

	CERTIFICATION INSTRUCTION	D-CI-01.01
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CI Number	CI-20-01
ISSUED BY	Emmanouil Geneiatakis, FAMI-QS Secretary General Date of issue: 2020-02-24 Update: 2020-07-17 / Certification Bodies Coordination Meeting
TYPE OF INSTRUCTION	<input checked="" type="checkbox"/> Immediate Implementation <input type="checkbox"/> Information <input type="checkbox"/> Interpretation <input type="checkbox"/> FAMI-QS Awareness
APPLICABLE FOR	<input checked="" type="checkbox"/> Certification Bodies <input checked="" type="checkbox"/> Feed Business Operators <input checked="" type="checkbox"/> Accreditation Bodies <input type="checkbox"/> Authorised Training Organisations Starting date: 2020-03-19 2020-07-01
SUBJECT	Management of Extraordinary Events COVID-19
PURPOSE	To define and harmonise the measures with regard to the validity of the FAMI-QS Certificates in view of the Coronavirus situation in the affected areas. Some of the measures are not defined under any accreditation standard, however accreditation standards haven't foreseen this exceptional situation for the society and the economy. This applies only to FAMI-QS Certified Feed Business Operators that maintain their operations and are not in shut-down status.
Certification Instruction	<p>Following an extensive evaluation of the situation, including updated information about the situation on 2020-03-18, with regard to the Coronavirus, the following measures are applied:</p> <p>Certification Bodies (CB) shall maintain a list with their operations in areas where quarantine measures have been put in place. The file shall be available to the FAMI-QS Secretariat upon request. Tool for the identification of affected areas: https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6</p> <p>Current valid certificates <u>Version 5.1</u>: In order for the CB to confirm the annual validity of the FAMI-QS Certified Feed Business Operator, an annual surveillance audit shall be performed as per ISO/IEC 17021-1 requirements - §9.1.3.2 and §9.1.3.3.</p> <p>Given that the surveillance shall take place in specific time frames, FAMI-QS will grant an exception for the performance of the surveillance audit against Version 6.0 to confirm the validity of the certification until 2020-07-31.</p>

~~In the event that the surveillance audit is not possible to be conducted by 2020-07-31, the Certification Body shall suspend the certificate for a period of three (3) months. After that period, the certificate shall be withdrawn.~~

~~The suspended or withdrawn certificates will be listed on the FAMI-QS website as per the current procedure.~~

The surveillance audit can be skipped in order to schedule the recertification audit under V6.0. The transition period will end on **2020-10-01**.

~~Surveillance Version 5.1~~

~~Given that the certificates will expire on 2020-10-01, the surveillance under Version 5.1 can be skipped. In this case, attention can be focused on the re-certification against Version 6.0. Please note that validity of the current 5.1 certificates will not be extended.~~

Re-certification for transition to FAMI-QS Version 6.0

Option 1

In the event that a FAMI-QS Certified Feed Business Operator based in one of the affected areas is in process for re-certification (certificate approaching its expiration date), the certificate validity will not be extended. However, for these audits, Certification Bodies can apply only a Stage 2 Audit for when the audit will be scheduled.

Option 2 - measure applicable until ~~2020-09-30~~2020-10-31

Certification Bodies can issue a certificate valid for **three years based** on the review of the audit findings from the remote audit and the previous experience with the organisation. The Certification Body shall have a minimum of **three years experience** with the organisation in any standard. Auditing time shall be equal to re-certification.

Certificates issued under this condition will require an extension of the auditing time, equal to recertification, during the next surveillance audit. During the next surveillance audit, all the observed **NCRs will be raised as major** (to force immediate actions). The certification decision shall be detailed enough to justify the decision for granting the certification.

The above proposed measure lies upon the decision of each Certification Body. A list of the certificates issued under Option 2 shall be maintained.

Note: After 2020-10-31, the audits will be designed based on the draft proposal of the "Revamping the Audit Process" project.

Surveillance Audits under FAMI-QS Version 6.0

Option 1: Postpone the surveillance audit for three months. If it's not possible for the audit to be conducted after three months, then the certificate shall be suspended for the following three months. After that period, the certificate shall be withdrawn.

Option 2: The surveillance audit can be conducted remotely on the due date. Pre-requisite: the initial or recertification audit must have been conducted on-site. If not, then Option 1 applies.

Note: The combination of the two options is not possible. The CB has to decide in advance how the surveillance audit will be conducted. No exceptions will be applied

Certification Initial FAMI-QS Audits Version 6.0

For initial FAMI-QS audits (newcomers), even if the Certification Body has experience with the feed business operator for three years on other standards, a combination of a remote and an on-site audit shall be applied. A remote audit can only support the initial audit process and cannot replace the initial audit in its entirety. The remote audit shall be a tool to support the audit planning.

Exception: A full remote audit can be accepted only for traders with no physical handling of the product (brokers).