



Quality Welsh Food Certification Ltd

Gorseland, North Road, Aberystwyth, Ceredigion SY23 2WB

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Scheme Regulations

Rules Governing Certification

These Rules apply to all approved Certification Schemes operated by QWFC.

QWFC is the sole authority by which Certification may be granted or withdrawn and it acts through the Executive Director of QWFC for the general administration and development of the Certification System under these Rules. This activity is overseen by the QWFC Governing Board.

Applicants who satisfy QWFC that they are capable of compliance with the requirements of a particular Certification Scheme and who give the Executive Director such undertakings as may be required shall, subject to complying with these rules as amended from time to time, be entitled to a Certificate or Confirmation of Certification which shall nevertheless remain the property of QWFC.

Approved Producers shall:

- At all times comply with these rules as amended from time to time;
- Comply with the requirements of the Scheme. Repeated failure to comply with any of the specified requirements of the Scheme Standard may result in suspension or withdrawal of Certification;
- Provide true and complete information to QWFC at all times;
- Retain a copy of the most recent Scheme Standard;
- Give representatives of QWFC, and 'observers as required, access during normal working hours to establishments.
- Nominate a management representative and one or more deputies authorised to act in the main nominee's absence (and replacement nominees as may be necessary) who shall be responsible for all matters in connection with the requirements of Certification;
- Correct any deficiencies identified during continuing assessments;
- Not deliver or knowingly permit the delivery or sale of downgraded products as products conforming to the Scheme Standard;
- Use a Mark of Conformity or issue a Statement of Conformity only in respect of products which are subject to the Certification, produced at the address stated, and strictly in accordance with the conditions for its use;
- Discontinue any use of a Mark of Conformity which is outside the scope of the conditions for its use, or which is unacceptable to QWFC, and any form of statement with reference to the authority of the Client to claim compliance with a Certification Scheme which in the opinion of QWFC might be misleading;
- Upon withdrawal of Certification (however determined) forthwith discontinue use of any Mark of Conformity for which a licence has been issued and all advertising matter which contains any reference thereto. In addition, any other documents in possession of the Producer which bear reference to the Certificate of Conformity shall if QWFC requires, be so treated;
- Not conduct operations in a manner which may affect the confidence of buyers and consumers in the reliability of QWFC's Certification Schemes.

Having regard for QWFC administrative costs, Clients and Applicants shall pay through Welsh Lamb and Beef Producers Ltd. as the membership organisation:-

- the relevant annual fee for assessment and Certification;
- the cost of any additional assessment deemed to be necessary by the Board of Directors;
- the cost of any additional sampling or testing deemed to be necessary by the Board of Directors;
- any additional costs incurred by QWFC due to non-compliance with these Rules.

QWFC shall:



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- Undertake continuing assessments periodically at the establishments of Clients for the purpose of verifying that the obligations defined by the Certification are being observed;
- Notify Clients of any changes to the Standard for the Scheme and give them such time as, in the opinion of the Board, is reasonable in which to adjust their processes and relevant procedures to meet the revised requirements;
- Not disclose any information concerning a Client obtained during the course of its assessment and certification activities, other than that which is in the public domain, unless otherwise required to do so by the law, or requested/permitted to do so by the Client.
- Notify clients of any complaints it received relating to products or activities to which the Certification applies.

QWFC may, from time to time, contract an external assessment body to carry out assessments. Any such body will be accredited to ISO17065. All decisions on certification will remain with QWFC.

QWFC may, require that an assessment be 'observed' by person or persons in addition to the appointed assessor. The 'observer' will have no input or influence on the assessment or certification decision & will be required to treat all information in the strictest confidence.

By agreeing to the rules of the scheme, clients are implying consent to being assessed by an external assessment body or QWFC assessor & to the participation of observers as required.

If a client is temporarily unable to comply with the requirements of these Rules, as amended from time to time, the Board may require the client to discontinue any claim of compliance with the Scheme and use of any associated Mark of Conformity, with immediate effect until it is satisfied that compliance is again achieved, subject to the provisions of the Appeals Procedures.

If a client fails to comply with these Rules, as amended from time to time, QWFC, subject to the provisions of the Appeals Procedures, can, as appropriate:

- withdraw the Certification or reduce its scope; or
- refuse to grant a Certification or extend its scope.

Such decisions, and the grounds for them, shall be communicated to the Client or Applicant in writing.

QWFC may, at its sole discretion, subject to the provisions of the Appeals Procedures, withdraw or refuse to grant a Certification if a Client or Applicant's business is likely to be disbanded and be unable to pay its debts.

These rules may from time to time be altered by QWFC. No alterations shall affect the right of Clients to claim compliance with a particular Certification Scheme, use an associated Mark of Conformity or issue a Statement of Conformity unless they have been given notice in writing of such alterations by the Executive Director who will give the date by which the altered Rules come into force. This shall not normally be less than three months from the date of notification of the alteration.

A register of Clients and Products shall be kept by QWFC and it shall be open to assessment at the registered office of QWFC. A list of Clients and Products may be published from time to time.

Any notice under these Rules shall be in writing and be signed by or on behalf of the party giving it and it may be served by leaving it, or sending it by pre-paid post, at or to the recipient's address for the time being (registered office where applicable). Any notice served by post shall, unless the contrary is proved, be deemed to have been served forty-eight hours from the time of posting; and in proving such service it shall be sufficient to prove that the notice was properly addressed and was posted in accordance with this clause.

Appeals Procedure

A copy of the QWFC Appeals Procedure is available online www.qwfc.co.uk or can be requested from the QWFC office, contact details above.



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QWFC Certificates of Conformity

QWFC Certificates of Conformity are not transferable to another person, farm, or holding and are the property of QWFC. Certificates are valid from the date of issue, subject to the terms herein as amended from time to time.

Use of Certification Marks

QWFC's certificates, marks or logos can only be used as specified in the Conditions Governing the Use of Certification Marks which is available online www.qwfc.co.uk or can be requested from the QWFC office, contact details above