

## FEED MATERIAL ASSURANCE SCHEME (FEMAS)

### Application Form

<b>SITE DETAILS</b>			
Company Name			
Company Address			
Telephone Number			
<b>CONTACTS 1</b>			
Main Contact Name			
Contact Position			
Email			
Mobile No			
<b>CONTACTS 2</b>			
Deputy Contact Name			
Deputy Contact Position			
Email			
Mobile No			
<b>SITE INFORMATION</b>			
Approximate size of site			
Operational shift patterns / hours			
Number of staff			
Other certifications held			
VAT Number for non UK Clients			
<b>SCOPE</b>			
Business activity	Producer		Trader
✓ / ✗			

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Scope of audit: *please provide a brief description of the activities you would like covered under FEMAS, including production process details. Please also include any non feed activities which are conducted on site.*

#### ADDITIONAL ADDRESSES

Address	Activity (Processing/Storage etc)

#### FEED INGREDIENT(S) TO BE PLACED ON THE MARKET

Ingredient name	Material or additive	Catalogue of Feed Materials / Register of Feed Materials / Register of Feed Additives Reference Code
<i>E.g.1 Wheat feed</i>	<i>Feed material</i>	<i>1.11.6</i>

*\* For any feed ingredient, either produced or traded within the UK or EU to be covered under FEMAS it needs to be listed in either the Catalogue of Feed Materials, Register of Feed Materials or the Feed Additives Register.*

*If the ingredient is not legal to be sold within the UK or EU then evidence must be submitted to demonstrate that the ingredient is legal in the country it is sold into.*

Please confirm which countries the feed ingredients are to be placed on the market in:

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<b>PRODUCTION APPLICANTS</b>				
Please detail all raw materials used in the production process:				
<b>TRADING APPLICANTS</b>				
Before applying to the FEMAS scheme you must determine the supply chain and assurance status of the feed you wish to trade.				
Feed Ingredient	Supplier name	AIC recognised certification held by the supplier	Assured or not assured *	If the feed ingredient is not assured, would you like to gatekeep? **
* <a href="https://www.agindustries.org.uk/resource/feed-food-schemes.html">https://www.agindustries.org.uk/resource/feed-food-schemes.html</a>  ** Please see the FEMAS Gatekeeping Sector Notes and additional application form <a href="https://www.agindustries.org.uk/resource/femas-sector-notes-2019-gatekeeping.html">https://www.agindustries.org.uk/resource/femas-sector-notes-2019-gatekeeping.html</a>				
<b>TRANSPORT</b>				
Do you operate your own transport ?				
How many vehicles/vessels?				
Are the vehicles/vessels used for raw material or finished feed transport?				
<b>STORAGE</b>				
Do you operate storage?				
Is the storage used for your own raw materials/feed or do you store as a contracted service?				

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<b>EXCLUSIONS FROM SCOPE</b>		
Please detail any feed which is despatched from this site which will not be covered under the scope of FEMAS.		
<b>PRE AUDIT SUBMISSION OF DOCUMENTS</b>		
Under 11.3 of the FEMAS Scheme Rules, Participants must agree to provide documentation prior to Initial and Routine audits. Please confirm how you will share this documentation		
Upload to the AIC Portal 15 days prior to the audit	An online session with the Auditor (approx. 2 hours)	Additional onsite audit time (0.5 days)
<b>SHORT NOTICE PROGRAMME</b>		
The FEMAS Scheme includes a short notice programme. Each business must be audited at short notice at least once every 3 years. Please indicate any periods of time (including dates) that you would like to make us aware of when a short notice audit would not be appropriate e.g. during maintenance shut down.		
<b>FORMAL ACTION</b>		
Please detail any incidents of formal action against the business by the competent authority in relation to feed safety and the feed ingredients to be covered by FEMAS.		
<b>PLEASE READ AND SIGN</b>		

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I wish to apply for certification against the FEMAS Standard.

I understand that I must pay the audit/certification fees. Based on the information provided in this application form, Kiwa Agri Food will send a quotation with details of the audit/certification fee.

I expect to be ready for my audit during ..... (month/year)

I will be familiar with the FEMAS standard and relevant sector notes

<https://www.agindustries.org.uk/sectors/trade-assurance-schemes/femas-feed-materials-assurance-scheme.html>

I have included the most up to date HACCP process flow and risk assessment.

#### Participant Signature:

Signed .....

Print .....

Position .....

Date .....

#### Please complete and return to Kiwa Agri Food:

e-mail: [uk.feed@kiwa.com](mailto:uk.feed@kiwa.com)

Address: The Inspire, Hornbeam Square West, Harrogate HG2 8PA

Tel: 01423 878878

Reasons for choosing Kiwa Agri Food (please circle)

Marketing, Referral, Quality, Speed, Price, Customer Demand, Google Search



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