



Safe Feed/Safe Food Certification Program

I. Introduction

To demonstrate proactive food safety leadership, communicate the food safety risks to the industry, build consensus for all segments of the industry and to continue an education process, the American Feed Industry Association Board of Directors declared that the food safety role and responsibility of AFIA is “ **to establish and promote generally accepted food safety guidelines designed to ensure continuous improvement in the delivery of a safe and wholesome feed supply for the growth and care of animals.**”

As a result of that directive, AFIA created the Safe Feed/Safe Food Certification Program to further enhance consumer confidence in the feed and food supply.

This document lays out the Safe Feed/Safe Food Certification Program for firms and facilities applying for and receiving the Safe Feed/Safe Food certification and licensing agreement. The responsibilities of facilities in this program are listed in the Safe Feed/Safe Food Certification Program application (Appendix A) and licensing agreement (Appendix B), and firms and facilities applying agree to the requirements of this program as described.

AFIA reserves the right to alter this program and policies with 30 days written notice to the certified facilities.

II. SF/SF Seal Usage

AFIA has created the Safe Feed/Safe Food Certification Program as follows:

- A. Use of the seal, logo and label statements is governed by a licensing agreement in Appendix B.
- B. Facilities agree to allow independent third-party agents to enter their facilities and conduct inspections.
- C. Facilities agree to provide written documentation as requested to verify compliance with the Safe Feed/Safe Food Certification Program requirements.

III. Safe Feed/Safe Food Certification Program Fees

AFIA members	\$700 per year with a four-year commitment.
Non-AFIA members	\$850 for the first year and \$850 each succeeding year, with a four-year commitment

Facilities that have a current third-party certification acceptable to AFIA (*e.g.*, HACCP certification) will be charged \$150 per year.

The fees include all third-party audits and verifications (except for those facilities outside North America, which will have an additional inspection charge).

Fees are based on a per-plant cost. Failure to remit payment may result in decertification and additional fees for reinstatement.

Upon certification of a facility, a firm may be licensed to utilize a Safe Feed/Safe Food seal and logo and statements regarding use under the licensing rules for use and placement of the Safe Feed/Safe Food seal (Appendix C). Failure to follow the seal and logo placement and use rules for certification may result in decertification.

IV. Certifying Inspections

AFIA will contract with one or more organizations (“Certifying Organizations”) that use trained, professional certifying agents (“Certifying Agents”) to conduct onsite inspections of certified facilities. Certifying agents are authorized to inspect and forward reports and recommendations for certification. Also, AFIA may withhold certification subject to such changes as are suggested by the certifying agent and agreed to by the firm, in which case, a reinspection may be necessary. Additional inspections may require additional fees, subject to the details and time which the reinspection requires.

V. Firm and Facility Responsibilities

In order for the certification program to be successful, full cooperation from firms and facilities must be accorded. By signing an application, a firm agrees to allow a certifying agent to inspect the firm’s facility and agrees to comply with the provisions of the SF/SF Certification Program.

VI. Responsibilities of AFIA in the Program

In order to make the program’s operations proceed smoothly and to provide information to facilities about the program, AFIA has the following responsibilities:

- A. AFIA agrees to operate this program with integrity and provide the most professional services and agents available.
- B. AFIA agrees to promote and market the Safe Feed/Safe Food Program and develop a web site to generate interest in the program and add value to the Safe Feed/Safe Food seal.
- C. AFIA will add to the Safe Feed/Safe Food web site the name of each facility certified within ten business days following issuance of the seal.
- D. AFIA agrees to vigorously challenge and pursue legal action against any firm or person using the Safe Feed/Safe Food seal, certificate, program statements or promotion in a way which brings disrepute on the program, violates the licensing agreement, is false or misleading, and/or is done by firms not certified by AFIA.
- E. AFIA will provide periodic reports on the program to the certified facilities, government and other interested parties.

VII. Confidentiality

AFIA, its certifying organization(s) and their certifying agents agree all information provided for participation in this program, including, but not limited to, applications, reports, procedures, labels, and any other documents, conversations, e-mail or similar information is confidential and may not be disclosed to any other person or organization outside of AFIA staff, certifying organizations and certifying agents without the express written permission of the applicant or certified firm.

VIII. Conflict Of Interest

AFIA, its certifying organization(s), and their certifying agents agree that no individual shall participate in inspecting or reviewing the inspection results of a facility in which the individual or a close family member (spouse, minor child or stepchild) has a financial interest, including but not limited to employment, ownership interest or retirement benefits.

IX. Internal Appeals Procedure

A. Resolution Within The Certifying Organization

Where a facility disagrees with the certifying agent who has issued a report after conducting a certifying inspection, the facility representative shall contact that Certifying organization and discuss the issue. Where the issue cannot be resolved, that Certifying organization shall contact another of its certifying agents and arrange for a re-inspection of the facility.

Within as short a time as possible, the second certifying agent from the same certifying organization shall inspect the facility using the same criteria as the certifying agent who conducted the original certifying inspection. The second certifying agent may allow the facility or the original certifying agent to provide any additional and relevant information.

If the issue cannot be resolved by the certifying organization and the two certifying agents involved, the facility may appeal to the Appeals Committee. In that event, the first certifying agent, the second certifying agent and the certifying organization shall compile and turn over all relevant information to the Appeals Committee.

B. The Appeals Committee

The Appeals Committee may be comprised of up to three AFIA members appointed by the AFIA President. The President shall select an Appeals Committee chair from those members appointed to the Appeals Committee.

Every member of the Appeals Committee shall be and remain independent of the parties involved in the appeals process. A member of the Appeals Committee shall recuse himself or herself from any matter in which he or she or a close family member (spouse, minor child or stepchild) has a financial interest, including but not limited to employment, ownership interest or retirement benefits.

1. Appeals Proceedings

The Appeals Committee may deliberate at any location it considers appropriate, or by telephone, e-mail communications or similar means.

In all cases, the Appeals Committee shall act fairly and impartially and ensure that each party has a reasonable opportunity to present its case.

The Appeals Committee shall proceed within as short a time as possible to render a final decision by all appropriate means.

The Appeals Committee shall take measures for protecting trade secrets and confidential information.

When it is satisfied that all relevant information has been presented, the Appeals Committee shall declare the proceedings closed. Thereafter, no further submission or argument may be made, or evidence produced, unless requested or authorized by the Appeals Committee.

2. Decisions

A decision is rendered by majority vote. If there is no majority, the decision shall be made by the chair of the Appeals Committee.

The decision shall state the reasons upon which it is based.

Once a decision has been made, all parties shall be notified.

Every decision shall be final and binding on the parties. By submitting the dispute to the appeals process, the parties undertake to carry out a decision without delay.

3. Miscellaneous

A party which proceeds with the appeals process without raising its objection to a failure to comply with any of these procedures or any direction given by the Appeals Committee shall be deemed to have waived its right to object.

Neither the Appeals Committee members, nor AFIA, shall be liable to any person for any act or omission in connection with the appeals process.

In all matters not expressly provided for in these procedures, the Appeals Committee shall act in the spirit of these procedures and shall make every effort to make sure that the decision is enforceable at law.



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Safe Feed/Safe Food Mission

“To establish and promote generally accepted food safety guidelines designed to ensure continuous improvement in the delivery of a safe and wholesome feed supply for the growth and care of animals.”