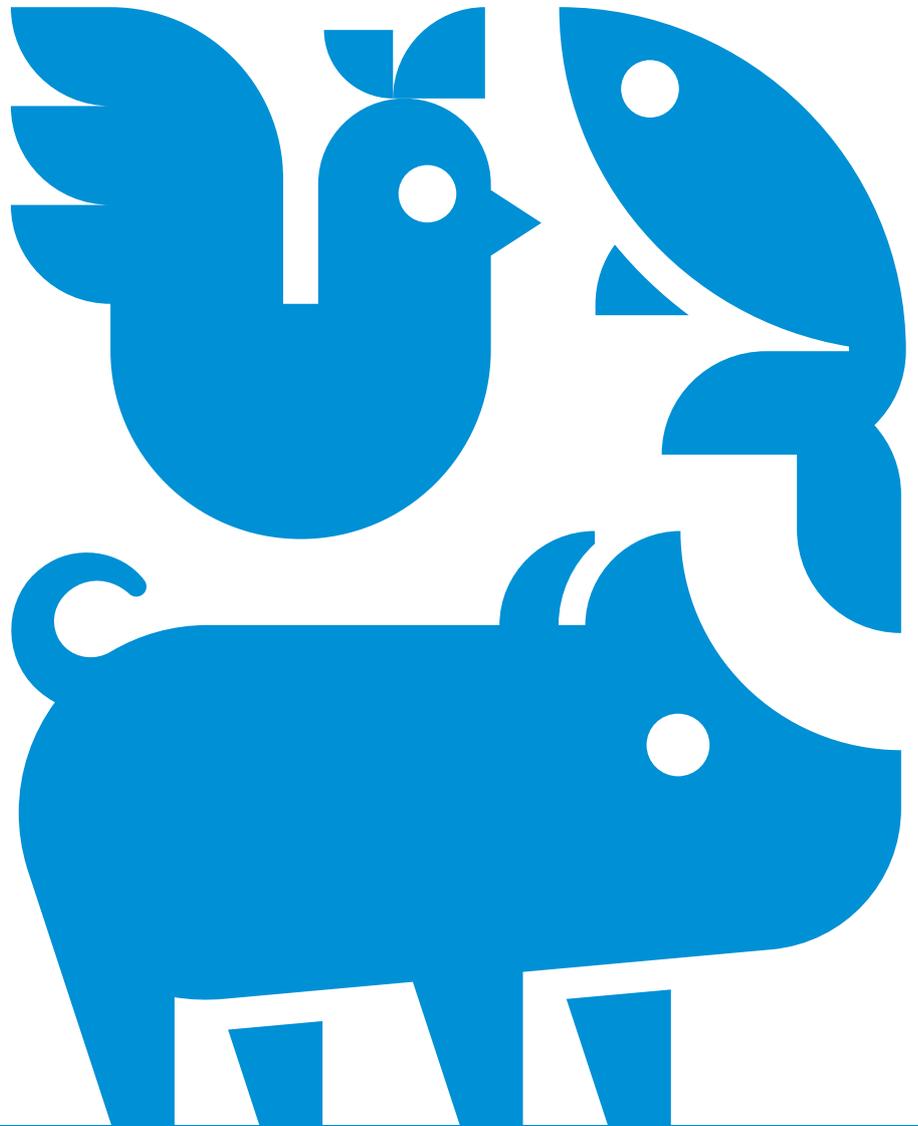


October 2021

# RSPCA Certified Chain of Custody Standard



**RSPCA**  
**CERTIFIED**



RSPCA CERTIFIED SCHEME STANDARD

# CHAIN OF CUSTODY

OCTOBER 2021

v1.4



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# OVERVIEW

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

This Standard reframes the RSPCA Certified Scheme Traceability Policy but does not make material changes to its requirements. The requirements of the RSPCA Australia Traceability Policy form part of RSPCA Certified Scheme Producer agreements and RSPCA Australia Trade Mark License agreements.

This Standard applies to Licensees, Producers, and other businesses and sectors of the supply chain of 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 Certified Product.

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# THE STANDARD

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## 1 SCOPE

- 1.01 Entities in the supply chain of Certified Products must fulfill the requirements of this Standard.
- 1.02 Entities in the supply chain of 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 RSPCA Australia Certification Body (the Certification Body), and
  - b) They meet the conditions of Section 4 of this Standard.

## 2 HANDLING OF 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 identified as 'RSPCA Certified' at all stages of processing, packaging, storage, transport and sale.
- 2.03 Entities shall ensure Certified Product is segregated from non-Certified Product.
- 2.04 Entities shall not substitute Certified Product with non-Certified Product.

## 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.
  - c) The inclusion of a new product, or the change in the naming of an existing product, that makes claims to be RSPCA Certified.
  - d) A change to the RSPCA Certified Scheme and Certification Body contact person.
- 3.03 Entities shall demonstrate that all contract processing and sub-contracted transport and storage/ warehousing businesses conform with the requirements of this Standard.
- 3.04 Entities shall operate management systems that ensure the requirements of this Standard 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 Standard.
- 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 Standard 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 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 Scheme 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.

## **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 Australia Trade Mark License Agreement.
- 4.02 Entities shall not market claims about the certified status of products where substitution of Certified Product for non-Certified Product is made; this requirement applies irrespective of volumes or relative composition of certified and non-certified ingredients.
- 4.03 Entities who are granted rights under an RSPCA Australia Trade Mark License Agreement to market Certified Products shall do so according to RSPCA Certified Brand Guidelines and with prior approval from the RSPCA Certified Scheme.

## 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: 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 Certified Products handled.

## DEFINITIONS

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

## END OF STANDARD



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