

OPERATIONS MANUAL

RSPCA APPROVED FARMING SCHEME
STANDARDS



SEPTEMBER 2016

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1 SCHEME OVERVIEW

1.1 Introduction

The RSPCA is Australia's best known and most trusted animal welfare organisation. With a mission to prevent cruelty to animals by actively promoting their care and protection, the RSPCA is a charity that is firmly based in the Australian community. RSPCA Australia is a federation of the RSPCA Societies operating in each state and territory. Together these Societies work to improve animal welfare at the local, regional and national level. RSPCA Australia is the national voice for the RSPCA, leading opinion, policy and behaviour through strong science and technical expertise.

RSPCA Australia's policies, positions and the RSPCA Approved Farming Scheme Standards (the Standards) are developed within a framework of the Five Freedoms, which are based on the principles that every animal deserves the following:

- *Freedom from hunger and thirst* – by providing ready access to fresh water and a diet to maintain full health and vigour
- *Freedom from discomfort* – by providing an appropriate environment including shelter and a comfortable resting area
- *Freedom from pain, injury or disease* – through prevention or rapid diagnosis and veterinary treatment
- *Freedom to express normal behaviour* – by providing sufficient space, proper facilities and company of the animal's own kind
- *Freedom from fear and distress* – by ensuring conditions and treatment which avoid mental suffering.

Covering both behavioural and physiological needs, together, these 'freedoms' provide a comprehensive framework for the assessment of animal welfare and require that those responsible for the care of farmed animals ensure:

- Caring and responsible planning and management
- Skilled, well-trained, knowledgeable and conscientious staff
- Appropriate environmental management and design
- Considerate handling and transport
- Humane slaughter.

1.2 About the RSPCA Approved Farming Scheme

The RSPCA Approved Farming Scheme (the Scheme) was established in the mid-1990s to improve the welfare of farmed animals on a commercial scale in Australia and provide a means of leading a consumer-driven change to producing food sourced from animals which experience higher welfare. It aims to improve the lives of as many farmed animals as possible. RSPCA Australia manages all aspects of the Scheme.

The Scheme is underpinned by animal welfare standards that have been developed by RSPCA Australia. The Standards take into consideration RSPCA Australia Policy, available animal welfare science, current legislation, as well as advice from veterinary and other technical specialists, similar programs overseas, industry best/leading practice and the practical experience of producers. The Standards go beyond what is required by law.

1.3 Supporting documents

The documentation that supports the Scheme consists of the following:

- *Operations Manual* – details the operation of the Scheme for both Approved Producers and Licensees, including the Application Process and Assessments

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- *Standards* (specific to each species) – provide the requirements for rearing, handling, transport and slaughter
- *Species-specific Information Notes* – provide information about a range of aspects relating to species-specific standards and to the production process generally.
- *The Traceability Policy* (Appendix 3) – outlining chain of custody requirements for the Scheme

1.4 Participation in the Scheme

Currently there are two avenues of participation in the Scheme:

1. As an Approved Producer

Approved Producers agree to abide by the Standards for production sites they choose to include in the Scheme, whether they are company owned or contracted. Approved Producers may have one or more Approved Production Sites. Each production site must be individually assessed and approved. Once a producer enters into a Producer Undertaking with RSPCA Australia, products from these sites which are produced in line with the relevant Standards and the Scheme requirements as per the Operations Manual are regarded as Approved Products.

The Standards are mandatory for participants in the Scheme. They are designed to be achievable for both small- and large-scale farms while maintaining the best animal welfare possible in a commercial setting. RSPCA Australia approves well-managed indoor, outdoor and combination systems providing that the Standards are met. Definitions of eligible housing systems under the Scheme are outlined in the Standards and are specific to each species. Approved Producers participating in the Scheme are subject to regular assessments to ensure adherence to the Standards.

2. As a Licensee

Licensees source and market Approved Product, and can use the RSPCA Approved Farming Logos (the Logos) on the Approved Product and associated marketing materials. Licensees enter into a Trademark Licence Agreement with RSPCA Australia and are permitted to use the Logos in accordance with the RSPCA Approved Farming Scheme Style Guide (the Style Guide).

Some entities may participate in the Scheme as both an Approved Producer and a Licensee.

1.5 Sectors of the supply chain encompassed by the Scheme

Currently, RSPCA Australia does not formally include all sectors of the supply chain for species covered under the Scheme. However, the Scheme will continue to develop with this aim. Sectors of the supply chain currently included under the Scheme are detailed in Appendix 1.

Where the Standards do not cover a sector of the supply chain, the producer must be aware of, and comply with, the requirements in the relevant state/territory legislation and Standards and Guidelines or Codes of Practice including the:

- *Australian Model Code of Practice for the Welfare of Animals – Poultry* (or equivalent Australian Standard or state Code where one exists)
- *Australian Model Code of Practice for the Welfare of Animals – Pigs* (or equivalent Australian Standard or state Code where one exists)
- *Australian Standards and Guidelines for the Welfare of Animals – Land Transport of Livestock* (or equivalent Code of Practice where one exists)
- *Australian Model Code of Practice for the Welfare of Animals – Livestock at Slaughtering Establishments* (or equivalent Australian Standard or state Code where one exists).

The requirements in the relevant state or territory legislation applicable to the farming enterprise include, but are not limited to, animal welfare, animal health, water and land use, environmental

impact management and monitoring, transportation, processing, biosecurity, food safety and product labelling. RSPCA Australia can request proof of compliance with legislative and regulatory requirements. Proof of compliance is through the provision of documentation from the relevant local council, state/territory government, quality assurance program or other appropriate body.

1.6 Policy regarding parallel production

RSPCA Australia only approves higher welfare production systems, but will work with producers who also operate conventional systems. This is known as parallel production. Approved Producers are permitted to operate parallel production systems so long as the animals and products that are associated with the Scheme are clearly identified and appropriate separation and traceability systems are in place. Where parallel production exists, production in the conventional systems must at least meet the relevant state/territory legislation and Standards and Guidelines or Codes of Practice (or equivalent Australian Standard or state Code where one exists) for that species.

RSPCA Australia believes that encouraging involvement in the Scheme of all relevant producers offers the best chance of improving the welfare of the greatest number of animals. The Scheme provides an opportunity and incentive for producers to move away from lower welfare production systems.

1.7 Management of the Scheme

The Scheme is governed by the RSPCA Australia Board. Day-to-day management of the compliance system and liaison with Approved Producers is the responsibility of the Scheme's Compliance Coordinators under the guidance of the Chief Executive Officer of RSPCA Australia. RSPCA Australia contracts and employs Assessors to conduct Assessments and may engage other relevant individuals or advisory groups in order to assist in the further development and implementation of the Scheme. The Approved Farming Scheme Assessment Panel adjudicates on Assessments.

RSPCA Australia is responsible for:

- Writing and reviewing the Standards
- Assessment of producers participating, or wishing to participate, in the Scheme
- Operational and administrative procedures and outcomes.

1.8 Approved Farming Scheme Assessment Panel

The Assessment Panel's role is to provide additional rigour and objectivity to the process of conducting Assessments. The terms of reference for the Assessment Panel are as follows:

- To review non-compliance following an Assessment
- To decide any required actions and timeframes to address non-compliance
- To decide any exemption to the Standards and the timeframe for the exemption
- To decide the Approval Status of any producer and/or production site
- To make any other decisions or recommendations incidental to the above
- The decision of the Panel is final.

If any Assessment Panel member has attended an Assessment, that member is disqualified from participating in the decision-making process regarding that Assessment. The Assessment Panel may seek external expertise and advice as necessary on a commercial-in-confidence basis.

1.9 Approved Producers

Only product produced and assessed according to the Standards is accepted under the Scheme and this production may be across one or more Approved Production Sites. Producers interested in

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participating in the Scheme can apply through a formal Application Process including submitting the relevant application documentation.

Each Approved Producer must nominate a dedicated person who has:

- Responsibility and accountability for the operation of their animal production systems
- Responsibility for overseeing the management of Approved Production Sites, and adherence to the requirements of the Scheme.

The owner of the animals raised under the RSPCA Approved Farming Scheme Standards has, at all times, responsibility for ensuring on-going compliance with the Standards and the welfare of those animals.

1.10 Licensees

A Licensee can be:

- An Approved Producer marketing their own Approved Product(s)
- A group of Approved Producers marketing their Approved Product(s) together under the one brand name via a cooperative or similar structure
- A brand owner that sources and markets Approved Products or products containing Approved Products.

1.11 Reviews of the Standards

RSPCA Australia periodically reviews and updates the Standards. Stakeholders in the Scheme will be notified when a review of any Standards has commenced, and invited to submit any comments to RSPCA Australia regarding the Standards.

RSPCA Australia may develop new Standards for other parts of the supply chain relating to existing Standards or develop Standards for other species. Stakeholders in the Scheme and other invited parties will have the opportunity to comment during the development process for any new Standards.

1.12 Exemptions to the Standards

RSPCA Australia will not consider an exemption to the Standards if the exemption directly contravenes RSPCA policy. However, RSPCA Australia will carefully consider and may approve a producer's application for an exemption to a standard if it is satisfied that there will be no detriment to animal welfare. The final decision on all exemptions to the Standards is made by the Assessment Panel after consideration of all material it considers relevant.

1.13 Chain of Custody requirements

By signing a Producer Undertaking, the Approved Producer agrees that while participating in the Scheme, procedures will be implemented and maintained to ensure non-Approved Products are not supplied as Approved Products. By signing the Trademark Licence Agreement, the Licensee agrees that while participating in the Scheme, procedures will be in place to ensure that only Approved Products, sourced from an Approved Producer, will be marketed under the Logos. Substitution of non-Approved Product for Approved Product is considered a serious breach of the Trademark License Agreement.

RSPCA Australia requires Approved Producers and Licensees to disclose the Chain of Custody of Approved Products from the farm gate to the retail outlet. RSPCA Australia must, on request, be provided with production and slaughter figures, product volumes and types, sales volumes and types and any other information required to provide assurance that substitution of product is not occurring and to demonstrate the integrity of the Chain of Custody. RSPCA Australia may deem it appropriate at any time to conduct a check of the supply chain in order to verify that products sold with the Logos have been sourced from Approved Production Sites.

Approved Producers and Licensees must have traceability systems in place in line with the requirements of the RSPCA Traceability Policy.

1.14 Promotion of the Scheme

RSPCA Australia may undertake general marketing activities to promote the Scheme and Approved Products. Such activities will not usually focus on individual Licensee brands, but will aim to educate consumers about the Scheme in general, encourage consumers to seek out Approved Products when purchasing, and encourage producers to join the Scheme. Licensees will be consulted and kept informed regarding promotional activities, and are encouraged to complement them with brand-specific promotion.

1.15 Use of information

RSPCA Australia may use the following records for information and promotional purposes:

1. Market share/numbers of animals/production statistics. This information would be presented as totals across all Approved Producers and Licensees. At no time will individual Approved Producer, Licensee or other commercial-in-confidence information be released unless with specific prior consent.
2. Retail outlets selling Approved Products.
3. Photographs and/or videos of facilities and/or animals under the Scheme where agreed by the Approved Producer.
4. Licensee marketing materials where agreed by the Licensee.
5. Any other records it deems appropriate.

2 INFORMATION FOR PRODUCERS

2.1 Application pack

Producers wishing to become part of the Scheme can request that an application pack be sent to them by post or email. Contact details are included in the inside cover of this manual. The application pack contains:

- Producer Application Form
- Operations Manual
- Species-specific Standards and Information Notes
- Production Site List and Details Form.

2.2 Producer Application Process

To apply to become an Approved Producer, a producer must complete application pack documentation to the satisfaction of RSPCA Australia and, where applicable, pay an Application Fee. RSPCA Australia will then request the completion of the following documents:

- Animal Care Statement
- Veterinary Health Plan
- Self-Assessment Form.

For producers wishing to include multiple production sites under the Scheme, completion of the above documents may be required for each individual production site and/or region of production. The details and requirements of both the Animal Care Statement and Veterinary Health Plan are outlined within each species-specific Standards. Pro-forma documents of both can be provided upon request. The Self-Assessment Form must be completed to assist a producer and RSPCA Australia to identify areas of non-compliance that would need to be addressed prior to any Initial Assessment.

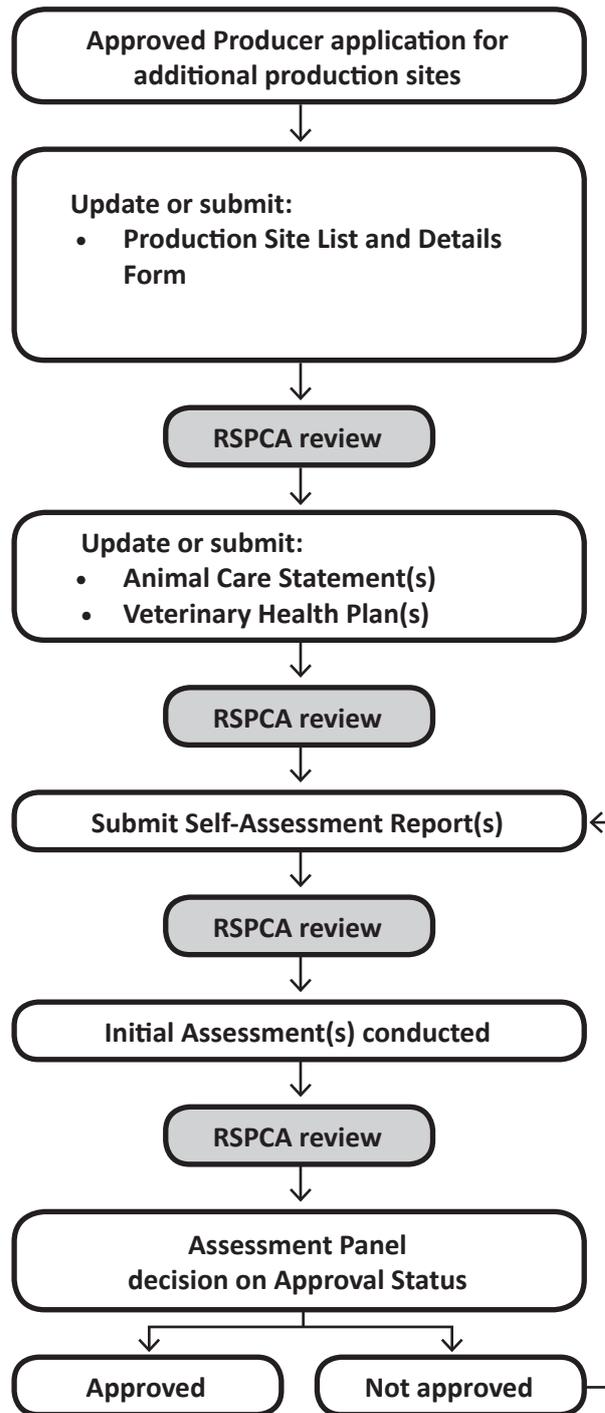
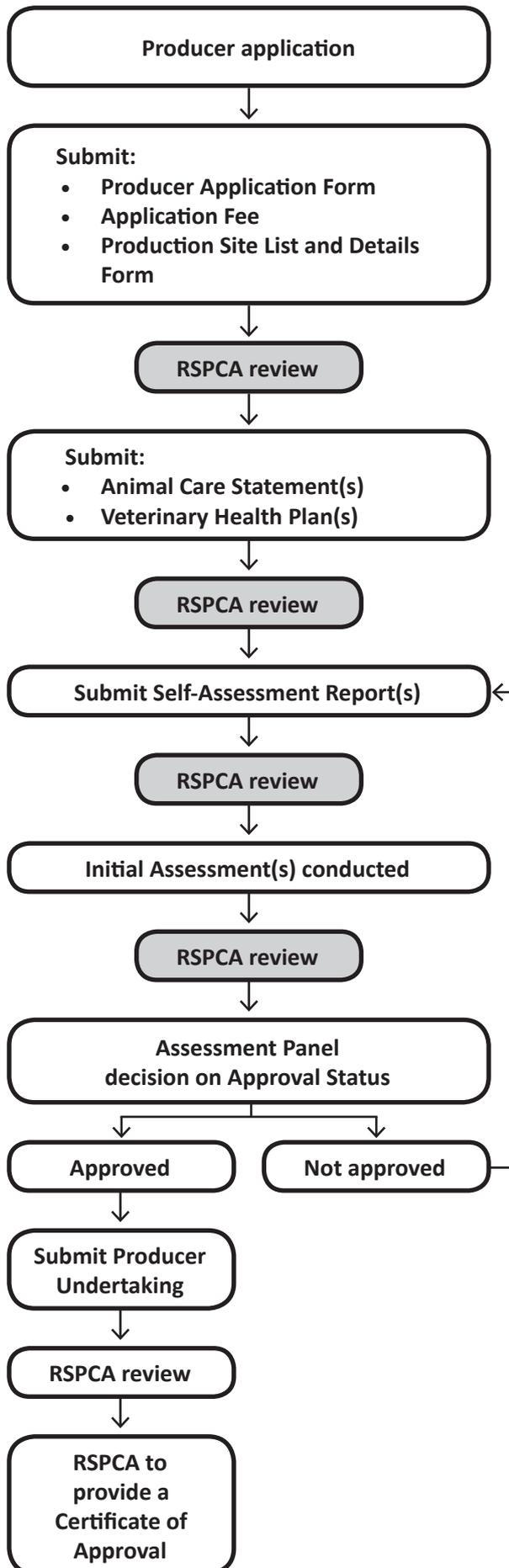
Subject to the submission and satisfactory review of all the above documentation, RSPCA Australia will organise for an Initial Assessment to take place. Should a producer need to postpone an Initial Assessment, notice of the postponement must be provided at least ten business days prior to the proposed Assessment date in order to prevent forfeiture of any Application Fee.

During the Initial Assessment, the Assessor will verify compliance with the Standards applicable to the individual production site. The Assessor will submit a completed Assessment Form to RSPCA Australia. A Compliance Coordinator will review the Assessment Form, and where necessary consult with the Assessor and/or the producer and then submit the Assessment information to the Assessment Panel.

The Assessment Panel will review the information provided by the Compliance Coordinator. The Assessment Panel may request additional information and may delay making a formal decision pending further clarification on particular points. Once the Assessment Panel has formally decided on the Approval Status, this is communicated to the producer by the Compliance Coordinator. Should an application be unsuccessful, the producer may choose to re-apply after ensuring that matters of non-compliance are addressed.

If a producer and/or any individual production site is 'Approved', the producer will then be invited to enter into a Producer Undertaking with RSPCA Australia and subsequently become an Approved Producer under the Scheme. Approved Producers receive a Certificate of Approval confirming participation in the Scheme. After becoming an Approved Producer, products sourced from Approved Production Sites, produced in accordance with the Standards by an Approved Producer, will be regarded as Approved Product and can be marketed under the Logos by a Licensee.

The Application Process



2.3 Notification of animal cruelty charges

A producer applying to participate in the Scheme must undertake to notify RSPCA Australia in writing with the details of any and all animal cruelty related charges or convictions relating to, and/or prosecutions of, individuals or organisations that are to be involved in the Scheme. This includes the management of animals on any individual production site, or any individual shed/shelter under application for approval under the Scheme. It also includes any previous convictions and/or pending prosecutions relating to any offence involving the care, handling, rearing, transport, slaughter or sale of animals.

2.4 Notifiable major events

A notifiable major event includes, but is not restricted to, unusual or unexpected incidences of high mortality or morbidity. Where a major event occurs RSPCA Australia must be notified as soon as possible. RSPCA Australia may subsequently notify the state/territory RSPCA or other animal welfare legislation authority. More detailed definitions of notifiable major events are included in each species-specific Standards.

2.5 Potential breaches of animal welfare legislation

If an Assessor, in the course of completing their duties, observes an act that they reasonably believe may be a breach of the relevant state/territory animal welfare legislation, they will report it to the responsible authority, which will either be the state/territory RSPCA or the relevant animal welfare legislation authority. Relevant written or visual records taken during the Assessment will also be provided to the responsible authority in such circumstances. Any investigation from that point will be conducted in the normal manner by the responsible authority.

2.6 Approved Producer responsibility for compliance

Approved Producers are responsible for compliance with the Standards at all Approved Production Sites whether these sites are company owned and operated, or owned and/or operated by another party under contract with the Approved Producer. This includes ensuring staff members are aware of and thoroughly understand the Standards relating to the Scheme.

2.7 Animal Care Statement and Veterinary Health Plan

The Scheme requires the producer to provide an Animal Care Statement and Veterinary Health Plan. The Animal Care Statement describes the procedures in place for the management of animals, the responsibilities of staff, the features of the operation's infrastructure as well as emergency procedures. The Veterinary Health Plan details animal health related matters such as vaccination programs, use of medicines and biosecurity procedures. Approved Producers are required to re-submit an Animal Care Statement and Veterinary Health Plan each year on the anniversary of receipt of the Certificate of Approval to ensure the information is kept up to date. However, changes to staff or internal policies and/or procedures as listed or referenced in these documents must be immediately brought to the attention of RSPCA Australia as and when they occur.

Existing quality assurance manuals for other programs or accreditation schemes and/or existing standard operating procedures and staff induction/training programs, and records to support production activities may be utilised to meet the requirements of the Standards, provided the specific provisions in the Standards are demonstrated. Equivalence is determined by RSPCA Australia.

2.8 Assessment of compliance

Assessment of compliance to the species-specific standards involves regular on-site assessments according to the schedule outlined in Appendix 2. Compliance and/or non-compliance will be recorded by an Assessor in an Assessment Form. Whilst on-site, an Assessor may take photographs and/or videos and/or request to review relevant records and standard operating procedures, for the purpose of supporting determinations on compliance only.

Failure to allow the taking of photographs and/or videos, and/or the review of records/standard operating procedures, may result in the suspension of approval under the Scheme of a producer and/or a production site.

2.9 Types of Assessment

Assessors may be accompanied by another Assessor and/or other RSPCA staff or Board Members or others during any type of Assessment. This for the purposes of observation, education and/or training. The Assessor and the producer will be advised in good time prior to the Assessment if this is to occur. The purpose of any Assessment is for the Assessor to verify compliance with the Standards applicable to the production site being assessed.

2.9.1 Preliminary Assessment

If a producer requests an Assessment prior to the Initial Assessment, this can be arranged at cost to the producer. A Preliminary Assessment may be used to formally identify areas where applicable standards are not being met in order to make necessary adjustments prior to an Initial Assessment.

2.9.2 Initial Assessment

An Initial Assessment will be scheduled and performed as part of the formal Application Process after RSPCA Australia has received, reviewed and is satisfied with the details of all the required application documentation. The process for addressing non-compliance is the same as for Routine Assessments (as outlined below).

2.9.3 Routine Assessments

Once an Initial Assessment has been conducted and a producer has been Approved, Routine Assessments are conducted. A Routine Assessment is a scheduled Assessment of an Approved Production Site under the Scheme.

Where non-compliance to the Standards is identified during a Routine Assessment, corrective actions and timeframes to address the non-compliance are communicated to the Approved Producer by a Compliance Coordinator. The Compliance Coordinator is responsible for monitoring the producer's completion of any corrective action within the timeframe provided. Non-compliance to the Standards that require immediate action at the time of the assessment will be brought to the attention of the producer's representative present at the time of the Assessment.

2.9.4 Repeat Assessments

A Repeat Assessment is a scheduled Assessment of an Approved Production Site to assess compliance to the Standards after the formal notification of any non-compliance identified during a Routine Assessment. The process for addressing non-compliance is the same as for Routine Assessments.

2.9.5 Unscheduled Assessments

In addition to scheduled Assessments, RSPCA Australia may conduct an Unscheduled Assessment at any time of any Approved Production Site by providing the Approved Producer 12–24 hours' notice of the Assessment in order to meet biosecurity requirements. The process for addressing non-compliance is the same as for Routine Assessments.

2.10 Assessment fees

As a general rule producers are not charged fees for Assessments. The exceptions to this include:

- Preliminary Assessments, where a producer has requested an assessment prior to an Initial Assessment

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- Specially requested Assessments, where a site is not scheduled for an Assessment but one is carried out at the request of a producer
- Repeated Initial Assessments, where a site has failed to gain Approval after at least two Initial Assessments, the producer may be charged a fee for future Initial Assessments of that site.

2.11 Regular submission of data

Participation in the Scheme requires regular submission of specific production data that allows RSPCA Australia to monitor basic production trends of Approved Producers for all Approved Production Sites throughout the period between Assessments. In addition to data relating to the animal welfare requirements of the Scheme, Approved Producers are also required to submit data to assist with traceability and promotion of the Scheme. This information is species-specific and may include, but is not limited to:

- Production and slaughter figures
- Product volumes and types supplied to Licensee(s).

Failure to supply data may result, in some circumstances, in the suspension of approval under the Scheme of a producer and/or a production site.

2.12 Assessment Forms

Assessment Forms are completed by Assessors after all Assessments. Assessment Forms include details of the producer and production site being assessed, persons in attendance at the Assessment, a record of observations, determinations on compliance to the relevant Standards as well as other relevant information. Photographs and/or videos taken during Assessments will be attached to, or submitted with, Assessment Forms.

2.13 Application for an exemption to the Standards

If an exemption to the Standards relates to a procedure or animal management practice, the written application for the exemption should include, but not necessarily be limited to, the following details:

- Why the procedure or practice is required
- What measures have been undertaken in an attempt to avoid the need for the procedure or practice
- Where and when the procedure or practice will be conducted
- Who will perform the procedure or practice and their level of expertise
- Detailed description of the procedure or practice
- Number of animals that will undergo the procedure or practice over a designated time period
- Observations of the animals' behavioural and physical responses during any previous undertaking of the procedure or practice
- A nominated time to review the procedure or animal management practice.

If an exemption to the Standards is to involve changes to the animals' housing or environment, the written application for the exemption should include, but not necessarily be limited to, the following details:

- Detailed description of the proposed housing or environmental feature
- Number of animals that will be affected and how the exemption may affect them
- Length of time required to make required changes and stages/milestones if large infrastructure modifications are proposed.

Depending on the circumstances further information may be required by the Assessment Panel prior to making a decision on any exemption application. The Assessment Panel may set a defined time

period for any exemption to apply. The decisions on exemptions to the Standards are made by the Assessment Panel and are final.

2.14 Approval Status

Approval Status is determined according to compliance with the Standards. Categories of Approval Status include:

- Under Application
- Approved
- Suspended.

Approved Producers may have multiple Approved Production Sites under the Scheme. Each site, or sheds/shelters on that site, may have a different Approval Status depending on whether a site/shed/shelter is undertaking the Application Process or as a result of an individual site/shed/shelter's compliance history.

2.14.1 Under Application

A potential producer or previously Approved Producer (or Approved Production Site) re-applying to the Scheme will be given the status of Under Application during an Initial Assessment.

2.14.2 Approved

An Approved Producer or Approved Production Site that is compliant with the Scheme requirements as per the Operations Manual and relevant Standards will be given the status of Approved.

2.14.3 Suspended

A previously Approved Producer or Approved Production Site that has been Suspended from the Scheme by the Assessment Panel as a result of non-compliance to the relevant Standards and/or Scheme requirements as per the Operations Manual. Approved Producers will be informed in writing of any decision regarding suspension. Decisions on periods of suspension will be at the discretion of the Assessment Panel.

The restoration of a producer/production site to a status of Approved will only be considered when issues of non-compliance have been resolved and all criteria for the Scheme have once again been met in full. In the case of suspension due to lack of a Licensee to market Approved Product from an Approved Producer, the suspension may subsequently be lifted when an appropriate alternative marketing avenue is found. The decisions on suspension from the Scheme are made by the Assessment Panel and are final.

2.15 Cancellation of approval

An Approved Producer will be informed in writing of any decision regarding cancellation of their approval under the Scheme and/or any Approved Production Site/s. The decisions on all cancellation of approval under the Scheme are made by the RSPCA Australia and are final.

Reasons for cancellation of approval may include:

- An Approved Producer enters into receivership or similar status
- Actions taken which directly contravene RSPCA Australia Policies
- Systemic, repeated and/or on-going animal welfare issues
- Confirmed breach/es of animal welfare legislation
- Failure to enable adherence to the required Assessment Schedule (see Appendix 2).

2.16 Withdrawal from the Scheme

An Approved Production Site may withdraw their participation in the Scheme at any stage for any reason. An Approved Producer may also at any stage and for any reason withdraw their participation in the Scheme. However, Approved Producers must submit also a notice of withdrawal in writing, providing a minimum of 60 days' notice. Receipt of the notice will be acknowledged in writing by RSPCA Australia and withdrawal will become effective upon expiration of the 60 days or less if agreed by RSPCA Australia.

2.17 Re-application to the Scheme

Any previously Approved Producer and/or previously Approved Production Site wishing to re-enter the Scheme will be required to re-apply to the Scheme as per the Application Process. This includes circumstances of cancellation of Approval, and withdrawal of participation and hence Approval, under the Scheme.

2.18 Responsibilities of Approved Producers

2.18.1 Complying with the Standards, Operations Manual and Producer Undertaking

Approved Producers must ensure their operations are managed in compliance with the relevant Standards, Operations Manual and Producer Undertaking and directions from the Compliance Coordinators and Assessment Panel. Approved Producers are required to immediately report to RSPCA Australia any changes to staff and/or the management practices and procedures documented on their most recent Animal Care Statement, Veterinary Health Plan, Standard Operating Procedures, staff induction/training programs or other documentation and subsequently update this documentation accordingly. Approved Producers must ensure, and may be requested to demonstrate, that their internal procedures, programs and documentation do not conflict with RSPCA Policy and/or the Standards.

2.18.2 Cooperation with RSPCA Australia

Cooperation between RSPCA Australia and producers is essential to the success of the Scheme. In participating in the Scheme, the producer must:

- Provide true and accurate information
- Respond to communications regarding the Scheme in a timely and appropriate manner
- Provide all other requested information in relation to the Scheme as required.

RSPCA Australia will always be as helpful as possible in assisting producers to comply with Scheme requirements.

Any internal documentation provided to RSPCA Australia from a producer, and/or any photographs and/or videos taken whilst conducting an Assessment, will be treated with strictest confidence.

2.18.3 Making appropriate approval claims

Approved Producers may only make approval claims to Licensees for products produced in compliance with the Standards and the Operations Manual. It must not be implied that these claims can be extended to any animal produced, sites operated and/or products produced by the Approved Producer, which are not Approved under the Scheme.

2.18.4 Protecting RSPCA Australia's reputation

Approved Producers must protect RSPCA Australia and the Scheme from disrepute by making only accurate claims about the Scheme, its Standards and procedures. RSPCA Australia must be immediately notified of any activity the Approved Producer becomes aware of which has the

potential to adversely impact RSPCA's reputation. This includes the formal notification of any trial or research activities being undertaken on any Approved Production Site.

2.18.5 Discontinuing use of approval claims

If a producer is 'Suspended' or their approval is 'Cancelled', the producer must immediately discontinue use of the approval claims. If the Approved Producer has issued notice of withdrawal from the Scheme, the operation must discontinue use of the approval claims at the expiration of the 60 days' notice period or less if agreed by RSPCA Australia.

2.18.6 Change of ownership

Where an Approved Producer, and/or any Approved Production Site/s, is intended to be sold or otherwise have its ownership transferred, the current Approved Producer or Approved Production Site owner must notify RSPCA Australia prior to the intended sale or transfer. If the new owner wishes to maintain the Approved status, an application must be made in writing to RSPCA Australia. Continuance of the 'Approved' status will be at the discretion of RSPCA Australia.

2.18.7 Change of Approved Producer

Where any Approved Production Site/s change their contractual arrangements to wholly supply an alternative Approved Producer, the following must occur in order for the site/s to maintain an 'Approved' status under the Scheme:

- The current Approved Producer must notify RSPCA Australia of the scheduled date of the current contract/s end or the date of transfer of the existing contract to the alternative Approved Producer.
- The Approved Producer taking the site/s under contract must notify RSPCA Australia of their intention to maintain the 'Approved' status of the site/s under the Scheme.

Continuance of the 'Approved' status will be at the discretion of RSPCA Australia. In these circumstances, RSPCA Australia will continue to consider the Approved Production Site/s as a going concern and Assessment Panel decisions made on the Approval Status of the site/s will be based utilising all available information, including that developed prior to the change in supply arrangements. It is the responsibility of the Approved Producer taking any Approved Production Site/s under contract to obtain all relevant information relating to the site/s participation in the Scheme to date.

2.18.8 Dispute resolution

If a producer has a complaint about a change to any of their production site's Approval Status, or the failure for any production site to be 'Approved', then this must be submitted in writing to RSPCA Australia. The Chief Executive Officer of RSPCA Australia or its nominee and a nominee of the Approved Producer must negotiate in good faith to try to resolve the dispute.

If, after 30 days of negotiation in good faith or longer period agreed between the parties, an issue cannot be resolved, either party may refer the dispute for mediation to a referee agreed upon by the parties. If no such person can be agreed upon, the dispute must be referred to the Australian Commercial Disputes Centre Limited. The costs of mediation will be shared equally between the parties, and each party will be responsible for its own costs incurred in and by the dispute. Pending resolution of the dispute, the production site shall remain as per the Approval Status decided by RSPCA Australia.

3 INFORMATION FOR LICENSEES

3.1 Licensee Application Process

A Licensee is permitted to use the Logos on the Approved Product and associated marketing materials. A company interested in becoming a Licensee must advise in writing that it wishes to become a licensee. As part of the Application Process, the company will be required to advise RSPCA Australia of the Approved Producers that will supply the product to be marketed under the Scheme. Should the written Application be accepted, the company is invited to enter into a Trademark Licence Agreement with RSPCA Australia.

3.2 Trademark Licence Agreement

A Trademark Licence Agreement (the Agreement) is a legally binding contract and includes requirements regarding use of Logos. The RSPCA receives payment from Licensees and these payments are also detailed in the Agreement. The Scheme is run on a not-for-profit model, with all fees being used to manage and promote the Scheme, including the costs of assessing Approved Production Sites. Trademark Licence Agreements are generally for a two-year period. 60 days before the end of the contract term the Licensee will be contacted by RSPCA Australia regarding the negotiation of a new Trademark Licence Agreement.

3.3 Termination of the Agreement

The Trademark Licence Agreement details circumstances which may lead to termination of the Agreement. These include:

- Marketing of non-Approved Product as Approved Product (substitution)
- The failure to provide required data by the due date
- The failure to pay fees by the due date
- The Licensee enters into administration/receivership
- Incorrect use of the Logos.

3.4 Responsibilities of Licensees

The responsibilities of Licensees are detailed in the Trademark Licence Agreement and include but are not limited to:

- Correct use of the Scheme's marks and/or the Logos
- Provision of associated packaging and marketing materials/artwork for approval
- Making appropriate approval claims
- Provision of required information
- Protecting RSPCA Australia's reputation
- Discontinuing use of approval claims
- Conducting an annual mock recall
- Payment of fees.

3.4.1 Correct use of the Scheme's mark and/or the Logos

The marks and the Logos must be used as per the Style Guide.

3.4.2 Making appropriate approval claims

Licensees may only make approval claims for Approved Products: that is, product supplied by an

Approved Producer and produced in compliance with the Standards. It must not be implied that these claims can be extended to any non-Approved Product marketed by the Licensee.

3.4.3 Provision of information

Cooperation between RSPCA Australia and Licensees is essential to the success of the Scheme. In applying to participate in the Scheme, potential licensees must:

- Provide true and accurate information.
- Respond to communications regarding the Scheme in a timely and appropriate manner.
- Provide all other requested information in relation to the Scheme as required.

3.4.4 Protecting RSPCA Australia's reputation

Licensees must protect RSPCA Australia and the Scheme from disrepute by making only accurate claims about the Scheme, its standards and procedures.

3.4.5 Discontinuing use of approval claims

If a Trademark Licence Agreement is terminated or the Licensee withdraws from the Scheme, the Scheme's marks and the Logos must be removed from all products and from all marketing materials as per the requirements under the Agreement.

3.4.6 Payment of fees

Fees must be paid according to the requirements of the Trademark Licence Agreement.

APPENDIX 1

Sectors of the supply chain covered under the Scheme

Pigs

Supply chain sector	Details
Replacement breeding stock suppliers	The Scheme includes basic standards for the sourcing of replacement breeding stock onto Approved farms. <i>Note: RSPCA Australia does not formally approve replacement pig breeding companies.</i>
Breeding stock	The Scheme includes standards for the housing and management of pig breeding stock. All Approved Product must have been sourced from an Approved Producer where the breeding pigs are kept according to the Standards.
Growing period	The Scheme includes standards for the growing process. All Approved Product must come from pigs that have been grown according to the Standards by an Approved Producer.
Loading	The Scheme includes standards for the loading process. All Approved Product must have been sourced from an Approved Producer where the pigs have been loaded for transport according to the Standards.
Transport	The Scheme includes standards for the transport process. All Approved Product must have been sourced from an Approved Producer where the pigs have been transported according to the Standards. <i>Note: RSPCA Australia does not formally approve transport operators.</i>
Slaughter	The Scheme includes standards for the slaughter of pigs. All Approved Product must have been sourced from an Approved Producer where the pigs have been slaughtered according to the Standards. <i>Note: RSPCA Australia does not formally approve slaughter facilities.</i>
Marketing of product	Only Licensees are authorised to market Approved Product.

Layer Hens

Supply chain sector	Details
Breeding stock	The Scheme does not currently include standards for the housing and management of layer hen breeding stock. <i>Note: RSPCA Australia does not formally approve layer hen breeder sites.</i>
Hatchery	The Scheme does not currently include standards for the operation and management of hatcheries. <i>Note: RSPCA Australia does not formally approve hatchery sites.</i>
Transport from hatchery or rearing facility	The Scheme does not currently include standards for the transport of chicks from hatchery to rearing facility. <i>Note: RSPCA Australia does not formally approve transport operators.</i>

Rearing	<p>The Scheme includes standards for the rearing of pullets. Egg producers are encouraged to source pullets from rearing systems that have been assessed to be compliant with the RSPCA Approved Farming Scheme Standards - Pullets (Layer Hens).</p> <p><i>Note: RSPCA Australia does not formally approve pullet rearing sites.</i></p>
Laying period	<p>All Approved Product must have been sourced from an Approved Producer where the birds are kept according to the Standards.</p>
Depopulation	<p>The Scheme includes standards for the depopulation process.</p> <p>Depopulation is not assessed at this point in time.</p> <p><i>Note: RSPCA Australia does not formally approve catching operators.</i></p>
Transport to slaughter	<p>The Scheme includes standards for the transport of birds.</p> <p>Transport to slaughter is not assessed at this point in time.</p> <p><i>Note: RSPCA Australia does not formally approve transport operators.</i></p>
Slaughter	<p>The Scheme includes standards for the slaughter of birds.</p> <p>Slaughter is not assessed at this point in time.</p> <p><i>Note: RSPCA Australia does not formally approve slaughter facilities.</i></p>
Marketing of product	<p>Only Licensees are authorised to market Approved Product.</p>

Meat chickens and turkeys

Supply chain sector	Details
Breeding stock	<p>The Scheme does not currently include standards for the housing and management of meat chicken and turkey breeding stock.</p> <p><i>Note: RSPCA Australia does not formally approve meat chicken or turkey breeder sites.</i></p>
Hatchery	<p>The Scheme includes basic record keeping standards for sourcing of birds from the hatchery.</p> <p><i>Note: RSPCA Australia does not formally approve hatchery sites.</i></p>
Transport from hatchery or rearing facility	<p>The Scheme includes basic record keeping standards for transport of birds from the hatchery.</p> <p><i>Note: RSPCA Australia does not formally approve transport operators.</i></p>
Brooding period	<p>The Scheme includes standards for the brooding process. All Approved Product must have been sourced from an Approved Producer where the birds are kept according to the Standards.</p>
Growing period	<p>The Scheme includes standards for the growing process. All Approved Product must have been sourced from an Approved Producer where the birds are kept according to the Standards.</p>
Catching	<p>The Scheme includes standards for the catch process. All Approved Product must have been sourced from an Approved Producer where the birds have been caught according to the Standards.</p> <p><i>Note: RSPCA Australia does not formally approve catching operators</i></p>

Transport to slaughter	The Scheme includes standards for the transport of birds. All Approved Product must have been sourced from an Approved Producer where the birds have been transported to slaughter according to the Standards. <i>Note: RSPCA Australia does not formally approve transport operators.</i>
Slaughter	The Scheme includes standards for the slaughter of birds. All Approved Product must have been sourced from an Approved Producer where the birds have been slaughtered according to the Standards. <i>Note: RSPCA Australia does not formally approve slaughter facilities.</i>
Marketing of product	Only Licensees are authorised to market Approved Product.

Farmed Atlantic Salmon

Supply chain sector	Details
Breeding stock	The Scheme includes standards for breeding animals however salmon breeder sites are not assessed unless they are under ownership of an Approved Producer which also owns the fish during the growing period. Where this applies, for Approved Product, the breeding fish must be kept according to the Standards. <i>Note: RSPCA Australia does not formally approve breeder sites.</i>
Hatchery	The Scheme includes standards for hatcheries, however hatcheries are not assessed unless they are under ownership of an Approved Producer which also owns the fish during the growing period. Where this applies, for Approved Product, eggs and fish of all developmental stages must be kept according to the Standards. <i>Note: RSPCA Australia does not formally approve hatchery sites.</i>
Transport from hatchery	The Scheme includes standards for the transport of fish from the hatchery. All Approved Product must have been sourced from an Approved Producer where the fish have been transported from the hatchery according to the Standards. <i>Note: RSPCA Australia does not formally approve transport operators.</i>
Growing period	The Scheme includes standards for the growing process. All Approved Product must have been sourced from an Approved Producer where the fish are kept according to the Standards.
Transport to slaughter	The Scheme includes standards for the transport of fish to slaughter. All Approved Product must have been sourced from an Approved Producer where the fish have been transported to slaughter according to the Standards. <i>Note: RSPCA Australia does not formally approve transport operators.</i>
Slaughter	The Scheme includes standards for the slaughter of fish. All Approved Product must have been sourced from an Approved Producer where the fish have been slaughtered according to the Standards. <i>Note: RSPCA Australia does not formally approve slaughter facilities.</i>
Marketing of product	Only Licensees are authorised to market Approved Product.

APPENDIX 2

Assessment schedule

Once a producer, or production site, is Approved, RSPCA Australia will coordinate a schedule of Assessments as outlined in the following table.

Pigs
Two Assessments in each 12 month period.
Layer hens, meat chickens and turkeys
Four Assessments in the first 12 month period. At least two, and up to four, Assessments in each 12 month period after that.
Farmed Atlantic salmon
Minimum one Assessment in each 12 month period of specific fish handling procedures occurring in freshwater and marine stages.

APPENDIX 3

Traceability Policy

Date of Issue: September 2016

Issue: 04

INTRODUCTION

RSPCA Australia (the RSPCA) wishes to ensure the effective management of the Chain of Custody for RSPCA Approved Products and the protection of consumers and the RSPCA brand against deceptive marketing practices in relation to animal welfare practices.

The RSPCA Approved Farming Scheme Standards Operations Manual requires that producers, manufacturers and licensees have procedures in place to ensure that only Approved Products, sourced from an Approved Producer, can be marketed as RSPCA Approved.

The RSPCA requires Approved Producers and Licensees to have documented procedures in place in relation to the traceability of products marketed under the RSPCA Approved Farming Scheme to ensure the integrity of the Chain of Custody.

The RSPCA recognises that industry should already have processes in place to manage traceability through a variety of Quality Assurance (QA) programs, thus the requirements of this policy are expected to be integrated with existing QA programs and practices.

The RSPCA encourages Approved Producers, Licensees and businesses handling RSPCA Approved Product to continuously improve traceability processes implemented from the farm gate to the retail outlet to preserve the integrity of the Chain of Custody.

This policy sets out the expectations of the RSPCA and provides guidance to Approved Producers, Licensees and manufacturers with the aim of providing a consistent, whole of chain approach.

1 SCOPE

This policy applies to all Approved Producers, Licensees and all sectors of the supply chain from on farm; transport; processing/further processing, packaging and labelling through to distribution. It applies to any supplier who provides a product labelled or marketed to contain RSPCA Approved product.

Businesses who are not Approved Producers or Licensees but supply and handle RSPCA Approved Product are expected to comply with the requirements of this policy.

This policy is based on the requirements of ISO 22005 Traceability in the feed and food chain (2007).

2 DEFINITIONS

2.1 Approved Producer

Once a producer has successfully applied to participate in the Approved Farming Scheme and has signed a Producer Undertaking, the producer is an Approved Producer. Approved Producers agree to abide by the Standards for all animal production covered under the Scheme. An Approved Producer may have one or more Approved Production Sites under the Scheme.

2.2 Approved Product

Once an Approved Producer enters into a Producer Undertaking with RSPCA Australia, product sourced from animals from RSPCA Approved Production Sites and in accordance with the Standards is regarded as RSPCA Approved Product.

2.3 Chain of Custody

Refers to an information trail about the path taken by products from the farm to the consumer, including each stage of processing, transformation, manufacturing and distribution where progression in the supply chain involves a change of ownership.

2.4 Licensee

After entering into a Trademark Licence Agreement with RSPCA Australia, Licensees source and market Approved Product and may use the Logos on Approved Product and associated marketing materials in accordance with the Style Guide (available from RSPCA Australia). The Trademark Licence Agreement requires the Licensee to ensure that the Logos are only used on Approved Products. It is the Licensee's responsibility to ensure they have a process in place with supporting documentation to verify this.

A Licensee can be:

- An Approved Producer marketing their own Approved Products.
- A group of Approved Producers marketing their Approved Product(s) together under the one brand name via a cooperative or similar structure.
- A brand owner that sources and markets Approved Products or products containing Approved Products.

An Approved Producer may supply directly to a Licensee or may supply a manufacturer or other business for further processing or handling of product. This manufacturer may or may not be a Licensee. Regardless, it is expected the manufacturer or other business complies with the requirements of this policy for RSPCA Approved products. It is the responsibility of the Approved Producer or Licensee to ensure this policy is shared with suppliers and customers of RSPCA Approved product.

2.5 Mass Balance

Means a comparison of the input and output of a process.

APPENDIX 3

In the context of the RSPCA, means the analysis of data including, but not limited to, on-farm production, transport to process plant, slaughter, manufacturing and processing, to retail with the aim of checking that only animals under the RSPCA Approved Farming Scheme are used in the Approved Products.

2.6 Traceability

Means the ability to follow the movement of a food through specified stage(s) of production, processing and distribution.¹

2.7 Traceability Check

Means a demonstration by the business of its ability to track an Approved Product at least one step forward and one step back in the supply chain. The traceability check must be documented and the records provided to the RSPCA on request.

2.8 Traceability System

Means the totality of data and operations that is capable of maintaining desired information about a product and its components through all or part of its production and utilization chain.²

3 RSPCA REQUIREMENTS

3.1 Objectives

The RSPCA objective with respect to the Chain of Custody is: the protection of consumers and the RSPCA brand against deceptive marketing practices in relation to animal welfare practices, to ensure only products sourced from RSPCA Approved Production Sites are marketed and sold as RSPCA Approved Product.

3.2 Management Responsibility

The Licensee and all parties handling RSPCA Approved Product shall assign responsibility for overseeing the management and application of the traceability system and traceability data, including all parties within the supply chain handling Approved Product.

The Licensee and all parties handling Approved Product shall ensure that the business has communicated responsibilities for traceability to the appropriate personnel within the organisation.

The Licensee and all parties handling Approved Product shall ensure that appropriate resources are assigned within the organisation to support the effective application of the traceability system.

¹ Definition taken from ISO 22005

² Definition taken from ISO 22005

3.3 Regulatory Requirements

The Licensee and all parties handling RSPCA Approved Product shall ensure they have identified the relevant regulatory and policy requirements to be met by the traceability system. This could include, but is not limited to, the Australia New Zealand Food Standards Code (the Code)³ and the Competition and Consumer Act 2010.⁴

3.4 Documentation

The Licensee and all parties handling RSPCA Approved Product shall develop and manage documentation to support the traceability system. This could be incorporated into existing QA/management systems or could be set out in a Traceability Plan.

3.5 Chain of Custody

The Licensee and all parties handling RSPCA Approved Product shall identify the Approved Product(s) and finished products (containing Approved Products) for which they have responsibility.

The Licensee and all parties handling Approved Product shall be able to identify at any specified stage of the supply chain from where the Approved Products and products to be marketed as RSPCA Approved came from (one step back) and to where the resulting product(s) went (one step forward).

3.6 Sourcing Materials

The Licensee and all parties handling RSPCA Approved Product shall have in place a process to ensure that only Approved Product is sourced for use. In the event of a shortage from an Approved Producer, product must only be sourced from an alternative Approved Producer.

3.7 Processing/Manufacture

The Licensee and all parties handling RSPCA Approved Product must have a process in place for identification of Approved Product to distinguish it from non-Approved Product and for separation/segregation of production/processing of Approved Product from non-Approved Product, including changeover.

Product which is not able to be clearly identified as Approved Product must not be used.

3.8 Non-compliance and Corrective Action

The Licensee and all parties handling RSPCA Approved Product shall document procedures to deal with non-compliance in the traceability system, including corrective action processes to address issues such as potential mixing of Approved and non-Approved Products.

³ <http://www.foodstandards.gov.au/code/Pages/default.aspx>

⁴ http://www.austlii.edu.au/au/legis/cth/consol_act/caca2010265/index.html#s178

APPENDIX 3

3.9 Reconciliation

Where appropriate, the Licensee and all parties handling RSPCA Approved Product shall conduct a reconciliation of farm production figures versus sales figures for the Approved Products.

Where appropriate, the Licensee and all parties handling Approved Product shall conduct a mass balance exercise to test and challenge the traceability system.

3.10 Monitoring

The Licensee and all parties handling RSPCA Approved Product shall have a monitoring scheme in place for the traceability system. Monitoring shall be conducted at the frequency specified by the RSPCA.

The Licensee and all parties handling Approved Product shall conduct an annual Traceability Check to test the traceability systems in place. The outcomes of the check shall be documented and any opportunities for improvement addressed.

The RSPCA or a third party appointed by the RSPCA may conduct a Traceability Check on a product nominated by the RSPCA to test the preparedness of the Licensee.

Outcomes of the Traceability Check will be discussed with the Licensee and all parties handling Approved Product and any opportunities for improvement documented and actioned within agreed timeframes.

3.11 Training

The Licensee and all parties handling RSPCA Approved Product shall have a training plan or process for personnel who can affect the traceability system to ensure that they are adequately trained and informed.

The Licensee and all parties handling Approved Product shall have processes in place to communicate RSPCA requirements to staff who have responsibility for, or can impact upon, the traceability system.

3.12 Review

The Licensee and all parties handling RSPCA Approved Product shall have a process in place for review of the traceability system at appropriate intervals or whenever changes are made to the processes in which Approved Products are used. This will encourage continuous improvement of the traceability system/process.

3.13 Food Recall/Withdrawal

The Licensee and all parties handling RSPCA Approved Product shall have a documented Food Recall plan in place in the event that a recall/withdrawal is required due to a breakdown in the chain of custody.

3.14 Requirement to Notify RSPCA

The Licensee and all parties handling RSPCA Approved Product shall notify the RSPCA within one (1) business day of any breach of the chain of custody that may result in non-Approved Product being supplied under the Logos.

Further information on this policy can be obtained by contacting:

RSPCA Australia
PO Box 265
Deakin West ACT 2600
02 6282 8300
approvedfarming@rspca.org.au

GLOSSARY OF TERMS

Animal Care Statement

Animal Care Statement describes the procedures in place for the management of animals and staff, the responsibilities of those staff, features of the operation's infrastructure and emergency procedures.

Application Process

Process of a producer or licensee applying to become Approved under the Scheme.

Approval Status

Categories of Approval Status include Under Application, Approved or Suspended describing an individual production site's status of approval under the Scheme.

Approved Producer

Once a producer has successfully applied to participate in the Scheme and has signed a Producer Undertaking, the producer is an Approved Producer. Approved Producers agree to abide by the Standards for all animal production covered under the Scheme. An Approved Producer may have one or more Approved Production Sites under the Scheme.

Approved Product

Once an Approved Producer enters into a Producer Undertaking with RSPCA Australia, product produced in line with the Standards sourced from Approved Production Sites is regarded as Approved Product.

Approved Production Site

A production site that has been assessed as compliant with the Standards and which continue to demonstrate this through the Assessment schedule.

Assessment

An Assessment is a visit by an RSPCA Assessor to a relevant site within the supply chain for the purpose of assessing compliance to the Standards.

Assessment Form

Assessment Forms include details of the producer and production site being assessed, persons in attendance at the Assessment, a record of Assessment observations, and determinations on compliance to the relevant Standards as well as other relevant Assessment information and observations. Photographs and/or videos taken during Assessments will be attached to, or submitted with, Assessment Forms.

Assessment Panel

The Assessment Panel provides oversight for the Application Process as well as determining the Approval Status of producers and production sites.

Assessor

Assessors are appointed by RSPCA Australia to undertake Assessments and complete Assessment Forms.

GLOSSARY OF TERMS

Certificate of Approval

Approved Producers are provided with a Certificate of Approval which provides proof of their participation in the Scheme.

Chain of Custody

An information trail about the path taken by products from the farms to the consumer, including each stage of processing, transformation, manufacturing, and distribution where progression in the supply chain involves a change of ownership.

Licensee

After entering into a Trademark Licence Agreement with RSPCA Australia, Licensees source and market Approved Product and products containing Approved Product and may use the Logos on the Approved Product or products containing Approved Product and associated marketing materials in accordance with the Style Guide.

Operations Manual

The Operations Manual details the operation of the Scheme for both producers and licensees.

Producer

Producer of farmed animals which may, or may not, be Approved Producers under the Scheme.

Producer Application Form

A producer wishing to participate as an Approved Producer under the Scheme must complete a Producer Application Form.

Producer Application Pack

The producer application pack includes documentation relevant to the Scheme, as well as the Producer Application Form.

Producer Undertaking

Once a producer has met the application requirements and has been formally assessed as being compliant with the Standards, the producer must sign a Producer Undertaking to become an Approved Producer. By signing the Producer Undertaking, the producer agrees to meet all the requirements of the Scheme on an on-going basis.

Production Site

A site of a producer, where animals are bred and/or raised for production purposes, and which may, or may not, be 'Approved' under the Scheme. Approved Producers will receive formal notification from RSPCA Australia of the Approval Status of production sites under the Scheme.

Production Site List and Details Form

Outlines required details for production sites.

The Logos

Refers to the RSPCA Approved Farming Logos which are the official trademarked logos for the Scheme. Licensees are authorised to use the Logos on packaging for Approved Product and in marketing materials for Approved Product.

The Scheme

Refers to the RSPCA Approved Farming Scheme.

The Standards

Refers to the RSPCA Approved Farming Scheme Standards which outline the requirements for the care and welfare of the animals in the Scheme. Specific Standards apply to each species covered by the Scheme.

The Style Guide

Refers to the RSPCA Approved Farming Scheme Style Guide which outlines how Licensees are authorised to use the Logos on packaging for Approved Product and in marketing materials for Approved Product.

Traceability

The ability to follow the movement of a food through specified stage(s) of production, processing and distribution⁵.

Trademark Licence Agreement

An agreement between RSPCA Australia and a Licensee.

Veterinary Health Plan

The Veterinary Health Plan details animal health related matters such as vaccination programs, use of medicines and biosecurity procedures.

⁵ Definition taken from ISO 22005



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