

## Information accompanying the Code

What should you (BO) do if you wish to adopt the Code of Good Practice or certify the Code within your company certification system?

Steps to take

1. Indicate to EFFAB that your organisation (BO) is interested to adopt or certify Code-EFABAR
2. EFFAB will send you (BO) a letter with a check list
3. You (BO) will then
  - carefully need to undertake the steps indicated in the letter (see: appendix I, II, III),
  - sign the letter, and
  - send it to EFFAB.

In the letter you (BO) confirm, that

- All staff is informed
  - You (BO) have written out how the Code is part of your internal policy [species specific examples] and implemented this strategy
  - You have included this document with the letter (EFFAB will not disseminate this information) (in case of adoption)
  - The audit report, with clear indications that Code-EFABAR is included in the audited breeding programme (in case of certification)
  - You (BO) will take responsibility for the organisations belonging to your umbrella (in case of umbrella organisation)
  - You (BO) will comply with the procedure for complaints
4. EFFAB will then
    - Confirm to you adoption/certification of the Code
    - Send you the official certificate (to be signed by EFFAB and company)
    - Add your (BO) name to the list at the web site [www.code-efabar.org](http://www.code-efabar.org)
    - Send you (BO) promotion material (as long as available).

You (BO) are allowed to use Code-EFABAR logo e.g. on web site, letter paper

## **Checklist**

### **TIP:**

- Talk about the Code throughout the organisation
- Work bottom up
- Make sure people who will be consulted by top management at last stage are fully on board by the time that happens
- Make clear the Code
  1. is voluntary
  2. does not invoke legislation

## **Adoption phase**

1. The Code is discussed by the breeding organisation in detail with the managers of the organisation and the managers agree that the Code is amongst others where the organisation stands for, e.g. transparency part of the organisation's mission and/or strategy
2. The Code is part of the policy for the coming year(s).
3. The management informs all personnel about the Code and will organize a discussion about it with relevant staff. .
4. The organisation's policy with regard to Code-EFABAR and the steps that were taken (Example Appendix I) is communicated to EFFAB (see above).
5. When the certificate is received from EFFAB, clients will be informed.

For umbrella organizations the same procedure applies. They will be responsible for the organisations under their umbrella.

## **Certification phase**

1. The organisation decides to integrate the policy of the Code in their management system so it will be a continuous process that is also verified by an external accredited certification body.

2. Look up the information at [www.code-efabar.org](http://www.code-efabar.org) in the tab GUIDE. Here are examples for ISO9001:2000 certified organisations:
  - SME's Application Guide for the System Demands of Code-EFABAR
  - Verification and certification of Code-EFABAR.
3. Look how the Code is implemented and where actions are needed (Example APPENDIX II).
4. Make an action list of the actions to be taken for the organisation (Example in APPENDIX III).
5. The organisation has to look for a (accredited) certification body. When the organisation is already e.g. ISO certified it could be the same body and it is possible to do the certification and the external audit of ISO and the Code at the same time.
6. Inform EFFAB about the steps that are/have been taken and about the certification body that will do the certification/verification.
7. When the results of the external audit of the certification/verification by the certification body is positive the report/confirmation of the certification body will be sent to EFFAB.
8. When EFFAB has received the confirmation letter and the report/confirmation of the certification body, and the certificate from EFFAB is received, clients will be informed.

## APPENDIX I

### EXAMPLE FOR CHECK LIST ADOPTION

Code	Subject	Indicate your company:
2.1	General statements	Respects legislation in countries where active
		Uses of modern biosecurity methods to minimize disease transmission
		Ensures health and welfare of animals under your care
		Treats animals under your care with respect
		Selects in a balanced way
		<b>Indicate in general lines how your company takes into account and balances:</b>
2.2.	Sustainability	Food safety and public health
		Product quality
		Genetic diversity
		Efficiency
		Environment
		Animal health and welfare
2.3	<b>Technologies</b>	<b>Indicate your company policy regarding technologies used (which ones are / are not used etc., possibly why)</b>

## APPENDIX II

### EXAMPLE FOR CHECK LIST CERTIFICATION

Code	Subject	Our company policy	Action exists	Action initiated by CODE	Action number
2.1	Regulations	legislation respected in countries where active	yes	no	
		minimize disease transmission	yes	check	1

		health and welfare of animals	yes	no	
		treat animals with respect	yes	discussion	<b>2</b>
		balanced selection	yes	no	
2.2.1	Food safety, public health	avoid disease transmission in generations	yes	no	
		natural genetic resistance	yes	no	
2.2.2	Product quality	genetically improve	yes	yes	<b>3</b>
etcetera		etcetera			

### APPENDIX III

#### EXAMPLE FOR CHECK LIST CERTIFICATION

Action	Explanation	Action
1	minimize disease transmission	Check if the procedures are still up to date and whether the personnel is still using them
2	treat animals with respect	Discussion in the company about the definition of respect. From this discussion we will adapt the procedures accordingly
3	genetically improve	Genetic improvement is everyday practise of the company, but here we would give more emphasis on the meat quality parameter. The managers are setting up a discussion with the slaughterhouse to see if there are more parameters that can be measured.