

Disclaimer:

The IKB Kip certification scheme has been translated with the greatest care and accuracy. In the event of any disagreement concerning the correct translation, the content, interpretation and operation of the IKB Kip certification scheme, the Dutch text of the IKB Kip certification scheme takes precedence in all cases.



ANNEX 1.3: IKB KIP REGULATIONS FOR MAIN SITE OF A MULTI-SITE

On 27 March 2014, the management of the PLUIMNED foundation established the IKB Kip regulations below for the main site of multi-sites, setting out the regulations which participants to the IKB Kip certification scheme must comply with, in view of Article 14 of the General Terms and Conditions of IKB Kip. These regulations use the same terminology as the General Terms and Conditions for IKB Kip.

Tab	Version	Determined	Effective date
Main site of a multi-site	3	06-12-16	01-03-17

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Version: 3 / Approved by CCvD IKB Kip: 09-11-2016/ Effective date: 01-03-2017

Norm	Regulation	Interpretation of regulation	Measuring method	Interpretation of the measuring method	Note inspection report	Weighing of 1st observation	Weighing of 2nd observation	N/A	Exceeds statutory regulations	Start date
A	GENERAL MULTI-SITE									
A01	An up-to-date register of companies associated to the multi-site must be available.	The register must contain the names and addresses of the associated companies, including the KIP number or the IKB Kip number for foreign companies.	administrative	Check whether an up-to-date register is present of associated companies, containing the correct details. Check whether it matches the companies known to be associated by the CI and CO.	Record the register's date and the associated companies. Make a note of any companies that are missing or new companies that have been added.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A02	The main site must have entered into agreements with all the associated companies that are covered by the multi-site.		administrative	Check whether an agreement has been entered into with each company.	Record which agreements were checked, and if any agreement is missing, make a note of the company concerned.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A03	The agreement from A1 contains the following information: company name, legal status, company address, type of company, KIP registration number or IKB Kip number for a foreign company, name of contact person.		administrative	Check for at least five agreements whether the information required under the regulation is present. Check five different agreements at each re-inspection.	Record which five agreements were checked; in the case of any deviations, record the deviation and in which agreement(s) it was found.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012 1-5-2014
A04	The agreement from A2 must contain the following provisions: - the contractor undertakes to comply with the quality system of the main site; - the contractor undertakes to comply with the IKB Kip regulation; - the contractor undertakes to undergo internal inspections performed by the main site and to take remedial measures; - the contractor undertakes to undergo inspections in the context of the main site's certification; - the contractor agrees for its company to be registered in the IKB Kip database and listed in the public register.		administrative	Check for at least five agreements whether the information required under the regulation is present. Check five different agreements at each re-inspection.	Record which five agreements were checked; in the case of any deviations, record the deviation and in which agreement(s) it was found.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A05	The tasks, responsibilities and authorities of the company's own staff at the main site are demonstrable in writing.		administrative	Check for at least five employees (if five are present) whether their tasks, responsibilities and authorities are demonstrable in writing. If at all possible, different employees must be checked at any re-inspection.	Record the employees whose authorities have been checked; in the case of any deviation, make a record of it and for which employee(s) it was found.	heavy	suspension	N/A: no employees	Yes	Amended on: 1-4-2012
A06	The names and qualifications of the internal inspectors are set out in writing. The internal inspectors comply at least with the requirements for inspectors as set out in Annex 4 with Annex 5 'Accreditation criteria for IKB Kip certifying authorities' of the IKB Kip regulation. The main location must be able to demonstrate this in writing.	The requirements are subdivided into the following criteria: personal characteristics, education, required knowledge, skills, experience and in-service training. The minimum requirements are demonstrated per criterion, as indicated in Annex 4. The criteria and requirements are completed for each internal inspector.	administrative	Check whether the names and qualifications of all internal inspectors have been recorded correctly as described in the interpretation of the regulation, and whether they comply with the requirements specified in Annex 4 with Annex 5.	In the case of a deviation: Record the deviation. Record the names of the internal inspectors. If not all criteria have been described, record which ones are missing and which internal inspector the findings relate to. If not all requirements have been described, record which ones are missing and which internal inspector the findings relate to.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012

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A07	The main site must have an IKB Kip quality manual.	The quality manual must contain at least all relevant and applicable documents of the certification scheme IKB Kip (Annexes 1 to 15), and it must describe at least the following: with which frequency and when are the internal inspections at associated companies carried out and how are they assessed; how are remedial measures checked with associated companies; within what period do associated companies have to carry out the remedial measures; what documentation is required for internal inspections and follow-up inspections; what qualifications are required for internal inspectors; how are the qualifications of internal inspectors verified and recorded; how does the main site keep itself updated of any changes in the IKB Kip regulation; how does the main site remain updated of any changes in associated companies; what is the complaints procedure for associated companies and external parties; completion of internal checks (see also A09). The manual must show a date and version number. The responsibility for producing, maintaining and distributing the manual is also covered by the manual.	administrative	Check whether a quality manual is present for IKB Kip and whether at least the documents and topics listed in the interpretation of the regulation are covered by the manual.	Check which version of the IKB Kip quality manual has been inspected, whether the manual was complete and which documents or topics were missing.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012 1-5-2014
A09	At least once a year, an internal check must be carried out in relation to IKB Kip, at the main site. This check will cover at least the following: - the content of the IKB Kip quality manual; - review of complaints, measures taken to follow up complaints and the way complaints were resolved; - overview of internal checks at associated companies, including assessments and remedial measures; - overviews of inspections carried out in relation to the IKB Kip certification process, including certification assessments and remedial measures; - qualifications and staff training; - assessment of service providers such as labs, PSB companies, CIs, etc.; - schedule of internal inspections on associated companies for the following year.	A report must be made of the internal check, specifying what has been checked, which versions have been checked, and any issues requiring attention as revealed by the internal check, and how they have been resolved.	administrative	Check whether an internal check is carried out at the main site at least once a year, whether the topics described in the regulation are being checked and whether a report has been produced containing the correct elements listed in the interpretation of the regulation.	In the case a deviation was found, record the deviation. Record which internal check(s) where verified, in the event of any deviation, make a note of the deviation and for which internal check(s) it occurred.	heavy	suspension	N/A is not possible with accreditation inspection	Yes	Amended on: 1-4-2012
A10	The main location must have a schedule for the internal inspection of associated companies. Each associated company must be inspected at least once a year.		administrative	Check whether the main location has a schedule for the internal inspections and check whether all associated companies occur at least once a year on the schedule.	Record the version date of the schedule inspected; record any deviations found.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A11	The internal inspections of associated companies must be documented at the main site, including (follow-up) inspection reports, (follow-up) assessment reports.	The documentation must be filed per associated company.	administrative	Check for five associated companies whether the internal inspections at the associated companies are documented, per company, including (follow-up) inspection reports and (follow-up) assessment reports. Check five different associated companies during each re-inspection.	Record of which five companies reports have been inspected; record any deviation found and for which company/companies these deviations were found.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A12	The internal checks are carried out based on prevailing IKB Kip regulations for the link concerned.	The main location must be able to make it demonstrable that inspections are carried out based on the prevailing version of the IKB Kip regulations. The main location can make it demonstrable through (follow-up) inspection reports.	administrative	Check through the (follow-up) inspection reports whether the internal checks are carried out based on the prevailing IKB Kip regulations for the links concerned; check this with five associated companies. Check five different associated companies during each re-inspection.	Record of which five companies reports have been inspected; record any deviation found and for which company/companies these deviations were found.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012

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A13	The reports on internal checks must contain the inspector's notes. These notes must meet the minimum requirements specified in the certification scheme IKB Kip for the link concerned (included in the column 'check-up report notes').		administrative	Check by means of the (follow-up) check-up reports whether the internal check-up reports contain inspector's notes that comply with the minimum requirements indicated in the IKB Kip regulations for the link concerned. Check this for five associated companies. Check five different associated companies during each re-inspection.	Record of which five companies reports have been inspected; record any deviation found and for which company/companies these deviations were found.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A14	Associated companies have demonstrably taken remedial measures (arising from an internal inspection).	The main location can make this demonstrable through follow-up inspection reports and follow-up inspection assessment reports.	administrative	Check in the assessment reports whether remedial measures have been imposed and, if so, check the follow-up inspection reports to see whether these were followed up. Check this for up to five companies that were given remedial measures.	In the case a deviation was found, record the deviation. Record of which five companies reports have been inspected; record any deviation found and for which company/companies these deviations were found.	heavy	suspension	N/A: no remedial measures were imposed during internal inspections	Yes	Amended on: 1-4-2012
A15	The main location must have a complaint handling procedure. The associated companies must be aware of this procedure and comply with it.		administrative	Check whether the main location has a complaint handling procedure.	In the case a deviation was found, record the deviation.	heavy	suspension	N/A is not possible	Yes	1-1-2011
A16	The main location always has (or has continuous access to) the company registrations of all associated companies in relation to IKB Kip. This is at least the case for: - delivered poultry or eggs is/are worthy of IKB Kip; - statements with results of all investigations in progress; - pest control; - water quality; - vet's reports; - visitors' register.	The information supply from associated companies to the main site must be such that the main site receives the information specified in the regulation as soon as it changes or is available. For example, immediately after animals are installed or when results are received.	administrative	Check for one company whether the main site has access to the information and whether it is the most recent information for the company concerned. Check a different company during every re-inspection.	In the case of a deviation: Record the deviation. Record which company and which information was checked. In the case a deviation was found, record the deviation.	heavy	suspension	N/A is not possible	Yes	Amended on: 1-4-2012
A17	How many and which associated companies were physically re-inspected and assessed in the context of this multi-site assessment?	Inspected by CO.	administrative	Not a checkpoint, only an administrative issue for CO.	Record the number of companies inspected + the registration numbers of those companies.	NONE	NONE	N/A is not possible	Yes	Amended on: 1-4-2012
A18	Only the main site has the right to use the IKB Kip quality mark; the main site ensures that the IKB Kip quality mark is not used by the companies associated to the multi-site.		physical	Check during the re-inspection of the associated sites whether the IKB Kip quality mark is being used.	Check which associated companies have undergone a re-inspection and record whether the IKB Kip quality mark was being used.	heavy	suspension	N/A is not possible	Yes	1-4-2012