product safety, a maintenance plan with the planned maintenance measures and intervals must be drawn up and implemented to ensure that the work is carried out in a hygienically safe manner. Maintenance work must not jeopardise pet food safety. Maintenance and repairs must be documented. Documentation of maintenance activities shall be used to demonstrate that the requirements are met. The maintenance plan shall contain the following elements:

- (Operating) areas and company premises
- Plants and (internal) transport systems
- Conformity of the auxiliary materials and lubricants used
- Responsible employees (own or from external companies)
- Frequency

Maintenance plan, documentation of maintenance and repair work

3.3.11 Calibration

Where necessary to ensure valid results, the monitoring, testing and measuring equipment required to demonstrate petfood safety and quality shall:

- are collected,
- be calibrated at specified intervals or before use,
- be adjusted or readjusted as required,
- labelling so that the calibration or verification status can be identified,

- be secured in such a way that they cannot be adjusted,
- be protected from damage during handling, maintenance and storage

3.4 Staff

3.4.1 Premises and access regulations

All buildings and operating facilities must be protected against unauthorised access and kept closed. Therefore, an access regulation must be established. Operating premises must not be accessible to unauthorised persons. Unauthorised persons may only enter the company if accompanied or with the consent of an authorised person. All persons outside the establishment, except drivers in the designated loading zone as part of the loading activity, must be instructed before entering the premises.

If outside vehicles, e.g. disposal vehicles or suppliers, enter the premises, the hazards resulting from the Risk assessment must be considered and evaluated. If necessary, access regulations must be established as a result.

The company must ensure that any outside company working in the company is instructed so that, for example, pest control measures or maintenance and construction work do not affect the safety of the pet food. The instruction and any necessary cleaning measures must be documented.

Access regulations

3.4.2 General rules of conduct and staff hygiene

There must be documented guidelines on staff hygiene that have been communicated to the staff in training courses. The staff hygiene guidelines must be observed and applied by all persons (staff, service providers, etc.). The following points must be taken into account as a minimum:

- hand cleaning and disinfection
- eating, drinking, smoking and chewing gum
- behaviour in the event of injuries
- fingernails, jewellery, piercing and wristwatches
- hair and beards

Each employee must be provided with a sufficient number of suitable protective clothing and headgear (including beard protection if necessary). There must be sufficient facilities for hand hygiene and signs indicating how to use the disinfectant. The facilities for hand hygiene in the production rooms must at least meet the following requirements:

- flowing cold and hot water with touch-free fittings (sensor/knee switch)
- liquid soap and disinfectant from dispensers
- means for hygienic hand drying

If coat hooks are provided, they must be positioned properly and sensibly.

There must be a procedure to regularly check the consistent implementation of staff hygiene in the company. The results must be evaluated and, if necessary, measures for optimisation must be initiated. All persons whose work has an influence on product safety must have the necessary experience/training.

Procedures for implementing and reviewing staff hygiene

3.4.3 Staff rooms and sanitary facilities

Suitable changing rooms must be available for employees and external persons. Street and protective clothing must be stored separately. Sanitary facilities and staff rooms must be in a clean condition. If shower facilities are available, they must be intact and appropriately maintained.

Rules on eating, drinking and smoking

Clear instructions must be given to employees and visitors about eating, drinking and smoking in the company. Eating, drinking and smoking must be prohibited in areas where this may compromise pet food safety. If necessary, separate rooms must be made available for this purpose. All employees and visitors must be informed accordingly so that the risk of contaminants entering is minimised.

3.4.4 [K.O.] Hygiene sluice

All persons can only enter the production area through a hygiene sluice. Effective cleaning and disinfection of footwear and hands must take place.

Airlocks are positioned in a suitable place and equipped to ensure effective cleaning, drying and disinfection of hands and effective cleaning of soles, i.e.:

- Running water at a suitable temperature with touch-free taps (sensor/knee switch)
- Liquid soap and disinfectant from dispensers
- Means for hygienic hand drying
- Sole cleaning (alternatively shoe change before access)

Sewage water from the sole washer is channelled to the drain. Cleaning is regulated in plans, the facilities are not objectionable from a hygienic point of view.

3.5 Staff training

3.5.1 [K.O.] Hygiene trainings

The company must ensure that all employees who have direct contact with pet food and its packaging receive hygiene training. Staff attendance at hygiene training must be documented. Persons known to have a disease that may compromise the safety of pet food shall not have direct contact with pet food or its packaging.

Documented training programmes must be defined according to the product requirements and the employees' areas of activity. This training plan must include the following points:

- Contents
- Training intervals
- Participants and speaker
- Languages

Training plan and training certificates, instruction/certification from the health office

3.5.2 Information about the QS scheme

All responsible employees must be informed about the requirements of the QS scheme manual. In addition to the basic principles of the QS scheme, this includes above all the specific requirements that lie within the area of activity of the responsible employees.

3.6 Technical/structural condition

Plants where petfood is handled and rooms where petfood or its raw materials are stored, prepared, treated or processed shall be clean and maintained at all times. They shall be designed, constructed and dimensioned in such a way as to permit adequate cleaning and/or disinfection, to avoid or minimise aerogenic contamination and to provide sufficient working surfaces to enable operations to be carried out in very good condition.

The following requirements must be met:

- Floor and wall coverings shall be maintained in very good condition and shall be easy to clean and, if necessary, disinfect. They shall be impermeable, water-repellent and abrasion-resistant and shall be passed of non-toxic material. Where appropriate, floors shall have an adequate drainage system. Wall surfaces must have smooth surfaces up to a height appropriate to the operations.
- Ceilings (or, where ceilings are not provided, the interior roof surfaces) and ceiling structures shall be constructed and processed to prevent accumulation of dirt and minimise condensation, undesirable mould growth and shedding of material particles.
- Windows and other openings must be constructed in such a way as to prevent the accumulation of dirt. Where they open outwards, they must, where necessary, be fitted with insect screens which can be easily removed for cleaning purposes. Where open windows are conducive to contamination, they must remain closed and locked during the manufacturing process.
- Lighting must be sufficient for cleaning, processing and other activities important for pet food safety.
- Splinter protection must be in place (for windows and lamps in the production and storage area of pet food as well as primary packaging materials based on the risk assessment for foreign body management).
- Doors must be easy to clean and, if necessary, disinfect. They must have suitably smooth and water-repellent surfaces.
- Surfaces (including surfaces of equipment) in areas where petfood is handled, and in particular surfaces which come into contact with petfood, shall be maintained in a very good condition and shall be easy to clean and, if necessary, disinfect. They shall be passed smooth, abrasion-resistant, corrosion-resistant and non-toxic material.

Plants, plant parts and equipment must be planned, designed, constructed and used in such a way that thorough cleaning and maintenance is possible and contamination, technologically unavoidable carry-over and any kind of negative influence on product or process safety or product quality are avoided.

3.7 Premises, facility and device hygiene

Premises where pet food is handled and premises where pet food or its raw materials are stored, prepared, treated or processed must be kept clean and maintained at all times. Equipment shall be kept in good working order and in very good condition, and corrosion and foreign body contamination of equipment and machinery shall be avoided.

4 Specific product requirements for petfood (raw material and final product)

4.1 Requirements for raw materials

4.1.1 Raw material for processed pet food and for dogchews

The raw materials used meet the legal requirements for raw materials for petfood and dogchews made from animal by-products or derived products and the specific requirements for the selection of raw materials according to **Regulation (EU) No 142/2011**.

4.1.2 Requirements for processed animal protein and other derived products

For the production of processed animal proteins and other derived products (such as melted fats from Category 3 material), the requirements for raw materials as well as the processing standards of **Regulation (EU) No 142/2011**, *Annex X, Chapter II Specific requirements for processed animal protein and other derived products* apply in conjunction with the specific requirements of this guideline.

4.2 Specific requirements for product groups

The following requirements must be complied with for the various product groups.

4.2.1 Processed petfood in tins and other containers

Processed petfood in tins or similar hermetically sealed containers must be heated to an F_C- value of at least 3 (note: an F_C value of 3 means that a petfood in tins or similar hermetically sealed containers has been subjected during the sterilisation process to a thermal treatment equivalent to heating to 121,1 °C for 3 minutes measured in the core of the container). Alternative heating methods may be used after risk assessment and release by the competent authority.

Processed petfood in containers other than those mentioned above:

- must be subjected to heat treatment at a core temperature of at least 90 °C,
- ingredients of animal origin must be subjected to a heat treatment at a temperature of at least 90 °C, or
- with regard to feed materials of animal origin, be produced using only the following products:
  - animal by-products or derived products from meat or meat products which have undergone a heat treatment to a core temperature of at least 90 °C
  - milk and milk-based products, gelatine, hydrolysed protein, egg products, collagen, blood products as referred to in **Regulation (EU) No 142/2011** Annex X, Chapter II, Section 2, processed animal protein including fishmeal, rendered fat, fish oils, dicalcium phosphate, tricalcium phosphate or flavour enhancing meat extracts.

4.2.2 Dry food and snacks (incl. semi-moist)

- treatment such as drying or fermentation must ensure that this petfood does not pose unacceptable risks to public and animal health
- procedures must be approved by the competent authority

After manufacture, all necessary precautions shall be taken to avoid contamination of the processed petfood.

The processed petfood shall be packed in new packaging.

4.2.3 Dogchews

Dogchews must be subjected to treatment to ensure that pathogens, including salmonella, are effectively killed.

After treatment, all necessary precautions should be taken to avoid contamination of the dogchews.

The dogchews shall be packed in new packaging.

4.2.4 Raw pet food

Operators shall only produce raw petfood from Category 3 material in accordance with Article 10(a) and Article 10(b)(i) and (ii) of **Regulation (EC) No 1069/2009**.

Raw pet food must be packed in new, leak-proof packaging.

All necessary precautions shall be taken to ensure that the product is protected from contamination at all stages of its manufacture and until it is supplied to the retail trade.

Labelling Regulation (EC) No 1069/2009 Article 4

Petfood Plants producing raw petfood must label it as ABP. The labelling obligation also applies to the derived products, unless the derived products are a final product in the production chain. Thus, raw pet food that is supplied to the final consumer must be labelled as ABP.

Raw pet food shall be labelled as follows: "For pet food only. Keep away from food. Wash hands and tools, utensils and surfaces after handling this product."

4.2.5 Specific requirements for flavour enhancing meat extracts for the production of petfood

- Operators shall only use animal by-products which may be used as raw material for processed petfood and for dogchews in accordance with point 2 of Chapter II (Annex XIII) of **Regulation (EU) No 142/2011** for the production of liquid or dehydrated derived products intended to enhance the palatability of petfood.
- Flavour-enhancing meat extracts shall have been processed in accordance with a method and parameters which ensure that the product complies with the microbiological standards laid down in **Regulation (EU) No 142/2011**, Annex XIII, Chapter II, point 5. After treatment, all necessary measures shall be taken to prevent recontamination of the product.
- The final product must be:
  - packed in new or sterilised packaging or
  - transported in bulk in containers or other means of transport that have been thoroughly cleaned and disinfected before use.

4.2.6 Use of technological additives (processing aids)

If technological additives (processing aids) are used in production, they must be removed from the product completely or to such an extent that residues or transformation products are present only in technically unavoidable residues that do not pose a risk to animal health.

4.2.7 Further processing of intermediate and final products, rework (including breakage)

Rework in the sense of the guideline is the recycling of defective or returned materials that are suitable for reprocessing (e.g. products with quality defects and customer returns). Such materials may only be returned to the manufacturing process after a thorough technical inspection by trained employees.

The following principles apply to rework:

- when processing rework, traceability must be ensured throughout the entire process
- for reprocessing processes, procedures must be implemented to ensure the safety, legality and quality of the finished product.
- separation and labelling of rework from quality assurance and origin programmes (incl. consideration of possible influences on claims).
  Rework or reprocessing processes must be considered in the HACCP (e.g. flow chart, evaluation of the finished product).

5 Supplier management, purchasing and specification

5.1 Recipes/Specifications

5.1.1 [K.O.] Recipes/Product specifications

Specifications are available for all raw materials. Recipes and specifications must be prepared for all products manufactured in-house. Current specifications and ingredient lists must be available for all purchased products, which at least comply with the valid legal regulations. All components must be listed in the recipes/specifications. The recipes must be known and accessible to the staff concerned. A procedure for changing recipes/specifications shall be established and applied.

The product must comply with the requirements/trade standards of the country of destination and the industry guideline "FEDIAF - Code of Good Labelling Practice for Pet Food". If specific customer requirements have been agreed (e.g. Private labelling), these must be complied with.

Specifications, recipes, customer requirements

5.1.2 Conformity Packaging materials

For plastic packaging materials with direct petfood contact, a current declaration of compliance must be available and the packaging material is suitable taking into account the specific product characteristics (e.g. fat content, pH) and technologies (e.g. pasteurisation). For all other primary packaging materials used, safety is confirmed. The declarations are based on the applicable food law regulations.

Declaration of compliance/ declaration of no objection

5.2 Supplier management

5.2.1 Supplier selection and evaluation

The company shall assess and select all suppliers and service providers relevant to pet food safety based on their ability to supply pet food in accordance with the company's requirements and this guideline. Criteria for selection, assessment and reassessment shall be established. Documentation on the results of assessments and on necessary actions shall be maintained. A supplier/service provider assessment must be carried out at least once a year. The evaluation relates to the ability of the suppliers to fulfil the agreements made (basic requirements e.g. eligibility of delivery of the supplier) and the suitability of the products delivered (actual delivery performance e.g. according to specification). The company must have up-to-date lists of suppliers of products and service providers. A scheme for blocking and releasing suppliers is implemented.

5.2.2 Outsourced processes

Outsourced processes (sub-processes or complete processes of production, storage of relevant raw materials and/or trade/distribution) are considered in the supplier selection.

Documented procedure for supplier selection, evaluation

6 Transport and carriage of animal by-products

The production chain within the meaning of the area of application of **Regulation (EC) No 1069/2009** begins with the irrevocable decision of an enterprise to exclude animal by-products and derived products for human consumption and to use these products for purposes other than in the food chain. **Regulation (EU) No 142/2011** regulates, among other things, hygiene requirements for such products.

6.1 Requirements for transport and carriage

6.1.1 Vehicles and containers

The delivery vehicles are in a hygienic and tidy condition and do not show any old soiling. The goods are not negatively affected by the clothing of the drivers and, if applicable, the accompanying persons or the handling of the goods.

The goods to be transported are loaded in very good condition and show no gross contamination. The temperature of the goods complies with the legal regulations or specifications.

Animal by-products and derived products shall be collected or collected and transported in tightly closed, new packaging or covered, leak-proof containers or vehicles.

Vehicles and reusable containers as well as all reusable equipment and utensils that come into contact with animal by-products shall be kept clean.

Unless they are used exclusively for the transport of certain animal by-products or derived products in such a way as to prevent cross-contamination, they shall in particular

- be clean and dry before use and
- cleaned, washed and/or disinfected after each use, as necessary to prevent cross-contamination.

Only one specific animal by-product or derived product may be transported in reusable containers at any one time, where necessary to avoid cross-contamination (note: on-farm use is excluded).

However, reusable containers may, if approved by the competent authority, be used for the following purposes:

- for the transport of different animal by-products or derived products when cleaned and disinfected between uses in such a way as to prevent cross-contamination;
- for the transport of animal by-products or derived products in accordance with Article 10(f) of **Regulation (EC) No 1069/2009** following their use for the transport of products for human consumption, under conditions which prevent cross-contamination.

Packaging material shall be incinerated as waste or disposed of by any other method authorised under Union legislation.

6.1.2 Temperature monitoring system

Vehicles used for refrigerated transport must be designed in such a way that an appropriate temperature can be maintained throughout the transport period and that it is possible to monitor the temperature, i.e. be equipped with a functioning temperature registration unit. The temperature registration shall be checked and documented at regular intervals by random measurement.

The transport of animal by-products intended for the manufacture of petfood feed materials or raw petfood must take place at an appropriate temperature, which in the case of animal by-products derived from meat and meat products intended for purposes other than human consumption must not exceed 7 °C.

Unprocessed Category 3 material intended for the manufacture of petfood must be stored and transported chilled, frozen or ensiled, unless it is

- processed in chilled or frozen form within 24 hours of collection or end of storage, if subsequent transport is in means of transport where storage temperature is maintained (i.e. unrefrigerated collection from abattoir must be daily, within 24 h);
- in the case of milk, milk-based products or milk-derived products which have not undergone any treatment in accordance with Part I of Section 4 of Chapter II of Annex X to **Regulation (EU) No. 142/2011**, transported chilled in insulated containers where risk mitigation by other measures is not possible due to the characteristics of the material.

Check temperature registration

6.1.3 Identification and labelling

For the identification of animal by-products, the operator must ensure, in accordance with **Regulation (EU) No. 142/2011**, Annex VIII, Chapter II Identification (in extracts), that:

- consignments of animal by-products and derived products are identifiable and separated from each other at the point of origin of the animal by-products during collection and remain identifiable and separated from each other during transport.
- consignments of animal by-products and derived products are dispatched from one Member State to another Member State in packages, containers or vehicles which are marked with a clearly visible and, at least during the transport period, durable colour coding for the presentation of information in accordance with this Regulation on the surface or part of the surface of packages, containers or vehicles or on a label or pictorial mark affixed thereto as follows:
  - for Category 1 materials with black colour,
  - for Category 2 materials (other than manure and digestive tract content) with yellow colour,
  - for Category 3 materials with green colour with high blue content to ensure clear differentiation from the other colours.
- For imported consignments, with the colour for the material concerned in accordance with the above points and as soon as the consignment has passed the border inspection post at the point of entry into the Union.
- During transport and storage, a label attached to the packaging, container or vehicle must clearly indicate the Category of animal by-products or derived products and the following wording must be clearly visible and legible:
  - for Category 3 material: "Not for human consumption";
  - in the case of Category 2 material (other than manure and digestive tract content) and derived products from Category 2 material: 'Not for feeding'; however, where Category 2 material is intended for feeding to animals as referred to in Article 18(1) of Regulation (EC) No 1069/2009 in accordance with the conditions laid down in that Article, the label shall bear the words 'For feeding to ...', with the name of the specific animal species for the feeding of which the material is intended;
  - for the manufacture of petfood: 'For the manufacture of petfood only';

- for milk, milk-based products, milk-derived products, colostrum and colostrum products: 'Not for human consumption';
- in the case of gelatine made from Category 3 material: 'gelatine suitable for animal feed';
- in the case of collagen produced from Category 3 material: 'gelatine suitable for animal feed';
- for raw petfood: 'petfood only'.

Commercial documents

Petfood businesses must keep records of the consignors, transporters and consignees of animal by-products based on the commercial documents or health certificates.

If animal by-products are transported within the Community, the commercial document must be drawn up in accordance with the model in **Regulation (EU) No. 142/2011,** Annex VIII, Chapter III, point 6. A model for a commercial document as well as explanations can be found here.

For the domestic transport of animal by-products and processed products within Germany, a commercial document that fulfils the requirements of the TierNebV, Appendix 1, is sufficient.

This document (commercial document for Category 3 material/processed Category 3 products * "Not for human consumption" ... No.) shall be made out in triplicate using a carbonless copy system. Of the copies of the commercial document:

- the first copy (original) as proof for the recipient,
- the second copy as proof for the carrier,
- to draw up the third copy as proof for the producer

In the event that animal by-products are transported in accordance with Article 6(1)(a), (b), (e) and (f) of Regulation (EC) No 1774/2002, a fourth copy must also be drawn up as a return message from the consignee to the producer (carbon copies for producer, transporter and consignee), original accompanies transport, remains with consignee.

- Information on the type of raw material/processed material and indication of weight (in kilograms) or number of animals
  - Animal species
  - Seal number, if applicable
  - ear tag numbers, if applicable
- Giving company:
  - Signature
  - Name
  - Address/Stamp
  - If applicable, approval number or registration number
  - Date of delivery of the animal by-product to the transporter
- Carriers:
  - Signature
  - Name
  - Address/Stamp
  - Approval number or registration number
- Recipient:
  - Signature
  - Name
  - Address/Stamp
  - If applicable, approval number or registration number
  - Date of delivery of the raw/processed material to the recipient
  - in the case of animal by-products referred to in Article 6(1)(a), (b), (e) or (f) of Regulation (EC) No 1774/2002, additionally the quantity of animal by-products received

The trade documents (and any related health certificates) must be kept by the enterprise involved in the trade for at least 2 years (Regulation (EC) No 1069/2009, Art. 22, Para. 1).

⇒ **Regulation (EU) No. 142/2011** Annex VIII, Chapter III, point 6 Model commercial documents

6.1.4 Transport vehicle washing facilities

A sufficient number of suitable washing and disinfection facilities must be available for transport vehicles. The cleaning and disinfection of transport vehicles for foodstuffs and animal by-products as defined by Regulation (EC) No 1069/2009 must be carried out separately in terms of time or space. Care must be taken to ensure that there is no mutual negative influence (aerosols!).

If no suitable measures (wash hall) have been taken for the cleaning and disinfection of the trucks in the winter months, a disinfectant must be provided for the cold months which is also effective at temperatures below zero.

6.1.5 Cleaning and disinfection

A procedure for checking the success of cleaning and disinfection of both transport vehicles and containers has been implemented, and corresponding evidence is available.

⇒ 3.3.2 Cleaning and disinfection

Inspection Cleaning and disinfection

7 Incoming and outgoing goods, warehousing

7.1 Incoming goods and outgoing goods

7.1.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

7.1.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

The area must be secured against pest infestation by locking gates and doors. The delivered goods must also be checked for pest infestation and appropriate measures must be taken if necessary.

7.1.3 Organisation and workflows

Structured workflows, responsibilities and in-process controls are defined for incoming and outgoing goods and implemented accordingly. Possible risks to pet food safety or adverse influences are avoided. The routes of the goods are optimised accordingly so that there is no cross-contamination between packed and unpacked products. Goods requiring refrigeration are immediately moved to cold storage (if not directly processed) or appropriate measures are taken to ensure compliance with the Cold chain.

7.1.4 [K.O.] Incoming goods inspection

The controls in the incoming goods department must be defined and documented. They must cover all relevant products. If necessary, the incoming goods inspection must be adapted to changed manufacturing, storage or transport conditions. Points relevant to pet food safety must be recorded during the incoming goods inspection (e.g. temperatures).

It must be possible to trace which products were purchased from which supplier.

Procedure Control Purchasing Acceptance, Supplier List

7.1.5 [K.O.] Product temperature

The product temperature must not exceed the legally prescribed values (animal by-products max. 7 °C according to Regulation (EU) No 142/2011, Annex VIII, Chapter I, Section 2. If lower temperatures have been defined in the company and agreed with the supplier (e.g. according to specification), these must be fulfilled and taken into account when receiving the goods. The temperatures of goods subject to refrigeration must be recorded and documented as part of the incoming goods inspection.

Temperature documentation

7.2 Picking, outgoing goods/shipping

7.2.1 [K.O.] Outgoing goods inspection

Clear procedures and processes must be established for outgoing goods, taking into account at least the following points and ensuring compliance with them:

- Identity of the goods
- Temperature
- Damage/contamination
- Transport lock
- For ABP: commercial documents, health certificates
- For goods from quality and/or origin programmes: Labelling according to programme requirements

There must be a structured and traceable outgoing goods inspection in the company. The handling of nonconformities must be defined. The responsible employees must be trained on how to deal with nonconformities. Transport must be carried out in accordance with the product requirements. Suitable evidence must be provided for this purpose.

Procedure outgoing goods inspection QA customer list

It must be traceable which products are delivered to which customer.

7.2.2 [K.O.] Product temperature

The product temperature must not exceed the legally prescribed values (animal by-products max. 7 °C according to Regulation (EU) No 142/2011 Annex VIII Chapter I Section 2. If lower temperatures have been defined in the company and agreed with the supplier (e.g. according to specification), these must be met. The temperatures must be checked and documented.

Temperature documentation, outgoing goods checklist

7.3 Storage

7.3.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

7.3.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

7.3.3 Storage of packed goods

The packaged goods prepared for removal shall be stored in a quality-preserving manner by:

- Adequate hygienic conditions
- Protection from physical and chemical hazards (appropriate temperature, no permanent exposure to light etc.)

7.3.4 Storage/transport containers of the goods

Internal storage/transport containers of the goods may only be used for the storage or transport of these goods. The containers must be suitable for the intended use, harmless to health, clean and in very good condition and ensure that contamination is prevented.

7.4 Storage management

All pet food components must be stored in very good condition to avoid microbiological, chemical and physical contamination.

Before storing pet food, the warehouse must be cleaned and, if necessary, disinfected according to the risk of the previously stored products. In this context, possible contamination of the floors by previously stored hazardous substances must also be taken into account as a source of risk, which may render the storage facility unusable for the storage of pet food.

The petfoods must be stored in clearly defined storage silos or storage rooms until delivery, so that mix-ups are excluded. To avoid cross-contamination or mixing in silos and storage rooms, a release procedure must be established before a change of product. Companies that separate in time due to lack of space must ensure intermediate cleaning.

There must be plausible and traceable storage management (e.g. FIFO/FEFO, standing times). It must be possible to quickly and clearly identify which goods were stored and when. It must be possible to clearly identify each product or packaging unit that is stored or temporarily stored. The storage conditions must not have a negative influence on the product quality (packed/unpacked).

A procedure must be defined and known to the employees concerned, which specifies the measures and steps to be taken in the event of a malfunction of the equipment used. As with all other nonconformities in production or storage, the primary objective here must be food and pet food safety. Furthermore, guidelines must be laid down for handling blocked or non-compliant goods.

Compliance with the best-before date (BBD) on final packaging must be ensured. For this purpose, regular checking of the best-before date must be ensured. Goods with expired best-before dates must be handled in accordance with internal guidelines.

Storage documentation, storage management procedures

7.5 Cold storage rooms

7.5.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

7.5.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

The cold storage rooms must be in a clean and hygienically very good condition. The formation of mould in the cold storage rooms must be avoided and, if necessary, steps must be taken to remove the mould. Furthermore, care must be taken to reduce icing to a minimum. The refrigeration units must be maintained regularly and be in a hygienically very good condition. There must be a documented cleaning plan for the refrigeration units. Proof of cleaning must be available.

The transport containers and trolleys are in a hygienic condition.

7.5.3 [K.O.] Temperature recording and monitoring

Depending on the product-specific risk of spoilage and the turnover frequency, the storage conditions and the storage period, the temperature of the stored products must be monitored appropriately. Documentation with detailed information on the time of the temperature measurement and its results must be prepared. Furthermore, a procedure in the event of a technical defect must be described and known.

Legally specified temperatures must be complied with and may only deviate for a short period of time if this is necessary for practical reasons (e.g. for loading and unloading, for transport on the premises). If lower temperatures have been defined in the company (internal specifications) and agreed with the supplier or customer (according to specification), these must be met and taken into account.

For frozen raw materials and finished products, the temperature must be maintained at minus 18 °C or lower at all points of the food. Short-term fluctuations of a maximum of 3 °C are permitted during unloading and storage.

Proof of temperature recording and monitoring, procedure in case of technical defect

7.5.4 [K.O.] Storage management

⇒ 7.4 Storage management

7.5.5 Storage of raw materials, semi-finished goods and final products

Raw materials, semi-finished goods and final products must be stored in such a way that mutual negative influence is excluded.

7.6 Deep-freeze facility

7.6.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

7.6.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

The freezer rooms must be in a clean and hygienic condition. The formation of mould in the freezer rooms must be avoided and, if necessary, steps must be taken to remove the mould. Furthermore, care must be taken to reduce icing to a minimum. The refrigeration units must be maintained regularly and be in a hygienically very

good condition. There must be a documented cleaning plan for the refrigeration units. Proof of cleaning must be available.

The transport containers and trolleys must be in a hygienic condition.

Cleaning and disinfection plan

7.6.3 [K.O.] Storage management

⇒ 7.4 Storage management

7.6.4 [K.O.] Temperature recording and monitoring

In the rooms or facilities in which the products, raw materials and additives or auxiliary materials are stored, the specific climatic conditions such as temperature, humidity and other specifications must be complied with in accordance with the specifications of the stored products.

The temperature must be collected, documented and monitored (Table 6). Furthermore, a procedure in case of a technical defect must be described and known.

The maximum temperature, as the maximum temperature to be complied with at all points of the petfood, shall be -18 °C for frozen feed or petfood. A maximum temperature rise of 3 °C is permitted for these products.

Table 6: Temperature specification for freezer rooms

Room	Optimum room temperature [°C]	Relative humidity [%]
Freezer rooms	min. -18	95 - 98

Proof of temperature recording and monitoring, procedure in case of technical defect

7.7 Freezing and thawing

7.7.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

7.7.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

7.7.3 Process control

The process control must be suitable for freezing or thawing the products without compromising quality and/or product safety. It is a process considered under chapter 3.2 HACCP and its parameters (e.g. time, temperature) are continuously collected and recorded. During the thawing of goods, contamination with thawing water must be avoided.

7.8 Dry storage

7.8.1 Storage of dry materials

Dry ingredients, auxiliary materials and additives, must be kept clean and tidy in suitable premises under recommended storage conditions. Hazardous substances must be stored in an area with secure access. If dry ingredients are removed from their original packaging, the labelling and the best-before date must be transferred to the new storage containers. All dry materials can be clearly identified via traceability information.

7.9 Cleaning areas

7.9.1 Washrooms

Appropriate equipment is available for cleaning equipment, plant components and containers (E2 boxes, cutter trolleys, etc.). Cleaned work utensils are sufficiently dried, separated from dirty ones and provided in such a way that contamination is avoided.

7.9.2 Detergent and disinfectant store

The rooms or facilities where the cleaning agents and cleaning equipment are stored are clean and tidy. They allow for hygienic storage of equipment and, if necessary, clear separation of equipment for clean/ unclean areas. Equipment must be maintained and serviced regularly. A procedure for cleaning and, if necessary, disinfecting the rooms and cleaning equipment is in place and implemented.

All containers for cleaning agents must be clearly marked. Further precautions (e.g. protective trays) must be taken for potentially environmentally hazardous substances.

Current safety data sheets and operating instructions exist for cleaning chemicals and cleaning agents. The operating instructions are known to the responsible staff and are kept on site. Cleaning equipment and chemicals are clearly labelled and stored separately from pet food and food.

Access to the area is restricted. Responsibilities for the storage and use of cleaning agents and disinfectants are regulated, and the responsible staff members are trained in the handling of appropriate chemicals.

Safety data sheets, operating instructions

8 Requirements for the production processes

This chapter covers all site-related processing operations including raw material extraction and preparation (e.g. production of mechanically separated meat, extraction of animal proteins and fats). Legally defined processing standards for the relevant processes are complied with. Batch labelling in the process is consistently complied with and can be verified at any time.

8.1 Preparation processes

8.1.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.1.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.1.3 Order and organisation

Preparation processes must follow structured workflows. The job classification of employees must correspond to the work process and be clearly structured so that potential risks to pet food safety are avoided.

8.2 Mixing

8.2.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.2.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.2.3 [K.O.] Order and organisation

Mixing processes must follow structured workflows. The job classification of the employees must correspond to the work process and be clearly structured so that possible risks to pet food safety are avoided. There must be clear batching.

8.3 Cutting, mincing and separation processes

Cutting, mincing and separation processes comprise all technological steps for the manual or mechanical separation of meat, animal by-products, fats or proteins) as well as the comminution of animal raw materials in the processing procedure.

8.3.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.3.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.3.3 [K.O.] Order and organisation

Structured workflows are defined for cutting, shredding and separation processes, responsibilities as well as in-process controls are defined and implemented accordingly. Possible risks for pet food safety or adverse influences are avoided.

8.4 Batch processing

8.4.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.4.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.4.3 Order and organisation

Structured work processes, responsibilities as well as in-process controls are defined for the charging area and implemented accordingly. Possible risks for pet food safety or adverse influences are avoided.

8.5 Heating processes

Heating processes in the sense of the requirements are all heat treatments with the exception of the production of canned food.

8.5.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.5.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.5.3 Order and organisation

For the area of heating, cooking, brewing structured workflows, responsibilities and in-process controls are defined and implemented accordingly. Possible risks for pet food safety or adverse influences are avoided.

8.5.4 [K.O.] Registration of heating and cooking temperature

Product-specific heating programmes must be in place and in compliance. The cooking programmes regulate the core temperature and the duration of the heating process. The temperature/time control must be defined and documented. The responsible employees must regularly check the temperature/ time specifications, intervene in case of nonconformities and carry out the specified corrective actions. The specified heat treatment parameters must be complied with.

⇒ 4.2.1 Processed petfood in tins and other containers

Documentation temperature/time control

8.5.5 Cooling down

After heat treatment, products must be cooled down again as quickly as possible. The cooling process is carried out in such a way that recontamination of heat-treated products is avoided. Manufacturers must define the appropriate conditions in a risk-oriented manner. If water is used for cooling, drinking water must be used.

8.6 Canning

8.6.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.6.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.6.3 Order and organisation

Structured workflows, responsibilities and in-process controls are defined for the canning area and implemented accordingly. Possible risks for pet food safety or adverse influences are avoided. At the end of the production process, a random leakage check (fold check) of the produced canned food must follow. Damaged units (e.g. deformed cans) are sorted out in the process.

8.6.4 Cleaning and preparation of the containers

Immediately before filling, the containers (cans) must be cleaned by means of a suitable process (rinsing, blowing, turning). Damaged containers must be sorted out at the beginning of the process.

8.6.5 [K.O.] Pasteurisation/sterilisation temperature and time control registration

Compliance with heat treatment parameters must be documented for each operation. Specific heating and cooling programmes must be available for the respective product groups. The thermometers used must be functional and suitable for the intended use and must be calibrated regularly. Mixing of non-heat-treated units and heat-treated units that have undergone the pasteurisation/sterilisation process is excluded by internal measures (e.g. labelling, systematic spatial separation).

⇒ 4.2.1 Processed petfood in tins and other containers

Documentation temperature/time control

8.6.6 Cooling down

After heat treatment, products must be cooled down again as quickly as possible. The cooling process is carried out in such a way that recontamination of heat-treated products is avoided. Manufacturers must define the appropriate conditions in a risk-oriented manner. If water is used for cooling, drinking water must be used.

8.7 Drying process

8.7.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.7.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.7.3 Order and organisation

Structured work processes, responsibilities and in-process controls have been defined for the drying area and are implemented accordingly. Potential risks to pet food safety or adverse effects are avoided. If air is used for ventilation or cooling, the company must assess the risk of it carrying pathogens and take the necessary safety precautions.

8.7.4 [K.O.] Monitoring drying

Manufacturers of dried pet food must define, comply with and monitor product-specific target values (e.g. temperatures, a_W value and/or weight loss) in connection with process parameters for drying. These values must be complied with before the product can be used or sold. The company sets these values in its HACCP system.

⇒ 4.2.2 Dry food and snacks (incl. semi-moist)

Documentation drying process

8.8 Wrapping and packaging

8.8.1 Technical/structural condition

⇒ 3.6 Technical/structural condition

8.8.2 Premises, facility and device hygiene

⇒ 3.7 Premises, facility and device hygiene

8.8.3 Order and organisation

Structured work processes, responsibilities and in-process controls are defined for the wrapping and packaging area and implemented accordingly. Possible risks to pet food safety or adverse effects are avoided. The wrapping material must be stored separately and transported hygienically to the work area without transport packaging.

8.8.4 [K.O.] Packaging material

Packaging materials must be stored in a separate area. Packaging materials and supplies must be stored and transported in such a way that the risk of contamination is low. Damage to the packaging material must be avoided. Packaging materials and aids must be suitable for the intended use and comply with current legal regulations.

8.8.5 [K.O.] Final product inspection

For the final product inspection, test procedures must be defined that ensure the very good condition of the products. These include:

- Leakage check
- Filling weight control: The scales must be calibrated and regularly subjected to an inspection. The filling weight check must be carried out and documented regularly and comply with the legal requirements. The quantity and content (minus tolerance) must correspond to the information on the packaging or the specification.
- Inert gas concentration
- Temperature control
- Labelling (labels, packing slips, best-before date/storage instructions)
- Labelling of goods from quality and/or origin programmes: according to the programme requirement.

There must be a procedure for setting best before dates in the company. These dates must be set for each product group.

Procedure final product inspection, determination of best-before dates

9 Traceability

9.1 Ensuring traceability

9.1.1 [K.O.] Methods of traceability

The batch sizes produced must be defined to ensure traceability. Traceability must be guaranteed at least down to the daily production of an article or group of articles. The labelling and registration system must be comprehensible to third parties and ensure clear identification of the goods and traceability and plausibility of the flow of goods at all times. Scheme participants must set up systems and procedures for traceability in accordance with **Regulation (EC) No 178/2002**.

Scheme participants must set up traceability systems to ensure that traceability information is available to QS within 24 hours of contacting the scheme participant. Internal traceability processes must be designed to ensure that the relevant information is gathered within four hours.

The following information on customers and suppliers is relevant according to **Regulation (EC) No 931/2011** or within the framework of the QS scheme:

- the name, address and telephone number of the petfood business from which the petfood was dispatched
- name and address of the consignor (owner) if different from the petfood business from which the petfood was consigned
- the name and address of the petfood business operator to whom the petfood is dispatched
- the name and address of the consignee (owner), if different from the petfood business operator to whom the petfood is being sent
- type and quantity of products supplied with clear article reference to raw materials, semi-finished products and final products
- dispatch date, delivery date
- batch or lot no. (if created in the production process)

The above information must be in a structured, common and machine-readable format.

Batch creation, traceability system

9.1.2 Traceability check

The labelling and registration system introduced in the company must enable products to be clearly identified at all times and goods to be traced using an example from production or outgoing goods in accordance with **Regulation (EC) No 178/2002**. This also applies to all ingredients, spices, auxiliary substances and additives as well as to primary packaging materials and labels.

The labelling and registration system is tested at least once a year (approx. every 12 months) downstream (from the final product to the raw material) and upstream (from the raw material to the final product). All relevant commodity flows are taken into account. The test includes a plausibility check of the quantities (quantity balancing). The test is to be documented and the results are to be presented plausibly.

Traceability testing

10 Trading activities

10.1 Requirements for wholesalers/brokers/private labellers

10.1.1 [K.O.] Agreements with service providers

Compliance with all processes relevant to pet food safety as defined in the guidelines must be ensured and contractually agreed with the service providers and kept up to date.

10.1.2 Packaging material

The requirements for packaging materials with regard to packaging information (declaration, claims, etc.), suitability (product conformity) and topicality are to be laid down in agreements/contracts with the service providers.

⇒ 5.1.2 Conformity Packaging material

10.1.3 [K.O.] Labelling of purchased goods

The verification of the correct labelling of goods is carried out by the service provider; corresponding regulations are made for this purpose in agreements/contracts with the service providers. The specific requirements for labelling quality and/or origin programmes must be taken into account.

In addition, service provider audits must be carried out and documented annually (approx. every 12 months). This can be omitted if the service provider can provide evidence of successful QS certification.

10.1.4 [K.O.] Labelling of marketed goods

The wholesaler/broker/private labeller must ensure through agreements/contracts that the labelling of the marketed products is correctly implemented at the service providers. The specific requirements for labelling quality and/or origin programmes must be taken into account.

In addition, service provider audits must be carried out and documented annually (approx. every 12 months). This can be omitted if the service provider can provide evidence of successful QS certification.

10.1.5 Private labelling

It must be clearly regulated and documented between the private labeller and the contract manufacturer for which process steps the private labeller is responsible and for which the contract manufacturer is responsible (e.g. process slide programme). All activities from the procurement of raw materials to the delivery of the pet food must be taken into account. This presentation must make it clear which chapters of this guideline are relevant to the private labeller (e.g. raw material procurement, packaging, petfood monitoring, sampling, transport, storage).

If the private labeller does not purchase goods directly from the contract manufacturer but via a trader, this is possible under the following conditions: The contract manufacturer is known to the private labeller. There is a written agreement between the contract manufacturer, the trader and the private labeller in which the responsibilities for the process steps are regulated.

11 Definitions

11.1 Explanation of symbols

K.O. criteria are labelled **[K.O.]**.

References to related documents are highlighted in **bold in the text.**

This sign means: Written proof must be provided. In addition to this sign, documents are also indicated that can be used as proof. All (also digital) control and documentation systems that prove that the requirements are met can be used.

⇒ References to other chapters of the guideline or documents are indicated by an arrow.

References are indicated by ***note:*** *italic text.*

11.2 List of abbreviations

HACCP	Hazard Analysis and Critical Control Points
GHP	Good Hygiene Practice
GMP	Good Manufacturing Practice
K.O.	Knock out
BBD	Best before date
ABP	Animal by-products
QM system	Quality management system

12 Attachments

The following annexes are published as an extract.

12.1 Steps to becoming a scheme participant in pet food

Guideline
Pet food

Gender Disclaimer
For reasons of better readability and easier comprehension, QS uses the generic masculine in relevant texts as is customary in the German language. Hereby we explicitly address all gender identities without any judgmental difference.

QS Qualität und Sicherheit GmbH
Managing director: Dr. A. Hinrichs

Schwertberger Straße 14, 53177 Bonn
T +49 228 35068 -0
F +49 228 35068 -10
E info@q-s.de

Photo: QS

q-s.de