



AFMA CODE OF CONDUCT PROCESS AND GUIDELINES

The AFMA Code of Conduct is audited according to an audit checklist, approved by the AFMA Board of Directors.

The audit is conducted under the following categories :

- 1. Category 1 : Full members**
- 2. Category 2 : Associate members**

There are 5 sub categories under the Associate membership category, namely :

2.1 Premixes, Additives, Veterinary Products and Micros

2.2 Traders and Raw materials

- Traders who hold registrations**
- Traders without registrations**

2.3 Equipment

2.4 Labs and IT

2.5 SADC

An audit checklist was developed for each of the above categories in accordance with the AFMA Code of Conduct and other regulatory requirements.

The audit is conducted on a bi annual basis and compliance is awarded the formal AFMA audit compliance certificate which is valid for a two year period.

1. CATEGORY 1 : FULL MEMBERS

The following companies are full members of AFMA and are audited according to the members protocol :

- 1.1 AFGRI Animal Feeds : Head Office
- 1.2 AFGRI Animal Feeds : Isando
- 1.3 AFGRI Animal Feeds : Eloff
- 1.4 AFGRI Animal Feeds : Kinross
- 1.5 AFGRI Animal Feeds : Bethlehem
- 1.6 AFGRI Animal Feeds : Patterson
- 1.7 AFGRI Animal Feeds : Dundee
- 1.8 ALZU Enterprises
- 1.9 Bio-Minerale (Pty) Ltd
- 1.10 Brenco Feeds (Pty) Ltd
- 1.11 Crane Feeds (Pty) Ltd
- 1.12 De Heus Feed Klerksdorp (Pty) Ltd
- 1.13 Eagles Rock Feed Mill (Pty) Ltd
- 1.14 Eggbert Eggs (Pty) Ltd
- 1.15 Epol a Division of Rainbow Farms (Pty) Ltd : Head Office
- 1.16 Epol a Division of Rainbow Farms (Pty) Ltd : Berlin
- 1.17 Epol a Division of Rainbow Farms (Pty) Ltd : Pretoria West
- 1.18 Epol a Division of Rainbow Farms (Pty) Ltd : Pietermaritzburg
- 1.19 Epol a Division of Rainbow Farms (Pty) Ltd : Worcester
- 1.20 Epol a Division of Rainbow Farms (Pty) Ltd : Rustenburg
- 1.21 Esco Feeds (Pty) Ltd



- 1.22 Evertrade Feeds (Pty) Ltd
- 1.23 Kanhym (Pty) Ltd
- 1.24 KK Animal Nutrition (Pty) Ltd
- 1.25 Lubern Feeds (Pty) Ltd
- 1.26 Meadow Feeds : Head Office
- 1.27 Meadow Feeds : Paarl
- 1.28 Meadow Feeds : Pietermaritzburg
- 1.29 Meadow Feeds : Delmas
- 1.30 Meadow Feeds : Randfontein
- 1.31 Meadow Feeds : Welkom
- 1.32 Meadow Feeds : Port Elizabeth
- 1.33 Meadow Feeds : Richmond
- 1.34 Meadow Feeds : Ladismith
- 1.35 Molatek Animal Feeds
- 1.36 Monti Feeds (Pty) Ltd
- 1.37 Noordwes Voere
- 1.38 NOVA Feeds (Pty) Ltd : Malmesbury
- 1.39 NOVA Feeds (Pty) Ltd : George
- 1.40 NOVA Feeds (Pty) Ltd : Bon Accord
- 1.41 Nutrex KZN (Pty) Ltd
- 1.42 Nutri Feeds (National Office)
- 1.43 Nutri Feeds : Bloemfontein
- 1.44 Nutri Feeds : Mafikeng



- 1.45 Nutri Feeds : Viljoenskroon
- 1.46 Nutri Feeds Botswana
- 1.47 Nutroscience (Pty) Ltd
- 1.48 Profile Feeds (Pty)Ltd
- 1.49 Rocklands Poultry (Pty) Ltd
- 1.50 Rossgro Feeds (Pty) Ltd
- 1.51 Sernick Veevoere (Edms) Bpk
- 1.52 Tanqua Feeds (Pty) Ltd
- 1.53 TWK Landbou Bpk
- 1.54 Veekos (Pty) Ltd
- 1.55 Voermol Feeds (Pty) Ltd
- 1.56 WW Bartlet Poultry Farm (Pty) Ltd

2. COMPLIANCE PROTOCOL : CATEGORY 1 : FULL MEMBERS

The audit check include the following :

2.1 Compliance to legal requirements in terms of Act 35 of 1984, Act 36 of 1947 and Act 101 of 1956

- Raw materials
 - Status of registration
 - Storage
 - Handling
 - Access to raw materials
 - Identification of bulk storage products
- Stock remedies
 - Registration status
 - Labelling
 - Veterinarian Prescriptions
 - Storage
 - Handling
 - Access



- Establishment requirements
 - Enclosure of premises
 - Access control
 - Sterilising of incoming vehicles
 - Factory registration Act 85/1993
 - Suitability and condition of equipment
- Labelling requirements : All labels are compared with the approved concept label
- Additional labelling requirements for feed containing stock remedies
 - Rate of dosage is checked
 - Registration for specific use in farm feeds
- Bulk deliveries
- Ethical Act 101/1956 products
 - Veterinary prescriptions
- Verification of registration certificates : Legal requirements
- Verification of record keeping
 - Quality control on raw materials
 - Quality control on manufactured products
 - Sale records

2.2 Compliance to requirements of GMP to ensure feed safety

Cross reference verification of basic GMP according to applicable farm feed regulations.

2.3 Recognition of the importance of a Food Safety Management System and adoption of relevant procedures

Verify proof of participation in a Food Safety Management System such as HACCP and ISO 22000.

2.4 Proof of technical animal feed formulation by qualified Animal Scientist

Verify proof of employment of qualified animal scientist.

2.5 Compliance with the Basic Conditions of Employment Act

Verify compliance with the stipulations of the Act, as set out in sections 9 to 81 of the Act.

2.6 Proof of promotion of the AgriBEE Act as laid down by the National Department of Trade and Industry

AFMA members will be required to submit a one page summary of participation in the Agri BEE Act.



2.7 Compliance with the Occupational Health and Safety Act

Verify compliance with the requirements of the Act.

3. CATEGORY 2 : ASSOCIATE MEMBERS

The following companies are associate members of AFMA and are audited according to the associate members protocol, which is divided into 5 sub categories, each with its own functional protocol :

3.1 SUB CATEGORY 1 : PREMIXES, ADDITIVES, VETERINARY PRODUCTS AND MICROS

- 3.1.1 ADDCON Africa Feed & Grain Additives (Pty) Ltd
- 3.1.2 ADVIT Animal Nutrition SA (Pty) Ltd
- 3.1.3 Alltech (Pty) Ltd
- 3.1.4 Animate Animal Health (Pty) Ltd
- 3.1.5 Bedson Africa (Pty) Ltd
- 3.1.6 Bitek Feed Science (Pty) Ltd
- 3.1.7 CEVA Animal Health (Pty) Ltd
- 3.1.8 Coprex (Pty) Ltd
- 3.1.9 Evonik Degussa
- 3.1.10 DSM Nutritional Products
- 3.1.11 Kerry Ingredients and Flavours
- 3.1.12 Lynn Phillips Consulting cc
- 3.1.13 Malachite Chemicals
- 3.1.14 NuTec Southern Africa (Pty) Ltd
- 3.1.15 Protea Animal Feeds
- 3.1.16 SA Bioproducts (Pty) Ltd
- 3.1.17 SA Feed Phosphates
- 3.1.18 SA Premix
- 3.1.19 Tongaat Hulett Starch
- 3.1.20 Virbac Animal Health



3.2 COMPLIANCE PROTOCOL : SUB CATEGORY 1 : PREMIXES, ADDITIVES, VETERINARY PRODUCTS AND MICROS

The audit check include the following :

3.2.1 Compliance to legal requirements in terms of Act 35 of 1984, Act 36 of 1947 and Act 101 of 1965

- Raw materials
 - Status of registration
 - Storage
 - Handling
 - Access to raw materials
 - Identification of bulk storage products
- Stock remedies
 - Registration status
 - Labelling
 - Veterinarian Prescriptions
 - Storage
 - Handling
 - Access
- Establishment requirements
 - Enclosure of premises
 - Access control
 - Sterilising of incoming vehicles
 - Factory registration Act 85/1993
 - Suitability and condition of equipment
- Labelling requirements : All labels are compared with the approved concept label
- Additional labelling requirements for feed containing stock remedies
 - Rate of dosage is checked
 - Registration for specific use in farm feeds
- Bulk deliveries
- Ethical Act 101/1956 products
 - Veterinary prescriptions
- Verification of registration certificates : Legal requirements
- Verification of record keeping
 - Quality control on raw materials
 - Quality control on manufactured products
 - Sale records

3.2.2 Compliance to requirements of GMP to ensure feed safety

Cross reference verification of basic GMP according to applicable farm feed regulations.



3.2.3 Recognition of the importance of a Food Safety Management System and adoption of relevant procedures

Verify proof of participation in a Food Safety Management System such as HACCP and ISO 22000.

3.2.4 Proof of technical animal feed formulation by qualified Animal Scientist

Verify proof of employment of qualified animal scientist.

3.2.5 Compliance with the Basic Conditions of Employment Act

Verify compliance with the stipulations of the Act, as set out in sections 9 to 81 of the Act.

3.2.6 Proof of promotion of the AgriBEE Act as laid down by the National Department of Trade and Industry

AFMA members will be required to submit a one page summary of participation in the Agri BEE Act.

3.2.7 Compliance with the Occupational Health and Safety Act

Verify compliance with the requirements of the Act.

3.3 SUB CATEGORY 2 : TRADERS AND RAW MATERIALS

3.3.1 AFGRI Trading (Pty) Ltd

3.3.2 Apex Commodities (Pty) Ltd

3.3.3 Atlas Trading & Shipping (A division of Grindrod (South Africa) (Pty) Limited

3.3.4 Bester Feed & Grain Exchange (Pty) Ltd

3.3.5 Brisen Commodities

3.3.6 Cargill RSA (Pty) Ltd

3.3.7 Energy Oil (Pty) Ltd

3.3.8 Grains for Africa Commodity Brokers (Pty) Ltd



- 3.3.9 Kemin Industries South Africa
- 3.3.10 Kimleigh Chemicals SA (Pty) Ltd
- 3.3.11 LignoTech SA (Pty) Ltd
- 3.3.12 Louis Dreyfus Commodities Africa (Pty) Ltd
- 3.3.13 Namib Management Services
- 3.3.14 Oceana Agriproducts (Pty) Ltd
- 3.3.15 Savannah Commodities (Pty) Ltd
- 3.3.16 Seaboard Overseas Trading & Shipping (Pty) Ltd
- 3.3.17 Trademar Trading (Pty) Ltd
- 3.3.18 Trademore (Pty) Ltd
- 3.3.19 Unigrain (Pty) Ltd

3.4 COMPLIANCE PROTOCOL : SUB CATEGORY 2 : TRADERS AND RAW MATERIALS

The audit check include the following, where applicable :

3.4.1 Compliance to legal requirements in terms of Act 35 of 1984 and Act 36 of 1947

- Raw materials
 - Status of registration
 - Storage
 - Handling
 - Access to raw materials
 - Identification of bulk storage products
- Establishment requirements
 - Enclosure of premises
 - Access control
 - Sterilising of incoming vehicles
 - Factory registration Act 85/1993
 - Suitability and condition of equipment
- Labeling requirements : All labels are compared with the approved concept label
- Bulk deliveries



- Verification of registration certificates : Legal requirements
- Verification of record keeping
 - Quality control on raw materials
 - Quality control on manufactured products
 - Sale records

3.4.2 Compliance with the Basic Conditions of Employment Act

Verify compliance with the stipulations of the Act, as set out in sections 9 to 81 of the Act.

3.4.3 Proof of promotion of the AgriBEE Act as laid down by the National Department of Trade and Industry

AFMA members will be required to submit a one page summary of participation in the Agri BEE Act.

3.4.4 Compliance with the Occupational Health and Safety Act

Verify compliance with the requirements of the Act.

NOTE

Traders who do not hold any registrations will only be evaluated for compliance to items 3.4.2, 3.4.3 and 3.4.4.

3.5 SUB CATEGORY 3 : EQUIPMENT

3.5.1 Buhler (Pty) Ltd

3.5.2 Dalein Heyl

3.6 COMPLIANCE PROTOCOL : SUB CATEGORY 3 : EQUIPMENT

The audit check include the following :

3.6.1 Compliance with the Basic Conditions of Employment Act

Verify compliance with the stipulations of the Act, as set out in sections 9 to 81 of the Act.



3.6.2 Proof of promotion of the AgriBEE Act as laid down by the National Department of Trade and Industry

AFMA members will be required to submit a one page summary of participation in the Agri BEE Act.

3.6.3 Compliance with the Occupational Health and Safety Act

Verify compliance with the requirements of the Act.

3.7 SUB CATEGORY 4 : LABS AND IT

3.7.1 Bioindustrial Services cc

3.8 COMPLIANCE PROTOCOL : SUB CATEGORY 4: LABS AND IT

The audit check include the following :

3.8.1 Compliance to requirements of GLP

Verify basic requirements

3.8.2 Compliance with the Basic Conditions of Employment Act

Verify compliance with the stipulations of the Act, as set out in sections 9 to 81 of the Act.

3.8.3 Proof of promotion of the AgriBEE Act as laid down by the National Department of Trade and Industry

AFMA members will be required to submit a one page summary of participation in the Agri BEE Act.

3.8.4 Compliance with the Occupational Health and Safety Act

Verify compliance with the requirements of the Act.

3.9 SUB CATEGORY 5 : SADC

None at present. The same protocol for the RSA applies to SADC members.



4. PROCESSES / DOCUMENTS

4.1 Predetermination phase

This phase covers the interviews with prospect clients with regards to their manufacturing facilities in relation to the stipulation in the relevant Code of Conduct.

Document :

AC 2/08 : Request for participation (Application for Code Audit)

4.2 Preliminary analysis

In terms of the information obtained in the predetermination phase a preliminary analyses is then done to facilitate the practical implementation of the protocol.

Documents :

AC 12/08 : Audit Project Proposal : Members

AC 13/08 : Audit Project Proposal : Associate Members

AC 14/08 : Audit Cost Guidelines

AC 5/08 : Afri Compliance Company Profile

4.3 Audit in loco visit

The next phase is an in loco audit in terms of the Code of Conduct audit protocol.

Document :

AC 15/08 : Audit Evaluation Document

AC 7/08 : Confidentiality & Non disclosure Agreement

4.4 Reporting phase

Analyses of in loco findings are transferred into a practical response report.

Document :

AC 16/08 : Audit Evaluation Report

4.5 Remedial phase

This phase covers assistance and technical guidance to the client in rectifying areas of non compliance.

Document :

AC 17/08 : Audit Compliance Affidavit

4.6 Final audit certification

A final audit certificate is granted after evaluation of remedial actions.

Document:

AC 18/08 : Afri Compliance Audit Certificate



4.7 Annual re-evaluation

The AFRI COMPLIANCE audit is valid for two years after which a re-evaluation of the facility is done on the same basis as mentioned above.

