

BePork regulations

Version 04/09/2023



Belpork vzw

Boulevard Simon Bolivar 17, box 412
1210 Brussels, Belgium

T: +32 (0)2 552 81 44

F: +32 (0)2 552 81 30

E: info@Belpork.be

www.Belpork.be/BePork

VAT no.: BE 0470.805.831

Table of contents

| | |
|--|-----------|
| Table of contents | 2 |
| Introduction..... | 6 |
| 1 Purpose and content | 6 |
| 2 General conditions | 6 |
| PART I. Requirements for participants | 7 |
| 1 Entry and approval procedure | 7 |
| 1.1 Primary animal production and processing (abattoirs, cutting plants and meat processors) | 7 |
| 1.2 Transport | 9 |
| 1.3 Producers of fresh meat, meat preparations and meat products (meat processors) | 12 |
| 1.4 Point of sale | 12 |
| 1.5 Interim storage | 13 |
| 2 Inspection and certification | 14 |
| 2.1. General | 14 |
| 2.2. Types of audits..... | 14 |
| 2.2.1. Initial or entry audit | 14 |
| 2.2.2. Extension or periodical audit | 15 |
| 2.2.3. Renewal audit | 18 |
| 2.2.4. Corrective measure audit..... | 19 |
| 2.2.5. Unannounced audit | 19 |
| 2.2.6. Upgrade audit | 19 |
| 2.3. Selecting and changing ICB..... | 20 |
| 3. Assessment method | 21 |
| 3.1. Knock-out criteria (NC A1)..... | 21 |
| 3.2. Type A non-conformities (NC A2)..... | 21 |
| 3.3. Type B non-conformities (NC B)..... | 22 |
| 3.4. Type C non-conformities (NC C)..... | 23 |
| 4. Integrity programme | 23 |
| 4.1. Choice of companies | 23 |
| 4.2. Communication of an unannounced audit | 24 |
| 4.3. Assessment..... | 25 |
| 5. Rejection, termination and cancellation of approval..... | 26 |
| 5.1. Rejection of a candidate participant by Belpork vzw..... | 26 |
| 5.2. Revocation of approval..... | 26 |
| 5.3. Cancellation of approval by a participant | 28 |
| 6. Acquisition of a certified BePork company..... | 30 |
| 7. Cooperation with the German quality system QS | 30 |
| 8. Tracking and tracing (online platform Tracy®)..... | 31 |

| | | |
|------------|---|-----------|
| 8.1. | Registration | 31 |
| 8.2. | My data..... | 31 |
| 8.2.1. | Profile..... | 31 |
| 8.2.2. | Company data | 32 |
| 8.2.3. | Health profile of a livestock location..... | 32 |
| 8.3. | Contacts..... | 32 |
| 8.4. | Drivers and vehicles..... | 33 |
| 8.4.1. | Transporter - (Limited) commercial BePork transport | 33 |
| 8.4.2. | Transporter - Own transport..... | 33 |
| 8.5. | QS certificate transport companies..... | 34 |
| 8.6. | Searching for members | 34 |
| 8.7. | Tracking documents | 34 |
| 8.7.1. | Digital Food Chain Information declarations (e-FCI) | 35 |
| 8.7.2. | Transport document | 36 |
| 8.7.3. | Slaughter batches | 37 |
| 8.7.4. | Delivery slip..... | 38 |
| 8.7.5. | Generating a transport document and delivery slip for QS recipient..... | 39 |
| 9. | Fees and costs | 39 |
| 9.1. | General | 39 |
| 9.2. | Inspection costs | 40 |
| 9.3. | Participation fee | 40 |
| 9.3.1. | Primary production | 40 |
| 9.3.3. | Processing | 41 |
| 9.4. | Analysis costs..... | 42 |
| 9.5. | AB Coaching costs..... | 42 |
| 10. | Complaints and possibility of appeal | 42 |
| 11. | Conditions for using the BePork logo | 43 |
| 12. | Processing and exchange of data | 44 |
| 12.1. | Communication, organisation of quality operations and provision of services | 44 |
| 12.2. | Organisation of monitoring, inspection and certification | 46 |
| 12.3. | Coaching by an AB coach..... | 46 |
| 12.4. | Use of the AB Register database | 47 |
| 12.5. | Cooperation with third parties..... | 49 |
| 12.6. | Notification obligation..... | 50 |
| 13. | Transitional measures for CodiplanPlus and Certus participants | 50 |
| 13.1. | Codiplan ^{Plus} participants | 50 |
| 13.2. | Certus participants | 51 |
| 13.2.1. | Producers | 51 |
| 13.2.2. | Transport | 52 |
| 13.2.3. | Abattoirs and cutting plants..... | 53 |
| 14. | Transitional measures when implementing a new version..... | 54 |
| 15. | BePork Welfare Module | 55 |
| 15.1. | Introduction..... | 55 |
| 15.2. | Structure..... | 55 |
| 15.3. | Conditions..... | 55 |

PART II. Requirements for inspection and certification bodies and auditors

| | |
|-----------|---|
| | 58 |
| 1 | Entry and approval procedure58 |
| 1.1. | General entry conditions..... 58 |
| 1.2. | Procedure 58 |
| 2. | Requirements for the inspection and certification body59 |
| 2.1. | Accreditation and recognition..... 59 |
| 2.2. | Independence and objectivity..... 60 |
| 2.3. | Conditions relating to employees 60 |
| 2.3.1. | Auditors 61 |
| 2.3.2. | Supervisor 63 |
| 2.3.3. | Coordinator 63 |
| 2.3.4. | Administrative staff..... 63 |
| 2.4. | Competences in the databases 63 |
| 2.4. | Training for auditors..... 64 |
| 2.5. | Preservation of expertise 64 |
| 2.6. | Professional code of ethics..... 65 |
| 2.7. | Documentary system..... 66 |
| 2.8. | Crisis plan..... 66 |
| 2.9. | Analyses..... 66 |
| 2.10. | Subcontracting..... 66 |
| 3. | Rejection, sanctioning, suspension and termination67 |
| 3.1. | Rejection of a candidate inspection and certification body by Belpork vzw ... 67 |
| 3.2. | Sanctions 67 |
| 3.3. | Notice 68 |
| 4. | Fees of the inspection and certification body.....68 |
| 5. | Work instructions69 |
| 5.1. | Entry and approval procedure for candidate companies 69 |
| 5.1.1. | Primary animal production and processing (abattoirs, cutting plants and meat processors) 69 |
| 5.1.2. | Transport 70 |
| 5.2. | Inspection and certification..... 71 |
| 5.2.1. | General 71 |
| 5.2.2. | Types of audits..... 71 |
| 5.2.3. | Selecting and changing ICB 78 |
| 5.3. | Assessment method 79 |
| 5.3.1. | Knock-out criteria (NC A1) 80 |
| 5.3.2. | Type A non-conformities (NC A2)..... 80 |
| 5.3.3. | Type B non-conformities (NC B) 82 |
| 5.3.4. | Type C non-conformities (NC C) 82 |
| 5.4. | Integrity Programme 82 |
| 5.4.1. | Choice of companies 83 |
| 5.4.2. | Executor of the audit 83 |
| 5.4.3. | Communication of an unannounced audit..... 84 |
| 5.4.4. | Assessment 85 |
| 5.5. | Rejection, suspension, revocation and termination 85 |
| 5.5.1. | Rejection of a candidate participant by Belpork vzw 85 |

| | | |
|------------------|---|------------|
| 5.5.2. | Termination of a certified participant | 86 |
| 5.5.3. | Cancellation of certification by a participant | 88 |
| 5.6. | Acquisition of a certified BePork company | 88 |
| 5.7. | Tracking (Tracy® - database) | 88 |
| 5.7.1. | Registration | 89 |
| 5.7.2. | Entering an audit for the processing sector and transport | 89 |
| 5.7.3. | Overviews | 89 |
| 5.7.4. | Tracking documents | 90 |
| 5.7.5. | Information | 90 |
| 5.7.6. | Codiplan database | 91 |
| 5.8. | Participants' fees and costs | 91 |
| 5.8.1. | Inspection costs | 91 |
| 5.8.2. | Participation fee | 91 |
| 5.9. | Complaints ad possibility of appeal | 91 |
| 7. | Processing and exchange of data | 92 |
| 7.1. | Communication and organisation of quality operations | 92 |
| 7.2. | Organisation of monitoring, inspection and certification | 92 |
| 7.3. | Cooperation with third parties | 93 |
| 7.4. | Notification obligation | 94 |
| 8. | Integrity Programme | 94 |
| 8.1. | Internal monitoring system of the inspection and certification body | 94 |
| 8.2. | Belpork vzw monitoring system | 94 |
| 8.2.1. | General | 94 |
| 8.2.2. | Types of audits | 95 |
| 8.2.3. | Assessment method | 96 |
| 8.3. | Quality assurance measures after observing non-conformities | 98 |
| 9. | Animal Welfare Module | 99 |
| 9.1. | Structure | 99 |
| 9.2. | Conditions | 99 |
| PART III. | Overview of revisions | 101 |
| PART IV. | Definitions | 102 |

Introduction

1 Purpose and content

The BePork regulations describe the conditions for participating in the BePork quality system, managed by Belpork vzw. Part I of this document explains the procedures for the (candidate) participants. Part II describes the procedures for independent inspection and certification bodies (ICB) who (wish to) carry out audits in accordance with the BePork quality manual. Only inspection and certification bodies who are recognised by Belpork vzw may carry out audits and issue BePork certificates.

2 General conditions

These BePork regulations supersede and replace any BePork regulations previously issued. Each participant of the BePork quality system must acknowledge the authority of the Board of Directors of Belpork vzw and the inspection and certification authorities it approves.

Every decision of the Board of Directors and of the appeal committee of Belpork vzw is final.

In the event of any disputes, only the courts of the legal district of Brussels have jurisdiction. In addition, all disputes shall be governed by Belgian law.

PART I. Requirements for participants

1 Entry and approval procedure

1.1 Primary animal production and processing (abattoirs, cutting plants and meat processors)

1.1.1. General entry conditions

Only companies with a registered office in Belgium with a BePork activity may apply for certification in accordance with the BePork quality manual. A BePork activity within the primary animal production and processing sector means the production of BePork piglets and fattening pigs, slaughtering BePork fattening pigs or cutting BePork carcasses into BePork pork or by-products or processing BePork raw materials into BePork end products.

Certification in accordance with the BePork quality manual occurs per livestock location number for pig companies and per business unit number (VEN) in the processing sector. If a pig company has several business units at one livestock location, all the business unit numbers must be subject to an audit so that a certificate can be issued for the livestock location number.

1.1.2. Self-evaluation

The candidate participant itself can with the aid of the BePork quality manual and the accompanying checklists (See www.Belpork.be under [Documents](#)) determine whether the company meets the BePork standards, so-called self-evaluation. The BePork quality scheme must be implemented in such a way in the company's activities that all the standards are met at all times. To this end, the activities at the company are regularly subject to a critical evaluation and are corrected where necessary.

1.1.3. Procedure for candidate companies with an activity

A participant may apply for certification in accordance with the BePork quality system by completing and submitting a digital "Application form". The digital application form can be found on the website of Belpork vzw, www.Belpork.be in the section on [Entry](#).

An application form is submitted for each livestock location number (in primary production) or each business unit number (VEN) (in processing). The candidate participant enters its data (company, (emergency) contact and invoicing data) on the application form and declares that it accepts the latest version of the BePork quality manual and the BePork regulations which describe the terms of use for the BePork membership, and any amendments to them made by a decision of the Board of Directors of Belpork vzw. Any changes to the BePork quality manual or BePork regulations will be communicated by Belpork vzw to the participants in question via the e-mail address that the company entered on the application form. Every candidate has the right to declare that they do not agree. A candidate cannot be certified as long as they do not agree.

The candidate selects an inspection and certification body that is authorised to carry out BePork audits and enters it on the application form. A list of certified inspection and certification bodies is available on the website of Belpork vzw, www.Belpork.be in the section on [Inspection and certification body](#). To stimulate combined audits (BePork quality manual in combination with the Sector Guide and where appropriate Codiplan Animal Welfare, Febev^{plus}, [Masterlyck](#) or another private quality manual) as much as possible, the BePork audits shall be carried out by the ICB authorised for combined Sector Guide/Codiplan Animal Welfare or Febev^{plus} audits. The ICB must be

approved by Belpork vzw and must be accredited for both the BePork quality manual and for the Sector Guide and/or Febev^{Plus}.

On receipt of a valid application form, Belpork vzw shall send the candidate participant confirmation that the application has been approved for the company. From that moment on the company is in accession. The message will also contain more information about the BePork audit, Tracy®, the tracking documents and the AB Register (for producers) (see 12.3 Use of the AB Register database). In addition, an activation mail for the account in Tracy® will be sent to the candidate participant (see 8. Tracing). On receipt of the activation mail, the candidate participant will click on the link in the mail to complete the missing data and set a password for their account. Via the Tracy® database, the candidate participant will have access to its company data registered with Belpork vzw. Furthermore, Belpork vzw shall within a period of 5 working days order the ICB chosen by the candidate participant to carry out an initial audit of the candidate participant (except in case of force majeure). The ICB shall contact the company to plan a date for the initial audit. The initial audit shall be carried out within 3 months of the company's application form being processed.

Candidate participants in accession have the option of drawing up tracking documents in Tracy® (see 8. Tracing). Since the candidate is still in accession, the BePork label will not appear on these tracking documents. They do not offer a guarantee that every link in the chain complies with all the BePork standards, but they do already guarantee that the tracing in the chain is covered.

If the ICB gives the initial audit a favourable report, the ICB may proceed with written approval (= certification) of the livestock location at a pig company and of the business unit in case of a processing company. The ICB enters the audit results and validates the audit in the Codiplan database (primary production) and the Tracy® database (processing). ICB will send the BePork certificate to the participant. The participant can see how long their current certificate is valid as well as the history of their certificates in the Tracy® database.

Only when the participant has a valid BePork certificate, may the piglets, breeding and rearing pigs, carcasses, cuts, fresh meat, by-products, meat preparations and/or meat products be commercialised within the BePork quality scheme. All the tracking documents within the framework of commercialising BePork products must be drawn up in Tracy® (see 8. Tracing).

1.1.4. Procedure for candidate starter companies

If a candidate participant in the processing sector that does not yet have an activity wishes to be BePork-certified, the business unit may be temporarily approved for the BePork quality system. This means that the business unit on the basis of a limited initial BePork audit within 3 months of the application form being processed, may be the supplier of BePork carcasses, cuts, fresh meat, by-products, meat preparations and/or meat products. Delivery to German clients within the QS quality system with a temporary BePork certificate for starter companies is, however, not possible (see 7. Cooperation with the German quality system QS).

The ICB allocated may issue a provisional BePork certificate for a period of the temporary certificate for the Sector Guide, with the same starting and end date as the provisional Sector Guide (and Febev^{Plus} Pigs) certificate issued. This is only possible if the following conditions have been fulfilled:

- it can be proven that a certificate for the Sector Guide of limited duration is being issued by the FASFC or an ICB;
- for abattoirs and cutting plants on the basis of the aforementioned certificate for the Sector Guide, it can be proven that Febev vzw is issuing a Febev^{Plus} Pigs certificate for the same maximum period of the Sector Guide;

- that all the standards of the BePork quality manual have been met;
- written confirmation is sent to Belpork vzw that within the period for which the [temporary](#) certificate is being issued, a second audit will be carried out and rounded off in order to permit the issue of an effective Sector Guide, Febev^{Plus} and BePork certificate for a period of 1 year following the temporary period.

The certification decision and the issue of the effective certificates shall at all times occur within the term of the temporary certificate. In no case may a transition period or a second extension be awarded between the issue of the first temporary certificate and the effective certificate of 1 year.

1.2 **Transport**

1.2.1. **General entry conditions**

The transport of live pigs (piglets, [breeding and rearing pigs](#) and fattening pigs) within the BePork quality system is carried out by transport companies with BePork or equivalent certification (QS-certified). Only if the transport company has a BePork certificate or the QS-certified transport company is registered may it transport live pigs within the BePork quality system.

Only transport companies with a registered office in Belgium who are active in BePork transport may apply for certification in accordance with the BePork quality manual. BePork transport means the transport of piglets, [breeding and rearing pigs](#) and [fattening pigs](#) to and between BePork producers and the transport of BePork [piglets](#), [breeding and rearing pigs](#) and [fattening pigs](#) to BePork or QS certified abattoirs.

There are various possibilities within the transport quality manual. If the company has commercial transport as its main activity, the entire transport quality manual must be complied with. The conditions are described in the BePork transport quality manual.

- When a BePork producer transports its own animals with its own vehicle (see Part IV Definitions) over a distance of less than 50 km, then the livestock location is registered in Tracy® as “**own transport**”. When a pig producer applies to participate in the BePork quality scheme, it can be registered using the application form. After approval as a BePork pig producer, “own transport” can be registered by sending a written notification (by e-mail) to Belpork vzw.
- BePork certified producers that transport their own pigs with their own vehicle over a distance of more than 50 km do not require a BePork certificate for the commercial transport quality manual. They must, however, comply with the conditions for **transport** described in **sector guide G-040** – the transport activity must be named on the certificate of the livestock location – and the **Codiplan Animal Welfare** standard.
- If a BePork pig producer transports third-party pigs and/or uses a third-party vehicle, it can participate in the **limited transport quality scheme**. By law, producers that transport third-party pigs and/or use a third-party vehicle are commercial transporters. Belpork vzw feels that the entire BePork transport quality manual is too extensive and has therefore decided that producers in this situation only need comply with a limited number of conditions from the BePork transport quality manual. This approach offers the necessary guarantees with regard to the transport of BePork pigs in a practically feasible way. The conditions are described in an abbreviated version of the existing BePork transport quality manual: “Limited transport quality manual”. In concrete terms, it concerns the standards indicated in light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) in the BePork Transport quality manual.

- If the company does not have commercial transport as its main activity, does not keep pigs but does transport pigs, it can participate in the limited transport quality scheme. The conditions depend on whether or not the company transports its own pigs, with its own vehicle, and on the distance, and they are described in an abbreviated version of the existing BePork transport quality manual. If the main activity does not include commercial transport, no pigs are kept, but only own pigs are transported with an own vehicle over a distance of less than 50 km, then after a written notification you can simply be registered in the Tracy® database as “own transport”.

Please note: for transport of live BePork pigs to Germany within the QS quality scheme, certification in accordance with the entire BePork transport quality manual is required, regardless of the situation.

Certification in accordance with the BePork transport quality manual occurs per business unit.

Any official communication between Belpork vzw and the transport company shall occur via the corporate headquarters.

1.2.2. Self-evaluation

The candidate participant itself can with the aid of the BePork quality manual and the accompanying checklists (See www.Belpork.be under [Documents](#)) determine whether the company meets the BePork standards, so-called self-evaluation. The BePork quality scheme must be implemented in such a way in the company's activities that all the standards are met at all times. To this end, the activities at the company are regularly subject to a critical evaluation and are corrected where necessary.

1.2.3. Procedure for candidate BePork participants

A participant can apply for certification in accordance with the BePork quality scheme by completing and submitting a digital “Application form”. The digital application form can be found on the website of Belpork vzw, www.Belpork.be in the section on [Entry](#).

An application form is submitted for each business unit. The candidate participant enters its data (company, (emergency) contact and invoicing data) on the application form and declares that it accepts the latest version of the BePork quality manual and the BePork regulations which describe the terms of use for the BePork membership, and any amendments to them made by a decision of the Board of Directors of Belpork vzw. Any changes to the BePork quality manual or BePork regulations will be communicated by Belpork vzw to the participants in question via the e-mail address that the company entered on the application form. Every candidate has the right to declare that it does not agree. A candidate cannot be certified as long as it does not agree.

When the company applies for certification, it must indicate which of the following applies:

1. Commercial transport is my main activity.
2. I am a pig producer and transport third-party pigs and/or use a third-party vehicle.
3. I am not a producer but transport third-party pigs and/or use a third-party vehicle.
4. I am not a producer but transport my own pigs over a distance of more than 50 km.
5. I am not a producer but transport my own pigs over a distance of less than 50 km.

The licence for carriers (= FASFC authorisation for the transport company, issued by the Provincial Control Unit (PCU)) must be submitted with the application form.

The candidate participant selects an inspection and certification body that is authorised to carry out BePork audits and enters the ICB on the application form. A list of approved inspection and certification bodies is available on the website of Belpork vzw, www.Belpork.be in the section on Inspection and certification bodies.

On receipt of a valid application form, Belpork vzw shall send the candidate participant confirmation that the application has been approved for the company. The message will also contain more information about the subsequent steps for completing the data, the BePork audit, Tracy® and the tracking documents. In addition, an activation mail for the account in Tracy® will be sent to the candidate participant (see 8. Tracing). On receipt of the activation mail, the candidate participant will click on the link in the mail to complete the missing data and set a password for its account. Via the Tracy® database, the candidate participant will have access to its company data registered with Belpork vzw. The first time it logs into the Tracy® portal, the transport company must enter every driver /active co-driver/ self-employed person deployed who is active in the transport of BePork pigs and their certificates of competence. In addition, the transport company shall also enter the data of each own or rented vehicle used to transport BePork pigs in the Tracy® portal. Belpork vzw shall check the correctness of the data of the vehicles and drivers registered. As soon as the data is submitted and approved by Belpork vzw, the company is in accession. Belpork Belpork vzw shall within a period of 5 working days order the ICB chosen by the candidate participant to carry out an initial audit of the candidate participant (except in case of force majeure). The initial audit shall take place at the latest within 3 months of the company's application form being processed.

Candidate participants in accession have the option of drawing up tracking documents in Tracy® (see 8. Tracing). Since the candidate is still in accession, the BePork label will not appear on these tracking documents. They do not offer a guarantee that every link in the chain complies with all the BePork standards, but they do already guarantee that the tracing in the chain is covered.

If the ICB gives the initial audit a favourable report and on payment of the participation fee by the candidate participant (see 9. Fees and costs), the ICB may proceed with written approval (= certification) of the company of the candidate. The BePork certificate shall be sent to the participant by the ICB. The participant can see how long its current certificate is valid as well as the history and the certificates themselves in the Tracy® database.

Only when the participant has a valid BePork certificate, may it transport live pigs (piglets and fattening pigs) within the BePork quality system. Both the transport of piglets, breeding, rearing pigs and fattening pigs to and between BePork producers and the transport of BePork piglets, breeding, rearing pigs and fattening pigs to BePork or QS certified abattoirs or abattoirs that require BePork, must be carried out by a transport company with a valid BePork certificate. All the tracking documents within the framework of commercialising BePork products must be drawn up in Tracy® (see 8. Tracing).

1.2.4. Procedure for QS participants

Transport companies with a valid QS certificate can transport piglets, breeding and rearing pigs and fattening pigs within the BePork quality system after they have been fully and correctly registered within the BePork quality system.

To this end, the transport company must complete and submit a digital application form. The digital application form can be found on the website of Belpork vzw, www.Belpork.be, under BePork.

An application form is submitted for each business unit. The transport company enters its data (company and emergency contact data) on the application form and adds the licence for carriers (=

authorisation for the transport company, issued by the government), together with a valid QS certificate.

On receipt of a valid application form, Belpork vzw shall send the candidate participant confirmation that the application has been approved for the company. The message will also contain more information about the subsequent steps for completing the data, Tracy® and the tracking documents. In addition, an activation mail for the account in Tracy® will be sent to the candidate participant (see 8. Tracing). On receipt of the activation mail, the company will click on the link in the mail to complete the missing data and set a password for its account. Via the Tracy® database, the participant will have access to its company data registered with Belpork vzw. The first time it logs into the Tracy® portal, the transport company must enter every driver /active co-driver/ self-employed person deployed who is active in the transport of BePork pigs and their certificates of competence. In addition, the transport company shall also enter the data of each own or rented vehicle used to transport BePork pigs in the Tracy® portal. Belpork vzw shall check the correctness of the data of the vehicles and drivers registered. As soon as the data is submitted and approved by Belpork vzw, the company is approved within the BePork quality scheme until the end date stated on the QS certificate.

Only when the QS-certified transport company is approved by Belpork vzw may the company transport piglets, breeding, rearing and fattening pigs to and between BePork producers or BePork piglets, breeding, rearing and fattening pigs to BePork or QS-certified abattoirs or abattoirs that demand BePork. All the tracking documents within the framework of commercialising BePork products must be drawn up in Tracy® (see 8. Tracing).

It is the responsibility of the transport company when renewing its QS certificate, to submit the new QS certificate to Belpork vzw. If not, the BePork approval will expire on the end date of the latest QS certificate received by Belpork vzw (see section 8.5.).

1.3 Producers of fresh meat, meat preparations and meat products (meat processors)

Meat processors can purchase BePork-quality pork with the necessary guarantees from a BePork certified participant. When purchasing pork bearing the BePork quality label, the accompanying Tracy® tracking documents, more concretely the BePork delivery slips (see 8.4 Tracking documents), are delivered too as proof to guarantee the BePork quality.

If the meat processor wishes to further commercialise the end products under the BePork label, the meat processor must become BePork certified (for the accession and approval procedure, see 1.1). When selling end products bearing the BePork quality label, the accompanying Tracy® tracking documents (see 8.4 Tracking documents) are delivered too by the meat processor as proof to guarantee the BePork quality.

1.4 Point of sale

At present, no audits shall be carried out at the level of meat product companies and points of sale so that these links cannot be considered active participants within the BePork quality system. Meat product companies and points of sale may purchase BePork quality pork with the necessary guarantees from a BePork-certified participant. On purchasing pork under the BePork quality label, the accompanying tracking documents (see 8.4 Tracking documents) shall be delivered with the meat as a guarantee of the BePork quality.

To generate and send these documents as a guarantee certificate, the meat product company or point of sale must be registered with Belpork vzw.

The meat product company or point of sale shall fully and correctly complete a registration form and send it to Belpork vzw. The digital registration form can be found on the website of Belpork vzw, www.Belpork.be in the section on [BePork](#). The document constitutes the application for registration. The company is subsequently registered in the Tracy® database by Belpork vzw. Without this registration, no official documents can be generated as a guarantee certificate on BePork pork being purchased and sent to the purchasing meat product company or point of sale.

1.5 [Interim storage](#)

At present, no inspections are carried out at interim storage level (e.g. cold store, distribution hub, etc.) so that these links cannot be considered active participants in the BePork quality scheme. Interim storage companies can store pork bearing the BePork quality label whilst maintaining the necessary guarantees. The BePork participant is responsible for evaluating the meat storage supplier's performance and drawing up the Tracy® tracking documents (see 8.4 Tracking documents).

2 Inspection and certification

2.1. General

Every BePork participant is subjected to audits. Only inspection and certification bodies recognised by Belpork vzw may carry out BePork audits and issue BePork certificates. A list of approved ICBs is available on the website of Belpork vzw, www.Belpork.be in the section on BePork.

When carrying out audits, the auditor shall assess whether the participant meets the standards and procedures of the BePork quality system. The auditor will test the standards indicated in the BePork quality manual by means of both an administrative and a physical audit (visual and/or analytical).

All the findings are recorded on the checklist and in the audit summary report (ASR). The ASR is drawn up in duplicate, one copy of it is destined for the ICB and one copy for the (candidate) participant. On conclusion of the audit carried out by the ICB, these documents must be signed by the (candidate) participant audited.

Only if no Knock Outs (NC A1) are observed and/or if it is proven that any type A non-conformities (NC A2) are being corrected and/or a sound action plan is being drawn up for any type B non-conformities (NC B) observed, a certificate will be issued to the (candidate) participant.

Belpork vzw reserves the right to carry out witness audits or to have them carried out on BePork audits carried out by auditors from the inspection and certification bodies approved by Belpork vzw. The participant undertakes to grant free access and their full cooperation to the representatives of Belpork vzw and/or the control bodies and experts mandated by Belpork vzw.

The control system may be adapted on the basis of new legislation, control methods or procedures, analysis techniques and customs in the sector. Belpork vzw shall always communicate any changes to the participants in question.

2.2. Types of audits

2.2.1. Initial or entry audit

An initial audit is carried out [on the applicable activities \(see definition\)](#) of candidate participants or if the company is acquired by third parties. The initial audit takes place at the latest within 3 months of the application form being processed. The initial audit is always announced; the audit date is agreed on by the ICB and the candidate participant.

During an initial audit in the primary production or processing sectors, the auditor shall assess all the standards of the BePork quality manual that apply to the link inspected. In addition, during audits on producers, the animal welfare checklist shall be checked by the auditor. An initial audit for BePork transport comprises an administrative and a physical audit of the standards relating to transport as described in sections 1, 2, 3, 4 and 6 of Part V of the BePork quality manual:

2. General conditions (except standard T7+)
3. Vehicle requirements
6. Cleaning and disinfecting the vehicle

For each situation, the decision tree (see: <http://www.belpork.be> > BePork > Documents > [Decision tree transport](#)) offers a schematic presentation of the requirements that must be met for the transport of BePork pigs.

All the standards in the transport quality manual apply if commercial transport is carried out by a participant with this activity as its main activity.

If commercial transport is carried out by a pig producer that transports third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey and/or in bold (A4+, T1+, T3+, T5+ B, T7+, T8+, T9+, T10+, T11+, T13+, T14+, T15+, T16+, T17+, T18+, T19+, T20+, T21+, T22+, T23+, T24+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport its own pigs, the limited transport quality manual with the items in bold (A4+, T1+, T3+, T9+, T16+, T23+, T24+, T27+, T28+) applies.

The initial audit for transport is scheduled in such a way that vehicles used to transport BePork pigs are present at the corporate headquarters during the audit.

Any non-conformities observed shall be resolved within 3 months of the last audit date so that a certificate may be issued within that period.

The certificate is valid for 3 years (for producers and transport companies) or 1 year (for abattoirs, cutting plants and meat processors). The certificate shall commence on the starting date stated on the certificate.

If no extension audit (see 2.2.2.) is carried out and the end date of the certificate is exceeded, the candidate participant can have a renewal audit carried out up to 1 year after the end date (see 2.2.3.). If the candidate participant once again wishes to participate in the BePork quality scheme more than 1 year after the end date of the certificate, the candidate participant must go through the entry procedure (see section 1.) again.

2.2.2. Extension or periodical audit

Every participant shall regularly be subjected to an audit with the aim of determining whether the participant still complies with the standards of the BePork quality system and with an eye to extending the current certificate. An extension audit is carried out every 3 years for producers and transport companies and every year for abattoirs, cutting plants and meat processors.

An extension audit is standardly announced; the audit date is agreed upon by the ICB and the participant. Within the programme of an announced extension audit for abattoirs and cutting plants, at least 1 unannounced audit is carried out every 3 years.

Voluntarily, participants can join in the unannounced extension audit programme. This flexible approach is now available in reaction to demands from the market, making it possible for participants to choose an audit form that best fits their customers' requirements and the execution of combined audits.

2.2.2.1. Announced extension audit

Within a period of 9 months and no less than 1 month (for producers and transport companies) or starting from 4 months and no less than 2 months (for abattoirs, cutting plants and meat processors) before the expiry date of the BePork certificate, an extension audit will be carried out. At the participant's request, an audit can be carried out closer to the expiry date.

For producers, abattoirs, cutting plants and meat processors, the auditor shall assess all the standards of the BePork quality manual. In addition, for producers the animal welfare checklist shall be checked by the auditor. For transport companies the extension audit comprises an administrative and a physical audit of the standards described in sections 1, 2, 3, 4 and 6, including standard T22+ from section 5, of Part V of the BePork quality manual:

2. General conditions (except standard T7+)

3. Vehicle requirements

4. Transport method – standard T22+ density

5. Cleaning and disinfecting the vehicles

For each situation, the decision tree (see: <http://www.belpork.be> > BePork > Documents > [Decision tree transport](#)) offers a schematic presentation of the requirements that must be met for the transport of BePork pigs.

All the standards in the transport quality manual apply if commercial transport is carried out by a participant with this activity as its main activity.

If commercial transport is carried out by a pig producer that transports third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey and/or in bold (A4+, T1+, T3+, T5+ B, T7+, T8+, T9+, T10+, T11+, T13+, T14+, T15+, T16+, T17+, T18+, T19+, T20+, T21+, T22+, T23+, T24+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport its own pigs, the limited transport quality manual with the items in bold (A4+, T1+, T3+, T9+, T16+, T23+, T24+, T27+, T28+) applies.

The extension audit for transport companies shall be planned in such a way that during the audit, vehicles used to transport BePork pigs are present at the corporate headquarters.

For each participant, during an extension audit additional attention shall be paid to the non-conformities that were observed during the previous audit and the effectiveness and implementation of corrective and preventive measures.

The certificate shall commence on the expiry date of the previous certificate and is valid for 3 years (for producers and transport companies) or 1 year (for abattoirs, cutting plants and meat processors).

If no extension audit (see 2.2.2.) is carried out and the end date of the certificate is exceeded, the candidate participant can have a renewal audit carried out up to 1 year after the end date (see 2.2.3.). If the candidate participant once again wishes to participate in the BePork quality scheme more than 1 year after the end date of the certificate, the candidate participant must go through the entry procedure (see section 1.) again.

2.2.2.2. Unannounced extension audit

The unannounced extension audit programme only applies to abattoirs, cutting plants and meat processors. Unannounced audits, with the aim of extending the current certificate, are called unannounced extension audits.

An unannounced extension audit is an extension audit whose audit date is not communicated to the participant in advance. The unannounced extension audit programme (unannounced extension audits every year) is voluntary, but it can generate more customer trust in the certification and lead to the efficient use of combined audits. When a participant chooses to join this programme, all future extension audits will be carried out unannounced. [Voluntarily, participants can opt to join the unannounced extension audit programme every year, or they can opt to have one in every 3 audits carried out unannounced, as in the GFSI system.](#)

Participants that are already certified shall inform their inspection and certification body within 3 months of the date of their latest audit about their intention to subscribe to, remain in or unsubscribe from the programme of the unannounced extension audit. The participant is not informed in advance of an unannounced extension audit which is carried out during the company's normal working and opening hours.

Every BePork participant has the possibility to every year indicate 15 days to the inspection and certification body on which the company is not available for an unannounced extension audit. These 15 days then apply for the period between 31 January of the year in question until 31 January of the following year. If this programme is also chosen for other certificates than the BePork certificate, then it will be the same 15 days as were communicated for the other certificates. The ICB may dispute the reason for not being available if it does not seem necessary and may accept the proposed dates at its own discretion. The days on which the company does not operate, for example during the weekend, on public holidays or scheduled production stops, are not included in the 15 days.

All these non-production days are passed on to the inspection and certification body together with the 15 days. Every year, no later than on 31 January, the 15 days on which the company is unavailable (including the reason why) and the non-production days of that year shall be communicated to the authorised ICB. If the authorised ICB was not informed, the participant may also communicate these days when subscribing to the programme.

Although the audit may occur starting from 9 months before the expiry date of the certificate, it will preferably be carried out in the last 4 months of the certification cycle. The ICB is responsible for ensuring that the audit is carried out within the timeframe of the certification.

Participants who opt for the unannounced audit programme are obliged to welcome the auditor and make it possible for the audit to start immediately on their arrival. Inspection of the production facilities must occur within 30 minutes of the auditor's arrival.

The certificate shall state that it concerns the "unannounced option". The certificate shall follow on immediately from the expiry date of the previous certificate and is valid for 1 year. The certificate shall commence on the starting date stated on the certificate.

If no extension audit (see 2.2.2.) is carried out and the end date of the certificate is exceeded, the candidate participant can have a renewal audit carried out up to 1 year after the end date (see 2.2.3.). If the candidate participant once again wishes to participate in the BePork quality scheme more than 1 year after the end date of the certificate, the candidate participant must go through the entry procedure (see section 1.) again.

2.2.3. Renewal audit

A renewal audit is carried out:

- in the presence of activity;
- if the starting date of the new certificate does not immediately follow on from the end date of the previous certificate. Either because the renewal audit was carried out later (in which case the certification is interrupted) or earlier (and then the starting date of the new certificate is earlier than the end date of the previous certificate);
- within a period of 1 year after the end date of the previous certificate.

No new BePork application form need be submitted if the data has not changed from the version previously submitted. To plan the audit, the candidate participant may contact the ICB named in the application form directly. The renewal audit is always announced in advance; the date is agreed upon by the ICB and the (candidate) participant. During a renewal audit, the auditor shall assess all the standards of the BePork quality manual that apply to the activities. In addition, for producers the auditor will also check using the animal welfare checklist.

A renewal audit for BePork transport comprises an administrative and a physical audit of the standards relating to transport as described in sections 1, 2, 3, 4 and 6 of Part V of the BePork quality manual:

1. General Conditions (except standard T7+).
2. Vehicle requirements.
6. Cleaning and disinfecting the vehicle.

For each situation, the decision tree (see: <http://www.belpork.be> > BePork > Documents > [Decision tree transport](#)) offers a schematic presentation of the requirements that must be met for the transport of BePork pigs.

All the standards in the transport quality manual apply if commercial transport is carried out by a participant with this activity as its main activity.

If commercial transport is carried out by a pig producer that transports third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey and/or in bold (A4+, T1+, T3+, T5+ B, T7+, T8+, T9+, T10+, T11+, T13+, T14+, T15+, T16+, T17+, T18+, T19+, T20+, T21+, T22+, T23+, T24+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport its own pigs, the limited transport quality manual with the items in bold (A4+, T1+, T3+, T9+, T16+, T23+, T24+, T27+, T28+) applies.

The renewal audit for transport is scheduled in such a way that vehicles used to transport BePork pigs are present at the corporate headquarters during the audit.

Any non-conformities observed shall, in contrast to the initial audit, be rounded off within 1 month after the audit. The certificate is valid for 3 years (for producers and transport companies) or 1 year (for abattoirs, cutting plants and meat processors) and shall commence on the starting date stated on the certificate.

2.2.4. Corrective measure audit

In certain cases, it will be necessary to carry out a corrective measure audit at the company to determine whether the A2 non-conformities observed have effectively been corrected (e.g. when the effectiveness of a corrective measure cannot be assessed on paper). Only the corrective measures for the A2 non-conformities shall be inspected during this audit.

This audit will be carried out within the retroactive despatch period of the original audit for which the CMA was scheduled, and so no later than 3 months after an initial audit or within 1 month of an extension, renewal or unannounced audit.

If the corrective measure audit shows that the requirements are still not being sufficiently fulfilled, the corrective measure audit will be rounded off negatively. If the predetermined period for taking corrective measures is not respected, the original audit, on the basis of which the CMA was scheduled, will also be rounded off negatively. In the case of an initial audit or a renewal audit where the end date of the current certificate has passed, no new certificate shall be issued. In all the other cases, the current certificate shall be revoked. After a waiting period of at least 6 weeks, the candidate participant may once again apply for certification within the BePork quality system by means of a new application procedure.

2.2.5. Unannounced audit

Under the authority of Belpork vzw, the inspection and certification body shall carry out unannounced audits of the participants. The purpose of unannounced audits is to determine whether participants continue to meet the standards between two extension audits. Their purpose is not to extend the current certificate. An unannounced audit may only be carried out if the participant has a valid certificate. Unannounced audits are carried out at the participant's company. An unannounced audit for BePork transport, however, occurs during transport, more specifically on arrival of the BePork transport at one of the BePork-certified producers or abattoirs. If the participant refuses the unannounced audit, their BePork certificate shall be revoked with immediate effect.

Section 4 Integrity Programme describes the entire audit procedure for unannounced audits.

2.2.6. Upgrade audit

This type of audit only applies for the BePork Welfare quality manual (see 15. BePork Welfare Module). A BePork pig producer can, during the term of its certificate, request an upgrade audit from its ICB if it wishes to upgrade to a higher level of BePork Welfare for the same activities. The validity of the certificate for the higher level always runs in sync with the validity of the existing certificate. During the upgrade audit, for which an inspection visit on site by the auditor is always required, the standards for the applicable upgrade must be assessed. The conditions for rounding off the audit are the same as for an initial audit.

2.3. Selecting and changing ICB

Only inspection and certification bodies recognised by Belpork vzw may carry out BePork audits and issue BePork certificates. A list of approved ICBs is available on the website of Belpork vzw, www.Belpork.be in the section on BePork.

On entry (on completing the application form), the candidate participant selects an inspection and certification body from the list of ICBs that are authorised to carry out BePork audits. To stimulate combined audits (BePork quality manual in combination with the Sector Guide and where appropriate Codiplan Animal Welfare, Febev^{plus}, Meesterlyck or another private quality manual) as much as possible, the BePork audits shall be carried out by the ICB authorised for combined Sector Guide/Codiplan Animal Welfare or Febev^{plus} or Meesterlyck audits. The ICB must be approved by Belpork vzw and must be accredited for both the BePork quality manual and for the Sector Guide and/or Febev^{plus} for the link in question.

If a participant wishes to change ICBs, the participant shall communicate this in writing to Belpork vzw and the ICB being left. This is possible by e-mail to Belpork vzw at info@Belpork.be or by post to Belpork vzw, Avenue Roi Albert II 35, box 54, 1030 Brussels. The contact data of the ICB can be found on the website of Belpork vzw, www.Belpork.be in the section on Controle- en certificatie-instelling. This communication shall preferably be made at least 3 months (for producers and transport companies) or 1 month (for abattoirs, cutting plants and meat processors) before the expiry date of the current BePork certificate. The communication shall occur before an appointment is scheduled for an extension audit by the ICB being left.

3. Assessment method

The BePork quality manual determines the category of violation for each standard or condition imposed, depending on the gravity of the violation. There are 4 different categories of non-conformities (NCs) which may be imposed to the maximum:

1. Knock-out criteria (NC A1)
2. Type A non-conformity (NC A2)
3. Type B non-conformity (NC B)
4. Type C non-conformity (NC C) or recommendation

The categories of non-conformities are also listed in the quality manual and the checklist.

3.1. Knock-out criteria (NC A1)

3.1.1. Primary animal production and processing

If non-conformities are observed that lead to a knock out (NC A1), the participant shall be excluded from the BePork quality system. On observation of a NC A1, the certification decision shall be taken immediately and communicated to Belpork vzw and the participant in question. The certificate of the participant in question shall be revoked by the inspection and certification body as soon as possible but no later than 1 working day after the audit date.

Afterwards, the participant may reapply for certification under the BePork quality system. If a participant is excluded, a period of at least 6 weeks shall be observed before an initial audit is carried out.

3.1.2. Transport

For BePork transport, the NC A1 criteria are assessed at the level of the participant or at the level of the driver or active co-driver employed or self-employed person deployed. The other three categories of non-conformities (A2, B and C) are always assessed at participant level

On observation of a NC A1, the certification decision will be taken immediately and communicated to Belpork vzw and the participant in question. The certificate of the participant in question shall be revoked by the inspection and certification body as soon as possible but no later than 1 working day after the audit date.

3.2. Type A non-conformities (NC A2)

If type A non-conformities (NC A2) are observed, the participant must take two types of action. On the one hand the errors must be resolved and on the other measures must be taken to avoid them recurring:

- a NC A2 shall in all cases be corrected and proof of this transferred to the inspection and certification body;
- the participant shall apply corrective measures with an eye to preventing the non-conformities from recurring and shall communicate them to the inspection and certification body.

Both actions shall be undertaken within a period that is determined by the auditor on the basis of the nature of the non-conformity, but that may not exceed 3 months in the case of [an initial audit \(and upgrade audit\)](#). For all the other types of audit ([extension, renewal and unannounced audits](#)), there is a [retroactive despatch period of 1 month](#). At abattoir, cutting plant and meat processor level, the maximum period in all cases is 1 month. After an audit at transport level, the ICB shall send the checklist and the audit summary report to the corporate headquarters of the certified transport company within 1 working day. The period for forwarding the documents commences on the Monday following the week in which the audit was carried out. The period for forwarding the documents with regard to production and processing shall commence on [the last audit date](#). The NC A observed and the period within which proof of the corrections and corrective measures must be submitted shall be stated in the ASR.

It is always the certified participant who is responsible for making corrections and taking corrective measures and sending proof of this to the ICB within the period specified.

If the corrections or corrective measures cannot be proven by forwarding documents, a corrective measure audit must be carried out within the period specified.

If no corrections are made or corrective measures taken within the period specified, or if they are insufficient, the audit shall be rounded off negatively. In case of an initial audit or a renewal audit (after the expiry date of the current certificate) no certificate is issued; in all the other cases the current certificate is revoked. The participant is immediately informed of this by the inspection and certification body (see 5.2. Termination).

If a NC A2 had already been observed during the previous audit and the same shortcoming is observed again, this will lead to the certificate being revoked after [14](#) working days if the NC A2 has not been resolved within [14](#) working days. The certificate will be reissued (with the same expiry date as the original certificate) as soon as it is proven that the NC A2 has been resolved within 1 month of forwarding or a corrective measure audit. The ICB shall thoroughly check whether the corrections and the corrective measures that were taken to resolve the A2 non-conformities observed are sufficient.

3.3. Type B non-conformities (NC B)

If type B non-conformities (NC B) are observed, they are stated in the audit summary report (ASR). The participant shall draw up an action plan for these non-conformities, listing the correction of the shortcoming and the corrective measures with an eye to preventing recurrence.

The action plan shall be forwarded within a period determined by the auditor on the basis of the nature of the non-conformity, but that may not exceed 3 months in case of an initial audit ([and upgrade audit](#)) of producers and transport companies or 1 month for all the other types of audits ([extension, renewal and unannounced audits](#)). After an audit at transport level, the ICB shall send the checklist and the audit summary report to the certified transport company's corporate headquarters within 1 working day of the audit. The period for forwarding the documents commences on the Monday following the week in which the audit was carried out. The period for forwarding the documents with regard to production and processing shall commence on the last audit date. The NC B observed and the period within which the action plan must be submitted shall be stated in the ASR.

The participant shall apply this plan within a period of 6 months, with the exception of cyclic and timebound conditions that do not occur within 6 months of drawing up the action plan. In that case, the plan is applied as soon as the conditions of the cycle or the production period are present again.

It is always the certified participant who is responsible for drawing up an action plan, discussing the action plan with their employees or not and forwarding it to the inspection and certification body.

If the corrections or corrective measures cannot be proven by forwarding documents, a corrective measure audit must be carried out within the period specified.

If no action plan is forwarded within the period specified, or if it is insufficient, the audit shall be rounded off negatively. In case of an initial audit or a renewal audit (after the expiry date of the current certificate) no certificate is issued; in all the other cases the current certificate is revoked. The participant is immediately informed of this by the inspection and certification body (see 5.2. Termination).

If a NC B had already been observed during the previous audit and the same shortcoming is observed again, this will lead to a NC A2 on condition that the audit occurs more than 6 months after the previous one. The auditor shall clearly state this in the ASR. The participant has 1 month to take the necessary, adapted corrections and corrective measures. If the ICB deems the corrections or corrective measures insufficient, the audit shall be rounded off negatively. In case of an initial audit or a renewal audit (after the expiry date of the current certificate) no certificate is issued; in all the other cases the current certificate is revoked. The participant is immediately informed of this by the inspection and certification body (see 5.2. Termination).

3.4. Type C non-conformities (NC C)

An NC C is a recommendation. Not meeting the requirements with C-criteria does not hinder certification, but the participant is urged to try and meet these conditions as soon as possible.

In time, recommendations may become a B, A2 or possibly an A1 standard. The participants concerned shall always be informed in time of any changes. Any NC C observed shall also be stated in the audit summary report.

4. Integrity programme

Section 2.2.5. Unannounced audit defined the unannounced audit. The following section describes the procedure for this type of audit.

4.1. Choice of companies

4.1.1. Primary production and processing

One unannounced audit will be carried out on each participant during the certification cycle of 3 years. This means that unannounced audits will be carried out on around 33% of the participants already certified by each inspection and certification body every year. The spread of the audits amongst the participants during the certification cycle shall be determined by Belpork vzw on the basis of a risk analysis of critical standards. This annual list can, where necessary, be supplemented with randomly selected companies in order to reach around 33% per year. Belpork vzw may decide to have extra unannounced audits carried out in addition to the participants selected if, for example, shortcomings were observed during an audit, following a complaint and/or if significant changes have occurred since the previous audit.

4.1.2. Abattoirs and cutting plants

Every year, at least 20% of the participants already certified will be subject to an unannounced audit. These are the companies on which an unannounced BePork extension audit is carried out, companies

that are selected by Belpork vzw on the basis of a risk analysis, where necessary supplemented with a selection of voluntary companies to achieve a minimum of 20% per year. Belpork vzw may decide to have additional unannounced audits carried out on top of the participants selected, for example if shortcomings were observed during an audit, as a result of a complaint and/or if significant changes have occurred since the previous audit.

4.1.3. Meat processors

Belpork vzw may decide to carry out unannounced audit for example if shortcomings were observed during an audit, as a result of a complaint and/or if significant changes have occurred since the previous audit.

Starting from 01/01/2024, an unannounced audit will be carried out on at least 20% of the participants already certified. These are the companies on which an unannounced BePork extension audit is carried out, companies that are selected by Belpork vzw on the basis of a risk analysis, where necessary supplemented with a selection of voluntary companies to achieve a minimum of 20% per year. Belpork vzw may decide to have additional unannounced audits carried out on top of the participants selected, for example if shortcomings were observed during an audit, as a result of a complaint and/or if significant changes have occurred since the previous audit.

4.1.4. Transport

Each transport company shall be subject to an unannounced audit at least once within a 3-year cycle. Every year, at least 25% of the transport companies per inspection and certification body shall undergo unannounced audits. It is the inspection and certification body that decides which companies will be audited in a particular year.

4.2. Communication of an unannounced audit

The unannounced audit may occur at any time of the participant's certification period.

In case of an unannounced audit of a **producer**, the ICB may get in contact with the producer no more than 48 hours in advance.

An unannounced audit in the **processing** sector is not communicated to the participant in advance if visual aspects and/or work instructions on the work floor are to be assessed (e.g. in accordance with the unannounced audit checklist). The audit will be carried out during the normal work and opening hours of the site. After the audit, if necessary, an appointment can be made with the participant to review additional administrative aspects of the quality scheme in the presence of the quality manager or their deputy where applicable.

Each BePork-certified abattoir, cutting plant and meat processor does, however, have the possibility of every year communicating 15 days to the inspection and certification body on which the company is not available for an unannounced audit. These 15 days then apply for the period between 31 January of the year in question until 31 January of the following year. If the company participates in the unannounced extension audit programme, then it will be the same 15 days that were communicated for that programme. The inspection and certification body may dispute the reason for not being available if it does not seem necessary and may accept the proposed dates at its own discretion. The days on which the company does not operate, for example during the weekend, on public holidays or scheduled production stops, are not included in the 15 days. Every year, no later than on 31 January, the 15 days on which the company is unavailable (including the reason why) and the non-production days of that year shall be communicated to the authorised inspection and certification body.

An unannounced audit of BePork transport is not announced in advance. At the request of the inspection and certification body, the transport company shall forward the transport planning for the next 5 working days. The transport planning shall at least indicate the date and location of loading and unloading, the name of the driver and whether or not it concerns BePork transport. The expected and latest actual time of loading and unloading (for the BePork transports) shall be communicated to the inspection and certification body no later than 12 hours before the planned transport. From the transport planning, one BePork transport shall be selected randomly on which to carry out an unannounced audit. The transport selected will not be communicated to the transport company in advance. An ICB may carry out an unannounced audit of different transport companies on one day, at one and the same abattoir.

A participant may in principle not refuse an unannounced audit. If a participant refuses, valid motivation must be given. It is up to the inspection and certification body to assess whether the reason for refusing is valid. If the participant refuses without a valid reason or access to the administration and production facilities is refused, the participant's certificate shall immediately be revoked.

Belpork vzw reserves the right to carry out witness audits or to have them carried out on BePork audits carried out by auditors from the inspection and certification bodies approved by Belpork vzw. The participant undertakes to grant free access and their full cooperation to the representatives of Belpork vzw and/or the inspection bodies and experts mandated by Belpork vzw.

4.3. Assessment

An unannounced audit of transport companies and producers comprises an administrative and a physical audit of a selection of the standards in the BePork quality manual (see www.Belpork.be section Documenten). During the unannounced audit of abattoirs and cutting plants, all the standards of the BePork quality manual will be checked as well as a selection of the requirements of Sector Guide G-018 and the Febev^{Plus} specifications (see www.Belpork.be section Documenten). For meat processors, the unannounced audit comprises an administrative and a physical audit of a selection of the standards in the BePork quality manual as well as a selection of the requirements of the G-018/G-019 Sector Guide (see www.Belpork.be under Documenten).

All the findings are recorded on the checklist and in the audit summary report (ASR). The ASR is drawn up in duplicate, one copy of it is destined for the ICB and one copy for the (candidate) participant. In case of an unannounced audit of producers, abattoirs, cutting plants or meat processors, on completion of the audit, the ASR must be signed by the auditor and the participant audited. In case of an unannounced audit of transport, on completion of the audit the ASR must be signed by the auditor and the driver of the transport audited. After an unannounced audit of transport, the ICB will send the checklist and the audit summary report to the corporate headquarters of the certified transport company within 1 working day. The period for forwarding the documents commences on the Monday following the week in which the audit was carried out. The period for forwarding the documents with regard to production and processing shall commence on the day of the audit.

Just as with other audits, the possible non-conformities may be classified as NC A1, NC A2, NC B and NC C (see 3. Assessment method).

5. Rejection, termination and cancellation of approval

5.1. Rejection of a candidate participant by Belpork vzw

If the application deviates from the aforementioned entry conditions, the application is deemed non-existent until the conditions are fully met.

If no initial audit takes place 3 months after the application form is processed, the candidate participant must respect a waiting period of 6 weeks before reapplying for the BePork quality system.

A candidate participant may be rejected if the initial audit of a candidate participant shows a NC A1 is observed. After a waiting period of at least 6 weeks, the candidate participant may reapply for certification within the BePork quality system by means of a new application procedure.

A candidate participant may also be rejected if the A2 non-conformities (NC A2) observed are not proven to have been corrected and/or no thorough sound action plan is drawn up for the type B non-conformities (NC B) observed (see 3. Assessment method) and/or if a candidate participant does not pay its invoice for the participation fee in accordance with the modalities described in point 8. A candidate participant that pertinently refuses an audit by an ICB, shall be rejected for the BePork quality system. However, that participant shall be given the opportunity to apply for a new entry procedure without a waiting period.

The ICB shall send a registered letter to inform a candidate participant of their rejection.

Any legal appeal against this rejection by the candidate participant shall not have any suspensive effect on the decision.

5.2. Revocation of approval

5.2.1. Primary animal production and processing

The BePork certificate of a participant shall be revoked in the following cases.

- If a NC A1 is observed. After a waiting period of at least 6 weeks, the participant may reapply for certification for the BePork quality system by means of a new application procedure;
- if the A2 non-conformities (NC A2) observed are not proven to be corrected and/or no sound action plan is drawn up for the type B non-conformities (NC B) observed within period specified (see 3. Assessment method). In these cases, the candidate participant is given the opportunity to start up a new application procedure without being subject to a waiting period.
- If a NC A2 is observed that was already observed during the previous audit. The certificate is revoked until the shortcomings can be proven to be resolved within the period for forwarding the documents. If the shortcoming is not resolved within the forwarding period, after a waiting period of at least 6 weeks the participant may reapply for certification for the BePork quality system by means of a new application procedure.
- If a BePork participant no longer has a valid certificate (Sector Guide G-040, G-018 or G-019, Codiplan Animal Welfare or Febev^{Plus}) that serves as the basis for obtaining BePork certification. The candidate participant may start up a new application procedure without being subject to a waiting period.
- If a BePork participant pertinently refuses an audit by an ICB and/or the representatives of Belpork vzw and/or the experts mandated to that end by Belpork vzw. The candidate

participant may start up a new application procedure without being subject to a waiting period.

- If a BePork participant does not pay their invoice for the participation fee or the AB coach in accordance with the modalities described in point 9 they shall also be removed from the BePork quality system without any prior notification. The candidate participant may start up a new application procedure without being subject to a waiting period.
- If a BePork participant does not declare that they agree to the conditions of use of the AB Register database and any amendments to them (cfr. Section 12.3 'Use of the AB Register database'), or does not declare that they agree to the BePork quality manual and BePork regulations and any amendments to them. The candidate participant may start up a new application procedure without being subject to a waiting period.

The participant's certificate shall be revoked by the inspection and certification body or Belpork as soon as possible but in any case within 1 working day of the audit date or the observation. The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.

In case of a termination, the participant shall immediately cease any commercialisation within the BePork quality system. In addition, Belpork vzw shall no longer grant the terminated participant access to the Tracy® web application. The pigs, pork, by-products and end products that are produced during the suspension of the certificate, may not be brought onto the market as BePork worthy.

Any appeal by the excluded participant against this termination shall not have a suspensive effect on the decision.

5.2.2. Transport

Both a certified participant (certified transport company) and a driver who is active in the transport of BePork pigs at a certified participant may be excluded.

5.2.2.1. Revocation of approval

The certificate of a participant shall be revoked in the following cases:

- If an audit of the standards from sections 1, 2, 3, 4 and 6 of Part V of the BePork quality manual brings to light a NC A1. After a waiting period of at least 6 weeks, the participant may reapply for certification for the BePork quality system by means of a new application procedure.
- If the A2 non-conformities (NC A2) are not demonstrably corrected and/or no sound action plan is drawn up for category B non-conformities observed within the period specified (see 3. Assessment method). The candidate participant may start up a new application procedure without being subject to a waiting period.
- If a NC A2 is observed that was already observed during the previous audit. The certificate is suspended until the shortcomings are proven to have been resolved within the forwarding period. If the shortcomings are not resolved within the forwarding period, after a waiting period of 6 weeks the participant may reapply for certification within the BePork quality system by means of a new application procedure.
- If a BePork participant pertinently refuses an audit by an ICB and/or the representatives of Belpork vzw and/or the experts mandated to that end by Belpork vzw. The candidate

participant may start up a new application procedure without being subject to a waiting period.

- If a BePork participant does not pay their invoice for the participation fee in accordance with the modalities described in point 9, they will also be removed from BePork quality system without any prior notification. The candidate participant may start up a new application procedure without being subject to a waiting period.
- If a BePork participant does not declare that they agree to the BePork quality manual and BePork regulations and any amendments to them. The candidate participant may start up a new application procedure without being subject to a waiting period.

The participant's certificate shall be revoked by the inspection and certification body or Belpork as soon as possible but in any case within 1 working day of the audit date or the observation. Any BePork transport shall immediately be ceased by the participant in question.

Any appeal by the excluded participant against this termination does not have a suspensive effect on the decision.

5.2.2.2. Suspension of a driver who works for a certified participant

An employed driver or active co-driver or deployed self-employed person who is active in the transport of BePork pigs for a certified participant can be suspended for 10 or 20 days (see 3. Assessment method) if:

- an unannounced audit brings to light a NC A1 for a requirement in section 3, 'Transport method', of Part V of the BePork quality manual;
- a driver or active co-driver employed or self-employed person deployed who works for a BePork-certified participant who pertinently refuses an unannounced audit by an inspection and certification body.

The termination of a driver or active co-driver employed or self-employed person deployed by a certified participant and the starting and end date of the termination shall be communicated to the participant(s) in question by the inspection and certification body. The inspection and certification body shall also inform Belpork vzw of this within 1 working day.

In case of termination, every BePork transport by the driver or active co-driver employed or self-employed person deployed in question shall be stopped no later than 1 working day after the audit date. In case of the termination of a driver, the transport company that the driver works for retains its BePork certificate. Only the suspended driver may no longer carry out any BePork transports.

Any appeal against this termination by a certified participant for whom the excluded driver works shall not have a suspensive effect on the decision.

5.3. Cancellation of approval by a participant

A participant that wishes to end its membership of the BePork quality system shall communicate this in writing to Belpork vzw or to the ICB. This is possible by e-mail to Belpork vzw at info@belpork.be or by post to the following address: Belpork vzw, Boulevard du Roi Albert II 35 box 54, 1030 Brussels. The ICB's contact data can be found on the website of Belpork vzw, www.belpork.be in the Controle-en certificatie-instelling section. The participant will be cancelled in the BePork quality system as soon as the end date of the current certificate is exceeded, or earlier at the participant's explicit

request. Belpork vzw or the ICB shall send the participant confirmation of their cancellation by e-mail.

A participant that wishes to end their membership of the BePork quality system because the company is being acquired by third parties (see also 6. Acquisition), shall also notify Belpork vzw or the ICB of this in writing. In the case of an acquisition by third parties, the certified participant shall be cancelled in the BePork quality system on the day that the written notification is received.

6. Acquisition of a certified BePork company

If a certified BePork company is acquired, the acquisition must always be communicated to Belpork vzw and the authorised inspection and certification body in writing by the certified participant.

In case of an **acquisition by relatives** of the first or second degree (including son-in-law or daughter-in-law), spouses and companies in which the original manager (the person in whose name the company is registered) remains or becomes a shareholder, the current BePork certificate shall not become null and void and it is not necessary to complete a new entry procedure. This on condition that after the acquisition, no changes occur in the activities or type of company (animal categories). Those acquisitions do, however, always have to be communicated to Belpork vzw together with submitting an application form. Belpork will then pass this information on to the inspection and certification body so that a new certificate (with the same duration) can be issued in the name of the new manager.

In case of an **acquisition by third parties**, the BePork certificate of the transferring party shall become null and void immediately on receipt of the written notification. If the transferee wishes to join the BePork quality system, they must complete the entry procedure (see 1. 'Entry and approval procedure'). On affiliation within the framework of a third party acquiring a company, a participation fee shall be charged. As long as the transferee does not have a valid certificate, they cannot carry out any activities within the BePork quality system. It is not permitted for transferees to carry out activities under the name and certificate of the transferring party. If a violation is observed, Belpork vzw may impose a sanction.

7. Cooperation with the German quality system QS

QS GmbH is scheme owner and manager of the German *QS Quality Scheme for Food* that covers every stage of the supply chain. QS and Belpork have agreed upon a recognition of BePork audits with regard to agricultural pig production, animal transport, slaughter and deboning of pigs.

This cooperation agreement offers BePork-certified companies some **export possibilities**.

- BePork-certified producers have the possibility to export live pigs to QS-certified abattoirs.
- BePork certified abattoirs and cutting plants have the possibility to export BePork meat (carcasses, cuts/meat and by-products) within the QS quality system.
- On Belgian territory, the processing and marketing of BePork pigs into carcasses, cuts/meat and by-products is carried out by a chain of BePork certified participants under the BePork quality label.
- BePork transporters can deliver activities in the QS system.

Only companies with full **BePork approval** can export within the QS system. Companies which hold a temporary BePork certificate at start-up, or a BePork certificate after an audit in the absence of activity, are not authorised to supply within the QS system. In order to be able to deliver within the QS system, registration of your company in the QS database is also necessary.

The registration of pig farms and transport companies is done by Belpork vzw at the time of the BePork recognition. As a abattoir and cutting plant, you must register your company in the QS database yourself. How to do this is described in the manual "registration in the QS-database" which

is available at the [BePork website](#). Once registered, Belpork vzw manages the certification status of all BePork recognised members in the QS database.

Based on this cooperation agreement, a BePork certified company has the obligation to inform Belpork vzw when the company is approached to pursue a certification for which a cooperation agreement already exists. Not informing Belpork vzw can lead to exclusion from the BePork quality system.

8. [Tracking and tracing \(online platform Tracy®\)](#)

Tracy® is the online platform of Belpork vzw for tracking and tracing BePork quality meat through the production and distribution chain. Each participant in the BePork quality scheme has access to Tracy® via a personal user name and password (see section 8.1. Registration). A personal account gives each BePork participant access to the following functions:

- [Company data](#): access to the company data of the livestock location or branch registered in Tracy®.
- [Specifications](#): access to the status, starting and end date of the BePork certificate for the livestock location / branch and any other top-up modules of BePork for which Belpork vzw offers services and in which the livestock location / the branch is participating.
- [Contacts](#): persons who have been granted access by the (sanitary) manager to the data in Tracy® for the livestock location / the branch of the (sanitary) manager.
- [Tracking and tracing](#) of BePork through the entire chain (pigs, carcasses, meat, meat products, meat preparations and by-products within all the links). Tracy® makes it possible to quickly and correctly track fresh pork through the entire production chain using digital tracking documents drawn up by the various links of the pig sector.

8.1. [Registration](#)

Every certified participant and candidate participant has access to the online Tracy® platform database via a user name and a personal password. On submitting a valid application for affiliation, each candidate participant shall receive an activation mail for their account in Tracy® via the e-mail address of the manager named in the application form. Via the activation link, the participant is asked to enter their profile data and set a password using the “initial log in” procedure (see the [Tracy® manual](#)). If the participant loses their password, they must create a new one themselves using the “password lost” procedure described in the Tracy® manual. Since the user name is linked to the e-mail address of the (sanitary) manager, the correct e-mail address must always be known to Belpork vzw.

After registering, each participant of the quality scheme shall gain access to their own profile and company data collected by Belpork vzw, the schemes in which they participate whether or not managed by Belpork vzw and also the tracking documents drawn up by or for their livestock location or branch.

8.2. [My data](#)

8.2.1. [Profile](#)

Via the profile in Tracy®, the (sanitary) manager can see their personal data and login data. Participants are obliged to keep their profile data up to date themselves in Tracy®. Since the

registration in Tracy® is linked to the e-mail address of the (sanitary) manager, it is not possible to change that e-mail address yourself. Any change to this e-mail address must be communicated to Belpork in writing.

8.2.2. Company data

After logging in to Tracy®, the participant can see its own company data that has been collected by Belpork vzw via the application form during the application phase or during the validity of the certificate. To keep the company data up to date, the participant is obliged to communicate any changes to the company, branch or invoicing data to Belpork vzw in writing. Participants cannot change the company data in Tracy® themselves. A BePork-certified producer must also inform Belpork vzw if the animal categories present change and as a result the type of company (closed, open, breeding and rearing, piglet rearing, fattening pigs, mixed company) changes too.

8.2.3. Health profile of a livestock location

The health profile describes the status of the pig location with regard to the various animal diseases (bacterial spot, classical swine fever, Aujeszky's disease, etc.). It concretely concerns animal diseases that can have an impact on the international trade in pork, both within Europe and to third countries. This information is strictly personal for each pig company and is not made visible to or shared with Belpork vzw or third parties. The information is only used to automatically determine on the digital food chain information declaration (see 8.7.1. Digital FCI declarations) for which export countries that impose specific requirements, the pigs' meat qualifies. After all, certain export countries impose specific restrictions, amongst other things depending on whether or not certain animal diseases are present at a company, in a certain region or country. These criteria are determined by each country of reception individually.

So in order to correctly determine the export countries on the digital FCI declaration, it is essential that the participant always keeps the health profile of their livestock location up to date.

The health profile is made up of four elements:

- Notifiable diseases that require zoning
- Aujeszky's disease
- Notifiable diseases that do not require zoning
- Other diseases

The status for the "Notifiable diseases that require zoning" and "Aujeszky's disease" will already have been completed the first time the participant logs in. After all, a status is often awarded for the entire country for these diseases. If the livestock location is awarded a status for one of these diseases whilst the status of the country has not changed (for example a defined zone in case of African swine fever), then participants are obliged to change the status themselves in the health profile of their company. The participants must always keep the status for the "Notifiable diseases that do not require zoning" and "Other diseases" for their company up to date themselves. The way to manage and edit the health profile is described in the Tracy® manual for producers.

8.3. Contacts

The company's manager (or sanitary manager in primary production) that was communicated during the application phase or during the validity of the certificate, may add contacts and choose whether or not to give them access to the company's Tracy® portal. To this end, the (sanitary) manager enters the e-mail address, family name, first name, language and telephone number of the contact together with their function in Tracy®. If access is granted to the Tracy® portal, the contact will gain access to

the company's portal in Tracy® by means of a personal login (e-mail address and password) and thus will gain the same access and almost the same rights as the (sanitary) manager.

In the processing sector and at transport level, an emergency contact and their deputy must always be added.

Specifically for abattoirs, access to the digital FCI declarations may be granted to the abattoir's veterinarian on assignment (BMO) by adding them as a contact. In this way, the veterinarian on assignment gains access only to the digital FCI declarations drawn up at the abattoir but cannot see the other company data or the tracking and tracing.

8.4. Drivers and vehicles

8.4.1. Transporter - (Limited) commercial BePork transport

Transport companies themselves are responsible for keeping the drivers and vehicles used in the BePork transport of pigs up to date. Every driver who becomes active or inactive who works in the transport of BePork pigs and any vehicle taken into or out of service used to transport BePork pigs must be updated in Tracy®. When the transport company adds a new driver or vehicle, a check is carried out by Belpork vzw. Only when Belpork approves is the driver or vehicle approved and is transport of BePork pigs permitted. If BePork pigs are transported by a driver or vehicle that has not yet been approved by Belpork vzw, the BePork label will be cancelled and the pigs, pork and by-products will no longer be commercialised under the BePork label.

When adding drivers, the transport company must also upload the latest certificate of competence in Tracy®. Certificates with an end date will receive a message on the transport company's dashboard towards the end date. The transport company is responsible for uploading the new certificate of the driver in question on time. When a certificate is uploaded, Belpork checks it. On approval, the end date of the competence of the driver in question is adapted to the end date on the new certificate. The way to add or edit drivers and vehicles and how certificates can be uploaded in Tracy® can be found in the Tracy® manual for transporters.

A transport company can give the approved drivers access to Tracy®. The driver can then register in Tracy® using the e-mail address that was registered for the driver in Tracy® and with their own password. In this way, drivers themselves can generate transport documents in Tracy® for the transport company for which they transport BePork pigs (see 8.7.2. Transport document).

8.4.2. Transporter - Own transport

Transporters of pigs that fall under the definition of "own transport", (see Part IV Definitions), must communicate their own transport of BePork to Belpork vzw. The transporter will then be able to register in its personal Tracy® portal with the transport activity. On registering, BePork-certified producers with own transport will then be able to select not only their activity as a producer but also their activity as a transporter.

Each transporter that falls under the definition of "own transport" is obliged to keep the information about the drivers and vehicles used for the own transport of BePork pigs up to date via the personal portal in Tracy® under its activity as a transporter. In concrete terms, this means that every driver who becomes active or inactive in the own transport of BePork pigs and any vehicle taken into or out of service used in the own transport of BePork pigs must be updated in Tracy®. When a new driver or vehicle is added, a check is carried out by Belpork vzw. Only when Belpork approves is the driver or vehicle approved and is transport of BePork pigs permitted. If BePork pigs are transported by a driver

or vehicle that has not yet been approved by Belpork vzw, the BePork label will be cancelled and the pigs, pork and by-products will no longer be commercialised under the BePork label. The way to add or edit drivers and vehicles can be found in the Tracy® manual for transporters.

A transporter can give the approved drivers access to Tracy®. The driver can then register in Tracy® using the e-mail address that was registered for the driver in Tracy® and with their own password. In this way, drivers themselves can generate transport documents in Tracy® (see 8.7.2. Transport document).

8.5. QS certificate transport companies

Transport companies that are approved within the BePork quality scheme on the basis of a valid QS certificate (see section 1.2.4.) are themselves responsible for submitting the new QS certificate on time when it is extended by QS GmbH. The starting and end date of the QS certificate as registered in Tracy® can be consulted by the transport company on the dashboard and under the menu item 'Specifications' in Tracy®. The end date stated is the end date of the last QS certificate of the transport company received by Belpork vzw. If an extension of the QS certificate is not submitted to Belpork vzw on time by the transport company, the BePork approval of the transport company in question will be cancelled as soon as the end date of the QS certificate registered in Tracy® is exceeded. The transport company shall in that case no longer be permitted to transport live pigs within the BePork quality scheme until a new, valid QS certificate is submitted to Belpork vzw. If the transport company transports BePork pigs anyway without a new, valid QS certificate, these pigs and their meat or by-products may not be commercialised under the BePork label.

8.6. Searching for members

BePork-certified producers must check whether the Belgian piglets delivered come from a BePork-certified supplier. BePork-certified producers and abattoirs must be able to determine when respectively loading and unloading piglets and pigs at their companies whether the transport company, the driver and vehicle present are approved for transporting BePork pigs. For BePork-certified abattoirs and cutting plants, it is important to know in advance whether the pigs to be delivered are BePork worthy. It is for this reason that the "search for members" function was added to Tracy®. Each BePork participant can consult the status of another participant via the portal in Tracy® using this one-to-one search function. It is possible to search by name, business unit number, company registration number, livestock location number, establishment number, slap tattoo code or approval number (F/B/EC number). For every company known on the online Tracy® platform, the company data that can be entered as search data is displayed. In addition, the certification status for the BePork Quality Manual with the starting and end date of the BePork certificate is also displayed. For BePork participants who also participate in other BePork top-up modules for which Belpork vzw offers services via Tracy®, the status, starting and end date of these labels are also displayed if the searcher also participates in these schemes. For transport companies, the drives and vehicles approved for BePork are also displayed. For the drivers, their name, whether or not they are competent and the start and where applicable the end date are displayed. For the vehicles, the number plate, status, type of vehicle, the animal categories to be transported and the maximum number of BePork fattening pigs are displayed for each vehicle.

8.7. Tracking documents

Each producer, transporter, abattoir, cutting plant and meat processor certified in accordance with the BePork quality scheme is obliged to draw up the required tracking documents for each BePork activity via their portal in Tracy®. QS-certified transporters that carry out BePork transport are also obliged to draw up Tracy® tracking documents to guarantee the BePork quality.

The documents are:

- | | |
|---|-----------------------------|
| • for producers | the digital FCI declaration |
| • for transporters | the transport document |
| • for abattoirs | the slaughter batch |
| • for abattoirs, cutting plants and meat processors | the delivery slip |

8.7.1. Digital Food Chain Information declarations (e-FCI)

The tracking and identification of BePork pigs at the livestock location on their departure to the abattoir occurs via the digital FCI declaration.

8.7.1.1. Producers

For every delivery of BePork pigs (piglets, breeding, rearing and fattening pigs) to a BePork-certified abattoir or an abattoir that demands BePork, the sanitary manager must draw up the digital FCI declaration in Tracy®. A digital FCI declaration need not be drawn up using Tracy® if the pigs are delivered to a foreign abattoir. The digital FCI declaration drawn up using Tracy® contains the information required by law for food chain information declarations supplemented with BePork-specific information. The BePork-specific information concerns only a few additional fields including but not limited to the abattoir, where applicable the trader, the feed company and the castration method.

Certain export countries impose specific conditions. These requirements are determined by each country of reception individually. When drawing up a digital FCI declaration in Tracy®, it is automatically calculated for which of the export countries that impose specific conditions, the pigs' meat qualifies or not. A summary of this is automatically displayed at the bottom of the digital FCI declaration and is visible to the producer and the abattoir. To determine whether the meat qualifies for these countries or not, the export module in Tracy® uses the information from the health profile of the livestock location (see 8.2.3. Health profile) and the information entered in the digital FCI declaration itself and it takes into account the specific requirements of the export countries. In order to correctly determine the export countries on the digital FCI declaration, each BePork participant is obliged to keep the health profile of their livestock location up to date. The specific conditions of each export country are kept up to date for the digital FCI declaration in Tracy® by Belpork vzw in collaboration with Febev vzw. This module's calculation of the export countries is an obligation of means, not an obligation of result.

The digital FCI declaration must be fully and correctly completed in accordance with the modalities described in the Tracy® manual for producers. When it is completed, the digital FCI declaration must be signed and sent to the abattoir no less than 24 hours before slaughter by the sanitary manager. Only when the digital FCI declaration has been fully and correctly drawn up will it automatically be sent to the abattoir by the system. The labels and specifications that the batch of pigs delivered complied with are automatically stated on the digital FCI declaration. If the livestock location stated on the digital FCI declaration is in accession or is not BePork certified, the BePork label will automatically disappear and the meat will downgrade to regular pork on the digital FCI declaration.

In this way, Belpork has the necessary data to track the BePork pigs, the abattoir has the necessary information to prepare the slaughter process and the producer meets the legal requirement of drawing up a FCI declaration and sending it to the abattoir.

By validating and signing the digital FCI declaration in Tracy®, the abattoir accepts the (BePork) pigs for slaughter. The abattoir has the option of requesting that the producer make changes. The producer can always consult this request in their Tracy® portal.

In it is not possible to draw up digital FCI declarations due to a technical problem with the online Tracy® platform, this must immediately be communicated to Belpork vzw.

8.7.1.2. Transporter

Within the framework of tracing BePork pigs and pork throughout the production chain, a transporter of BePork pigs is obliged to draw up a transport document in Tracy® (see 8.7.2. Transport document). When drawing up a transport document to be sent to the abattoir, the transporter must link the transport document to the digital FCI declaration. Only through the combination of the data on the digital FCI declaration and the transport information is it possible to track BePork pigs. For this reason, when drawing up a transport document in Tracy®, the transporter (the transport company/transport with own transport and their drivers) can access the digital FCI declarations that were drawn up for and by the loading location. The digital FCI declarations are not displayed until the loading and unloading locations have been entered. The transporter can only see the digital FCI declarations for that combination of loading and unloading locations. In concrete terms, transporters will only see the digital FCI declarations that were drawn up for the location where they will load and the abattoir where they will unload. To select the correct digital FCI declaration, not only the loading and unloading location are displayed but also where applicable the trader, the planned departure date, the planned number of animals and the animal category (fattening pig, piglet, breeding or rearing pig).

8.7.1.3. Abattoir

Once signed by the producer, all the digital FCI declarations drawn up in Tracy® will be made available to the abattoir that is named in the digital FCI declaration via the dashboard of the abattoir in Tracy®. In this way, the abattoir will have the information necessary to prepare the slaughter process and the producer will fulfil its legal obligation to draw up a FCI declaration and send it to the abattoir.

The (BePork) pigs are accepted for slaughter by the abattoir by validating and signing the digital FCI declaration in Tracy®. The abattoir has the option of requesting that the producer make changes to the digital FCI declaration. Once the abattoir validates the digital FCI declaration, it is made available to the abattoir's veterinarian on assignment. If the abattoir adds the veterinarian on assignment as a contact and the vet in question generates a password for Tracy®, the vet can simply consult the abattoir's digital FCI declaration in Tracy® and validate it by signing it.

8.7.2. Transport document

For each transport of BePork piglets, breeding, rearing and fattening pigs between establishments (livestock location, abattoir, etc.), a BePork transport document is drawn up using Tracy®. A digital BePork transport document is drawn up for each loading or unloading location and for each category of animal (BePork piglets, breeding, rearing and fattening pigs) and it states the precise number of pigs being delivered, the driver's name, the number plate of the vehicle or semi-trailer and any attention pigs.

The **transporter of the pigs** is responsible for entering the information about every transport of BePork pigs in Tracy®:

1. When transporting pigs **between establishments** (livestock locations, abattoir, etc.) **within Belgium**
 - The (BePork) transporter of the pigs is responsible.
2. When **importing or exporting** directly to or from the livestock location:
 - a. By a Belgian transport company
 - The (BePork) transporter of the pigs is responsible.
 - b. By a foreign transport company
 - The (BePork) producer of the livestock location is responsible.

A BePork-certified producer that transports BePork pigs itself, is a transporter and thus responsible for drawing up and registering the transport document in Tracy®. In those cases, the producer must register the transport document in its Tracy® portal under its activity as a transporter. When registering in Tracy®, the producer then opts for the activity of Transporter. In the case of so-called “own transport” (see Part IV Definitions), the BePork producer must communicate the “own transport” of BePork pigs between pig companies or to the abattoir to Belpork vzw in writing. In the other cases, the producer must have a BePork certificate for (limited) commercial transport. Whether a BePork certificate for (limited) commercial transport is necessary or “own transport” applies can be determined using the decision tree.

If an agreement is entered into with a third party for transport, it must always be determined which party is responsible for drawing up the transport documents.

The transporter must complete the transport document fully and correctly in accordance with the modalities described in the Tracy® manual for transporters. When drawing up a transport document to be sent to the abattoir, the transporter must link the transport document to the digital FCI declaration. Only through the combination of the data on the digital FCI declaration and the transport information is it possible to track BePork pigs. Once the transport document has been fully and correctly drawn up, it will be sent to the unloading location (the pig company or abattoir) via the system. The labels and specifications that the batch of pigs delivered complies with are automatically named on the transport document.

The transport document must have been drawn up by the latest when the pigs are unloaded at the abattoir or no later than 7 days after transport between two pig companies.

A transport company/transporter with “own transport” can give the approved drivers access to Tracy®. The driver can then register in Tracy® using the e-mail address that was registered for the driver in Tracy® and with their own password. In this way, both the transport company/ transporter with “own transport” and its competent driver(s) can generate transport documents in Tracy®.

Both the loading location, the unloading location and the transport company and driver can access the transport documents in which they are named via their portal in Tracy®.

8.7.3. Slaughter batches

A BePork-certified abattoir is obliged to generate a slaughter batch for all the BePork pigs that are delivered, even if they will not be further commercialised under the BePork label.

A slaughter batch is defined in Tracy® as a batch of pigs that come from one and the same slap tattoo code, are transported by one and the same driver/vehicle, that are all slaughtered at the same time. A slaughter batch is generated in Tracy® either manually or via webservice in accordance with the modalities described in the Tracy® manual for abattoirs. The following information is entered in

Tracy® for each slaughter batch: the transport document number, the slaughter date and the number of approved and rejected pigs. To make tracking and tracing possible, the slaughter batch must be linked to transport. Transport is entered by the transporter, as stated in paragraph 8.7.2., and is made available to the abattoir in Tracy®.

If an abattoir with its own cutting plant, delivers carcasses and by-products to the client from the cutting plant and not from the abattoir, the entire slaughter batch in question must be sent to the cutting plant in Tracy® so that delivery from the cutting plant becomes possible. It is not permitted to combine slaughter batches on an outgoing delivery slip from the abattoir to its own cutting plant for the purpose of delivering carcasses or by-products from the own cutting plant to the client.

Slaughter batches must be generated no later than on delivery of the carcasses and by-products to the client.

8.7.4. Delivery slip

8.7.4.1. Abattoir

To guarantee the tracking, tracing and batch identification of BePork pork or by-products from the abattoir, use is made of Tracy® delivery slips. A BePork-certified abattoir is obliged to draw up a delivery slip in Tracy® for each delivery to clients that demand BePork or are themselves BePork certified.

Delivery slips are generated in Tracy® either manually or via webservice in accordance with the modalities described in the Tracy® manual for abattoirs and the webservices manual. A delivery slip is generated by combining slaughter batches. A separate delivery slip is generated for each animal category (meat from sows, fattening pigs or piglets), per label under which the delivery occurs and for each type of product (carcasses or by-products). If batches with different levels of label-worthiness are combined, the delivery will comply with the lowest label and the delivery slip in Tracy® will automatically only keep and state the lowest label. The Tracy® delivery slip contains the quantities or weights of the products delivered, including information about the origin of the meat (slap tattoo codes) and the quality label under which the delivery falls. If a delivery occurs from a cold store or if an abattoir delivers products that come (partly) from a cold store, then the abattoir must also name the cold store on the delivery slip. The delivery slip must be generated by the delivery of the carcasses and by-products to the client at the latest. If one of the links involved (livestock location, transporter of the live BePork pigs or the abattoir itself) is not BePork certified or is in the process of acceding, the BePork label will automatically disappear from the Tracy® delivery slip. The same principle applies for the top-up modules of the BePork quality scheme.

The user is obliged to report any problems with the online Tracy® platform to Belpork within 24 hours.

8.7.4.2. Cutting plant

To guarantee the tracking, tracing and batch identification of BePork pork or by-products from the cutting plant to the next link in the chain, a BePork-certified cutting plant is obliged to draw up an outgoing delivery slip in Tracy® for each delivery to clients that demand BePork or are themselves BePork certified.

Delivery slips are generated in Tracy® either manually or via webservice in accordance with the modalities described in the Tracy® manual for cutting plants and the webservices manual. An outgoing delivery slip is generated on the basis of the incoming Tracy® delivery slips. It is possible to

combine several incoming deliveries on one outgoing delivery slip. A separate delivery slip is generated for each animal category (meat from sows, fattening pigs or piglets), per label under which the delivery occurs and for each type of product (carcasses, by-products, cuts of fresh meat/meat preparations). If batches with different levels of label-worthiness are combined, the delivery will comply with the lowest label and the delivery slip in Tracy® will automatically only keep and state the lowest label. The delivery slip contains the quantities or weights of the products delivered, including information about the origin of the meat (slap tattoo codes) and the quality label under which the delivery falls. If a delivery occurs from a cold store or if a cutting plant delivers products that come (partly) from a cold store, then the cutting plant must also name the cold store on the delivery slip. The outgoing delivery slip must be generated by the delivery of the carcasses, by-products, cuts of fresh meat and meat preparations to the client at the latest. If one of the previous links involved (livestock location, transporter of the live BePork pigs, abattoir or the cutting plant itself) is not BePork certified or is in the process of acceding, the BePork label will automatically disappear from the Tracy® delivery slip. The same principle applies for the top-up modules of the BePork quality scheme.

The user is obliged to report any problems with the online Tracy® platform to Belpork within 24 hours.

8.7.4.3. Meat processor

Meat processors may not draw up Tracy® tracking documents until they receive a message from Belpork vzw.

8.7.5. **Generating a transport document and delivery slip for QS recipient**

There is cooperation between Belpork vzw and QS GmbH that offers BePork-certified companies export opportunities (see section 7). For the export of live pigs, carcasses, cuts of meat and by-products as described in section 7 to a QS recipient, a Tracy® tracking document must also always be drawn up:

- Live BePork pigs may be exported to a QS recipient if the pigs come from BePork-certified pig farms and they are accompanied by a Tracy® transport document. The obligation of drawing up a transport document in Tracy® for the export of live pigs to a QS recipient will take effect on 01/01/2024.
- BePork carcasses, cuts or by-products may be exported within the QS quality scheme as long as they are accompanied by a delivery slip generated in Tracy® in accordance with the modalities described in the Tracy® manual for abattoirs and cutting plants.

9. **Fees and costs**

9.1. **General**

All the invoices of Belpork vzw are payable without delay. In case of late payment, starting from the thirtieth day after the invoice date, a fixed sum of 10% of the invoiced sum shall be legally owed without prior notice of default as compensation. A first reminder will be sent starting from the thirtieth day after the invoice date. If payment is not received after that first reminder, a second reminder will be sent fourteen days after the first reminder. If payment is not received within 7 days of the second reminder, then without prior notification this shall legally lead to final rejection or termination from the BePork quality label by the inspection and certification body of Belpork vzw.

9.2. Inspection costs

The costs of inspection and certification (initial, extension, renewal, unannounced, [upgrade](#) and the corrective measure audit) shall be borne directly by the participant. Even if there is no BePork activity present or the audit cannot be held without the knowledge of the ICB (no one present at the time of the appointment, entry refused to the ICB, etc.) a fixed sum shall still be charged. [The costs may vary depending on the ICB, the number of certified specifications and the activities of the company. Quotations may be demanded from several ICBs. A list of approved inspection and certification bodies is available on the website of Belpork vzw, \[www.Belpork.be\]\(http://www.Belpork.be\), under BePork.](#)

The ICB shall invoice these costs directly to the participant.

9.3. Participation fee

9.3.1. Primary production

Each year, every certified producer shall be charged a participation fee. The charging of this fee and the tariff shall be determined by a [annual](#) decision of the Board of Directors and may subsequently be changed by a decision of the Board of Directors. Every participant shall be informed on time of this by Belpork vzw by means of a newsletter sent to the company's e-mail address that they indicated on their application form. [In addition, the sum of the participation fee is published on the website of Belpork vzw, \[www.Belpork.be\]\(http://www.Belpork.be\), under BePork. On acceding after 1 July, only half the participation fee shall be owed.](#) Belpork vzw shall invoice this fee directly to the BePork producer using the invoicing data provided by the participant on the application form possibly subsequently amended at the participant's request.

The participation fee for candidate participants is charged via Belpork. In case of acquisition by a third party, the participation fee for the entry procedure of the third party shall also be charged via Belpork vzw. [If the participation fee is not paid within seven days of the second reminder sent by Belpork vzw \(see 14.2 General\), then the participant will be removed from the BePork quality scheme.](#)

The participation fee is deemed acquired by Belpork vzw and the participant shall in no case be reimbursed either in full or in part.

9.3.2. Transport

Each year, every certified transport company shall be charged a participation fee. The charging of this fee and the tariff shall be determined by a decision of the Board of Directors and may subsequently be changed by a decision of the Board of Directors. Every participant shall be informed in time of this by Belpork vzw by means of a newsletter sent to the company's e-mail address that they indicated on their application form. [In addition, the sum of the participation fee is published on the website of Belpork vzw, \[www.Belpork.be\]\(http://www.Belpork.be\), under BePork. On acceding after 1 July, only half the participation fee shall be owed.](#) Belpork vzw shall invoice this fee directly to the corporate headquarters of the certified using the invoicing data provided by the participant on the application form possibly subsequently amended at the participant's request.

For candidate participants, the participation fee is charged via Belpork vzw. In case of acquisition by a third party, the participation fee for the entry procedure of the third party shall also be charged via Belpork vzw. [If the participation fee is not paid within seven days of the second reminder sent by](#)

Belpork vzw (see 14.2 General), then the participant will be removed from the BePork quality scheme.

The participation fee is deemed acquired by Belpork vzw and the participant shall in no case be reimbursed either in full or in part.

9.3.3. Processing

Each year, every certified cutting plant shall be charged a participation fee. A fixed and variable participant fee is charged annually at each certified slaughterhouse. The charging of this fee and the tariff shall be determined by a decision of the Board of Directors and may subsequently be changed by a decision of the Board of Directors. Every participant shall be informed in time of this by Belpork vzw by means of a newsletter sent to the company's e-mail address that they indicated on their application form. In addition, the sum of the participation fee is published on the website of Belpork vzw, www.Belpork.be, under [BePork](#). On acceding after 1 July, only half the participation fee shall be owed. Once a year, Belpork vzw shall invoice the fixed participation fee directly to the BePork abattoir or cutting plants using the invoicing data provided by the participant on the application form possibly subsequently amended at the participant's request.

For candidate participants, the participation fee is charged via Belpork vzw. In case of acquisition by a third party, the participation fee for the entry procedure of the third party shall also be charged via Belpork vzw. If the participation fee is not paid within seven days of the second reminder sent by Belpork vzw (see 14.2 General), then the participant will be removed from the BePork quality scheme.

The abattoir is charged a fee for each fattening pig that is delivered to the BePork-certified abattoir or candidate participant. The variable fee is calculated based on the total monthly slaughters of both approved members and candidate participants based on of the data in the IVB vzw database. This fee is determined every year by the Board of Directors of Belpork vzw and communicated via the website (www.Belpork.be) and directly to the abattoirs. On the basis of the effective number of slaughters of BePork fattening pigs every month the balance shall be invoiced to the abattoir retroactively; this is the variable fee.

The participation fee is deemed acquired by Belpork vzw and the participant shall in no case be reimbursed either in full or in part.

9.3.4. Meat processors

Each year, every certified meat processor shall be charged a participation fee. The charging of this fee and the tariff shall be determined by a decision of the Board of Directors (inc. Fenavian) and may subsequently be changed by a decision of the Board of Directors. Every participant shall be informed on time of this by Belpork vzw by means of a newsletter sent to the company's e-mail address that they indicated on their application form. In addition, the sum of the participation fee is published on the website of Belpork vzw, www.Belpork.be, under [BePork](#). On acceding after 1 July, only half the participation fee shall be owed. Once a year, Belpork vzw shall invoice this fixed participation fee directly to the BePork meat processor using the invoicing data provided by the participant on the application form, possibly subsequently amended at the participant's request.

For candidate participants, the participation fee is charged during the entry procedure through Belpork vzw. In case of acquisition by a third party, the participation fee for the entry procedure of

the third party shall also be charged via Belpork vzw. If the participant's participation fee is not paid within the payment term set by Belpork vzw (minimum 30 days), the participant may be suspended. If the participation fee is not paid within seven days of the second reminder sent by Belpork vzw (see 14.2 General), then the participant will be removed from the BePork quality scheme. The participation fee is deemed acquired by Belpork vzw and the participant shall in no case be reimbursed either in full or in part.

9.4. Analysis costs

If the participant causes a delay in the laboratory taking or collecting samples (e.g. within the framework of *Salmonella* monitoring, etc.) which leads to the laboratory imposing a surcharge, this shall be recovered from the participant. The additional costs shall be invoiced directly to the participant.

9.5. AB Coaching costs

Within the framework of the antibiotics policy within the BePork quality system, pig farms that repeatedly show a prolonged, high-level use of antibiotics must enlist an AB coach. Which companies have to enlist an AB coach is described in the company report that is made available via the AB Register and is indicated by means of an action code in the AB Register portal. The coaching process at a BePork pig farm may only be carried out by an AB coach who is certified by Belpork vzw and who is listed on the Belpork website. The AB coach shall invoice the costs incurred directly to the BePork participant. The payment conditions determined by the AB coach shall apply. In case of non-payment, especially no payment and no reaction after an initial payment reminder, the coaching process will be stopped. The AB coach will inform Belpork vzw of the non-payment and this can lead to the BePork pig farm being removed from the BePork quality system by Belpork vzw.

10. Complaints and possibility of appeal

Every BePork-certified participant shall register any complaints received from a subsequent link or sent to a previous link in the production chain on a complaints form that is reviewed by the ICB. [A cause analysis must be carried out and appropriate corrections and corrective measures taken.](#) Complaints relating to inspection or certification may also be indicated here.

Every BePork participant has the right to submit a complaint with regard to the validity, interpretation or execution of the agreement entered into by an AB coach certified by Belpork vzw and the BePork participant. The substantiated complaint must be lodged in writing with the AB coach and Belpork vzw. If parties cannot reach an amicable settlement, disputes will fall exclusively under the jurisdiction of the Dutch-speaking courts of Brussels.

Every (candidate) participant has the right to submit a complaint against a decision of the ICB [or Belpork](#). The complaint with motivation must be submitted in writing to the ICB [or Belpork](#). The ICB [or Belpork](#) is authorised to handle the complaint.

After thorough evaluation, the participant shall be informed in writing of the ICB's [or Belpork's](#) motivated decision by means of a registered letter.

If the participant does not agree with the outcome of the complaint, it may appeal the decision within 14 calendar days of the ICB's [or Belpork's](#) communication. To this end, the participant shall send the ICB [or Belpork](#) a registered letter.

On receipt of the complaint, the ICB or Belpork shall send the participant the detailed appeal procedure. On starting up the appeal procedure, the participant grants the ICB or Belpork the right to transfer all the observations during the audits to the members of the ICB's appeal committee.

When a participant is terminated, starting up the appeal procedure does not have a suspensive effect. In all the other cases, starting up the appeal procedure means that the certification decision is suspended until the appeal committee has come to a decision.

11. Conditions for using the BePork logo

Belpork vzw is the owner of the quality label "BePork" registered as a Community trade mark on 01/01/2021 under no. 018502941.

The BePork logo or the BePork name may only be used in communication to the consumer (consumer packaging or promotion material) after written consent from Belpork vzw. That communication may only be used for BePork-worthy products that come from a chain of BePork-certified participants that can be tracked via Tracy®.

The BePork logo shall always be used integrally by BePork participants for B-to-B communication or by points of sale for B-to-C communication in accordance with the guidelines and specifications described below and the guidelines and specifications in the guide. The guideline is available on the website Belpork.be.

- The main logo contains the entire brand name BePork with integration of the Belgian tricolor to emphasize the Belgian identity of the product. A pig icon is integrated. The icon is in place of the letter 'o' in the word Pork. Below that is the Baseline 'Quality Pork. Because we care.' where the emphasis is on 'Quality Pork'. The variant of the logo as a compact icon can also be used if the instructions in the guideline are followed.
- The white space around the logo of at least half the height of the pig icon must be respected in order to guarantee optimum readability.
- When using the logo against a background other than white, the white plane behind and the white circle around the pig icon should be visible, where possible to preserve the tricolor of color contamination.
- Incorporation of the own brand into the BePork logo is not permitted. The technical line to demarcate the white field around the logo shall be respected at all times.
- If own BePork promotion material or B-to-C communication is created by a participant or point of sale, this material shall first be submitted to Belpork vzw for approval.
- The minimum dimensions of the BePork main logo should be at least 1.5 cm height (including baseline and white spaces around logo as described above). The minimum size of the BePork icon should be at least a radius of 1.5 cm.

Further specifications can be found in the guideline.

Main logo + baseline:



Icon:



12. Processing and exchange of data

12.1. Communication, organisation of quality operations and provision of services

Each participant shall ensure that Belpork vzw always has the most up-to-date information and documents. Any changes (including but not limited to the company data registered in Tracy®, the accreditation of the transport company, a driver or vehicle active in the transport of pigs, a vehicle used to transport pigs, an acquisition, etc.) shall immediately be communicated to the secretariat of Belpork vzw. Any changes to the drivers and vehicles can be managed by the transport company in question itself via its personal portal in Tracy®.

The (personal) data relating to or provided by the participant of the BePork quality scheme and the top-up modules (e.g. BePork Welfare) itself via the application form to Belpork vzw will be transferred to the central Tracy® database of Belpork vzw. The participant may consult its own data in Tracy® via a personal username and password. For each participant, the username is the e-mail address entered for the (sanitary) manager on the application form. On logging in to Tracy® for the first time, the participant will be asked to set a password using the "first login" procedure. The data that a participant provides to Belpork vzw via the registration form shall only be used to organise the BePork quality operations and any top-up modules of Belpork vzw (e.g. BePork Welfare), granting access to the related services and providing support by post, e-mail or telephone.

In order to approve the drivers and vehicles of a BePork-approved transport company for the transport of BePork pigs and to grant the drivers personally access to Tracy® so that they can draw up transport documents, the (personal) data of the BePork-approved drivers and vehicles are registered in Tracy®. On logging in for the first time to Tracy®, the driver shall set their personal password.

Belpork vzw does not send e-mails or post with commercial interests, but only the information that the participant contacted Belpork vzw about via the website or by e-mail. (Personal) data relating to or provided by the participant itself to Belpork vzw shall not be used for commercial purposes, nor is it shared with other organisations without explicit consent if this is necessary for the execution of the membership (see below in this section).

Where applicable, personal data is used by Belpork vzw and its processors to write out invoices (cfr. 8. Costs and fees).). Within that context, for the affiliated abattoirs IVB vzw will communicate to Belpork vzw the number of slaughters per month, [including the number of approved and rejected pigs](#), for the BePork-certified livestock locations (see 12.5 'Cooperation with third parties').

The data (VAT number, business unit number, livestock location number, slap tattoo number, operator number, establishment number, approval number (EG, F, B, KF number), quality label, certification status, starting and end date) of the BePork-certified members can be consulted in Tracy® by all BePork-certified participants by means of a one-to-one search function. For the BePork-approved transport companies (i.e. both the BePork and the QS-certified transport companies), this search function will furthermore display the names of the drivers active for BePork and the number plates of the vehicles used for BePork with their status (competent/not competent/suspended/pending approval). For each participant, the one-to-one search only displays the status for those quality schemes in which the user of the search function also participates. This one-to-one search is provided in the context of the normal operation of the BePork quality scheme. BePork-certified pig farmers can thus check whether the piglets supplied come from a supplier that is recognised by BePork or the label of a top-up module, in which the purchaser of the piglets also participates. The search function offers BePork-certified pig producers and abattoirs the opportunity to check whether the driver and vehicle that are present during the loading or unloading of pigs at their company are recognised for the transport of BePork pigs or labels based on top-up modules, which they themselves also adhere to. By having access to the certification status of the producers, abattoirs and cutting rooms can check which pigs can be further traded under the BePork label and labels based on this in which the abattoir or cutting room itself also participates.

Every (sanitary) manager of a BePork-certified branch may itself add contacts for its branch in Tracy®. By adding a contact for your branch, you are granting the contact access to all the data and functions that are available for your branch in Tracy®. As the (sanitary) manager, you can withdraw the access a contact for your branch has at any time in Tracy®.

The health profile is strictly personal for each pig location and is not visible to or shared with Belpork vzw or third parties (with the exception of the contacts that the participant itself grants access to Tracy® for their livestock location). The information is only used to automatically determine on the digital food chain information declaration (see 8.7.1. Digital FCI declarations) for which export countries that impose specific requirements, the pigs' meat qualifies.

The (personal) data of the sanitary manager and the company veterinarian (practice) as registered in the AB register for the branch of a producer, are automatically stated when drawing up a digital FCI declaration in Tracy®.

12.2. Organisation of monitoring, inspection and certification

To enable monitoring, inspection and certification in accordance with the BePork quality manual, Belpork vzw passes on the data that the participant itself provides to Belpork vzw via the application form to laboratories, independent experts and inspection and certification bodies approved by Belpork vzw. Belpork vzw also grants them access to the 'AB Register' and 'Tracy®' databases so they can consult the participants' data if they are charged with inspection and certification for the BePork quality system [and the top-up module labels of Belpork](#). In order to enable the inspection and certification of participants which they have been allocated, to this end the ICB has access to the data named in section 12.1. The laboratory, the experts and the inspection and certification bodies have a duty to preserve the confidentiality of this information.

The laboratories approved by Belpork vzw shall send Belpork vzw the results of the BePork monitoring programme. [Results of the audits in the field are entered in the Codiplan database \(for producers\) and the online Tracy® platform \(for transport companies, abattoirs, cutting plants and meat processors\) by the approved ICB.](#) All the certification decisions are entered centrally and kept in the online Tracy® platform. Only Belpork vzw, and for producers Codiplan vzw, can see the analysis results, audit results and certification decisions for all the affiliated members, unless determined to the contrary with a third party (see 12.5 "Cooperation with third parties"). The ICBs approved by Belpork vzw can only see the results of the participants they have contracts with and only for which they are approved for the participant. The ICB ensures that the result of an audit is always communicated to the participant in question. In case of cancellation, the inspection and certification body, or Belpork vzw, shall ensure that the result is communicated to the participant.

Having a valid certificate for self-checking (G-040 (for producers), G-018 (for abattoirs and cutting plants)), [G-018 and/or G-019 \(for meat processors\)](#), Codiplan Animal Welfare (for producers), and Febev^{plus} (for abattoirs and cutting plants) is one of the requirements of the BePork quality manual that must be met before a BePork certificate may be issued. Within this framework, Belpork vzw has access [to the audit results](#), and the violations of this or changes in this certification status. Belpork vzw shall communicate these indirectly obtained observations to the inspection and certification body authorised for the BePork certification of the participant in question so that the indirectly observed violation may be sanctioned in accordance with the current BePork quality manual and regulations. [Within that same context, the approved inspection and certification bodies can ask BePork-certified abattoirs, cutting plants and meat processors to provide official inspections \(inspection reports by the FASFC, any official reports, etc.\) and audit reports of G-018-audits during the BePork audit.](#)

Since having an H-, [M-](#), [N-](#) or R status has an impact on obtaining or keeping a valid BePork certificate, observations by the competent authority or its agent of residues of veterinary medicines or contaminants from Council Directive 96/23/EC shall be transferred to Belpork vzw. Within this framework, Belpork vzw also has access to the following specific data in Sanitel: the H-, [M-](#), [N-](#) or R status, sanitation status and contaminant status. Belpork vzw shall communicate these indirectly obtained observations to the inspection and certification body authorised for the BePork certification of the participant in question so that the indirectly observed violation may be sanctioned in accordance with the current BePork quality manual and regulations.

12.3 Coaching by an AB coach

Within the BePork quality system, using an AB coach is compulsory for certain BePork participants. More in particular, a BePork-certified participant with a herd for which the level of antibiotics use for at least the third time in a row is designated 'alert user', is obliged to call in an AB coach. These are the herds for which action code A4 or A4 is indicated for the company report in the AB Register

database. The coaching process imposed within the BePork quality system may only be carried out by an AB coach certified by Belpork vzw. A BePork-certified participant will, in consultation with the company vet, themselves contact the AB coach of their choice and shall enter into an agreement of limited duration with at least the provisions indicated in the template provided for this by Belpork vzw. The AB coach shall assist the BePork company in a personal process towards a lower, more responsible use of antibiotics.

The (personal) data, and more in particular name, email address, a brief description and optionally the telephone number and company for which the coach works are listed on the website of Belpork vzw so that BePork-certified participants can choose and contact an AB coach.

The BePork participant may grant a mandate to an AB coach so that the coach gains access to the registrations, company reports and the NRT tool as registered in the AB Register for the BePork participant that has granted the mandate. Only the AB coach with a mandate has access to the data named of the BePork participant.

All the data, analysis results, recommendations and reports that are obtained by the AB Coach during the course of the coaching process shall be handled strictly confidentially and only used within the context of the coaching process. Only the BePork participant, the company vet, Belpork vzw and the AB coach will have access to the data. Other parties that play a role in the company operations and that are involved in the coaching process may also gain access to it if the BePork participant being assisted gives explicit permission for this.

AB coaches certified by Belpork vzw may only exchange information about a BePork participant who is being assisted in anonymised form. The discussion of cases that have been anonymised amongst AB coaches occurs with an eye to broadening the know-how and experience of the AB coaches and aims to improve the quality of the assistance offered by the individual AB coaches.

12.4. Use of the AB Register database

Belpork vzw manages the company and livestock location data of the pig farms and makes them available to the affiliated pig farms in the AB Register database. AB Register vzw manages the registrations, company reports and any additional reports within the framework of the antibiotics policy of a quality scheme in which the affiliated producer participates for the affiliated pig producers and makes them available in the AB Register database by order of and on the responsibility of Belpork vzw. In concrete terms, AB Register vzw handles the data collection, data management, interface with Sanitel-Med and Bigame, auditing the data quality and the individual reports to and from the participants of AB Register. All antibiotics or premixes medicated with antibiotics prescribed or issued at the company of a producer are entered into the AB Register database by the issuer themselves (i.e. a mixed feed manufacturer, veterinarian or pharmacy).

Every producer that participates in the BePork quality system is obliged, within the context of the antibiotics policy as described in the BePork quality manual, to make use of the AB Register database starting from 01/09/2021. Every producer shall declare that they agree to the conditions of use of the AB Register database when they first log in to the database. Any changes to the conditions of use shall be communicated by Belpork vzw and submitted for approval to the producers on their next login to the AB Register database. Since the use of the AB Register database is a condition for keeping a BePork certificate, this means that the producer not agreeing to the conditions of use for the AB Register database or any amendments to them shall automatically lead to that producer being terminated from the BePork quality system.

The antibiotics registrations that, either directly or indirectly via the Sanitel-Med or Bigame databases, are registered with regard to the livestock location(s) of the pig producers in the AB Register, are used to draw up the periodical company reports and the reports using the Nearly Real Time reporting tool.

Within the framework of the statutory registration of the use of antibiotics at company level for pig farms, the data entered by or with regard to the producer is exchanged between the AB Register vzw and Sanitel-Med, the government's official database. More in particular, Belpork vzw charges AB Register vzw to transfer all the registrations that have to be collected by law from the AB Register database to the official government database (Sanitel-Med) for all the affiliated pig farms on the responsibility of Belpork vzw. All the data and changes to data that are entered directly in Sanitel-Med, by the producer itself or with regard to the producer, may be consulted and exported by AB Register vzw under the responsibility of Belpork vzw [as long as the producer has granted AB Register vzw a mandate for this](#). The purpose of consulting and exporting this data and any changes to it is to draw up the periodical company reports and the Nearly Real-Time reporting as correctly as possible by basing their analyses on the most complete and recent data for the company.

[All the data entered by the producer itself or relating to the producer in the AB Register database, either directly or indirectly via the Sanitel-Med or Bigame databases, may be consulted and exported by Belpork vzw and in addition changed by its subcontractor AB Register vzw in order to offer the services \(advice and support\) to the pig producer affiliated with the AB Register as well as possible and to optimise the quality operations.](#) We assure you that neither Belpork vzw, not its processor AB Register vzw, shall use or share this data with other organisations without explicit consent, unless it is in pseudonymised and anonymised form.

Producers that participate in the AB Register may grant a party that issues antibiotics a mandate so that the latter can gain insight into the registrations, company reports and the NRT tool of the producer who granted it a mandate. Only the issuing parties with a mandate have access to the producer's data, [the producer that participates in AB Register](#). The company vet (practice) that has a contract for company support, automatically has a mandate for the companies that it has entered into a contract with. [A supplier with an automatic mandate has access not only to the registrations, company reports and the NRT tool but also to the actions plans and where applicable the company health plans of the pig producer for whom they have been awarded an automatic mandate.](#) The producer itself may change the name of the contractual vet(erinary practice) offering company support if it changes its contract. Only at the written request of the producer may Belpork vzw [or its processor, AB Register vzw](#) make this change.

To make inspection and certification in accordance with the BePork quality manual possible, the inspection and certification bodies approved by Belpork vzw also have access to data entered about the producer by the producer in the AB Register database. An inspection and certification body only has access to the data about the pig farms for which it is authorised to carry out inspection and certification. For this reason, the inspection and certification body that is authorised for the inspection and certification for the BePork quality system is also listed in the AB Register.

Producers that make use of the AB Register database gain insight into their use of antibiotics through the periodical company reports and the Nearly Real-Time reporting. To generate them, for the analyses use is made of the numbers of animals (counted and capacity data) as stated in the Sanitel database. In order to draw up the periodic company reports and the Nearly Real Time reporting as correctly as possible, it is important to base the analyses on the most complete and recent animal numbers for the company. [Within this context, a producer that participates in the AB Register continuously grants AB Register vzw access and the right to access and extract animal numbers as stated in the SANITEL database for their company. The producer grants this right to AB Register vzw by approving the AB Register terms and conditions of use for pig producers online and any amendments to them when registering with the AB Register.](#) To provide the pig farmer with insight into the number of animals that were used to calculate the use of antibiotics at the company, the numbers of animals are also stated in the reports generated using the Nearly Real-Time reporting tool and in the individual company reports that Belpork vzw charges AB Register vzw to send to the

pig farmer on the responsibility of Belpork vzw. Belpork vzw, as well as the providers and the AB coach with a power of attorney from the producer as well as the inspection and certification body competent for the inspection and certification for the BePork quality system have access to the animal numbers mentioned in the periodical individual company reports and the reporting via the Nearly Real Time reporting tool. The purpose of this right of inspection is to enable service, support, control and certification from these parties for the producer. [If the producer does not grant the right of access and extraction, the periodical, individual company reports for P2 and P4 cannot be made available in the AB Register. The producer will then have to consult them via Sanitel-Med. Any action code will then be communicated in a separate message from Belpork vzw.](#)

12.5. Cooperation with third parties

In execution of the service agreement entered into with Codiplan vzw Codiplan vzw shall manage all the audit results and certification decisions for the producers who participate or wish to participate in the BePork ([Welfare](#)) quality system that have been entered in the Codiplan database by the ICBs approved for BePork ([Welfare](#)) by Belpork vzw. To make it possible for the audits and certification decisions to be entered, the authorised ICB selected by the BePork (candidate) participant itself shall register the company in the Codiplan database. In order to enable tracking within BePork ([Welfare](#)), both the company data and certification data of the BePork ([Welfare](#)) participant are sent to the Tracy® database every day.

In execution of the cooperation agreements between on the one hand Belpork vzw and on the other hand Febev vzw, Codiplan vzw and QS Qualität und Sicherheit GmbH, Belpork vzw may inform Febev vzw, Codiplan vzw and QS Qualität und Sicherheit GmbH of any violations observed (obtained by means of audits and/or analyses) of the provisions in the BePork quality manual or the quality manuals on which the BePork certificate is based (Sector Guide, Codiplan Animal Welfare , Febev^{Plus}).

The cooperation agreement signed by Belpork vzw and QS Qualität und Sicherheit GmbH allows BePork-certified producers, abattoirs and cutting plants to export live pigs and meat to customers within the QS quality system and permits BePork transport companies to carry out the transport of live pigs within the QS quality system. In execution of this agreement, the company data and BePork certification data (status and end date) of all the participants certified under BePork by Belpork vzw shall be registered in the QS database. Potential buyers of live pigs and meat within the QS quality system can as a result check whether a supplier is BePork-certified. This registration is only visible to Belpork vzw, QS Qualität und Sicherheit GmbH and the certified participants of QS and shall only be used within the framework of the execution of this agreement.

In order to enable invoicing the abattoirs and their clients for the variable fee (see also 9. Fees and costs), the number of animals of BePork certified producers slaughtered at each BePork-certified abattoir are requested from the Department of Agriculture and Fisheries. The requested data will be forwarded to Belpork from the database of the IVB non-profit organisation. This data shall only be used to invoice the variable fee to the affiliated abattoirs and their clients.

[In accordance with the agreement with direct buyers from producers, by means of a login for the Codiplan database buyers can be given access to the data of producers as stated on the BePork certificate and the certificate for the labels of the BePork top-up modules that the participant also takes part in.](#)

[In accordance with the agreements with third parties that manage their own labels that build on BePork, Belpork vzw may process personal data and grant access to the \(personal\) data that is the subject of the agreement about the companies as determined in the agreement.](#) In that case Belpork vzw shall act as the processor of the third party. It is the responsibility of the third party to inform the

companies for which [an agreement](#) has been entered into with Belpork vzw, of this provision of services by Belpork vzw and the exchange of data.

12.6. Notification obligation

Every participant is obliged to immediately inform Belpork vzw if it is notified of any incident (e.g. residues over the limit) or crisis situation with a possible impact on food safety, public health and the health and wellbeing of the animals (and/or its participation and certification in the BePork quality system). So the pig farmer is obliged to inform Belpork vzw during the entry phase or on certification that its livestock location is subject to reinforced inspection measures and/or has been awarded an R-, N1-, N2-, M1-, M2- or H status.

Within the context of the law on the notification obligation, Belpork vzw and the inspection bodies or laboratories approved by Belpork vzw are obliged to communicate any violations observed (obtained by means of audits and/or analyses) of statutory provisions that could harm public health, food safety, animal health and animal welfare to the competent authority (e.g. FASFC and regional animal welfare inspection bodies for Belgium), to the court if demanded by law and to organisations that have entered into a cooperation agreement with Belpork vzw (See also: 'Cooperation with third parties').

Within the framework of crisis management, every participant grants Belpork vzw access to all the production sites, documents and relevant information. Belpork vzw has the right to transfer relevant information to third parties if this is necessary.

13. Transitional measures for [CodiplanPlus](#) and [Certus](#) participants

13.1. Codiplan^{Plus} participants

If certified Codiplan^{Plus} participants so wish, they will initially be accepted into the BePork quality system during the transition period on the basis of their current Codiplan^{Plus} certificate. This means that they are potential suppliers of BePork pigs without first having undergone an initial BePork audit.

To this end they must complete and sign the BePork application form and submit it to Belpork vzw by 31/12/2021. The application form can be found on the website van Belpork vzw, www.Belpork.be section [Toetreden](#). As long as the application form has not been submitted to Belpork vzw, you cannot participate in the BePork quality system when this quality label starts up. As long as the application form has not been submitted to Belpork vzw, it is not possible to participate in the BePork quality system.

The transition period runs until the end date of the Codiplan^{Plus} certificate and/or [30/04/2023](#) at the latest.

During the transition period, participants can opt:

- to participate in the BePork quality system;
- to cancel their participation in the BePork quality system.

If a participant does not submit a complete and signed BePork application form to Belpork vzw, their CodiplanPlus Pigs registration in the Codiplan database will be terminated by 31/12/2021 at the latest regardless of the end date of the Codiplan^{Plus} certificate.

Everyone that does want to continue to produce under the BePork quality system must carry out the initial BePork audit no later than 1 month before the end date of the Codiplan^{plus} certificate, and/or by 30/03/2023 at the latest, ensuring that by 30/04/2023 at the latest a certification decision has been taken so that by 30/04/2023 at the latest every Codiplan^{plus} participant has an official BePork certificate. The following principle is applied:

- The participants whose Codiplan^{plus} certificate will expire in the course of 2021 or 2022, shall be audited by means of an initial audit for the Codiplan Animal Welfare and BePork in combination with an extension or renewal audit for Sector Guide G-040C in 2021 and 2022 respectively. The date of this combined audit shall be agreed upon in advance by the ICB and the participant. If positive, the initial Codiplan Animal Welfare/BePork audit shall lead to a BePork certificate, whose end date shall be the same as the extended or renewed Sector Guide certificate. If negative, the current Codiplan^{plus} certificate will be cancelled and no BePork certificate will be issued, so that no animals may be delivered to the BePork quality system from this livestock location.
- The participants whose Codiplan^{plus} certificate will expire in the course of 2023 and 2024, shall be audited by means of an initial audit for the Codiplan Animal Welfare and BePork in 2021, 2022 and 2023, to replace the spot audit that must be carried out on 20% of those certified every year, and that has already been invoiced to the Codiplan^{plus} participants by the ICBs. The date of this combined audit shall be agreed upon in advance by the ICB and the participant. If positive, the initial Codiplan Animal Welfare/BePork audit shall lead to a BePork certificate, whose end date shall be the same as the extended or renewed Sector Guide certificate. If negative, the current Codiplan^{plus} certificate shall be cancelled and no BePork certificate will be issued, so that no animals may be delivered to the BePork quality system from this livestock location.

The (very first initial) BePork audits within the transition period shall be carried out by the ICB that on 31/12/2020 has the rights to the Codiplan^{plus} specifications. Afterwards, the participant may change ICBs if they desire. The audit shall be carried out by the same ICB that is authorised for the combined Sector Guide/Codiplan Animal Welfare/BePork audit (see 2.3. Selecting and changing ICB).

13.2. Certus participants

13.2.1. Producers

If the participant has both a Certus and a Codiplan^{plus} certificate, then only the Certus transitional arrangement, as described below, need to be observed. No steps need to be taken to convert the Codiplan^{plus} certificate.

Since Certus participants already meet all the standards for obtaining a BePork certificate, during the transition period Certus participants shall immediately be accepted into the BePork quality system if they so wish. This means that they are potential suppliers of BePork pigs, pork and by-products without first undergoing an initial BePork audit.

The transition period shall run until the end date of the Certus certificate, and/or no later than 30/04/2023.

During the transition period, Certus participants can opt:

- to participate in the BePork quality system;
- to cancel their participation in the BePork quality system.

If a participant does not wish to enter into the BePork quality label, this shall be communicated to Belpork vzw in writing. For participants who do not wish to enter into the new quality system, their Certus registration in the Tracy® database will be terminated by 31/12/2021 at the latest regardless of the end date of the Certus certificate.

Everyone that does want to continue to produce under the BePork quality system must send a completed and signed BePork application form to Belpork vzw before 31/12/2021 at the latest that can be found on the website of [Belpork vzw](http://Belpork.vzw), www.Belpork.be section [Toetreden](#). The initial BePork audit shall then be carried out no later than 1 month before the end date of the Certus certificate and/or by 30/03/2023 at the latest, ensuring that by 30/04/2023 at the latest a certification decision has been taken so that by 30/0/2023 at the latest every Certus participant has an official BePork certificate. The following principle is applied:

- The participants whose Certus certificate will expire in the course of 2021 or 2022, shall be audited by means of an initial audit for the Codiplan Animal Welfare and BePork in combination with an extension or renewal audit for Sector Guide G-040C in 2021 and 2022 respectively. The date of this combined audit shall be agreed upon in advance by the ICB and the participant. If positive, the initial Codiplan Animal Welfare/BePork audit shall lead to a BePork certificate, whose end date shall be the same as the extended or renewed Sector Guide certificate. If negative, the current Certus certificate shall be cancelled and no BePork certificate will be issued, so that it is not possible to participate in the BePork quality system. The audit shall be carried out by the same ICB that is authorised for the combined Sector Guide/Codiplan Animal Welfare/BePork audit (see 2.3. Selecting and changing ICB).
- The participants whose Certus certificate will expire in the course of 2023 and 2024, will be audited by means of an initial audit for the Codiplan Animal Welfare and BePork in 2021, 2022 and 2023, to replace the spot audit that must be carried out on 20% of those certified every year. The Sector Guide certificate shall remain in force until its end date. The date of this combined audit shall be agreed upon in advance by the ICB and the participant. If positive, the initial Codiplan Animal Welfare/BePork audit shall lead to a BePork certificate, whose end date shall be the same as the extended or renewed Sector Guide certificate. If negative, no BePork certificate shall be issued and the current Certus certificate shall be cancelled, so that it is not possible to participate in the BePork and Certus quality system.

The (very first initial) BePork audits within the transition period shall be carried out by the ICB that on 31/12/2020 has the rights to the Certus specifications. Afterwards, the participant may change ICBs if they so wish. The audit shall be carried out by the same ICB that is authorised for the combined Sector Guide/Codiplan Animal Welfare/BePork audit (see 2.3. Selecting and changing ICB).

13.2.2. Transport

Since Certus participants already meet all the standards for obtaining a BePork certificate, during the transition period Certus participants shall immediately be accepted into the BePork quality system if they so wish. This means that they are potentially active in BePork transport, i.e. the transport of piglets to and between BePork producers and the transport of BePork fattening pigs to BePork-certified abattoirs, without first undergoing an initial BePork audit.

To this end they must complete and sign the BePork application form and submit it to Belpork vzw by 31/12/2021. The application form can be found on the website van [Belpork vzw](http://Belpork.vzw), www.Belpork.be section [Toetreden](#).

The transition period runs until the end date of the Certus certificate.

During the transition period, Certus participants can opt:

- to participate in the BePork quality system;
- to cancel their participation in the BePork quality system.

If a participant does not wish to enter into the BePork quality label, this shall be communicated to Belpork vzw in writing. For participants who do not wish to enter into the new quality system, their Certus registration in the Tracy® database will be terminated by 31/12/2021 at the latest regardless of the end date of the Certus certificate.

Everyone that does want to continue to produce under the BePork quality system must send a completed and signed BePork application form to Belpork vzw that can be found on the website of [Belpork vzw](#). The initial BePork audit shall then be carried out no later than 3 months before the end date of the Certus certificate, making sure that by the end date of the current certificate a certification decision has been taken so that by the end date of the Certus certificate, each Certus participant has an official BePork certificate. The date of the initial audit shall be agreed upon in advance by the ICB and the participant. If positive, this initial BePork audit shall lead to a BePork certificate. If negative, no BePork certificate shall be issued and the current Certus certificate shall be cancelled so that it is not possible to participate in the BePork quality system.

13.2.3. Abattoirs and cutting plants

Since Certus participants already meet all the standards for obtaining a BePork certificate, during the transition period Certus participants shall immediately be accepted into the BePork quality system if they so wish. This means that they are potential suppliers of BePork carcasses, pork and by-products without first undergoing an initial BePork audit.

To this end, they must complete and sign the BePork application form and send it to Belpork vzw. The application form can be found on the website of Belpork vzw, www.Belpork.be section [Toetreden](#). As long as the application form has not been submitted, it is not possible to participate in the BePork quality system.

The transition period shall run until the end date of the Certus certificate.

During the transition period, Certus participants can opt:

- to participate in the BePork quality system;
- to cancel their participation in the BePork quality system.

If a participant does not wish to enter into the BePork quality label, this shall be communicated to Belpork vzw in writing. For participants who do not wish to enter into the new quality system, their Certus registration shall remain valid until the end date of their Certus certificate.

If the Certus participants do wish to continue in the BePork quality system after the expiry date of their current certificate, the initial BePork audit must be carried out no later than 1 month before the end date of the Certus certificate. The date of the initial audit shall be agreed upon in advance by the ICB and the participant. If positive, the initial BePork audit shall lead to a BePork certificate, whose end date shall be the same as the extended Febev^{plus} certificate that is also the same as the expiry date of the Sector Guide G-018 certificate. If negative, no BePork certificate shall be issued and the current Certus certificate shall be cancelled, so that it is not possible to participate in the BePork and Certus quality system.

The audit shall be carried out by the same ICB that is authorised for the combined Sector Guide/Febev^{plus}/BePork audit (see 2.3. Selecting and changing ICB).

14. Transitional measures when implementing a new version

Each amendment of the BePork quality manual or the BePork regulations, together with the date on which it takes effect, shall be communicated to the participants affected via the Belpork vzw newsletter sent to the e-mail address of the company.

15. BePork Welfare Module

15.1. Introduction

Society and the pig sector in particular are constantly evolving. This obliges us to take into account the changing economic, societal and social circumstances. There is great demand for food that meets high sustainability and animal welfare standards. It is within that context that on 06/10/2021 Belpork launched its own animal welfare label, BePork Welfare. Pork that meets the requirements of the new animal welfare label, is guaranteed to have been produced at an even higher animal welfare standard. With this initiative, the sector wants to create a real level playing field with regard to animal welfare in the pork sector in Belgium and abroad. The BePork Welfare module continues to build on BePork, the generic quality system that forms the pig sector's condition for access to the market, that was launched on 01/01/2021. The BePork Welfare module is in line with systems such as *Beter Leven Keurmerk* in the Netherlands and *Initiative Tierwohl* in Germany. Companies certified in accordance with the BePork Welfare module have the same international level as the renowned Dutch and German quality labels. In addition to transparency for consumers, the label also offers producers the possibility to set themselves apart. The new label offers every retailer who will use it, the opportunity to place their own emphasis on any additional efforts that they and their customers value. The label's introduction must offer consumers a more conscious choice of the meat they buy. It is the first time that a national animal welfare label is being launched in Belgium.

15.2. Structure

The BePork Welfare label is available as a module on top of BePork. Certification in accordance with the BePork Welfare quality manual implies the presence of a BePork certificate which offers basic guarantees for the primary production, abattoirs, cutting plants and possibly other meat processors. Those wanting certification in accordance with this module have to respect the standards over and above the statutory requirements described in the BePork Welfare quality manual.

At primary production level, there are three levels available within the BePork Welfare module. Level 1 pays sufficient attention to animal welfare. The pigs are given more space (larger pen, more space to eat and drink), quality drinking water, more diversion material, a better hospital pen and they are weaned at a higher age. Level 2 requires even more space (larger pen, more space to eat and drink), an even better hospital pen and an even higher weaning age. The highest level, level 3, requires the most changes with regard to the wellbeing of the animals. At level 3, the pigs live on a solid floor littered with straw and have the largest pen space.

15.3. Conditions

Certification for the BePork Welfare module is based on the conditions from PART I, requirements to be met by the participant, which includes all the general inspection and certification requirements. Concretely, the following sections apply to the module:

1. Entry and approval procedure
2. Inspection and certification
3. Assessment method
4. Integrity programme
5. Rejection, suspension, termination and cancellation of approval

6. Acquisition of a certified BePork company

8. [Tracing \(Tracy® - database\)](#)

9. Participation Fee

10. Complaints and possibility of appeal

12. Processing and exchange of data

There are changes in the application with regard to the following sections.

1. Entry and approval procedure

The digital application form for BePork Welfare can be found on the website of Belpork vzw, www.Belpork.be under BePork Welfare. On the application form, the candidate participant selects an inspection and certification body that is authorised to carry out BePork Welfare audits and is the same as the ICB that issued the BePork certificate.

A list of inspection and certification bodies approved for the BePork Welfare module is available on the website of Belpork vzw, www.Belpork.be under BePork Welfare.

2.3. Selecting and changing ICB

Inspections of compliance with the BePork Welfare quality manual are carried out by an ICB authorised to inspect and certify in accordance with the BePork Welfare module and BePork quality manual. On joining the quality system, or during the validity period of their certificate, each participant chooses which ICB they want to be inspected by. However, inspections can never be carried out without written approval from Belpork. If a BePork Welfare participant switches to another ICB for the BePork Welfare module and the BePork quality manual, Belpork shall immediately be informed of this by the ICBs involved. Only after Belpork's approval may the new ICB carry out an audit.

8. Tracking

Pigs, pork and by-products may be commercialised under the BePork Welfare label as soon as the participant is BePork Welfare-certified at grouped level 1, 2 or 3.

The tracking, tracing and identification of BePork Welfare pigs shall occur via the digital FCI declaration and the transport document within level 1, 2 or 3 (see 8. Tracing).

To guarantee the traceability and batch identification of BePork Welfare carcasses or by-products from the abattoir, use is made of BePork-delivery slips within the grouped levels 1, 2 or 3 (see 8. Tracing). An abattoir may commercialise carcasses or by-products at any BePork Welfare level. It is furthermore possible to downgrade carcasses and by-products to a lower level of BePork Welfare and to BePork by means of the grouped levels (see the processing manual for the Tracy® web application).

To guarantee the traceability and batch identification of BePork Welfare pork from the cutting plant, a delivery slip must be fully and correctly generated within grouped level 1, 2 or 3 (see 8. Tracing).

9.3. Participation fee

No participation fee is charged for the BePork Welfare module.

PART II. Requirements for inspection and certification bodies and auditors

BePork certification is product certification. All the organisations involved shall fulfil the specific BePork requirements as described in this section. The approved inspection and certification bodies are authorised to carry out independent audits on (candidate) participants of the BePork quality system. The Board of Directors of Belpork vzw may recognise an inspection and certification body if it:

- meets the conditions described in this section;
- is found suitable by Belpork vzw to be charged with inspection and certification.

The Board of Directors of Belpork vzw is the only body authorised to approve, reject, suspend or terminate inspection and certification bodies.

1 Entry and approval procedure

1.1. General entry conditions

Only inspection and certification bodies with a corporate headquarters in Belgium, that wish to certify participants in accordance with the BePork quality manual at the level of production, transport and processing (abattoirs, cutting plants and meat processors) may apply for approval as an inspection and certification body in accordance with the BePork quality manual.

1.2. Procedure

An inspection and certification body applies by submitting the documents below. All applications shall be sent to Belpork vzw by e-mail.

- The latest approved and published balance sheet and profit and loss account of the inspection and certification body, the composition of its Board of Directors, an organisation chart of the organisation and the annual report of the previous year.
- A statement showing the average annual staffing levels and the size of the management.
- A certificate (stamped) from the Belgian Department of Social Security that shows that there are no arrears in paying contribution.
- A list of the inspection and/or certification tasks that were carried out in the domain of agriculture and/or the food sector during the past two years, stating the period and the public or private entities for which they were intended.
- A copy of the BELAC certificate and accreditation scope of the inspection and certification body and laboratory activities.
- An organisation chart of the key persons (including the contact responsible (coordinator) and a replacement) with the name, function, e-mail address and telephone number and a communication cascade in case of urgent communication.*
- A list of the supervisors charged with the certification activities. Belpork vzw shall always have an up-to-date version of this list in its possession.*
- A signed, original copy of the quality manual and internal regulations, to confirm that they declare that they agree to apply the rules and regulations described in them (each page initialled and the last page signed and dated).*

A reduced application dossier is permitted for inspection and certification bodies that have already been accepted by the Board of Directors of Belpork vzw on the basis of the documents 'procedure for selecting ICBs, version 3 dated 01/01/2014' and 'procedure for selecting ICBs Transport version 1

dated 20/06/2016'. This reduced application dossier comprises a limited number of supporting documents (*). Only when Belpork vzw is in possession of the necessary documents and payment of the participation fee (see 4. Fees of the inspection and certification body), can the entry procedure be started up.

The aspects named below can where necessary also be taken into account to accept the inspection and certification bodies, namely the company structure (organigram), staffing, flexibility, professional qualification of the staff, independence, financial stability, international references, and similar information that the inspection and certification body provides Belpork vzw with.

If all the conditions are fulfilled, the candidate inspection and certification body may be approved as an inspection and certification body for the inspection and certification of the BePork quality manual by a decision of the Board of Directors van Belpork vzw. A contractual agreement for an unlimited period of time is entered into by the inspection and certification body and Belpork vzw.

2. Requirements for the inspection and certification body

2.1. Accreditation and recognition

The inspection and certification body shall at least have accreditation for product certification in accordance with the EN ISO/IEC 17065 standard awarded by BELAC or by another European accreditation body that was recognised by EA within the multilateral agreement (MLA).

Within the scope of the accreditation, the BePork quality manual must be included with a clear indication of which links of the BePork quality system the ICB carries out inspection and certification activities under accreditation for.

The inspection and certification body shall also have authorisation from the FASFC to carry out the validation/certification of the self-checking present at the company (see also www.FASFC.be). In addition, the inspection and certification body shall respect the additional regulations included in procedure PB 07 P 03 of the FASFC for the accreditation of inspection and certification bodies within the framework of the Royal Decree on self-checking.

If the candidate ICB does not yet have accreditation for inspection and certification within the framework of the BePork quality manual for the links that it wishes to audit, the inspection and certification body undertakes to obtain accreditation as soon as possible and in any case no later than within 18 months. If this is not the case, the inspection and certification body shall immediately be suspended.

Belpork vzw may permit a provisional authorisation until accreditation is obtained. The requirements for the provisional authorisation of an inspection and certification body are that:

- written proof can be submitted to Belpork vzw that the ICB has taken the necessary steps to acquire the BePork accreditation;
- that the ICB is already accredited for another scope by BELAC in accordance with EN ISO/IEC 17065.

If changes are made to the quality manual or internal regulations, Belpork vzw shall communicate the changes and any new versions to BELAC. The inspection and certification bodies already certified and BELAC shall be informed of whether Belpork vzw feels it is necessary to obtain new accreditation for the inspection and certification bodies. If no major changes were made, then BELAC shall

incorporate the changes and any new versions in the next audit of the inspection and certification body in question.

The inspection and certification body shall immediately inform Belpork vzw if BELAC or another European accreditation body revokes its accreditation for the scope of its activities.

2.2. Independence and objectivity

The independence of the inspection and certification body and objectivity of the inspection and certification must be guaranteed. All the employees involved in the BePork inspection and certification may not participate in any activity that would threaten that independence and integrity. To avoid any conflict of interests, the inspection and certification body:

- may not carry out audits and certifications for participants with which their employees have a moral, financial, commercial or contractual connection or have done during the past 24 months;
- may not carry out audits and certifications for participants for which their employees carry out consultancy, training or certain (administrative) services or have done during the past 24 months;
- may only use the checklists that Belpork vzw makes available to carry out BePork audits.

This also applies for freelance employees.

If a conflict of interests were to occur for one or more companies to be audited, the inspection and certification body shall immediately communicate this to Belpork vzw and these participants shall be allocated to another inspection and certification body.

2.3. Conditions relating to employees

The inspection and certification body has the following responsibilities with regard to its employees:

- the inspection and certification body shall appoint a responsible contact (= coordinator) and a replacement and shall have at least one competent auditor for each link of the chain and at least one supervisor. The supervisor may also fulfil the role of coordinator;
- the inspection and certification body shall ensure that the staff meet the necessary conditions described in this section by supervising, training and the preservation of expertise;
- the inspection and certification body shall ensure that all the employees are aware of their responsibilities. Where documented procedures/work instructions/[assessment methods](#) exist for the tasks to be carried out, the employees concerned shall have access to them and they are able to carry out the work in accordance with the instructions;
- the auditors of the inspection and certification body shall at all times respect the applicable statutory sanitation standards and the company's own hygiene protocol and take appropriate preventive measures with regard to the code of conduct and clothing in order to avoid transmitting any contagious (animal) diseases;
- the inspection and certification body shall ensure that an extension audit is not carried out more than three times consecutively by the same auditor on the same participant.
- [the inspection and certification body shall ensure that all the ICB employees involved sign a confidentiality agreement at the start.](#)

Belpork vzw may impose exams (that are compulsory for all the auditors).

Freelance auditors may act on behalf of several inspection and certification bodies if they are subject to the quality system of each inspection and certification body involved, if their competence has been validated by each inspection and certification body involved and if they have been approved by Belpork vzw.

2.3.1. Auditors

Auditors are employees qualified for each of the respective links of the chain in which they are approved for activities within the BePork quality system. Certification as an auditor may only be awarded to a person who:

- has at least a certificate of secondary education, preferably in a discipline relating to agriculture, the environment, food or an equivalent;
- is able to carry out an audit in the participant's language to communicate efficiently both orally and in writing;
- has the necessary experience with and appropriate knowledge of the international requirements set for the ISO 19011 standard including knowledge of and the ability to apply assessment principles, practices and techniques;
- has knowledge of and experience in the meat sector with regard to:
 - the technical characteristics of the processes and products;
 - the processes and practices that are relevant for the sector;
 - the framework of laws and regulations (the Royal Decree of 13 July 2014 on food hygiene and the law on animal health of 24 March 1987);
 - the specific terminology;
 - the standards that apply to the products and domain in question (Sector Guide animal production G-040, Codiplan Animal Welfare, Sector Guide red meat G-018, Sector guide for meat products G-019, HACCP, GHP, BePork, Febev^{Plus})
 - HACCP, GHP, BePork, Febev^{Plus})
 - has extensive knowledge of the BePork quality manual and regulations;
 - meets article 10 of the Royal Decree of 14/11/2003 on self-checking, the notification obligation and traceability in the food chain, particularly the requirements set in Part VI.
- at least 10 audits have to be conducted in the relevant sector within the last two years.

In addition to the above requirements, certain employees also have to meet requirements related to their function.

2.3.1.1. Auditor of production

Only auditors who qualify for carrying out audits within the framework of validation of Sector Guide G-040 may qualify for carrying out audits within the framework of the BePork specifications.

Auditors must be formally declared approved to carry out BePork audits by Belpork vzw in the [Tracy®](#) and [Codiplan](#) database.

Only auditors who have taken a theoretical and practical course organised by staff from the university of Bristol, Belpork vzw and/or internally may assess the additional checklist for animal welfare. The train-the-trainer training tool may be used for internal organisation of the practical course following theoretical training. If an auditor has taken the theoretical training (add the training certificate if it was organised internally to the registration) and has passed the practical test, this is registered with Belpork. Belpork can see the results of the tests and on the basis of this will certify

the auditor or not. The auditor must have a certificate, issued by Belpork vzw, relating to the animal welfare requirements before the additional checklist may be assessed. Starting from the initial training, every auditor must pass the tests in the train-the-trainer training tool once per calendar year (diversion material and tail injuries) to keep the level of the assessments with regard to the additional animal welfare requirements on par and regularly assess them, with a minimum interval of 6 months between successive tests. If the auditor does not pass, then the test must be repeated until the auditor does pass. The inspection and certification body shall record the date on which each auditor passes the test.

2.3.1.2. Auditor of transport

The auditor shall have knowledge of:

- the application of European Regulation (EC) no. 1/2005 on the protection of animals during transport and related activities;
- the application of the Royal Decree of 10 June 2014 on the conditions for the transport, assembly and handling of farm animals;
- the content of the course “Animal transporter” Version 16/05/2013 on which drivers of animal transports must take an exam to obtain a certificate of professional competence. Auditors that carry out unannounced audits must be able to prove that they passed the exam “Animal transporter” (general module and pigs module);
- Auditors that carry out unannounced audits should have knowledge of the functioning of abattoirs in the unclear zone, and must have relevant experience in carrying out audits on abattoirs. This is possible by independently carrying out audits within the validation framework of the self-checking guide for abattoirs and cutting plants. Going along on at least two audits within the framework of validating the self-checking guide for abattoirs and cutting plants may also be counted as relevant audit experience.

The auditors must be formerly declared competent by Belpork vzw in the Tracy® database to carry out BePork audits.

2.3.1.3. Auditor of abattoirs and cutting plants

Only auditors who qualify for carrying out audits within the framework of validation of Sector Guide G-018 may qualify for carrying out audits within the framework of the BePork specifications.

Auditors must be formally declared approved to carry out BePork audits by Belpork vzw in the database.

2.3.1.4. Auditor of meat processors

Only auditors who qualify for carrying out audits within the framework of validation of Sector Guide G-018 or G-019 or carrying out Meesterlyck audits may qualify for carrying out audits within the framework of the BePork specifications.

Auditors must be formally declared approved to carry out BePork audits by Belpork vzw in the Tracy® database.

2.3.2. Supervisor

Within the certification body, the supervisor is responsible for the certification decisions and to this end shall have the expertise required to evaluate the audit reports.

Supervisors shall have the following profile:

- they meet the requirements for BePork auditors, as described in 2.3.1. Only the general and not the function-related requirements apply to supervisors;
- they have experience in carrying out audits in the BePork quality system.

Supervisors must be formally declared approved to supervise BePork audits by Belpork vzw in the Tracy® database (and the Codiplan database for the primary production sector).

2.3.3. Coordinator

The inspection and certification body shall appoint 1 bilingual project coordinator and a replacement who shall be the contact for Belpork vzw and shall coordinate the BePork project within the structure of the inspection and certification body.

This person shall have enjoyed at least higher education at university level or higher education not at university level or have the equivalent in experience (bio-engineer, industrial engineer or veterinarian, etc.). The employee must have sufficient technical know-how with regard to quality systems.

Comments or adjustments made by Belpork vzw to the coordinator shall be communicated to the auditors and administrative staff.

The coordinator shall organise:

- internal training sessions about BePork with regard to specific documents, the inspection and certification of the BePork quality manual, the functioning of the database, etc.;
- internal quality meetings at which observations, comments, problems and questions can be brought to the coordinator's attention. Auditors must be aware of the necessity of reporting comments and problems.

2.3.4. Administrative staff

The administrative staff responsible for planning audits, sending the necessary information to Belpork vzw, following up and issuing certificates and entering data into the database must have received internal training for this.

2.4. Competences in the databases

Auditors and supervisors must be formally declared competent by Belpork vzw in the Tracy® database. To gain access to the Tracy® database with the correct competence, the name and corresponding e-mail address and mobile phone number, the links in which the auditor/supervisor is active and the starting date on which the auditor/supervisor will start their activities, must be communicated to Belpork vzw.

If the auditor or supervisor is active in the primary production sector, Belpork vzw will communicate the data and competence to Codiplan vzw so that they can also be registered in the Codiplan database. The login data for the Codiplan database will then be received from Codiplan vzw.

2.4. Training for auditors

The inspection and certification body is responsible for the internal basic training of its employees. The aim of the basic training is to ensure that a new auditor has sufficient knowledge of the BePork quality manual and the regulations with special attention to:

- the audit procedure;
- the specific standards, the classification and handling shortcomings;
- legislation, the legal matters included in the BePork quality manual or necessary to understand or be able to assess the standards from the BePork quality manual;
- the BePork quality manual, regulations and assessment;
- the professional code of ethics;
- Tracy® and the Codiplan database;
- AB Register;
- animal welfare;
- supervised audit: the inspection and certification body shall not accept that an auditor carries out an audit without supervision if he has not already carried out a satisfactory audit during which he was permanently observed by a qualified auditor.

2.5. Preservation of expertise

Preservation of the auditor's expertise is ensured as follows:

Every year, the inspection and certification body shall organise a permanent training. This training is intended for all the employees who come into contact with the BePork quality manual. The aim of the permanent training is for the employee to become sufficiently familiar with the changes to the requirements of the system depending on the tasks they carry out within the organisation. Every auditor must take 8 hours of training every year.

The permanent training shall comprise:

- recent amendments to the regulations;
- changes to the quality manual;
- any topical subjects relating to the audit process (audit skills, communication);
- technical refreshers: discussion of common errors in the audit reports, entry in Tracy®/Codiplan database, status line, audit skills and the audit process, critical standards;
- training on specific topics: animal welfare, pig feed, housing, healthcare and prevention, piglet and sow farming, importing piglets, delivery, slaughter line, traceability, complaints, receipt, cutting, carcass temperature;
- debriefing of supervised audits: the inspection and certification body shall set up and implement an internal monitoring programme (witness on site) to evaluate the auditors. Every auditor shall be assessed at least once every 3 years whilst carrying out an audit. The results of this shall be registered, assessed and if necessary appropriate measures shall be taken. The witness audit carried out by Belpork vzw may be used for the internal monitoring programme.
- train-the-trainer tool for animal welfare: every auditor for production shall once a year pass the test in the train-the-trainer tool, with a minimum interval of 6 months between successive tests. If the auditor does not pass, then the test must be repeated until the auditor does pass. The inspection and certification body shall register the scores of the tests of each auditor. Every year, proof of this shall be presented to Belpork vzw.

The number of hours of permanent training spent on the BePork quality manual greatly depends on the number of changes made to the BePork quality manual. If no changes are made to the quality manual, the remaining number of training hours may be spent on assessment principles, practices and techniques, technical characteristics of the processes and products, processes and practices that are relevant for the, the legislative framework or regulations and standards that apply to the products and domains.

Each auditor and supervisor is obliged to participate in 2 fixed training days organised by Belpork vzw every 3 years. The training is organised by Belpork vzw itself or in cooperation with a third party, depending on the topic to be discussed.

It shall comprise the following:

- possibility for auditors to provide feedback on certain issues – clarification of questions;
- refreshing – common errors;
- updates – amendments to regulations, in assessment of the quality manual.

At least twice a year, the “inspection and certification bodies” work group shall meet at the initiative of Belpork vzw. This work group shall consist of the coordinators or their replacements and of the Belpork vzw representatives. At the meeting, there will also be an opportunity to exchange experiences about the audits and to further develop the inspection system together. At the meeting, proposals can be made for changes to the quality manual, procedures, agreements, checklists, audits and proposals of projects in which the inspection and certification bodies are involved as a party. Belpork vzw shall draw up minutes of each meeting and shall send them to the inspection and certification bodies. The inspection and certification body shall include the information that comes from the work group in its programme for permanent training and shall ensure that it is distributed to its auditors.

2.6. Professional code of ethics

The auditor shall at all times observe the following professional code of ethics:

- the auditor shall be impartial, objective, honest, open and incorruptible;
- the auditor shall avoid any situation that leads to a possible conflict of interests and that could jeopardise their impartiality;
- the auditor may not accept any form of bribery, gifts or entertainment in money or in kind;
- the auditor shall limit any expenses for travel and accommodation to reasonable sums;
- the auditor shall always carry out the assignments in such a way that limits any disturbance to the daily company operations caused by their tasks to a minimum.
- the auditor may not reveal any findings or information related to an audit assignment to a third party;
- the auditor shall always treat all the persons involved in an audit in a tactful and respectful manner and shall avoid any form of intimidation, personal criticism or hostility;
- the auditor shall take the views of the assessed participant into consideration and shall not let their findings be affected by their personal convictions, opinions or experiences;
- the auditor may not act in a way that detracts from the reputation and interests of Belpork vzw;
- the auditor may not give the impression of speaking on behalf of Belpork vzw if participating in events that are not organised by Belpork vzw;
- the auditor shall carry out each audit carefully and without bias with due observance of the current procedures applicable;

- the auditor shall report their findings properly and honestly. Conformity with the standard shall always be assessed on the basis of concrete, factual proof.

2.7. Documentary system

The inspection and certification body shall apply a documentary system that permits it to guarantee that certification occurs in accordance with the agreements. The policy, objectives, activities and responsibilities are consistently determined and entered in the system. The inspection and certification body shall check that the objective is met in accordance with the expectations and needs of the interested parties.

The ICB shall determine the quality of its activities by means of customer satisfaction analyses. It must have a complaints system in place that in any case keeps the complaints received and sent and registers the measures taken as well as the evidence of their implementation. After a thorough evaluation, the ICB's decision of the complaint received shall be sent together with a written motivation to the participant in question by means of a registered letter. Complaints relating to "BePork" shall be reported to Belpork vzw within one week.

2.8. Crisis plan

The inspection and certification body has implemented a functioning crisis plan (e.g. emergency numbers to guarantee availability, flowcharts). The inspection and certification body shall provide Belpork vzw with an organisation chart of key persons with their name, function, e-mail address and telephone number and a communication cascade in case of urgent communication. In addition, the inspection and certification body shall guarantee access to the buildings and necessary documents in case of a crisis. If Belpork vzw does not receive information sufficiently (quickly) or completely from the inspection and certification body or the participants in question, an 'audit of special purpose' on location may be organised to make the necessary observations on location.

2.9. Analyses

All the analyses that are carried out within the framework of the BePork quality system shall be carried out by laboratories that have an accreditation (ISO 17025) for the parameter, matrix and analysis method concerned.

Each analysis carried out shall occur under accreditation. The BELAC logo on the analysis report serves as proof of the accreditation.

2.10. Subcontracting

Subcontracting is only permitted within the framework of outsourcing analyses.

In other words, an ICB may not have audits carried out by another ICB. Freelance auditors on the other hand, may act on behalf of various ICBs, if they are subject to the quality system of each ICB involved, if their competence has been validated by each ICB involved and if they have been approved by Belpork vzw.

3. Rejection, sanctioning, suspension and termination

3.1. Rejection of a candidate inspection and certification body by Belpork vzw

If the application deviates from the aforementioned entry conditions, the application is deemed non-existent until the conditions are fully met. If the applicant fails to put the situation in order within 3 months, the application shall become null and void.

If a candidate inspection and certification body is rejected, the Board of Directors of Belpork vzw shall inform the candidate of this by means of a registered letter.

Any legal appeal against this rejection by the candidate inspection and certification body shall not have any suspensive effect on the decision.

3.2. Sanctions

The following list contains non-conformities that may lead to a warning or termination of the inspection and certification body by Belpork vzw:

- non-compliance with the conditions stipulated in the BePork regulations and BePork quality manual;
- abuse of the approval by Belpork vzw;
- violation of the approval requirements of Belpork vzw;
- non-compliance with the financial obligations vis-à-vis Belpork vzw;
- violations of the BePork regulations;
- [breaches of the agreement between Belpork vzw and the ICB](#);
- discrediting Belpork vzw or one of the standards managed by Belpork vzw;
- revocation, suspension or termination of the accreditation;
- not obtaining accreditation within 18 months of publication of the accreditation-worthiness of the current version of the quality manual or loss of the BELAC accreditation;
- refusal of a corporate headquarters, witness or administrative audit without a valid reason;
- observation of a NC A1 during a corporate headquarters audit;
- lack of objectivity and independence;
- lack of cooperation and communication with Belpork vzw and lack of reactions to questions from Belpork vzw;
- specific reasons invoked by Belpork vzw or formally invoked between the inspection and certification body and Belpork vzw;
- proven negligence.

The Board of Directors of Belpork vzw may impose one of the following sanctions on the inspection and certification body:

- a warning with a period which permits the inspection and certification body to prove that it has resolved its shortcomings. If the inspection and certification body does not become compliant within the period set, another sanction must be imposed. A warning may only be given once as a sanction for one and the same non-conformity within a period of 12 months;
- suspending the agreement (in full or in part) until the shortcomings are proven to have been resolved; during the suspension the inspection and certification body may not carry out its activities;
- terminating the agreement with a period of notice of 14 days that shall commence on the day after the registered letter of notice was sent (date of the postmark); after that the inspection and certification body may no longer carry out its activities;

- terminating the agreement with immediate effect; the inspection and certification body shall immediately cease its activities.

The sanctions are geared to the gravity of the facts. The standards that the ICB must meet are described in detail [in PART II, in the section called Requirements for the inspection and certification bodies and auditors](#).

On receipt of the decision, the inspection and certification body has 15 days to submit an appeal by means of a registered letter. Submitting an appeal does not suspend the decision of the Board of Directors. On receipt of the appeal, the Board of Directors has 60 days to inform the inspection and certification body of the final decision by means of a registered letter.

The termination of a approved inspection and certification body shall be communicated to the participant in question by the inspection and certification body by means of a registered letter.

The suspended inspection and certification body is not authorised to carry out any audits. All the audits planned during the period of suspension shall be carried out by another inspection and certification body approved by Belpork vzw. The suspended inspection and certification body is responsible for organising these audits in consultation with the participants. The costs relating to these audits carried out by another approved inspection and certification body shall be borne by the suspended inspection and certification body. The suspended inspection and certification body shall provide Belpork vzw with an overview of the audits planned during the period of suspension as well as an overview of the inspection and certification bodies that during the period of suspension shall carry out the audits on the participants. The participant may not be disadvantaged in any way as a result of the suspension, non-extension or termination of the agreement.

On being terminated, the inspection and certification body in question shall immediately cease any commercialisation within the BePork quality system.

3.3. Notice

The agreement between Belpork and the ICB may be terminated by a decision of the Board of Directors of Belpork or by a decision of the ICB (e.g. termination of the inspection and certification activities for the BePork specifications) by means of a registered letter, whereby a period of notice for both parties of at least 3 months must be respected. The period of notice shall commence on the Monday following the week in which the termination was communicated. If the agreement is terminated by one of the parties, the ICB shall inform all the participants for which it was authorised to carry out inspections and certification within the framework of the BePork quality system of this in time.

[If the agreement was entered into for the inspection of multiple links of the BePork quality scheme, the agreement may be terminated for each individual link. In that case, the agreement remains in effect for the links that were not terminated.](#)

4. Fees of the inspection and certification body

The inspection and certification body undertakes to pay Belpork vzw an annual fee (fixed fee + variable fee) within the framework of the inspection and certification assignments.

[Every year, a decision by the Board of Directors will be determined whether or not the fee is charged and the size of the fee itself. The inspection and certification body undertakes to comply with any changes to the annual fee decided upon by the Board of Directors of Belpork vzw. The inspection and](#)

certification body will always be informed of this in advance by Belpork vzw. The fee will also be published on the website of Belpork vzw, www.Belpork.be, under BePork. The fixed annual fee remains the same regardless of the number of quality manuals and/or links of the chain for which the inspection and certification body is subscribed. The variable fee is owed per certificate that is issued per link of the chain and per quality manual. The two fees shall be collected at the start of each calendar year following the calendar year to which the invoicing of the fee relates.

All the invoices of Belpork vzw are payable without delay. In case of late payment, starting from the due date (30 days after the invoice date), each unpaid invoice shall legally and without prior notice of default yield annual interest at the interest rate determined in article 5 of the law of 2 August 2002 on combatting late payment in commercial transactions. If an invoice is not fully paid within 14 days of the reminder being sent, the debt shall be increased by additional compensation, conventionally set at 10% of the sum owed on the due date with a minimum of € 50.

The participation fee is deemed acquired by Belpork vzw and the ICB shall in no case be reimbursed either in full or in part.

5. Work instructions

The inspection and certification body must have procedures so that the inspection and certification assignment is executed in accordance with the agreements with Belpork vzw. The ICB shall have a procedure that describes the way in which:

- the audits are scheduled (choice and availability of the auditor, planning of the audits, communication with the participant, etc.);
- the audits are carried out. The certification process (audit, verification of the dossier, certification decision) of a participant is described in steps, each with its responsible function;
- the work instructions of Belpork vzw are incorporated in the internal procedures of the ICB.

All the procedures shall comply with the BePork work instructions as described in this section. The subjects in this section correspond with the subjects in Part I of this document. For the procedures specifically for the (candidate) participants, please refer to Part I.

5.1. Entry and approval procedure for candidate companies

5.1.1. Primary animal production and processing (abattoirs, cutting plants and meat processors)

5.1.1.1. General entry conditions

Certification in accordance with the BePork quality manual occurs by livestock location number for pig companies and by business unit number (VEN) for the processing sector. If a pig company has several business units at one livestock location, all the business unit numbers must undergo an audit so that a certificate can be issued for the livestock location number.

5.1.1.2. Procedure for candidate companies with an activity

Within a period of no more than 1 month of the order being given by Belpork vzw, the ICB shall carry out an initial audit of the candidate participant, except in case of force majeure or if the candidate participant requests that it be done later within a period of no more than 3 months after the application form is processed.

If the initial audit is favourable, the ICB may proceed with written approval (= certification) of the livestock location for pig companies and of the business unit for the processing sector. The ICB shall send the BePork certificate to the participant.

The BePork certificate has a starting date that is the same as the decision date and an end date that is the same as the end date of the certification period of the Sector Guide. The starting date of the BePork certificate may never lie in the past.

5.1.1.3. Procedure for starter candidate companies

The ICB may issue a provisional BePork certificate after a limited initial BePork audit within 3 months of the application form being processed, for the duration of the temporary certificate of the Sector Guide, with the same starting and end date as the provisional Sector Guide and Febev^{plus} certificate issued. This is only possible if the following conditions have been met:

- it is proven that a certificate for the Sector Guide for a limited period has been issued by the FASFC or an ICB for this company;
- for abattoirs and cutting plants, on the basis of the aforementioned certificate for the Sector Guide, it is proven that a Febev^{plus} certificate has been issued for same maximum period as the Sector Guide by Febev vzw;
- during the audit all the aspects that can be inspected are effectively evaluated;
- all the standards of the BePork quality manual have been fulfilled;
- it is confirmed in writing to Belpork vzw that within the period for which the certificate is issued, a second audit will be carried out and rounded off in order to make it possible to issue an effective Sector Guide, Febev^{plus} and BePork certificate that will be valid for a period of or 1 year following the period of the temporary certificate.

The certification decision and issue of the effective certificates shall at all times occur within the term of the temporary certificate. In no case may a transition period or a second extension be awarded between the issue of the first provisional certificate and the effective certificate of 1 year.

5.1.2. Transport

5.1.2.1. General entry conditions

Certification in accordance with the BePork quality manual occurs per business unit.

5.1.2.2. Procedure for candidate BePork participants

Within a period of no more than 1 month of the order being given by Belpork vzw, the ICB shall carry out an initial audit of the candidate participant, except in case of force majeure or if the candidate participant requests that it be done later within a period of no more than 3 months after the application form is processed.

If the initial audit is favourable, and on payment of the participation fee by the candidate participant (see 5.8. Participants' fees and costs), the ICB may proceed with written approval (= certification) of the candidate participant's company. The ICB shall send the BePork certificate to the participant.

The certificate has a starting date that is the same as the decision date and an end date that is the same as the end date of the certification period of the Sector Guide. The BePork certificate has a starting date that is the same as the decision date and an end date equal to the decision date plus 3 years in case of commercial transport or limited commercial transport by a non-BePork pig producer. In the case of limited commercial transport by a BePork pig producer, the end date is the same as the

end date of the certification period of the Sector Guide decision. The starting date of the BePork certificate may never lie in the past.

5.2. Inspection and certification

5.2.1. General

The auditor shall test the standards indicated in the BePork quality manual by means of on the one hand an administrative and on the other a physical audit (visual and/or analytical).

All the findings shall be recorded on the checklist and in the audit summary report (ASR). [The checklists are drawn up by Belpork and sent to the ICB, together with the assessment method and SAR. The ICB may only use its own version of the checklist and SAR with written consent to do so.](#) The ASR is drawn up in duplicate, one copy of it is destined for the ICB and one copy for the (candidate) participant. On completion of the audit carried out by the ICB, these documents must be signed by the (candidate) participant audited.

The ICB undertakes to carry out the reporting of the audits and certification decisions within the framework of the BePork quality manual only in accordance with the internal regulations. The BePork checklist and certification decision at the primary production level shall be entered in Tracy® (status lines) via the Codiplan database. The checklist and certification decision (status lines) at the processing and transport level must be entered in Tracy® in accordance with the [ICB web application manual](#). During the audit, the auditor shall use the checklist, the assessment chart and the work instructions drawn up by Belpork vzw. The approval of the audit reports (certification decision) shall occur by the supervisor who is not the same as the auditor who carried out the audit. The assessment chart and the work instructions drawn up by Belpork vzw shall be used when taking the certification decision.

Belpork vzw reserves the right to carry out witness audits or have them carried out on BePork audits carried out by auditors from inspection and certification bodies approved by Belpork vzw. The ICB shall inform the participant of this 48 hours in advance. The participant may refuse the witness audit at the company up to 24 hours in advance by notifying the ICB.

5.2.2. Types of audits

5.2.2.1. Initial or entry audit

Within a period of no more than 1 month of the order being given by Belpork vzw, the ICB shall carry out an initial audit of the candidate participant, except in case of force majeure or if the candidate participant requests that it be done later within a period of no more than 3 months after the application form is processed. The initial audit is always announced; the audit date is agreed on by the ICB and the candidate participant. In primary production, it is not possible for an audit to be carried out if there are no animals present.

During an initial audit in the primary production or processing sectors, the auditor shall assess all the standards of the BePork quality manual that apply to the link inspected. In primary production, all the pigs present are assessed against the BePork standards that apply to the animal categories present. In other words, it is not just the type of company that has to be taken into account, [but all the animal categories present at one or more business units at the same livestock location](#). For example, a breeding company (in accordance with the definition of DGZ) that sporadically rears a few pigs into fattening pigs, must also meet the BePork standards for fattening pigs. [Another example: a livestock location with 2 business units, a breeding company and a fattening pig company, must be](#)

Met opmerkingen [NM1]: Vanaf hier verder vertalen

audited at both business units so that all the animal categories present at the livestock location are audited.

In addition, during audits on producers, the animal welfare checklist shall be checked by the auditor. The data filled in for this checklist shall be passed on to Belpork vzw by inputting them in Tracy® manually or via a txt file.

An initial audit for BePork transport comprises an administrative and a physical audit of the standards relating to transport as described in sections 1, 2, 3, 4 and 6 of PART V of the BePork quality manual:

3. General Conditions (except standard T7+)

4. Vehicle requirements

6. Cleaning and disinfecting vehicles

For each situation, the decision tree (see: <http://www.belpork.be> > BePork > Documents > [Decision tree transport](#)) offers a schematic presentation of the requirements that must be met for the transport of BePork pigs.

All the standards in the transport quality manual apply if commercial transport is carried out by a participant with this activity as its main activity.

If commercial transport is carried out by a pig producer that transports third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey and/or in bold (A4+, T1+, T3+, T5+ B, T7+, T8+, T9+, T10+, T11+, T13+, T14+, T15+, T16+, T17+, T18+, T19+, T20+, T21+, T22+, T23+, T24+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport its own pigs, the limited transport quality manual with the items in bold (A4+, T1+, T3+, T9+, T16+, T23+, T24+, T27+, T28+) applies.

The initial audit of transport companies is planned in such a way that vehicles used to transport BePork pigs are present at the corporate headquarters during the audit.

Any non-conformities observed shall be rounded off within 3 months (for producers and transport companies) or 1 month (for abattoirs, cutting plants and meat processors) of the audit.

The audit must be entered in the Codiplan database and the accompanying certification decision must be taken no later than 14 days after receipt of the documents despatched retroactively and no more than 3 months after the audit. At processing and transport level, registration in Tracy® and taking the accompanying certification decision shall occur no later than 14 days after receipt of the documents despatched retroactively and no more than 3 months after the audit.

5.2.2.2. Extension or periodical audit

Extension audits may not be carried out more than 3 times successively by the same auditor on the same participant.

During the extension audit, the auditor shall pay extra attention to the non-conformities that were observed during the previous audit and the effectiveness and implementation of corrective and preventive measures.

Any non-conformities observed shall be resolved within 1 month of the audit.

The audit must be entered into the Codiplan database (for the primary production sector) or Tracy® (for transport) and the accompanying certification decision taken no later than 14 days after receipt of the documents despatched retroactively (no more than 1 month after the audit) and before the expiry date of the current certificate. At processing level, the audit will be entered in Tracy®. The accompanying certification decision must be taken no more than 2 months after the audit and before the expiry date of the current certificate.

If the end date of the certificate is exceeded, the participant will be awarded the status of 'On hold', in anticipation of a renewal audit being carried out within 1 year of the certificate's end date. If no new audit is carried out within that year, the participant will be terminated.

- Announced extension audit

Within a period of maximum 9 months and minimum of 1 month (for producers and transport companies) or a maximum of 4 months and minimum of 2 months (for abattoirs, cutting plants and meat processors) before the expiry date of the BePork certificate, an extension audit shall be carried out. The audit date shall be agreed upon by the ICB and the participant. In primary production, it is not possible for an audit to be carried out if there are no animals present. An extension or renewal audit may be carried out as soon as there are animals back at the farm.

For producers, abattoirs, cutting plants and meat processors, the auditor shall assess all the standards of the BePork quality manual. In primary production, all the pigs present at the livestock location must be checked against the BePork standards that apply to the animal categories present. In other words, it is not just a certain type of company that has to be taken into account, but all the animal categories present at one or more business units at the same livestock location. For example, a breeding company (in accordance with DGZ's definition) that sporadically raises a few pigs to fattening pigs must also meet the BePork standards for fattening pigs. Another example: a livestock location with 2 business units, a breeding company and a fattening pig company, must be audited at both business units so that all the animal categories present at the livestock location are audited. In addition, for producers the animal welfare checklist shall be checked by the auditor. The data filled in for this checklist shall be passed on the Belpork vzw by inputting them in Tracy® manually or via a txt file. For transport companies, the extension audit comprises an administrative and a physical audit of the standards described in sections 1, 2, 3, 4 and 6, including standard T22+ from section 5 of PART V of the BePork quality manual:

3. General Conditions (except standard T7+);
4. Vehicle requirements;
5. Transport method – standard T22+ capacity utilisation;
6. Cleaning and disinfecting vehicles.

For each situation, the decision tree (see: <http://www.belpork.be> > BePork > Documents > [Decision tree transport](#)) offers a schematic presentation of the requirements that must be met for the transport of BePork pigs.

All the standards in the transport quality manual apply if commercial transport is carried out by a participant with this activity as its main activity.

If commercial transport is carried out by a pig producer that transports third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey and/or in bold (A4+, T1+, T3+, T5+ B, T7+, T8+, T9+, T10+, T11+, T13+, T14+, T15+, T16+, T17+, T18+, T19+, T20+, T21+, T22+, T23+, T24+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport its own pigs, the limited transport quality manual with the items in bold (A4+, T1+, T3+, T9+, T16+, T23+, T24+, T27+, T28+) applies.

The extension audit of transport companies is planned in such a way that vehicles used to transport BePork pigs are present at the corporate headquarters during the audit.

The certificate follows on immediately from the expiry date of the previous certificate and is valid until the end date of the certification period of the Sector Guide for the primary production and processing sectors. The certificate at transport level has an end date equal to the decision date plus 3 years in case of commercial transport or limited commercial transport by a non-BePork pig producer. In case of limited commercial transport by a BePork pig producer, the end date is equal to the end date of the certification period of the Sector Guide decision.

- Unannounced extension audit

The unannounced extension audit programme only applies to abattoirs, cutting plants and meat processors.

Unannounced audits, with the aim of extending the current certificate, are called unannounced extension audits.

An unannounced extension audit is an extension audit for which the audit date is not communicated to the participant in advance.

Participants that are already certified shall inform their inspection and certification body within 3 months of the date of their latest audit about their intention to subscribe, remain or unsubscribe for the programme of the unannounced extension audit.

Every BePork participant has the possibility to every year indicate 15 days to the inspection and certification body on which the company is not available for an unannounced extension audit. These 15 days then apply for the period between 31 January of the year in question until 31 January of the following year. The ICB may dispute the reason for not being available if it does not seem necessary and may accept the proposed dates at its own discretion. The days on which the company does not operate, for example during the weekend, on public holidays or scheduled production stops, are not included in the 15 days.

All these non-production days are passed on to the inspection and certification body together with the 15 unavailable days. Every year, no later than on 31 January, the 15 days on which the company is unavailable (including the reason why) and the non-production days of that year shall be communicated to the authorised ICB. If the authorised ICB was not informed, the participant may also communicate these days when subscribing to the programme

Although the audit may occur starting from 9 months before the expiry date of the certificate, this shall preferably occur in the last 4 months of the certification cycle. The ICB is responsible for ensuring that the audit is carried out within the timeframe of the certification.

Inspection of the production facilities must occur within 30 minutes of the auditor's arrival.

The certificate shall state that it concerns the "unannounced option". The certificate shall follow on immediately from the expiry date of the previous certificate and is valid until the end date of the certification period of the Sector Guide.

5.2.2.3. Renewal audit

A renewal audit is carried out:

- in the presence of activity;
- if the starting date of the new certificate does not immediately follow on from the end date of the previous certificate. Either because the renewal audit was carried out later (in which case the certification is interrupted) or earlier (and then the starting date of the new certificate is earlier than the end date of the previous certificate);
- within a period of 1 year after the end date of the previous certificate (participants with a status line 'Non reconnu').

The renewal audit is always announced in advance, the date is agreed upon by the ICB and the (candidate) participant.

During a renewal audit, the auditor shall assess all the standards of the BePork quality manual that apply to the link inspected. In primary production, all the pigs present at the livestock location must be checked against the BePork standards that apply to the animal categories present. In other words, it is not just a certain type of company that has to be taken into account, but all the animal categories present at one or more business units at the same livestock location. For example, a breeding company (in accordance with DGZ's definition) that sporadically raises a few pigs to fattening pigs must also meet the BePork standards for fattening pigs. Another example: a livestock location with 2 business units, a breeding company and a fattening pig company, must be audited at both business units so that all the animal categories present at the livestock location are audited. During a renewal audit in the production or processing sectors, the auditor shall assess all the standards of the BePork quality manual that apply to the link inspected. In addition, during audits on producers, the animal welfare checklist shall be checked by the auditor. The data filled in for this checklist shall be passed on the Belpork vzw by inputting them in Tracy® manually or via a txt file.

For transport companies, the extension audit comprises an administrative and a physical audit of the standards described in sections 1, 2, 3, 4 and 6, including standard T22+ from section 5 of PART V of the BePork quality manual:

3. General Conditions (except standard T7+)

4. Vehicle requirements

6. Cleaning and disinfecting vehicles

For each situation, the decision tree (see: <http://www.belpork.be> > BePork > Documents > [Decision tree transport](#)) offers a schematic presentation of the requirements that must be met for the transport of BePork pigs.

All the standards in the transport quality manual apply if commercial transport is carried out by a participant with this activity as its main activity.

If commercial transport is carried out by a pig producer that transports third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey (A4+, T1+, T3+, T5+ B, T7+, T8+, T10+, T11+, T13+, T14+, T15+, T17+, T18+, T19+, T20+, T21+, T22+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport third-party pigs and/or uses a third-party vehicle, the limited transport quality manual with the items shaded light grey and/or in bold (A4+, T1+, T3+, T5+ B, T7+, T8+, T9+, T10+, T11+, T13+, T14+, T15+, T16+, T17+, T18+, T19+, T20+, T21+, T22+, T23+, T24+, T25+, T27+, T28+) applies.

If commercial transport is carried out by a party that does not produce pigs but does transport its own pigs, the limited transport quality manual with the items in bold (A4+, T1+, T3+, T9+, T16+, T23+, T24+, T27+, T28+) applies.

The renewal audit for transport companies shall be planned in such a way that during the audit, vehicles used to transport BePork pigs are present at the corporate headquarters.

During the renewal audit, the auditor shall pay additional attention to the non-conformities that were observed during the previous audit and the effectiveness and implementation of corrective and preventive measures. In contrast to the initial audit, any non-conformities observed shall be resolved within 1 month within the audit.

The audit must be entered into the Codiplan database (for the primary production sector) or Tracy® (for transport) and the accompanying certification decision taken no later than 14 days after receipt of the documents despatched retroactively (no later than 1 month after the audit) and before the expiry date of the current certificate. At processing level, the audit will be entered in Tracy®. The accompanying certification decision must be taken no later than 2 months after the audit.

The certificate has a starting date that is the same as the decision date and an end date equal to the decision date plus 3 years in case of commercial transport or limited commercial transport by a non-BePork pig producer. In the case of limited commercial transport by a BePork pig producer, the end date is the same as the end date of the certification period of the Sector Guide decision. The starting date of the BePork certificate may never lie in the past.

5.2.2.4. Corrective measure audit

In certain cases, it will be necessary to carry out a corrective measure audit at the company to determine whether the type A2 non-conformities observed have effectively been corrected (e.g. when the effectiveness of a corrective measure cannot be assessed on paper). Only the corrective measures for the type A2 non-conformities shall be checked during this audit.

This audit shall be carried out within 3 months of an initial audit or within 1 month of an extension, renewal or unannounced audit. The date of the corrective measure audit shall be agreed upon by the ICB and the (candidate) participant. A2 corrective measure audit is always carried out by the same auditor as the one that carried out the original audit on the basis of which a corrective measure audit was decided on.

If a corrective measure audit shows that the requirements are still not being met sufficiently, the corrective measure audit will be rounded off negatively.

Within the period provided for taking corrective measures, several CMAs may be scheduled if necessary to determine whether the non-conformities observed during the original audit for which a CMA was required have effectively been corrected. If positive, the CMA shall lead to positively rounding off the original audit, on the basis of which the CMA was scheduled. In the case of an initial audit or renewal audit, a certificate shall be issued. In all the other cases, the current certificate shall be extended or maintained. If the period specified for taking corrective measures is not respected, the original audit, on the basis of which the CMA was scheduled, shall be rounded off negatively too. In the case of an initial audit or a renewal audit, no certificate shall be issued. In all the other cases, the current certificate shall be revoked.

The entry of the CMA audit in the database and taking the accompanying decision shall occur within 3 months of an initial audit or 1 month after an extension, renewal or unannounced audit and in case of an extension audit before the expiry date of the current certificate. [At processing level, the accompanying certification decision by the CMA after an extension and renewal audit must be taken no later than 2 months after the audit and before the expiry date of the current certificate.](#)

5.2.2.5. Unannounced audit

Under the authority of Belpork vzw, the inspection and certification body shall carry out unannounced audits of the participants. The purpose of unannounced audits is to determine whether participants continue to meet the standards between two extension audits. Their purpose is not to extend the current certificate. An unannounced audit may only be carried out if the participant has a valid certificate.

The unannounced audits are carried out at the participant's company. The unannounced audits for BePork transport however occur during transport, more specifically on arrival of the BePork transport at one of the BePork-certified producers or abattoirs.

- If the participant refuses the unannounced audit, their BePork certificate shall be revoked with immediate effect.
- Section 5.4 Integrity Programme describes the entire audit procedure for unannounced audits.

5.2.2.6. Upgrade audit

This type of audit only applies for the BePork Welfare quality manual (see 9. BePork Welfare Module). A BePork pig producer may, during the validity of their certificate, request an upgrade audit from their ICB if they wish to climb to a higher level of BePork Welfare for the same activities. The validity of the certificate for the higher level always runs in sync with the validity of the existing certificate. For the upgrade audit, for which an inspection visit on location by the auditor is required, the standards of the applicable upgrade must be assessed. The conditions for rounding off the audit are the same as for an initial audit.

5.2.2.7. Acquisition audit

In case of an acquisition by relatives of the first or second degree (including son-in-law or daughter-in-law), spouses and companies in which the original manager remains or becomes a shareholder, the current BePork certificate shall not become null and void and it is not necessary to complete a

new entry procedure. However, this is on condition that after the acquisition the activities do not change.

Belpork will communicate this acquisition to the inspection and certification body so that a new certificate (with the same validity) can be issued in the name of the new manager.

5.2.3. Selecting and changing ICB

On entry or during the duration of their certificate, every participant shall select the inspection and certification body that it wishes to be inspected by. However, an audit may never be carried out without written consent from Belpork vzw. If a BePork participant switches to another ICB, Belpork vzw shall immediately be informed of this by the inspection and certification bodies concerned. Only after approval from Belpork vzw may the new inspection and certification body carry out an audit. At the participant's request, the inspection and certification body being left shall transfer all the existing and necessary documents to the inspection and certification body indicated by the participant. The new inspection and certification body is obliged to review the transferred certification and to implement it within four weeks of the participant's registration in case of a positive decision. It must be ensured that the new inspection and certification body responsible continues to follow up the implementation of all the corrective actions or that the change to the new inspection and certification body does not occur until all the outstanding corrective measures have been implemented. If the inspection and certification body refuses the switch, it must inform Belpork vzw of this within four weeks.

The inspection and certification body undertakes to as far as possible carry out the BePork audits in combination with audits for the Sector Guide, Codiplan Animal Welfare (for production), Febev^{Plus} (for processing) and/or other private specifications if possible.

5.2.4. Guidelines for the drawing up a company BePork certificate

Below, the guidelines for drawing up a company BePork certificate are described if the inspection and certification body makes use of its own version of the certificate, in other words if no use is made of the standard certificate generated in the Tracy® or Codiplan database.

For each link in the chain, an indication is given of which information at least must be stated on the BePork company certificate.

5.2.4.1. Primary production

- BePork logo
- Regulations version: BePork dated 04/09/2023 – version 2
- Company name
- Herd address
- Herd number
- Company registration number
- VEN
- Certificate number
- Starting and end date of the certification period
- [Type of company](#)

5.2.4.2. Processing

- BePork logo
- Regulations version: BePork dated 04/09/2023 – version 2

- Type of member: abattoir, cutting plant or meat processor
- Company name
- Address
- EC number
- VEN
- Certificate number
- Starting and end date of the certification period
- Absence of BePork activity (to be added if the audit is carried out in the absence of activities and a certificate is issued)
- [Unannounced extension audit \(where applicable\)](#)

5.2.4.3. **Transport**

- BePork logo
- Regulations version: BePork dated 04/09/2023 – version 2
- Type of member: Transport company
- Company name
- Address
- Company registration number
- VEN
- Certificate number
- Starting and end date of the certification period
- The certificate applies to the following activity:
 - Commercial transport as main activity
 - Commercial transport by a pig producer with a third-party's pigs and/or a third-party's vehicle
 - Commercial transport by a non-producer of pigs with a third-party's pigs and/or a third-party's vehicle
 - Commercial transport by a non-producer of pigs with their own pigs

5.3. **Assessment method**

For each standard or condition imposed in the BePork quality manual, the category of violation has been determined depending on the gravity of the violation. There are 4 different categories of non-conformities (NCs) that may be imposed:

1. Knock-out criteria (NC A1)
2. Type A non-conformity (NC A2)
3. Type B non-conformity (NC B)
4. Type C non-conformity (NC C) or recommendation

These categories of non-conformities have also been included in the quality manual and the checklist.

On entering the audit in the database, the surveyed observation is included for each non-conformity observed.

5.3.1. Knock-out criteria (NC A1)

5.3.1.1. Primary animal production and processing

If a knock out is observed, the certification decision shall be taken immediately and communicated to Belpork vzw and the participant in question. The certificate of the participant in question shall be revoked by the inspection and certification body as soon as possible but no later than 1 working day after the audit date.

5.3.1.2. Transport

For BePork transport, the NC A1 criteria at the level of the participant (sections 1, 2 or 4 of Part V of the BePork quality manual) or at the level of the driver or active co-driver employed or self-employed person deployed (section 3 of Part V of the BePork quality manual) are assessed. The other three categories of non-conformities (A2, B and C) are always assessed at participant level.

5.3.1.2.1. NC A1 at participant level

If non-conformities are observed for the standards in sections, 1, 2 or 4 of Part V of the BePork quality manual that lead to a NC A1, the participant shall be excluded within 1 working day of the audit date (see 5.5.2. Termination). As soon as the participant meets all the standards of the BePork quality manual, they can reapply for certification. [If a participant is excluded, a period of at least 6 weeks must be observed before the candidate participant can reapply for approval within the BePork quality scheme via a new entry procedure.](#) A transport company that does not have a BePork certificate Transport or an equivalent certificate (i.e. QS-certificate), may not carry out BePork transport.

5.3.1.2.2. NC A1 at the level of a driver or active co-driver employed or self-employed person deployed who works for a certified participant

If non-conformities are observed for the standards in section 3 of Part V of the BePork quality manual that lead to a NC A1, the driver or active co-driver employed or self-employed person deployed shall if it is their first violation be suspended for 10 working days starting no later than 1 working day after the audit date (see 5.5.2. Termination). If, within 3 years of observing a NC A1, an A1 non-conformity for a standard in section 3 of Part V of the BePork quality manual is again observed for the same driver or active co-driver employed or self-employed person deployed, the driver or active co-driver employed or self-employed person deployed shall be suspended for 20 working days. The termination of a driver or active co-driver employed or self-employed person deployed who works for a certified participant does not affect the certificate of the certified participant. Until the time that the driver or active co-driver employed or self-employed person deployed is once again admitted, they may not carry out any BePork transports. This also applies for other BePork-certified transport companies for which the driver or active co-driver employed or self-employed person deployed normally also carries out BePork transports. These transport companies shall be informed of this by Belpork vzw.

5.3.2. Type A non-conformities (NC A2)

If type A non-conformities (NC A2) are observed, the participant must take two types of action. On the one hand the errors must be resolved and on the other measures must be taken to avoid them recurring:

- a NC A2 shall be corrected and proof of this transferred to the inspection and certification body;
- the participant shall apply corrective measures with an eye to preventing the non-conformities from recurring and shall communicate them to the inspection and certification body.

Both actions shall be undertaken within a period that is determined by the auditor on the basis of the nature of the non-conformity, but that may not exceed 3 months in the case of an initial audit for producers and transport companies or 1 month for all the other types of audits. After an audit at transport level, the ICB shall send the checklist and the audit summary report to the corporate headquarters of the certified transport company within 1 working day. The period for forwarding the documents commences on the Monday following the week in which the audit was carried out. The period for forwarding the documents with regard to production and processing shall commence on the day of the audit. The NC A observed and the period within which proof of the corrections and corrective measures must be submitted shall be stated in the ASR.

If the corrections or corrective measures cannot be proven by forwarding documents, a corrective measure audit must be carried out within the period specified.

If no corrections are made or corrective measures taken within the period specified, or if they are insufficient, the audit shall be rounded off negatively. In case of an initial audit or a renewal audit (after the expiry date of the current certificate) no certificate is issued; in all the other cases the current certificate is revoked. The participant is immediately informed of this by the inspection and certification body (see 5.5.2. Termination). *The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation (and thus at least 24 hours before the negative certification decision is taken) Belpork is also informed of the termination. If the producer in question has already drawn up a digital FCI declaration for an abattoir, this occurred at least 24 hours before delivery of the pigs to the abattoir. When the digital FCI declaration is drawn up (and possibly) at the time the pigs are delivered, the BePork label will still be visible on the digital FCI declaration. As soon as the producer is terminated, the BePork label will disappear from the digital FCI declaration and the abattoir will no longer be able to commercialise the carcasses and/or by-products under the BePork label. This is why it is important to inform the abattoir about the animal certification before the pigs are delivered.*

If a NC A2 had already been observed during the previous audit and the same shortcoming is observed again, this will lead to the certificate being revoked after 14 working days when the NC A2 has not been resolved within 14 working days. The certificate will be issued again (with the same expiry date as the original certificate) as soon as it is proven that the NC A2 has been resolved within 1 month of forwarding or a corrective measure audit. The ICB shall thoroughly check whether the corrections and the corrective measures that were taken to resolve the A2 non-conformities observed are sufficient. *The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation (and thus at least 24 hours before the negative certification decision is taken) Belpork is also informed of the termination.*

5.3.3. Type B non-conformities (NC B)

If type B non-conformities (NC B) are observed, they are stated in the audit summary report (ASR). The participant shall draw up an action plan for these non-conformities listing the correction of the shortcoming and the corrective measures with an eye to preventing recurrence.

The action plan shall be forwarded within a period determined by the auditor on the basis of the nature of the non-conformity, but that may not exceed 3 months in case of an initial audit of producers and transport companies or 1 month for all the other types of audits. After an audit at transport level, ICB shall send the checklist and the audit summary report to the certified transport company's corporate headquarters within 1 working day of the audit. The period for forwarding the documents commences on the Monday following the week in which the audit was carried out. The period for forwarding the documents with regard to production and processing shall commence on the last day of the audit. The NC B observed and the period within which the action plan must be submitted shall be stated in the ASR.

The participant shall apply this plan within a period of 6 months, with the exception of cyclic and timebound conditions that do not occur within 6 months of drawing up the action plan. In that case, the plan is applied as soon as the conditions of the cycle or the production period are present again.

No corrective measure audit need be carried out to determine whether the action plan was effectively applied by the participant. Its verification shall occur during the next audit.

If no action plan is forwarded within the period specified, or if it is insufficient, the audit shall be rounded off negatively. In case of an initial audit or a renewal audit (after the expiry date of the current certificate) no certificate is issued; in all the other cases the current certificate is revoked. The participant is immediately informed of this by the inspection and certification body (see 5.5.2. Termination). [The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation \(and thus at least 24 hours before the negative certification decision is taken\) Belpork is also informed of the termination.](#)

If a NC B had already been observed during the previous audit and the same shortcoming is observed again, this will lead to a NC A2 on condition that the audit occurs more than 6 months after the previous one. The auditor must clearly state this in the ASR. The participant has 1 month to take the necessary, adapted corrections and corrective measures. If the ICB deems the corrections or corrective measures insufficient, the audit shall be rounded off negatively. In case of an initial audit or a renewal audit (after the expiry date of the current certificate) no certificate is issued; in all the other cases the current certificate is revoked. The participant is immediately informed of this by the inspection and certification body (see 5.5.2. Termination).

5.3.4. Type C non-conformities (NC C)

An NC C is a recommendation. Not meeting the requirements with C-criteria does not hinder certification, but the participant is urged to try and meet these conditions as soon as possible.

5.4. Integrity Programme

Section 5.2.2.5. Unannounced audit defined the type of unannounced audit. The following section describes the work instruction for the unannounced audit.

5.4.1. Choice of companies

For the unannounced audits on producers, every year the ICB will receive two lists from Belpork vzw of the producers selected. The list sent in Part I comprises 75 or 85%, depending on the percentage of members with the inspection and certification body, of the total number of unannounced audits to be carried out that year. An inspection and certification body with 30% or more of the members of the BePork quality system will receive 80 – 85 % of the total number of unannounced audits to be carried out for the year in Part I. The remaining 15 - 25% of the total number of unannounced audits to be carried out for the year will be sent out in a list Part II. The reason why a company was selected for an unannounced audit is not communicated to the inspection and certification body. The list Part I is communicated to the inspection and certification bodies no later than 31/01. The list Part II is communicated to the inspection and certification bodies no later than 31/08.

[A business unit in the processing sector that participates in the unannounced extension audit programme will not be selected for an unannounced audit by Belpork for that year.](#)

For the unannounced audits in the processing sector, every year the ICB will receive a list from Belpork vzw of the abattoirs and cutting plants selected. The list contains all the unannounced audits to be carried out for the year and shall be communicated to the ICB no later than 31/01.

Each transport company shall be subject to an unannounced audit at least once within a 3-year cycle. Every year, at least 25% of the transport companies per inspection and certification body shall undergo unannounced audits. It is the inspection and certification body that decides which companies will be audited in a particular year

An ICB may carry out an unannounced audit of a participant it proposes itself, to supplement or replace a participant on the list with Belpork vzw's approval.

The unannounced audits shall be completely rounded off by 31/01 of the following year.

5.4.2. Executor of the audit

Unannounced audits are standardly carried out by the ICB that is already authorised for the inspection and certification of the participant in accordance with the BePork quality system.

Unannounced audits in the processing sector may also be carried out by an expert appointed by Belpork vzw. The further follow-up of the audit shall be carried out by Belpork vzw. Motivated advice may be requested from the expert.

If a NC A1 is observed during the unannounced audit by an expert/auditor, then depending on the nature of the non-conformity the following action will be taken:

- If the non-conformity is of a structural nature, it is communicated to the authorised inspection and certification body by Belpork vzw. The ICB then carries out an unannounced audit to confirm the information.
- If the non-conformity is of a transient nature, Belpork vzw shall communicate it to the authorised inspection and certification body with proof such as photos taken of the situation.

The communication intended for Belpork vzw shall be sent immediately after observation of a NC A1 by the expert/auditor. Belpork vzw shall forward this communication to the ICB already authorised for inspection and certification of the participant in accordance with the BePork quality system. Any decision with regard to the participant's certificate shall be taken by the authorised inspection and

certification body. Belpork vzw and the participant shall be informed of the decision taken by the inspection and certification body.

5.4.3. Communication of an unannounced audit

The unannounced audit may occur at any time of the participant's certification period. However, it is recommended that the ICB does not schedule the unannounced audit in the 2 months prior to or following an initial, renewal or extension audit.

In case of an unannounced audit of a **producer**, the ICB may get in contact with the producer no more than 48 hours in advance.

An unannounced audit in the **processing** sector is not communicated to the participant in advance if visual aspects and/or work instructions on the work floor are to be assessed (e.g. in accordance with the unannounced audit checklist). The audit will be carried out during the normal work and opening hours of the site. After the audit, if necessary, an appointment can be made with the participant to review additional administrative aspects of the quality scheme in the presence of the quality manager or their deputy where applicable. Each BePork-certified abattoir, cutting plant and meat processor does however have the possibility of every year communicating 15 days to the inspection and certification body on which the company is not available for an unannounced audit. These 15 days then apply for the period between 31 January of the year in question until 31 January of the following year. If the company participates in the unannounced extension audit programme, then it will be the same 15 days that were communicated for the that programme. The inspection and certification body may dispute the reason for not being available if it does not seem necessary and may accept the proposed dates at its own discretion. The days on which the company does not operate, for example during the weekend, on public holidays or scheduled production stops, are not included in the 15 days. Every year, no later than on 31 January, the 15 days on which the company is unavailable (including the reason why) and the non-production days of that year will be communicated to the authorised inspection and certification body.

An unannounced audit of BePork **transport** is not announced in advance. At the request of the inspection and certification body, the transport company shall forward the transport planning for the next 5 working days. The transport planning shall at least indicate the date and location of loading and unloading, the name of the driver and whether or not it concerns BePork transport. The expected and latest actual time of loading and unloading (for the BePork transports) shall be communicated to the inspection and certification body no later than 12 hours before the planned transport. From the transport planning, one BePork transport will be selected randomly on which to carry out an unannounced audit. The transport selected will not be communicated to the transport company in advance. An ICB may carry out an unannounced audit of different transport companies on one day, at one and the same abattoir.

A participant may in principle not refuse an unannounced audit. If a participant refuses, valid motivation must be given. It is up to the inspection and certification body to assess whether the reason for refusing is valid. The auditor shall get in touch again at a later date to carry out an unannounced audit. If the participant refuses without a valid reason or access to the administration and production facilities is refused, the participant's certificate shall immediately be revoked. In case of doubt about the true reason for refusal, the auditor shall inform the ICB and Belpork vzw. They will take the final decision in mutual consultation.

Belpork vzw reserves the right to carry out witness audits or to have them carried out on BePork audits carried out by auditors from the inspection and certification body approved by Belpork vzw.

The participant undertakes to offer free access and their full cooperation to the representatives of Belpork vzw and/or the inspection bodies and experts mandated by Belpork vzw.

5.4.4. Assessment

An unannounced audit on transport companies and producers comprises an administrative and physical audit of a selection of the standards in the BePork quality manual (see www.Belpork.be under [Documents](#)). During the unannounced audit of abattoirs and cutting plants, all the standards of the BePork quality manual will be inspected as well as a selection of the requirements of Sector Guide G-018 and Febev^{plus} (see www.Belpork.be section [Documenten](#)). For meat processors, the unannounced audit comprises an administrative and a physical audit of a selection of the standards in the BePork quality manual as well as a selection of the requirements in Sector guide G-018/G-019 (see www.Belpork.be under [Documenten](#)).

All the findings are recorded on the checklist and in the audit summary report (ASR). The ASR is drawn up in duplicate, one copy of it is destined for the ICB and one copy for the participant. In case of an unannounced audit of producers, abattoirs, cutting plants and meat processors, on completion of the audit the ASR must be signed by the auditor and the participant audited. In case of an unannounced audit of transport, on termination of the audit the ASR must be signed by the auditor and the driver of the transport audited. After an unannounced audit of transport, the ICB shall send the checklist and the audit summary report to the corporate headquarters of the certified transport company within 1 working day. The period for forwarding the documents commences on the Monday following the week in which the audit was carried out.

Just as with other audits, the possible non-conformities can be classified as NC A1, NC A2, NC B and NC C (see 5.3. Assessment method).

The entry of the audit in the database and taking the accompanying certification decision shall occur within 14 days of receipt of the forwarded documents.

If no NC A1 is observed and if any non-conformities observed are proven to be corrected and/or an action plan is drawn up, then the current certificate shall be maintained. The current certificate shall be revoked within 1 working day of the audit date when a NC A1 is observed or if the type A non-conformities (NC A2) observed have not been proven to have been resolved and/or no sound action plan is drawn up for type B non-conformities (NC B) observed within the period specified (see 5.3. Assessment method).

5.5. Rejection, suspension, revocation and termination

5.5.1. Rejection of a candidate participant by Belpork vzw

If no initial audit takes place 3 months after the application form is processed, the candidate participant must respect a waiting period of 6 weeks before reapplying for the BePork quality system.

A candidate participant may be rejected if a candidate participant's initial audit brings to light a NC A1.

A candidate may also be rejected if the A2 non-conformities (NC A2) observed are not proven to have been resolved and/or no sound action plan is drawn up for type B non-conformities (NC B) observed (see 5.3. Assessment method) and/or when a candidate participant does not pay its invoice for the participation fee in accordance with the modalities described in point 8. A candidate participant that pertinently refuses an audit by an inspection body shall be rejected for the BePork quality system.

The inspection and certification body shall send a registered letter to inform a candidate participant of their rejection.

5.5.2. Termination of a certified participant

5.5.2.1. Primary animal production and processing

The BePork certificate of a participant is revoked in the following cases.

- If a NC A1 is observed. The participant's certificate shall be revoked by the inspection and certification body as soon as possible but in any case within 1 working day of the audit date. The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.
- If the A2 non-conformities (NC A2) observed are not proven to be corrected and/or no sound action plan is drawn up for the type B non-conformities (NC B) observed within period specified (see 5.3. Assessment method). [The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation \(and thus at least 24 hours before the negative certification decision is taken\) Belpork is also informed of the termination.](#) The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.
- If a NC A2 is observed that was already observed during the previous audit. [The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation \(and thus at least 24 hours before the negative certification decision is taken\) Belpork is also informed of the termination.](#)
- If a BePork participant no longer has a valid certificate (Sector Guide G-040 or G-018, Codiplan Animal Welfare or Febev^{plus}) that serves as the basis for obtaining BePork certification. The participant's certificate shall be revoked by the inspection and certification body as soon as possible but in any case within 1 working day of the audit date. The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.
- If a BePork participant pertinently refuses an audit by an ICB and/or the representatives of Belpork vzw and/or the experts mandated to that end by Belpork vzw. The participant's certificate shall be revoked by the inspection and certification body as soon as possible but in any case within 1 working day of the audit date. The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.
- If a BePork participant does not pay their invoice for the participation fee in accordance with the modalities described in point 8. they will also be removed from BePork quality system without any prior notification. The participant's certificate shall be revoked by the inspection and certification body as soon as possible but in any case within 1 working day of the audit date. The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.
- If a BePork participant does not declare that they agree to the conditions of use of the AB Register database and any amendments to them (cfr. Section 12.3 'Use of the AB Register database'), or does not declare that they agree to the BePork quality manual and BePork regulations and any amendments to them. The participant's certificate shall be revoked by the inspection and certification body as soon as possible but in any case within 1 working day of the audit date. The ICB shall send a registered letter to the participant informing them that their certification has been revoked and shall notify Belpork vzw.

If a participant in primary production is terminated by the ICB, the Codiplan database and Tracy® shall immediately be synchronised by the ICB (see also 5.7.6.).

Any appeal by the excluded participant against this termination shall not have a suspensive effect.

5.5.2.2. Transport

Both a certified participant (certified transport company) and a driver active in the transport of BePork pigs for a certified participant may be excluded following an audit.

5.5.2.2.1. Termination of a certified participant

The certificate of a participant shall be revoked in the following cases.

- If an audit for the standards from sections 1, 2, 3, 4 and 6 of Part V of the BePork quality manual brings to light a NC A1.
- If the A2 non-conformities (NC A2) observed are not demonstrably corrected and/or no sound action plan is drawn up for category B non-conformities (NC B) observed within the period specified. The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation (and thus at least 24 hours before the negative certification decision is taken) Belpork is also informed of the termination.
- If a NC A2 is observed that was already observed during the previous audit. The certificate of the participant in question shall be revoked by the inspection and certification body 24 hours after the observation but no later than 1 working day after the observation. At the time of the observation (and thus at least 24 hours before the negative certification decision is taken) Belpork is also informed of the termination.
- If a BePork participant pertinently refuses an audit by an inspection and certification body and/or the representatives of Belpork vzw and/or the experts mandated to that end by Belpork vzw.
- If a BePork participant does not declare that they agree to the BePork quality manual and accompanying BePork regulations and any amendments to them.
- If a BePork participant does not pay their invoice for the participation fee in accordance with the modalities described in point 3.8. they shall also be removed from the BePork quality system without any prior notification;

The certificate of the participant in question shall be revoked as soon as possible by the inspection and certification body but no later than 1 working day after the audit date/observation. The participant in question is informed by means of a registered letter of their termination. The participant shall immediately cease any BePork transport.

Any appeal by the excluded participant against this termination shall not have a suspensive effect on the decision.

5.5.2.2.2. Suspension of a driver who works for a certified participant

A driver or active co-driver employed or self-employed person deployed who is active in the transport of BePork pigs for a certified participant may be suspended for 10 or 20 days (see 5.3. Assessment) if:

- an unannounced audit brings to light a NC A1 for a requirement in section 5, 'Transport method', of Part V of the BePork quality manual;
- a driver or active co-driver employed or self-employed person deployed works for a Bepork-certified participant who pertinently refuses an unannounced audit by an inspection and certification body.

The suspension of a driver or active co-driver employed or self-employed person deployed by a certified participant and the starting and end date of the suspension shall be communicated to the participant(s) in question by the inspection and certification body by means of a registered letter. The inspection and certification body shall also inform Belpork vzw of this within 1 working day.

In case of termination of a driver, the transport company that the driver works for shall retain its BePork certificate. Only the suspended driver may not carry out any more BePork transports.

5.5.3. Cancellation of certification by a participant

A participant that wishes to end its membership of the BePork quality system shall communicate this in writing to the ICB or Belpork.

The participant shall be removed from the BePork quality system as soon as the end date of the current certificate is exceeded or earlier at the explicit request of the participant. The ICB or Belpork shall send the participant confirmation of its cancellation by means of a registered letter.

A participant that wishes to end its membership of the BePork quality system because the company is being acquired by third parties (see also 5.6. Acquisition), shall also notify the ICB or Belpork of this in writing. In case of acquisition by third parties, the certified participant shall be removed from the BePork quality system on the day the written notification is received.

5.6. Acquisition of a certified BePork company

If a certified BePork company is acquired, the acquisition shall always be communicated to the competent ICB and Belpork in writing by the certified participant.

In case of an **acquisition by relatives** of the first or second degree, spouses and companies in which the original manager remains or becomes a shareholder, the current BePork certificate shall not become null and void and it is not necessary to complete a new entry procedure. Those acquisitions do however always have to be communicated to the ICB. *Those acquisitions do, however, always have to be communicated to Belpork vzw together with submitting an application form. Belpork will then pass this information on to the inspection and certification body so that a new certificate (with the same duration) can be issued in the name of the new manager.*

In case of an **acquisition by third parties**, the BePork certificate of the transferring party shall become null and void immediately on receipt of the written notification. If the transferee wishes to join the BePork quality system, they must complete the entry procedure (see 5.1. 'Entry and approval procedure'). On affiliation within the framework of a third party acquiring a company, a participation fee shall be charged.

5.7. Tracking (Tracy® - database)

This online application Tracy® is available to the participants of the quality systems and for the ICB in order to consult the documents of the participants allocated them to support the inspection and

certification task and to report the inspection results and certification decisions in the processing sector and transport.

Belpork vw will add the auditors and supervisors to the database on the basis of the competences after submitting an application.

5.7.1. Registration

Every ICB has access to the online Tracy® platform database via an e-mail address and a personal password for each authorised user. On submitting an application for accrediting an auditor and/or supervisor, the user will gain access to the Tracy® database via their e-mail address. On receipt of the activation link for their account in Tracy®, the user will be asked to set a password using the “initial log in” procedure (see the manual of the Tracy® web application, ICB guide). If the user loses its password, it must also create a new one itself using the procedure described in the manual. Since the username is linked to the e-mail address of the user, the correct e-mail address must always be known to Belpork vzw.

After registering, the ICB gains access to the data of the participants relevant within the context of its inspection and certification activities.

5.7.2. Entering an audit for the processing sector and transport

After an audit of a (candidate) participant in the processing sector, an auditor shall report their findings using the web application in accordance with the procedures described in the [web application manual for ICBs](#).

Via the “overview” of the inspections, the ICB can gain insight into all the audits that were carried out by auditors who work at the ICB in the processing sector. The search function can be used to retrieve a specific audit.

When the auditor has entered the audit and accompanying findings in Tracy®, the supervisor can proceed with the company certification. In the first instance, the supervisor checks the audit results audit question by audit question using the accompanying audit summary report. If there are open discussion points, the supervisor himself shall add an assessment. A clear explanation (sample and observation) shall be given of the non-conformities observed and discussion points. If a non-conformity or discussion point is resolved, the reason why must be stated (e.g. forwarded documents) in the comment field of the standard in question.

Depending on the certification decision taken, a company certificate shall be issued or revoked. If the current certificate is suspended, an explanation shall be provided. Company certificates are issued or revoked in the web application via the ‘Members’ overview (see 5.7.3.3. Members).

The original audit reports, ASRs and analysis reports shall be kept for at least five years by the inspection and certification body and may be requested and accessed by Belpork vzw at any time, e.g. within the framework of the Integrity Programme (see 7. Integrity Programme).

5.7.3. Overviews

5.7.3.1. Professional transport companies

The data (status, label, starting and end date, names of the drivers and number plates of the vehicles affiliated with the transport company) of the transport companies authorised for BePork (both the

BePork-certified and the QS-certified transport companies) can be consulted in Tracy® via a search function for all the ICBs. This makes it possible for the ICB to check during an audit of transport at production level whether at the time of transport the driver and the vehicle were certified for the transport of BePork pigs.

The ICB also has access to this data within the scope of the audit via the 'Members' overview.

5.7.3.2. Piglet suppliers

The ICB can also consult the data (company name, slap tattoo code, livestock location number, business unit number, company registration number, own transport (yes/no), label, status, starting and end date) of the Belgian certified piglet suppliers (the BePork-certified pig farms) in Tracy® using the search function by livestock location number, slap tattoo code, business unit number or company registration number). In this way, the ICB can check whether the piglets supplied came from a supplier that was certified at the time that the piglets were delivered to a BePork company.

5.7.3.3. Members

The 'Members' overview shows the participants of the BePork quality system that have been allocated to the ICB.

The company data and certification history of each participant can be consulted. The company data cannot be edited by the ICB. If the company is not correct, this must be reported to the secretariat of Belpork vzw.

The company certificates of each participant in the primary sector are managed by the ICB via the database of Codiplan vzw. Thanks to automatic synchronisation with the Tracy® database, the company certificates are visualised in Tracy® (see section 5.7.4).

The company certificates of each participant in the processing sector are managed in the 'Members' overview. It is the supervisor's task to manage the company certificates. The company certification is awarded using the status line. The result of the audit determines what is entered in the status line. The correct method for generating status lines is described in the web application manual for ICBs.

It is not possible to work retroactively for the BePork certificate as this has an impact on the animal certification.

5.7.4. **Tracking documents**

Animal certification occurs on the basis of [e-VKI](#), [movement documents](#) and delivery slips which are entered in Tracy® [by each participant](#). Without these documents, the pigs, pork or by-product may not be commercialised in the BePork quality system.

The tracking documents serve only for the ICB to consult in order to carry out the inspection and certification task correctly. The ICB only has the right to consult the documents of the members allocated to it in order to support its inspection and certification task.

5.7.5. **Information**

The information section of the web application shall be used by Belpork vzw as a way to communicate to the auditors and supervisors. Belpork vzw shall make the latest documents (quality manual, regulations, checklists, assessment charts, etc.) available in this section. In addition, any agreements and extra guidelines will also be communicated here. In this way, all the auditors and supervisors will always have the latest information.

5.7.6. Codiplan database

This online application is available for the pig producers of the quality systems and the ICB in order to be able to report the audit results and certification decisions in the production sector.

Belpork will add the auditors and supervisors to the database on the basis of the competences after submitting an application.

5.7.6.1. Audits in the production sector

After an audit of a (candidate) participant in the production sector, the auditor shall report their findings via the web application.

When the auditor has entered the audit and accompanying findings in the Codiplan database, the supervisor can proceed with the company certification. In the first instance, the supervisor checks the audit results audit question by audit question using the accompanying audit summary report. If there are open discussion points, the supervisor himself shall add an assessment. A clear explanation (sample and observation) shall be given of the non-conformities observed and discussion points. If a non-conformity or discussion point is resolved, the reason why must be stated (e.g. forwarded documents).

Depending on the certification decision taken, a company certificate shall be issued or revoked. If current certificate is suspended, an explanation shall be provided.

The original audit reports, ASRs and analysis reports shall be kept for at least five years by the inspection and certification body and may be requested and accessed by Belpork vzw at any time, e.g. within the framework of the Integrity Programme (see 7. Integrity Programme).

5.7.6.2. Synchronisation

In order to enable tracking within BePork, the BePork participant's certification data are sent to the Tracy® database every day.

If a participant is terminated, the ICB shall immediately synchronise the Codiplan database and Tracy®.

5.8. Participants' fees and costs

5.8.1. Inspection costs

The ICB shall invoice the inspection and certification costs directly to the participant.

5.8.2. Participation fee

The ICB can proceed to certification even if the participant's participation fee has not yet been paid. The certificate can be suspended if no payment of the participation fee has been made within the payment term set by the ICB (minimum 30 days).

5.9. Complaints and possibility of appeal

Every ICB has a detailed appeal procedure. If, within 14 days of sending the ICB's decision by means of a registered letter, the BePork participant lodges an appeal against how their complaint was

handled, the appeal procedure shall be started up. When the appeal procedure is started up, the ICB shall inform Belpork vzw of this.

6. Transitional measures when implementing a new version

Each amendment of the BePork quality manual or the BePork regulations shall be communicated by Belpork to the ICB by e-mail prior to the amendments taking effect, together with the period within which the ICB must implement the amendments.

7. Processing and exchange of data

7.1. Communication and organisation of quality operations

Each inspection and certification body shall ensure that Belpork vzw always has the most up-to-date information and documents. Any changes (relating to the data of the corporate headquarters, the manager or coordinator, approved auditors or supervisors, etc.) shall immediately be communicated to the secretariat of Belpork vzw.

All the (personal) data that is collected during the selection of inspection and certification bodies in accordance with the procedure of the same name, shall be used only within the context of the selection of the inspection and certification bodies. The data is only visible to Belpork vzw. The (personal) data that is collected via the agreement that is entered into by Belpork vzw and the inspection and certification bodies selected may be used for further communication about the agreement and the modalities stipulated in it. For the sake of information, the data (company name, address, telephone number, e-mail and website) of the inspection and certification bodies authorised to carry out the inspection and certification of participants in the quality systems managed by Belpork vzw shall be stated on the website of Belpork vzw (www.belpork.be).

The data that the participant provides via the application form shall only be used to organise the BePork quality operations, granting access to the related services and providing support by post, e-mail or telephone.

The personal data collected about auditors or supervisors that work for an inspection and certification body approved by Belpork vzw when they take a course organised by Belpork vzw or by a third party charged to do so by Belpork vzw, shall only be used within the scope of the training taken and where applicable for drawing up and issuing a certificate. Only Belpork vzw or the third party charged by Belpork vzw with organising the training shall have access to this data.

(Personal) data relating to or provided by the ICB itself to Belpork shall not be used for commercial purposes, nor shared with other organisations without explicit consent. The personal data (name and e-mail address) of the coordinators of the ICB authorised by Belpork shall be used only for Belpork to communicate with the ICB about Belpork vzw in general and the quality systems managed by Belpork vzw for which it is authorised in particular.

Where applicable, personal data is used by Belpork vzw and its processors to invoice fees.

7.2. Organisation of monitoring, inspection and certification

The inspection and certification bodies only have the right to access the data of the members for which they are authorised to carry out inspections and certification. Within the scope of their inspection and certification task, the auditors and supervisors of the inspection and certification body authorised by Belpork vzw have specific access rights in the Tracy® online application and the AB

Register. To this end, each auditor and supervisor authorised to carry out audits and take certification decisions in accordance with the BePork quality manual shall receive a unique password and user name for the platforms in question. The password is personal and the user undertakes to not share it with other people. Belpork vzw reserves the right to change each user's access to Tracy® if this is deemed necessary. If it is determined that the inspection and certification body is not respecting the rules with regard to information security, access to Tracy® may be revoked with immediate effect for one or more users or for all the users at an inspection and certification body. To award the access rights, (personal) data is collected about these auditors and supervisors. This data is destined only to award access rights. Only Belpork vzw and/or its subcontractor AB Register vzw has access to this data.

The inspection and certification bodies only have the right to access the data of the members allocated to them for inspection and certification. Via the portal in the Tracy® and AB Register databases, every participant in the BePork quality system can see which ICB has been allocated to their livestock location. To this end, for each certified participant the inspection and certification body authorised to carry out inspections and certification in accordance with the BePork quality system is registered in both the Tracy® database and the AB Register database. Within the framework of service agreements between Belpork vzw and third parties, by order of that third party the ICB authorised for inspection and certification may also be registered in the AB Register for each participant that makes use of the AB Register and that is the subject of that service agreement (see also 'Cooperation with third parties').

Any additional information that is collected within the framework of the execution of this agreement or of a BePork-audit in particular, shall be treated strictly confidentially by the inspection and certification body and may only be reported to Belpork vzw and the participant in question. The notification obligation is an exception to this. All the employees concerned of the inspection and certification body shall to this end sign a confidentiality agreement drawn up by Belpork vzw.

All the information obtained that is collected within the framework of the execution of the agreement or in particular of a BePork audit, shall be treated in the strictest confidence by the inspection and certification body and may only be reported to Belpork vzw and the participant in question. The notification obligation is an exception to this. To this end, all the employees concerned of the inspection and certification body shall sign a confidentiality agreement drawn up by Belpork vzw.

The results of audits on the inspection and certification body (corporate headquarters audits, witness audits or administrative audits), carried out by Belpork vzw or a third party charged to do so by Belpork vzw, are managed centrally by Belpork vzw. Only Belpork vzw and, where applicable, its subcontractor, have access to these results and (personal) data collected within the framework of these audits.

7.3. Cooperation with third parties

In execution of the service agreement between Belpork vzw and Codiplan vzw, and to enable entry of the audits and certification decisions in accordance with the BePork quality system at the level of the primary production in the database of Codiplan vzw, the data of the ICB, auditors and supervisors authorised for this by Belpork vzw shall be registered in the Codiplan database.

In execution of the service contracts with third parties, Belpork vzw may grant access to the (personal) data that is the subject of the service contract of the companies as determined in the service contract. In that case Belpork vzw shall act as the processor of the third party. It is the

responsibility of the third party to inform the companies for which a service contract is entered into with Belpork vzw of this provision of services by Belpork vzw and the exchange of data.

7.4. Notification obligation

Within the context of the law on the notification obligation, the inspection and certification bodies have an unconditional and irrevocable obligation to communicate any violations observed (obtained by means of audits and/or analyses) of statutory provisions that could harm public health to the competent authority (i.e. the FASFC for Belgium). The inspection and certification body shall inform the participant in question as soon as possible in writing of the notification. Violations with a notification obligation that have an impact on animal welfare, food safety and public health that are related to the pig livestock location [or establishment unit](#), except for administrative matters (with the exception of tracking), shall be communicated to Belpork vzw in writing.

8. Integrity Programme

The Integrity Programme of Belpork vzw comprises various measures to guarantee the quality of the BePork quality manual, focussing on the evaluation of the audits that are carried out by the inspection and certification bodies and their auditors.

The cornerstones of the programme are:

- preventive action to guarantee quality;
- quality assurance measures after observing non-conformities.

8.1. Internal monitoring system of the inspection and certification body

The inspection and certification body permanently monitors the quality of the audit reports drawn up by all its auditors and takes the necessary measures if the reports do not meet the system requirements. The measures may consist of a follow-up training for the auditors and/or of additional audits carried out under supervision. These measures shall be continued until the problem is resolved.

In addition, the inspection and certification body shall set up and implement an internal monitoring programme (witness on site) to evaluate the auditors. Every auditor shall be assessed at least once every 3 years whilst carrying out an audit. The results of this shall be registered, assessed and if necessary appropriate measures shall be taken.

8.2. Belpork vzw monitoring system

8.2.1. General

The entire BePork system is monitored by regular monitoring audits at the office of the inspection and certification bodies, witness audits on location and administrative audits carried out to assess the BePork system. The decision of where these monitoring audits will be carried out is based on a random selection process and on the use of objective criteria. The criteria are both economic (such as the percentage of members) and risk-based (such as the observation of shortcomings, the presence of new elements, critical persons or standards).

8.2.2. Types of audits

8.2.2.1. Corporate headquarters audit

A corporate headquarters audit of an inspection and certification body is carried out at the address of the accredited inspection and certification body in question to verify the correct application of the BePork regulations and promote continuous improvement.

Every inspection and certification body is subjected to a corporate headquarters audit at least once every 3 years.

The minimum number of corporate headquarters audits may be increased if:

- shortcomings are observed during administrative and witness audits;
- there are elements that have significantly changed since the previous corporate headquarters audit (such as new internal procedures following a new version of the contract, quality manual, regulations, Tracy® manual, etc. or continuous improvement or a new coordinator).

The course of a corporate headquarters audit is as follows:

- Opening discussion
- Assessment in accordance with the standards on the checklist (may be requested from Belpork vzw)
- Last examination of the observations by the auditor. Preparation for the closing discussion.
- Closing discussion
- The audit report shall be sent to the inspection and certification body within 3 working days.

8.2.2.2. Witness audit

Witness audits are carried out to assess the auditor during an actual BePork audit.

Every year, witness audits shall be carried out for a minimum of 0.5% of the number of audits carried out in the past year by each inspection and certification body, depending on the percentage of members, with a minimum of 1.

An inspection and certification body with fewer than 30% of the members of the BePork quality system shall get witness audits for 0.5% of the number of audits carried out over the past year. An inspection and certification body met 30% or more of the members of the BePork quality system shall get witness audits for 0.6% of the number of audits carried out over the past year.

The minimum number of witness audits may be increased if:

- critical persons or standards are present (such as when the audit of the participant is carried out by the coordinator, or it concerns a corrective measure or unannounced audit);
- shortcomings were observed during previous witness audits;
- there are elements that have significantly changed since the previous witness audit (such a new audit procedure or a new auditor).

The manager of the inspection and certification body may be present during the witness audit of their auditor. This evaluation may be used for the internal monitoring programme.

The ICB shall inform the participant of the additional people who will be present.

The course of a witness audit is as follows:

- Opening discussion with the auditor
- The auditor is followed without interruption during the audit of the participant
- Assessment in accordance with the standards on the checklist (may be requested from Belpork vzw)
- Last examination of the observations by the auditor. Preparation for the closing discussion.
- Closing discussion

The audit report shall be sent to the inspection and certification body within 3 working days.

8.2.2.3. Administrative audit

During an administrative audit, it is determined whether the administration of audits was carried out, read in and rounded off in time and correctly in accordance with the conditions stipulated in the quality manual, the regulations and the Tracy® manual. An assessment is carried out in accordance with the standards on the checklist (may be requested from Belpork vzw).

Every year, administrative audits will be carried out for a minimum of 1% of the number of audits carried out in the past year by each inspection and certification body, depending on the percentage of members.

An inspection and certification body with 30% or more of the members of the BePork quality system shall get administrative audits for 3% of the number of audits carried out over the past year. An inspection and certification body with less than 30% and more or equal to 5% of the members shall get administrative audits for 2% of the number of audits carried out over the past year. An inspection and certification body with less than 5% of the members shall get administrative audits for 1% of the number of audits carried out in the past year.

In concrete terms, an administrative audit is carried out for at least each link in the chain, every auditor and each type of audit (initial, extension, renewal, unannounced and corrective measure audit).

The minimum number of administrative audits may be increased if:

- critical persons or standards are present (such as when the audit of the participant is carried out by the coordinator, or it concerns a corrective measure or unannounced audit);
- shortcomings were observed during the previous administrative audits;
- there are elements that have significantly changed since the previous administrative audit (such a new audit procedure or a new auditor).

8.2.2.4. Daily check

If the daily check shows that the status line was not entered in Tracy® correctly or on time, or if other breaches of the BePork regulations are observed, a sanction is imposed on the inspection and certification body depending on the percentage of errors per year (see assessment method).

8.2.3. **Assessment method**

8.2.3.1. Corporate headquarters audit, witness audit and administrative audit

The auditor shall assess the nature and significance of each non-conformity.

For each standard imposed in the checklist (can be requested from Belpork vzw) for the administrative, witness and corporate headquarters audit, the category of violation has been determined depending on the gravity of the violation. There are 3 different categories of non-conformities (NCs) that may be imposed:

1. Knock-out criteria (NC A1)
2. Type A non-conformity (NC A2)
3. Type B non-conformity (NC B)

8.2.3.1.1. Knock-out criteria (NC A1)

If non-conformities are observed that lead to a knock out, the agreement shall be suspended (in full or in part) until the shortcomings are proven to have been resolved. During the suspension, the inspection and certification body may no longer carry out the activities. All the audits scheduled for during the period of suspension shall be carried out by another certification body approved by Belpork vzw. The suspended ICB is responsible for organising these audits in consultation with the participants. The costs relating to these audits carried out by another approved certification body shall be borne by the suspended ICB. The suspended ICB shall provide Belpork vzw with an overview of the audits scheduled during the suspension period as well as an overview of the certification body that will carry out the audits of the participants during the suspension period. The participants may not be disadvantaged in any way as a result of the suspension.

8.2.3.1.2. Type A non-conformity (NC A2)

If type A non-conformities (NC A2) are observed, the participant must take two types of action. On the one hand the errors must be resolved and on the other measures must be taken to avoid them recurring.

A NC A2 shall in all cases be corrected and proof of this transferred to Belpork vzw within 1 month.

The participant shall inform Belpork vzw within 5 working days of corrective measures, measures to eliminate the causes of the shortcomings observed with an eye to preventing recurrence and shall apply these measures. Belpork vzw shall indicate what must at least be included in the corrective measures.

8.2.3.1.3. B non-conformity (NC B)

If type B non-conformities (NC B) are observed, the inspection and certification body shall draw up corrective measures, measures to eliminate the causes of the shortcomings observed with an eye to preventing recurrence within 5 working days of receipt of the ASR at the corporate headquarters and shall send them to Belpork vzw. Belpork vzw shall indicate what must at least be included in the corrective measures. Within a period that Belpork vzw deems reasonable, with a maximum of 3 months, the corrective measures shall be implemented by the inspection and certification body. Verification of this shall occur during the next audit.

If a NC B is observed during a witness audit, the following corrective measures shall be taken:

Within 3 months, an additional internal training or meeting shall be scheduled for all the auditors in which the areas of concerns following the witness audits are discussed. Proof of this shall be sent to Belpork vzw.

The findings shall also be added to or additionally emphasised in the contents of the permanent training and the internal monitoring programme of the inspection and certification body. This will be checked during the next corporate headquarters audit.

If the same violations (NC A2 and NC B) occur repeatedly, Belpork vzw may decide to schedule an additional corporate headquarters audit.

8.2.3.2. Daily check

A sanction is imposed on the inspection and certification body depending on the percentage of errors (number of NC/number of members/year (%)).

1. $0 \leq x < 2 \%$

The inspection and certification body is given a warning.

2. $2 \leq x < 5 \%$

The inspection and certification body shall within 5 working days send Belpork vzw an action plan with the corrective measures that will be taken for each of the violations observed. Belpork vzw shall communicate what should at least be included in the action plan. Within 1 month, the action plan must be implemented by the inspection and certification body.

3. $5 \leq x < 10 \%$

- The inspection and certification body shall within 5 working days send Belpork vzw an action plan with the corrective measures that will be taken for each of the violations observed. Belpork vzw shall communicate what should at least be included in the action plan. Within 1 month, the action plan must be implemented by the inspection and certification body.
- The inspection and certification body shall check using the internal monitoring systems that the dossiers are completed and correctly added in Tracy® on time with a minimum of 5% dossiers per year.

4. $\geq 10 \%$

Belpork vzw may decide to schedule an additional corporate headquarters audit.

8.3. Quality assurance measures after observing non-conformities

Interested parties have the right to notify Belpork vzw of any possible non-conformity for further examination as part of the Integrity Programme.

Belpork vzw collects all the necessary information to examine the cause of the complaint and determine whether certified participants, inspection and certification bodies or auditors are failing to comply with the BePork standard. The necessary steps shall be taken to fully examine a complaint. These steps may entail the inspection and certification body being asked to carry out an internal investigation and informing Belpork vzw of the findings in writing.

An additional corporate headquarters audit, witness audit or an administrative audit may also be carried out if non-conformities were observed. These audits are announced 2 working days before the audit date, but in certain cases they may also occur unannounced.

If a complaint reveals that the cause of a shortcoming is an error by an inspection and certification body and/or an auditor, a sanction shall be imposed. The nature of the sanction depends on the number of violations that the auditor and/or the inspection and certification body have already committed and on the gravity of the violations.

The Board of Directors of Belpork vzw may impose one of the sanctions discussed in 4.2. on the inspection and certification body.

9. Animal Welfare Module

9.1. Structure

Certification in accordance with the BePork Welfare quality manual implies the presence of a BePork certificate which offers basic guarantees for the primary production, abattoirs, cutting plants and possibly other meat processors. Those wanting certification in accordance with this module have to respect the standards over and above the statutory requirements described in the BePork Welfare quality manual.

9.2. Conditions

Certification for the BePork Welfare module is based on the conditions from PART II, requirements to be met by the inspection and certification bodies, which includes all the general inspection and certification requirements. Concretely, the following sections apply to the module

1. Entry and approval procedure
2. Requirements for the inspection and certification body
3. Rejection, suspension, termination and cancellation of approval
5. Work instructions
6. Processing and exchange of data
7. Integrity programme

There are changes in the application with regard to the following sections.

1.2. Procedure

The inspection and certification body does not need to provide Belpork with a copy of the BELAC certification and accreditation scope of the inspection and certification body within the framework of the BePork Welfare inspection and certification.

2.1. Accreditation and approval

Starting from 01/11/2024, the inspection and certification body must have accreditation in accordance with the EN ISO/IEC 17065 standard by BELAC or another European accreditation body within the framework of BePork Welfare inspection and certification.

4. Participation fee for the inspection and certification body

The inspection and certification body does not have to pay Belpork vzw an annual participation fee (fixed fee + variable fee) within the framework of the BePork Welfare module.

5.2.3. Selecting and changing OCI

The BePork Welfare quality manual is inspected by the same ICB that is authorised for the inspection and certification of the BePork Welfare module and the BePork quality manual. On joining the quality system, or during the validity period of their certificate, each participant chooses which ICB they want to be inspected by. However, inspections can never be carried out without written approval from Belpork. If a BePork Welfare participant switches to another ICB for the BePork Welfare module and the BePork quality manual, Belpork shall immediately be informed of this by the ICBs involved. Only after Belpork's approval may the new ICB carry out an audit.

5.7.4. Tracking documents

Animal certification occurs using the [e-VKI](#), [movement documents](#) and delivery slips and is entered in Tracy® by the participants within grouped level 1, 2 or 3. Without these documents, the pigs, pork or by-products may not be commercialised in the BePork Welfare quality system.

5.8.2. Participation fee

The ICB does not charge the candidate participants a participation fee for the BePork Welfare module.

PART III. Overview of revisions

| Version | Reference | Applicable from | Reason for the change |
|------------|-----------|-----------------|--|
| 01/01/2021 | 1.0 | 01/01/2021 | Original version |
| 01/01/2021 | 1.1 | 19/01/2022 | Add term of entry statute |
| 01/01/2021 | 1.2 | 16/05/2022 | Addition of meat processors, AB coach and BePork Welfare module |
| 04/09/2023 | 2.0 | 04/09/2023 | Amendments to Tracy®, certification by livestock location/business unit number, NC A2 x2, BePork Welfare accreditation |

PART IV. Definitions

| | |
|-------------------------|---|
| Activity: | All the work at the company: the production of BePork pigs, the slaughter of BePork pigs, the cutting of BePork carcasses into BePork pork or by-products or processing BePork raw materials into BePork end products. In the primary production sector, the company type must comprise all the animal categories present at the company. |
| Department | the completely separated area, consisting of 1 or more sties, in which a group or groups of fattening pigs are kept together. Each department should be individually numbered. |
| Cancellation: | The voluntary discontinuation of the certificate by the participant (see section 5.3.). |
| ARSIA | Association Régionale de Santé et d' Identification Animales asbl |
| Self-checking | <p>collection of measures taken by companies to ensure that at every stage of production, processing and distribution, products under their control comply with:</p> <ul style="list-style-type: none">• the statutory regulations concerning food safety;• the statutory regulations concerning the quality of products for which the FASFC is authorised;• the regulations concerning the traceability and that effective compliance with the regulations is monitored;• the hygiene regulations specifically for primary production and that registers are kept. <p>The self-checking system (ACS) for primary animal production is managed by Codiplan vzw. The self-checking system (ACS) for abattoirs and cutting plants is managed by Febev vzw.</p> <p>The requirements of the self-checking system are included in the Sector Guide.</p> |
| Company vet | the veterinarian hired who has been appointed by the manager to carry out the compliance checks and prophylactic procedures on the animals at the livestock location. |
| Consultant veterinarian | in case of veterinarian consultancy, a contract shall be entered into with a veterinarian of the company's choice. For species for which a company vet is compulsory (including pigs), the same veterinarian shall be designated for this company support. A veterinarian consultancy contract is required if the pig farmer wishes to have a larger stock of prescription veterinary medicines (for more than 5 days). The pig farmer shall summon the consultant veterinarian at |

| | |
|-----------------------------------|---|
| | least 6 times a year with a two-month interval (for pigs). During the visit, the veterinary medicine register shall also be signed. |
| BELAC | Belgian accreditation body |
| Belpork vzw | <p>non-profit association with the aim of promoting the consumption and supporting the image of pork and pork products, by managing, coordinating and certifying ICQM projects and quality labels.</p> <p>Registered office and secretariat located at</p> <p>Boulevard du Roi Albert II 35 box 54</p> <p>1030 Brussels</p> <p>VAT number: BE 0470.805.831</p> <p>Company registration number: 0470805831</p> <p>www.Belpork.be</p> |
| Veterinarian on assignment (BMO): | The FASFC may have certain tasks carried out by independent veterinarians, called “veterinarians on assignment” (BMOs). |
| Livestock location | one-to-one geographic entity (farm) as an epidemiological unit of a kept animal or group of animals of one and the same type. The location of the livestock location is determined on the basis of the address and the coordinates of the geographic entity. |
| Livestock location number | <p>= BE + livestock location number + annex of 4 figures.</p> <p>The annex is an indication of the type of animal + a serial number.</p> |
| Piglet | a pig from its birth to when it is weaned. |
| By-products | products destined for human consumption, namely the fifth quarter or products that come from cleaning the carcasses on the cutting line. |
| CER Groupe | <p>research centre created as a result of the merger of various non-profit associations that is recognised by Wallonia. The Agri-development department is amongst other things responsible for organising the exam to obtain the certificate of professional competence for transporters of animals.</p> <p>CER Groupe</p> <p>Novalis Science Park</p> <p>Rue de la Science 8</p> <p>6900 Aye</p> |

| | |
|-----------------------------------|--|
| | info@cergroupe.be |
| Certification | issue of a certificate. |
| Certificate | verifiable evidence that is presented after a positive audit which shows that the operator complies with a Sector Guide or quality manual. |
| Codiplan database | database managed by Codiplan vzw. |
| Codiplan vzw | <p>consultation body founded by the three representative agricultural organisations within primary production (Boerenbond, General Boerensyndicaat and Fédération Wallone de l'Agriculture). Its mission is to manage the Sector Guide for primary animal production. Codiplan vzw primarily concentrates on agricultural companies that wish to obtain a self-checking certificate. In addition, Codiplan vzw focuses on all the buyers of the primary sector that accept the self-checking system (ACS) in their agreements with their suppliers.</p> <p>Codiplan vzw</p> <p>Avenue de Tervueren 182/b4</p> <p>1150 Brussels</p> <p>www.codiplan.be</p> |
| Correction | resolving an error. |
| Corrective measure | action taken with an eye to preventing recurrence. |
| Certification body | = takes the certification decisions and is Belac accredited in accordance with the EN ISO/IEC 17065:2012 standard. |
| Inspection body | = carries out the audits and is accredited in accordance with the ISO 17020 standard |
| Inspection and certification body | (= ICB): accredited independent organisation for the certification and inspection (audit) within the framework of the quality system. |
| Participant | section of a link in the form of a natural person or a legal entity. |
| Point of sale | commercial space, fixed or mobile, permanent or temporary, or the part thereof in which or where primarily or incidentally, retail trade is conducted by a food business. |
| Dierengezondheidszorg Vlaanderen | DGZ Vlaanderen vzw carries out assignments for the Federal Ministry of Public Health with regard to animal health and is amongst other things responsible for registration in Sanitel of data |

| | |
|-------------------------|--|
| | <p>concerning the identification of livestock farmers and animals, as well as the registration of animal movements.</p> <p>DGZ vzw</p> <p>Deinse Horsweg 1</p> <p>9031 Drongen</p> <p>www.dgz.be</p> |
| Veterinary medicines | medicines for veterinarian use, with or without a withdrawal period, with or without a prescription being required. |
| Veterinary prescription | A document issued by a vet for veterinary medicines or medication for human use with an eye to using it for animals. |
| Accreditation number | Unique number awarded by the FASFC to an establishment where products of animal origin are produced or processed. |
| Own pigs | Pigs owned by the sanitary manager or financial owner (inc. shareholder of the company) or by relatives of the 1 st or 2 nd degree (if the relatives of the 1 st or 2 nd degree are in a company, they must hold at least 50% of the shares and be the owner). |
| Own vehicle | Means of transport owned by the sanitary manager, the seller or buyers of the pigs, the company or by relatives of the 1 st , 2 nd or 3 rd degree. |
| Own transport | A BePork-certified producer that transports its own pigs with its own vehicle or a transporter other than a BePork-certified producer that transports its own pigs with its own vehicle over a distance of < 50km. |
| FASFC | <p>Belgian Federal Agency for the Safety of the Food Chain (Food Agency for short): agency that watches over the safety in the food chain and the quality of the food, to protect the health of humans, animals and plants.</p> <p>Livestock farmers generally contact the FASFC via the Provincial Control Unit (PCU) based in their province.</p> <p>FASFC</p> <p>Administratief Centrum Kruidtuin – Food Safety Center</p> <p>Boulevard du Jardin Botanique 55</p> <p>1000 Brussels</p> <p>www.afsca.be</p> |
| Fine dosing machine | the fine dosing machine is a device that permits the uniform mixing |

| | |
|------------------------------------|--|
| | in a controlled way of a registered medicated premix on delivery of the mixed feed to the farm. |
| Gilt | a sexually mature female pig that has not yet farrowed. |
| Geographic entity | any building or complex of buildings that forms a unit, including the accompanying grounds, where animals are kept or that are destined for this |
| Weaned piglet | pig from the time it is weaned until it is ten weeks old. |
| Feed Chain Alliance Standard (FCA) | <p>Feed Chain Alliance Standard (FCA): = GMP Animal Feeds. Good Manufacturing Practices: regulation managed by vzw Ovocom with the aim of guaranteeing the quality of animal feed or any quality system deemed equivalent by vzw Ovocom. The GMP Animal Feeds is the quality and monitoring system that in addition to the animal feed legislation has to guarantee the quality and safety of mixed feeds.</p> <p>Ovocom vzw</p> <p>Rue de l'Hôpital 31</p> <p>1000 Brussels</p> <p>www.ovocom.be</p> |
| H status | stands for Hormone status. This status awarded by the FASFC refers to a livestock location where residues were found of forbidden products (e.g. hormones). |
| R status | stands for Residue status. This status awarded by the FASFC refers to a livestock location where the residues of permitted medicines measured were too high. |
| Candidate participant | participant in the form of a natural person or legal entity that is running through the trial period, during which the inspection body carries out the entry audits. |
| IKB Nederland Pigs | <p>Dutch integral chain management system for pigs (formerly IKB 2004): quality system in the Netherlands whose body of experts is made up of pig farmers and representatives from related companies close to the entrepreneurs who work in pig farming. Inspection and certification is carried out by an independent, accredited inspection and certification body. The holder of the procedure of IKB NV is 'De Groene Belangenbehartiger BV' (DGB bv):</p> <p>IKB Nederland Pigs</p> <p>Oosteinde 21</p> |

| | |
|----------------------|--|
| | <p>NL-7772 CA Hardenberg</p> <p>www.dgbenergie.nl</p> |
| ICQM | <p>Integral Chain Quality Management. The ICQM standard described a collection of statutory and complementary requirements for product safety, product quality and the environment for the vegetable food chain.</p> <p>In addition to the requirements that fall under the authority of the FASFC (Sector Guide: self-checking guide for primary vegetable production), the ICQM standard also contains requirements that ensue from the professional agreements and requirements relating to the environment and safety.</p> |
| Establishment number | The establishment number is a unique number that is awarded to a classified establishment or activity (IIOA) so that it can be tracked or traced as an almost static, technically coherent unit across changes, acquisitions and names changes of the operation or the operating manager. |
| Meat product company | produces meat preparations, meat products and/or fresh meat. |
| M1 status | This status, issued by the FASFC, points to a livestock location where violations have been observed with regard to permitted substances of the M1 category (substances in table 1 of directive no. 37/2010). |
| M2 status | This status, issued by the FASFC, points to a livestock location where violations have been observed with regard to permitted substances of the M2 category (substances in table 1 of directive no. 37/2010). |
| Mixed feed | mixture of at least two feeds, with or without additives, destined for oral feeding in the form of complete feed or supplementary feed. |
| N1 status | This status, issued by the FASFC, points to a livestock location where violations have been observed with regard to permitted substances of the N1 category (banned substances in table 2 of directive no. 37/2010). |
| N2 status | This status, issued by the FASFC, points to a livestock location where violations have been observed with regard to permitted substances of the N2 category (substances that are not named in table 1 of directive no. 37/2010 and that are not permitted by the law on additives intended for animal feed). |
| Follow-up period | the period of 3 months prior to slaughter. The data from the national identification and registration system are the point of reference. |

| | |
|---|---|
| ICB | independent inspection (audit) and certification body |
| Primary animal production | the production, breeding and raising of animals and primary products of animal origin; including the production of animals prior to slaughter. |
| National identification and registration system | (see Sanitel in Belgium) |
| Prophylactic | preventive or preventative. |
| QS | Qualität und Sicherheit: German chain guarantee system for food products. QS Qualität und Sicherheit GmbH Schedestrasse 1-3 D-53113 Bonn www.q-s.de |
| QSG | QualitätsSicherungsGarantie in Denmark. |
| C&D procedure | procedure for cleaning and disinfecting. |
| Spent animals | animals that after their productive life (or as a result of amongst other things fertility or mobility problems) are replaced and transported to the abattoir. |
| Sanitation manager | livestock farmer who generally directly manages and monitors the animals at a livestock location. This person bears the final responsibility within the framework of self-checking compliance with measures described in the guide and keeping the registers at the company. |
| Sanitel | IT system of the FASFC for the identification and registration of all the animals, livestock farmers (sanitation managers), livestock farms (livestock locations), assembly centres, livestock dealers, animal transporters and movements of the animals. Each animal shall be identified by means of a unique livestock location identification, described in the national identification and registrations system. This system is managed by DGZ/ARSIA. |
| Link | part of a structured production chain that consists of one or more participants that carry out the same activity. |
| Termination | Revocation of the certificate following a negative audit or another observation as described in section 5.2. |
| Sector Guide | = self-checking guide: document, drawn up by a sector and destined for the operators of that sector, with indications of how |

| | |
|-----------------------------------|--|
| | the statutory requirements for hygiene, traceability and self-checking can be met. This document is approved by the FASFC. |
| Mechanically separated meat (MSM) | the product that is obtained by mechanically separating meat that is still on the bone after cutting or the meat on poultry carcasses, resulting in the loss or modification of the muscle fibre structure. |
| Abattoir | an installation for slaughtering and dressing animals whose meat is destined for human consumption. |
| Slaughter batch | A slaughter batch is defined in Tracy® as a batch of pigs that comes from one and the same slap tattoo code, is transported by one and the same driver/vehicle, that are all slaughtered at the same time. |
| Third-party vehicle | Not an own vehicle |
| Cutting plant | an installation for cutting and/or boning meat. |
| Third-party pigs | Not own pigs (e.g. pigs owned by 3 rd -degree family). |
| Pig producer | the person indicated in the national identification and registration system as being responsible for the livestock location. |
| Vegaplan | <p>Vegaplan vzw manages the ICQM Standard.</p> <p>Vegaplan vzw</p> <p>Avenue de Tervueren 182 box 4</p> <p>1150 Brussels</p> <p>www.vegaplan.be</p> |
| Business unit | Business unit means a place that, geographically speaking, can be identified by an address where at least one activity of the company is exercised or from where the activity is exercised. |
| Point of sale | commercial space, whether fixed or mobile, permanent or temporary, or the totality of them, in which or where mainly or incidentally, retail trade is conducted by a food company. This also includes retail with processing such as the butcher within a supermarket. |
| Fresh meat | meat that, except for a refrigeration or freezing treatment, has not undergone any treatment to promote its storage life, including vacuum-packed meat or meat in CA packaging (controlled atmosphere). |
| Supply | Delivering medication with an eye to it being administered, by either the vet or the manager. |

| | |
|------------------------|---|
| Processing: | Abattoirs, cutting plants and meat processors. |
| Meat preparation | fresh meat, including meat that has been chopped into small pieces, to which foods, spices or additives have been added or that has undergone processing that does not suffice to change the internal muscle tissue structure of the meat and thus make the characteristics of fresh meat disappear. |
| Meat product | processed products that have been obtained by processing meat or by further processing such processed products, so that along the cutting edge the characteristics of fresh meat have disappeared. |
| Fattening pig | pig aged 10 weeks and over that is kept to be slaughtered with an eye to producing meat. |
| Tracy® web application | digital platform on URL https://administratie.certus.be that if the user has a password and user name issued by Belpork vzw, makes it possible for the user to generate departure data sheets, certificates and delivery slips in digital form and thus achieve the digital flow of information to the partners in the chain. |
| Self-mixer | a self-mixer is a pig farmer that produces feed only and exclusively for their own animals. Thus the feed produced is not traded in any way. |
| Sow | a female pig after her first litter. |