

# APPENDIX 1

# **GENERAL REGULATIONS AND REQUIREMENTS**

DANISH Product Standard  
Version 1.01





This document sets out the certification rules for anyone seeking certification under the DANISH Product Standard, unless otherwise stated in the scope of application rules.

The term 'must' is used in all DANISH Product Standard documents and denotes the conditions that are mandatory with regard to the DANISH Product Standard. The following rules set out the conditions for participation in the DANISH Product Standard certification scheme. The purpose of the DANISH

scheme is to ensure and document that the herds participating in the scheme comply with legislation and the industry's own requirements.

The rules apply to each CHR farm and responsibility for compliance rests with CHR registered owner and user. These rules refer both to the owner and user. The SPF-SuS database will at any given time show which CHR numbers are DANISH certified and which CHR numbers are not.

## CONTENTS

1. NORMATIVE DOCUMENTS .....	3
Amendments .....	3
2. CERTIFICATION .....	4
3. REGISTRATION PROCESS .....	4
Choice of certification body .....	4
Registration .....	4
4. CERTIFICATION PROCESS .....	6
Audit requirements for all CHRs .....	6
This does not reduce the minimum number of audits that are necessary through the certification cycle .....	6
Penalties .....	6
Non-conformities .....	7
Suspension .....	7
Self-imposed suspension .....	8
Cancellation .....	8
Notification and complaints .....	8
Sanctioning of certification bodies .....	8
DANISH Product Standard certificate and certification cycle .....	8
Certificate information .....	9
Extension of the certificate's validity .....	9
Maintaining the DANISH Product Standard certification .....	9
ANNEX 1: DANISH Product Standard guidelines and online certificate platform .....	10
ANNEX 2: Auditor qualifications and area of responsibility .....	12
Auditor .....	12
Qualification requirements .....	12
ANNEX 3: Certification agreement .....	13
Certification body's approval process .....	13
Approved DANISH Product Standard certification bodies .....	13
ANNEX 4: Scheme owner's fees .....	13



# 1. NORMATIVE DOCUMENTS

The following normative documents (and all other documents released as normative) are relevant for all applicants and DANISH Product Standard certificate holders seeking certification. The complete list of normative documents is shown in Appendix 5, Documents and Versions. The latest version of all normative documents can be downloaded free of charge from **dps.svineproduktion.dk**

Language: The original documents are in Danish.

1. DANISH Product Standard certification agreement:  
An agreement between the certification body (CB) and the producer. Defines the legal framework for issuing DANISH Product Standard certification.
2. Contract between CB and SEGES, Danish Agriculture and Food Council F.m.b.A.
3. DANISH Product Standard:  
Document that describes the standard and the supporting documents.
4. DANISH Product Standard check lists:  
This document is drawn up by the certification body and approved by the scheme's owner as regards control points and compliance criteria.
5. DANISH Product Standard auditor guidelines:  
This document is drawn up by the certification body and approved by the scheme's owner as regards control points and compliance criteria.
6. DANISH Product Standard penalty scheme:  
This document is prepared by the certification body and approved by the scheme's owner as regards control points and compliance criteria.
7. DANISH Product Standard general rules and requirements (GR; this document):  
Defines how the certification process operates and the requirements for quality management systems and related topics.
8. DANISH Product Standard specific rules (e.g. feed, herd rules, transport rules):  
Defines how the certification process operates for each specific area.
9. DANISH Product Standard certificate:  
This document is drawn up by the certification body and approved by the scheme's owner.
10. Technical news and normative updates are issued by the DANISH Product Standard Secretariat (SEGES) and published at [dps.svineproduktion.dk](http://dps.svineproduktion.dk) or via e-mail to the producer.
11. SEGES general terms of business:  
**[seg.es.dk/vilkaar-og-betingelser#forretningsbetingelser-raadgivning](http://seg.es.dk/vilkaar-og-betingelser#forretningsbetingelser-raadgivning)**

## Amendments

1. The rules can be amended by the Danish Agriculture & Food Council SEGES as the owner of the scheme. The tasks and responsibilities of the DANISH Product Standard Committee are set out in the rules of procedure/terms of reference in force at any time. It is the owner's responsibility to remain updated on current regulations at all times, and to ensure that these are implemented in the herd before the next audit visit. The current DANISH Product Standard regulations are available at **[dps.svineproduktion.dk](http://dps.svineproduktion.dk)**
2. Amendments must be notified within a reasonable time of the effective date of implementation on 1 January, 1 April, 1 July or 1 October in a given year.
3. When amendments take effect, as notified under 2., audits conducted from and including the notified date, will be conducted in line with the new version. Certificates issued in accordance with the previous version will be valid until the date of expiry. However, it is assumed that the amendments will have no significant impact on the already certified product.



## 2. CERTIFICATION

Every producer of primary agricultural products covered by the DANISH Product Standard can apply for DANISH Product Standard certification.

In terms of DANISH Product Standard certification, the term “producer(s)” refers to individuals or companies (businesses, individual producer or producer group) that are legally

responsible for the production process and products under the respective areas of responsibility sold by these persons or companies. The term “producer(s)” is also used in these rules and requirements to describe livestock haulage companies and feed producers.

## 3. REGISTRATION PROCESS

### 3.1 Choice of certification body (CB)

1. Applicants must, as a first step, select a certification body (CB) approved by the DANISH Product Standard. Contact information regarding approved or provisionally approved CBs is available on the DANISH Product Standard’s website. It is the applicant’s responsibility to check whether the chosen CB is approved for the relevant area of responsibility.
2. The chosen CB is responsible for registering the applicant producer in the SPF-SuS database, for data updates and for the collection of fees.

### 3.2 Registration

1. As a minimum, the application must contain the information specified in Appendix I.2 (DANISH Product Standard’s requirements for the registration of data). Upon registration, the applicant undertakes to comply with the certification requirements in force at any given time, information regarding data amendments to the CB and payment of the relevant charges determined by the DANISH Product Standard and by the CB.
2. Confidentiality, data usage and data release:
  - a. Upon registration, the applicant gives written permission to the DANISH Product Standard and to the certification departments to use the registration data in internal processes and penalty procedures.

b. The level for minimum and mandatory data release as well as additional information on confidentiality and data usage is defined by DATA access regulations and is available in the GDPR regulations of the CB.

3. The agreement between the CB and the producer is valid for up to 3 years, with subsequent renewals for periods of up to 3 years at a time.
4. To complete registration, the applicant must comply with all the following conditions:
  - a. Submit the relevant application which must include all necessary information for the CB.
  - b. Written acceptance of the DANISH Product Standard certification agreement in the latest version (available at the CB’s website) from the CB.
  - c. Agree to pay the DANISH Product Standard’s registration fee, as set out in the current DANISH Product Standard’s fee table (available at the DANISH Product Standard’s website) if the applicant has been suspended or withdrawn from the DANISH Product Standard.
5. The registration process, in the event of new certification or transfer/extension, must be completed before an audit can take place.
  - a. A production site is defined as a registered CHR number.



**b.** A site may consist of several areas that are not linked together (areas that do not share a common boundary, are not contiguous), and the production of more than one product is possible from the same site.

**c.** All production sites where the product(s) that are included in the DANISH Product Standard's certification area must be identified and registered.

**d.** All production sites must be leased or under the ownership of, and under the direct control of, one legal entity.

- The certificate holder's/producer's membership name and legal identification.
- Name and/or legal identification of the site's owner.
- Contact address of the site's owner.
- Details regarding the individual production sites.
- Information about the CHR responsible person (e-mail address, mobile no. etc).

**e.** Acceptance from the person responsible for the CHR.

**f.** A CHR is defined as facilities/buildings where products are handled. If a producer handles products that are included in the DANISH Product Standard's certification area at more than one CHR, all these must be identified and registered.

## **6.** Application and certification area

**a.** The area for DANISH Product Standard certification covers the following:

- Only products in the DANISH Product Standard's product list, published on the DANISH Product Standard website, can be registered for certification. The DANISH Product Standard's product list is not limited and can be expanded as required.
- Only products that are own production. Producers cannot receive certification for the production of products that are not produced by themselves.

**b.** Individual certification.

- An individual producer applies for the DANISH Product Standard.
- Certification belongs to the individual producer.

**c.** Group certification.

- This is not currently relevant.

## **7.** Burden of proof

**a.** In the event of information sent to the DANISH Product Standard's Secretariat involving a certification holder under the DANISH Product Standard that could have a potential impact on the certified party's status/rights, it is the responsibility of both the certificate holder and the relevant CB to disprove such accusations and supply proof of compliance with the DANISH Product Standard.

**b.** Results and actions taken must be reported to the DANISH Product Standard within the period defined by the CB.

**c.** If the certificate holders and the corresponding CBs fail to provide the required proof of compliance with the standard within the time frame defined by the DANISH Product Standard's Secretariat, they will be subject to penalties in accordance with penalty procedures as set out in the DANISH Product Standard's general regulations and requirements.



## 4. CERTIFICATION PROCESS

1. To obtain certification, an applicant must receive an audit conducted by the chosen DANISH approved certification body (CB).
  - a. A CB auditor must conduct all audits.
  - b. The CB shall audit the complete checklist relating to the relevant area and s during all audits.
2. During the audit, comments must be given to all non-conforming control points. The audit can be unscheduled with a warning of no more than 48 hours to ensure that the owner is present and prepared. Unscheduled audits can neither be moved nor refused.
3. Owners who refuse notified visits will be reminded in writing of the consequences of doing so. If the visit does not take place within one month after the notified date, certification will lapse.
4. The consequence of this may be that the certificate will be withdrawn, which means that the certificate is removed from the SPF-SuS database.

### Audit requirements for all CHR

1. These audits (unscheduled and scheduled) must be conducted by an authorised CB auditor.
2. Full-scale scheduled audit (all registered areas).
3. After initial certification: unscheduled audit (minimum 20% of certificate holders), and recertification at least every three years (or as per add-on certification cycle if this is less than 36 months). The audit can take place 33-36 months after the last issue date.
  - a. The CB shall conduct scheduled audits of each producer. The audits must be split into two separate visits during the certification cycle with the aim of increasing the reliability of the system.
    - i. Re-certification audit.
    - ii. Supervision, producer audit.

**This does not reduce the minimum number of audits that are necessary through the certification cycle.**

4. The CB shall audit the complete checklist of the relevant area(s) and sub-area(s). The audit shall cover:
  - a. The entire sphere of application (cf. Introduction to the DANISH Product Standard in the main document).
  - b. All registered production sites.
  - c. The administrative sites where relevant.
5. Each producer must undergo a scheduled CB audit at the first audit and at least one audit per cycle thereafter.

### Penalties

1. If a non-conformity is discovered, the CB must apply a penalty (follow-up documentation, revisit or suspension) as indicated in this section.
2. Producers cannot change the CB until the non-conformity, which has triggered the penalty, is satisfactorily corrected.
3. Only the CB who has imposed the penalty has the right to cancel it provided there is sufficient and timely proof that the correction has taken place (either through a revisit or via documentation).

### Non-conformities

1. If non-conformities are discovered, the CB will require the producer to address the non-conformity(ies). The CB will verify this at the next audit by obtaining documentation or through a revisit.
2. If a non-conformity is discovered during an audit, the producer shall receive a written comment about this at the end of the audit. This is a preliminary report that can be overridden by the CB certification authority.
  - a. If the reason for the non-conformity is not addressed within three (3) months, a full audit must be carried out before a certificate can be issued.
  - b. Non-conformities must be corrected within 28 calendar days.



3. In the event of deviations from contracts or the general rules, the CB shall decide on the period of time to be given to the producer to correct the deviations before certification is suspended. This period must never exceed 28 days and may be shortened if the deviation is critical in terms of occupational safety, the environment or consumers. An immediate suspension will become effective where there are serious threats to food safety, occupational safety, consumers and/or product integrity (i.e. the sale of non-certified products as certified). This will be notified via an official warning letter.
7. The suspension will remain in force as long as the CB does not lift it or orders a withdrawal of the certificate.

### Suspension

1. If the reason for the warning is not addressed within the defined period of time (maximum 28 days), the certification body shall immediately impose a suspension.
2. CBs can lift product suspensions imposed on producers.
3. A suspension can be imposed on one or more products covered by a certificate.
4. A product cannot be partly suspended with an individual producer (single site or sites), i.e. the entire product shall be suspended.
5. When the suspension is imposed, the CB must indicate the period granted for the non-conformity to be corrected (no longer than 12 months).
6. During the suspension period, the producer is prohibited from using the DANISH Product Standard logo, the certificate or any other type of document that can be identified with the DANISH Product standard in relation to the suspended product.
  - a. If a producer notifies the CB that the non-conformity has been corrected before the expiry of the suspension period, the relevant suspension can be lifted subject to the provision of satisfactory proof of the correction.
  - b. If the reason for the suspension has not been addressed before the expiry date, withdrawal of the certification will be filed.
8. In the case of particularly serious or repeated violations of the rules of the DANISH Product Standard, a CB can remove Product Standard certification without prior notice. Particularly serious violations are, for example, but not limited to:
  - a. Pigs introduced into the DANISH-certified CHR number which are not DANISH-certified.
  - b. Sows are not loose-housed for four weeks after service and one week before expected farrowing.
  - c. Neglect.
  - d. Repetition of non-compliance with the 48-hour quarantine period if this is required.
  - e. Unpaid invoices to the scheme owner and/or CB.
9. In the event of other violations, DANISH Product Standard certification can be suspended. Before a suspension becomes effective, the owner of the CHR number has the opportunity to provide a statement within a deadline set by the CB.
10. If the conditions that resulted in the suspension are not rectified and approved by the CB, DANISH Product Standard certification will be cancelled.
11. Suspension and withdrawal of the DANISH Product Standard certificate will be noted in the SPF-SuS-data base by the CB. The relevant slaughterhouse or trader will be informed by the CB accordingly.

### Self-imposed suspension

1. A producer or producer group can voluntarily ask their respective CB(s) to suspend one, several or all products covered by certification (unless a CB has already imposed a penalty). This can happen if the producer has difficulties meeting the standard requirements and needs more time to correct the non-conformities.



2. This suspension will not delay the renewal date nor will it permit the producer to avoid payment of the registration fee and other relevant charges.
3. The deadline for correction of the non-conformities will be decided by the producer/producer group and shall be agreed with the relevant CB(s).
4. The self-imposed suspended status shall be registered in the DANISH Product Standard database by the CB for the products concerned.

### Withdrawal of certification

Certification will be withdrawn if:

1. The CB finds evidence of fraud and/or has no confidence that the requirements under the DANISH Product Standard are being complied with or
2. A producer cannot prove that effective measures have been taken to correct the non-conformities within the period set by the CB prior to the suspension.
3. Withdrawal of certification will result in a total ban (all products, all production sites) on the use of a DANISH Product Standard logo/trademark, certificate, any item or document that could be identified with the DANISH Product Standard. Producers/scheme owner will decide whether the producer who has had his/her certification withdrawn, can be accepted under the DANISH Product Standard again.
4. Pig producers may withdraw from SEGES Danish Pig Research Centre with three months' written notice. A fee is payable on re-entry into the DANISH Product Standard scheme as stated in Appendix 4. Prior to withdrawal, producers should ensure that they are not contractually bound to supply DANISH approved pigs.

### Complaints

1. The CB must have a documented process for receiving, evaluating and deciding on complaints. The CO registers complaints and the actions taken to resolve them.

2. On receipt of a complaint, the CB shall confirm whether the complaint relates to certification activities for which the CB is responsible and, if so, the CB shall take appropriate action.
3. CB will confirm receipt of a formal complaint.
4. CB is responsible for collecting and verifying all necessary information (as far as possible) in order to speed up the complaint process or appeal.
5. The decision on the complaint or appeal shall be taken by, or assessed and approved by, one of more persons who are not involved in the certification activities relating to the complaint.
6. In order to ensure that there is no conflict of interest, personnel (including senior executives) who have provided consultancy services (see 3.2) for a customer or who have been employed by a customer shall not use the CB to audit or approve the decision concerning the complaint for this client within two years of the end of the consultancy or employment.
7. The CB shall, as far as possible, provide the complainant with formal notice of the outcome and conclusion of the complaint process. The CB will take all necessary measures to resolve the complaint.

### Sanctioning of Certification Bodies

DANISH Product Standard reserves the right to sanction certification bodies based on evidence that procedures or items in the certification agreement signed between the DANISH Product Standard and the CB have not been followed.

### DANISH Product Standard certificate and certification cycle

1. A DANISH Product Standard certificate can only be issued to the applying legal entity.
2. The certification cycle is 36 months and is subject to penalties and extensions in accordance with the scope of application described.





3. It is not possible to issue a DANISH Product Standard certificate based on the results of a previous audit.

### **Certificate information**

The paper or online certificate issued by a CB must be completed in accordance with the templates included in Appendix 1. The format may be different but must include the same information.

### **Extension of the certificate's validity**

1. Validity may only be extended beyond the 36 months (for a maximum of 4 months) if there is a valid reason and this reason must be registered. Listed below are the only reasons that are regarded as valid:
  - a. The CB wishes to schedule the audit on site after the certificate has expired so that a specific part of the production process can be observed. This is because it was not seen in the previous audit, because it is regarded as a high-risk process from a safety point of view or to see a newly added product or process.
  - b. The CB needs to extend certain certificates due to a lack of resources.
2. The CB was unable to perform an on-the-spot audit and/or the producer was unable to receive the CB auditor because of unforeseen circumstances (force majeure) e.g. natural disaster, epidemic or the producer failed to appear because of medical reasons.
3. If the CB (the issuer of the original certificate) accepts, at the producer's request, the product in the DANISH Product Standard's database in a full new cycle within the certificate's original validity period.
4. The producer must have an audit within the extended validity period.

### **Maintaining the DANISH Product Standard certification**

The auditor must audit the entire herd and complete the full checklist at least every third year (36 months).



# ANNEX 1

## DANISH Product Standard guidelines and online certification platform

CB Logo<sup>1</sup>

<sup>1</sup> Certification Body's (CB) logo must always be shown on all certificates.

---

AB symbol

Accreditation mark<sup>2</sup>

<sup>2</sup> The Accreditation Body's (AB) symbol/accreditation mark must be visible on all accreditation certificates in accordance with AB's rules.

Exception: If the CB is approved, but not yet accredited, the following text must be shown instead of the AB symbol: "The certificate is issued by one of the DANISH Product Standard's approved certification bodies [Company name], AC logo can only be used if the scope of application for the accreditation from the CB corresponds to the certified DANISH Product Standard sub-area.

---

CERTIFICATE

---

According to the DANISH Product  
Standard Certification scheme and version

For DANISH Product Standard certificates: Please write, e.g. "DANISH Product Standard general regulative version x.x\_date". Always indicate the precise version (e.g. 5 July 2015).

For the Approved Modified Dchecklist (AMC): Add, for example, DANISH Product Standard general regulative version x.x\_date". Please indicate the precise version (e.g. 5 July 2015).

---

Issued to

---

Producer / CHR

---

Company's name, address<sup>3</sup>

<sup>3</sup> Certificate holder's name (legal entity) and address must be printed on the paper version of the certificate. The address of both the legal entity and the production site must be provided. If these are different, and there is only one address, this address must be stated on the certificate or in the annex.

---

The certification body [Company name] declares that the production of the products named on the certificate comply with the relevant standard.

---

Additional columns contain area, sub-area or product specification

(see description below)<sup>4</sup>

<sup>4</sup> Columns and the relevant attributes associated with the products in the table are scope of application, sub-area and product specification.

---

Product

---

DANISH certificate number

---



Valid from: xx/xx/xxxx<sup>5</sup>

<sup>5</sup> The certificate's "valid from" date defines the start of a certification cycle.

If a new product is added during the validity period of a certificate, the certification cycle (valid from-valid to) remains the same. If the CB wishes to indicate that the product being added is already certified and was added later than the original "valid from" date, it is possible to insert the individual "valid from" date for each product on the paper certificate.

---

Valid until: xx/xx/xxxx<sup>6</sup>

<sup>6</sup> Certificate's "valid to" date corresponds to the expiry date of the certificate.

---

Authorised by<sup>7</sup>

<sup>7</sup> Given name and surname of the individual that has authorised the certificate, written in block capitals.

This individual must sign the certificate.

---

Date when certification was decided: xx/xx/xxxx<sup>8</sup>

<sup>8</sup> "Date when certification was decided must appear on all certificates.

This is the date that the Certification Committee decides on the certification.

---

CB contact data<sup>9</sup>

Company name, address

<sup>9</sup> CB contact data (company name, address) must appear on all certificates.

---



# ANNEX 2

## Auditor qualifications and areas of responsibility

### Auditor

1. Audit of the producer in accordance with the certification requirements.
2. To produce timely and precise reports in respect of such audits.
3. The auditors follow SPF-SUS's rules for the sequence of visits. Owners who wish the auditor to respect a particular quarantine period, are invoiced DKK 1,000 for 12 hours quarantine and DKK 2,000 for 24 hours quarantine. Payment is made to the CB.

### Qualification requirements

#### Formal qualifications:

4. A course diploma in a subject within the framework of the certification (Animal husbandry).
5. or an agricultural college diploma with two years' experience in a relevant subject, or
6. any other education with 3 years' sector specific experience (e.g. agriculture management, commercial consultant within a general product group, experience relevant to the specific products) and participation in training relevant to the actual certification.

#### Technical abilities and qualifications:

7. The approval of the auditor can only take place on the basis of:
  - a. A one-day practical course in auditing, covering the basic auditing principles, and
  - b. Participating in two CB or internal audits conducted by an already qualified auditor either under the DANISH Product Standard or other relevant authority, AND one successful shadow audit performed by an internal audit managed by a qualified senior auditor under CB.
  - c. Practical knowledge about quality control systems.
  - d. Training in HACCP principles either as part of formal qualifications or through successful completion of an

accredited course based on the principles in Code Alimentarius or training in ISO 17065.

e. Livestock issues: Basic training in medicine and animal husbandry training, including health and animal welfare.

f. In all cases, the auditor must have practical knowledge about the products they inspect.

### 8. Communication abilities.

a. Language competence in the relevant working language. This means fluent Danish, both written and spoken.

### 9. Independence and confidentiality.

a. It is not permitted for auditors to conduct audits of their own work. Their impartiality must be checked and verified by QMS (i.e. a leading auditor cannot evaluate his own area of responsibility or a producer he has worked with within the previous two years.

b. Auditors must carefully monitor the target group and ensure confidentiality of information and records.

c. It is not permitted for auditors to perform any kind of work that could influence their impartiality and it is specifically not allowed to receive bribes or to have carried out consultancy work for producers in the two years prior to conducting an audit of the same producer. Training is not regarded as consultancy work insofar as the course relates to management systems or audits, and is limited to provision of generic information, which is freely available in the public domain, i.e. the teacher cannot provide company-specific solutions.

d. Auditors must strictly comply with producers' and CB's procedures so that the confidentiality of information and notations remain intact.

### 10. General.

a. To maintain updated files relating to all quality policy, procedures, work instructions and documentation issued by CB.

b. To remain updated on developments, problem areas and legal conditions relating to the scope of the audits being conducted.



## ANNEX 3

### Certification agreement

1. The certification agreement establishes the rights and obligations of the DANISH Product Standard secretariat as co-ordinator of the DANISH Product Standard system and for the Certification Body (CB) as the neutral organisation responsible for audit and certification activities within the framework of the DANISH Product Standard System.
2. The general rules supplement each other, and CB's approved by the DANISH Product Standard must comply with all rules on an ongoing basis.

### Certification Body's approval process

to be sent to SEGES

### Approved DANISH Product Standard Certification Body



Baltic Control Certification®  
 Kulsviervej 150  
 2800 Kgs. Lyngby  
 CVR. 38 52 66 77  
 Tel: +45 39 39 01 35  
 Contact: cert@balticcontrol.com

## ANNEX 4

### Scheme owner fees

Services	Charge (DKK excl. VAT)*
Re-entry fee after leaving the scheme.	10,000
Fee per exported pig – washing fee	0.70

\* Fees can be amended by the scheme owner in accordance with Appendix 1, Section 1.