Specific Certification Conditions
Multisite processes GMP+

You wish to have your company certified in a multi-site-oriented approach. This requires the fulfillment of specific accreditation-related requirements, which can be taken from the following points. If individual criteria are not met, each company / organization unit must be individually certified.

Multisite certification is possible (OPTION 1):

a. At a participant with a main office with 100% subsidiaries, or

b. At a group of companies which have joined together as a quality community.

Note:
A multi-site organization does not have to be a unique legal entity, but all multi-site locations must have a legal or contractual link with the main office of the multi-site organization and be subject to a common management system, which is laid down, established and subject to continuous announced surveillance and internal audits by the main office. This means that the main office has rights to require that the multi-site locations implement corrective actions when needed in any multi-site location. Where applicable this must be set out in a formal agreement between the main office and the multi-site locations.

Multi-site certification is not to be used if various independent companies have joined together in a branch organization, union, federation, association, via an independent consultancy office or similar. See GMP+ F.02 definition list also.

Multi-site certification is not permitted for the scopes* (including Country Notes and FRA Scopes):

- Production of Compound Feed
- Production of Premixtures
- Production of Feed Materials
- Production of Feed Additives

Multi-site certification is permitted for all scopes* of (including Country Notes and FRA Scopes):

- Trade in feed
- Storage and Transshipment of feed
- Transport of feed
- Affreightment

* Detailed description of scopes see GMP+ F0.3 scopes for certification

Note:
A transport company can only be certified under multi-site requirements if the transport company carries out all the transport of GMP+ assured feed for the main office exclusively. If this is not the case the transport company must be independently certified.

A) General requirements

1) Commitments within the matrix

a. The multi-site organization falls under the same quality system which is managed by the main office. This quality system complies with the relevant GMP+ standards and there must be compliance at all multi-site locations with the relevant GMP+ requirements

b. The same methods and procedures are used at all the locations.

c. Corrective actions may be imposed from the main office on multi-site locations.

d. There must be a written agreement between the participating multi-site locations and the main office. This agreement must be signed by all the participating parties and the signed agreement must be present at the main office and available to the auditor. The statement will include at least:

   1. a commitment by the multi-site location to the main office that it will comply with the requirements set in the quality system.

   2. that corrective actions imposed by the main office are binding

   3. that the above applies to all feed activities (and therefore those which are carried out more or less independently).

e. All the multi-site locations are included in the program of internal audits. The internal audit must be performed 1 x per year at all multi-site locations.

f. The main office must show that it is able to collect data from every multi-site locations, to analyse the data and, where necessary, to implement changes with respect to:

   1. System documents and changes

   2. Management review

3. Complaints handling
4. Corrective actions
5. Planning of internal audits and improvement measure

g. In case of unprocessed products all multi-sites locations must be located in the same country or in the bordering regions of neighbouring countries.

2) Obligations of the matrix towards the certification body

Before an initial certification audit can take place, a unique certification agreement/certification agreement template including the main office and the multi-site locations must be concluded and also the internal audit report must be available to be handed over to the Certification Body for assessment.
If the GMP+ scope of the main site differs from that of the sites/companies, the main site must also be certified for the relevant scopes of the site(s).
This means for example: If the main office is certified for a production scope and the multi-site locations are certified for a transport scope and/or a trading scope, the main office must also be certified for this scope (transport and/or trade) because the management and control of the feed safety management system lies centrally at the main office.

B) Certification

Audit frequency for a multi-site organization:

- With a main office and **equal or less than 20 multi-site locations**, all multi-site locations must be audited at least **once during one certification cycle**.
- With a main office and **more than 20 multi-site locations**, all multi-site locations must be audited at least **once during two consecutive certification cycles**.
- The **main office** must be audited **annually**.

If a new multi-site location joins a multi-site organization, an assessment of the relevant subjects must take place **at the main office** and the new multi-site location must be audited before adding the location into the multisite construction.

If non-conformities are observed at the main office, these non-conformities apply to the whole GMP+ multi-site organization.
If non-conformities are observed at the level of a location, this can influence the location and/or the main office. This is to be assessed through the Certification Body. Audit findings of the individual multi-sites must be considered indicative of the entire system and correction must be implemented accordingly.

The Certification Body must provide a written GMP+ audit report for each multi-site location being audited. It is also possible to integrate it into the GMP+ audit report of the main office. If this is the case an overview must be included in the GMP+ audit report of the main office showing when all the locations / companies were audited. In both cases, a conform or a nonconform GMP+ checklist for each multi-site location must be uploaded in the GMP+ Company Database.

Only one certificate (or, if applicable, only one temporary approval) is issued for the multisite certification. This certificate shall be accompanied by an annex listing the companies included in the multisite certification. The individual sites or companies may also receive a certificate with the note "Applies only in conjunction with the main site certificate".