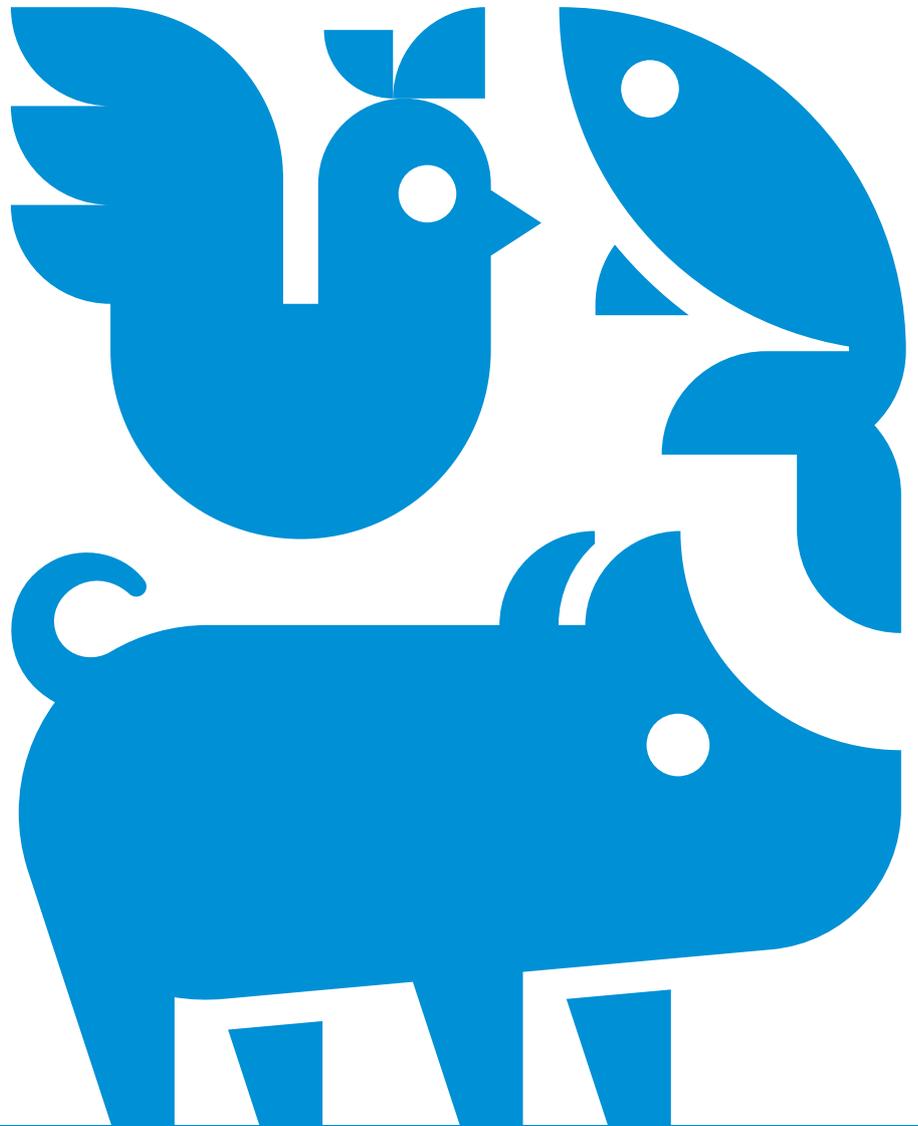


July 2024

RSPCA Certified Chain of Custody Standard



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CHAIN OF CUSTODY STANDARD

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Overview

This Standard establishes the criteria and requirements of the RSPCA Certified Chain of Custody Program.

This Standard applies to Licensees, Producers, and other businesses and sectors of the supply chain of RSPCA Certified Product from farm to point of sale. It applies to any entity that handles a product labelled, marketed as or makes claims to contain RSPCA Certified Product.

The Standard

Section 1: Scope

- 1.01 Entities in the supply chain of RSPCA Certified Products must fulfil the requirements of this Standard.
- 1.02 Entities in the supply chain of RSPCA Certified Products may only make claims about the Certified status of the products they handle if:
 - a) They have successfully completed an **annual** Chain of Custody assessment conducted by the Certification Body, and
 - b) They meet the conditions of Section 4 of this Standard.

Section 2: Handling of RSPCA Certified products

- 2.01 Entities handling products shall have processes to confirm the Certified status of product upon receipt.
- 2.02 Certified Products shall be clearly identifiable as 'RSPCA Certified' at all stages of processing, packaging, storage, transport and sale.
- 2.03 Entities shall ensure effective segregation of RSPCA Certified Product from non-RSPCA Certified Product.
- 2.04 Entities shall not substitute RSPCA Certified Product with non-RSPCA Certified Product.

Section 3: Business Systems

- 3.01 Entities shall appoint a responsible person to manage all contact with the Certification Body.
- 3.02 Entities shall notify the Certification Body within 30 days of the following changes:
 - a) The inclusion of a new business in the supply chain of RSPCA Certified Product.
 - b) The removal of a business from the supply chain of RSPCA Certified Product.
- 3.03 Entities shall demonstrate that all contract processing and sub-contracted transport and storage/ warehousing businesses conform with the requirements of this policy.
- 3.04 Entities shall operate management systems that ensure the requirements of this policy are met.
- 3.05 Entities shall ensure persons involved in the receipt of, and who have responsibility for the handling of RSPCA Certified Product, are trained and competent in the requirements of this policy.
- 3.06 Entities shall keep all records related to their handling of RSPCA Certified Product for 2 years.
- 3.07 Entities shall have internal auditing processes that monitor conformance with the requirements of this Standard.
- 3.08 Entities shall have systems for managing nonconformance related to product that does not meet the requirements of this policy that include:
 - a) Immediate cessation of sale, labelling and reference to affected product as RSPCA Certified.
 - b) Notification of the Certification Body within 1 business day of identifying the nonconformance.
 - c) Notification of all affected customers, who market RSPCA Certified Product, where product has already been shipped or sold as RSPCA Certified within 1 business day of identifying the nonconformance.
 - d) Keeping records of all notifications made of the nonconformance.
 - e) Identification of the root-cause of the nonconformance.

- f) Implementation of corrective actions and preventative actions to prevent re-occurrence.
- 3.09 Entities shall supply the following to RSPCA Certified and the Certification Body upon request:
- a) Relevant business and product information.
 - b) Relevant documents, records, SOPs, work instructions and similar that the entity proposes as evidence that demonstrates conformance with the requirements of this Standard.
- 3.10 Entities shall facilitate the conduct of an assessment of their traceability and product management systems by the Certification Body; this may be conducted remotely or on-site.
- 3.11 Entities shall facilitate the conduct by the Certification Body of mock product recall exercises that test the integrity of the supply chain.

Section 4: Product Referencing

- 4.01 Entities shall only market claims about the Certified status of products if they have been granted rights to do so under the terms of an RSPCA Certified Trademark License Agreement.
- 4.02 Entities shall not market claims about the Certified status of products where substitution of RSPCA Certified product for non-RSPCA Certified product is made; this requirement applies irrespective of volumes or relative composition of RSPCA Certified and non-RSPCA Certified ingredients.
- 4.03 Entities who are granted rights under an RSPCA Certified Trademark License Agreement to market RSPCA Certified Products shall do so according to RSPCA Certified Brand Guidelines and with prior approval from RSPCA Certified.

Section 5: Traceability

- 5.01 Entities shall have management systems that ensure:
- a) Product sold as RSPCA Certified can be traced back to a Certified source.
 - b) Accurate records are kept of the movement and handling of Certified Product (from receipt and through processing, storage, dispatch, transport and sale).
 - c) Records include the volume of: RSPCA Certified product received, converted to RSPCA Certified product, converted to non-RSPCA Certified product, and discarded.
- 5.02 Where applicable, entities must conduct a mass balance exercise, or equivalent, at least annually that accounts for RSPCA Certified products handled.

Definitions

Mass balance exercise	A procedure that accounts for all quantities of raw materials, waste, work-in-progress and finished product.
Certified Product	A product sourced from animals that have been produced by an RSPCA Certified Producer on Certified Production Sites and in accordance with the RSPCA Standards.



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