



AGW Standards for Distributors and Processors

Distributors and processors are a vital part of the supply chain to ensure that products certified to an AGW program reach their customers, whether this is via retail stores, restaurants, direct to customer or other outlets. As part of your certification you will be required to complete an AGW Distributors and Processors Questionnaire and a Single Ingredient Product Specification Form (SIPS) and/or a Multi Ingredient Product Specification Form (MIPS).

These standards apply to facilities that process AGW-certified products. To ensure the identity and traceability of AGW products is maintained, distributors and processors must meet the following standards.

1.0 Record keeping

1.0.1 There must be records to demonstrate the status of products in the AGW program being audited, and these must cover all stages of distribution and processing.

1.0.2 Records must ensure that AGW-certified products can be traced from arrival at the distributor or processor's site through processing to their final destination.

1.0.2.1 Records ensure an input/output balance can be carried out on a product with an AGW seal.

1.0.3 Records must be made available on request to the AGW auditor and be retained for at least two years.

1.1 Receipt of goods

1.1.1 A list of current suppliers along with current copies of their AGW or equivalent certificate must be held on file.

1.1.2 Goods received must be verified at the point of delivery according to the AGW program they are intended for.

1.1.3 Records of goods received need to include: invoices, delivery notes, supplier details, product details, quantities, date and batch code. They must be clearly identified according to the AGW program they are certified for.

1.2 Storage

1.2.1 Products certified under individual AGW programs must not be mixed and must be identifiable in storage.

Note: Storage standards apply to unprocessed and processed products in all programs.

1.3 Processing

- 1.3.1 Processing records must be kept and show ingredients, quantities, date, batch code, and show the amounts of finished product produced.
- 1.3.2 Finished products must be clearly identified according to the AGW program they are certified for.

1.4 Dispatch

- 1.4.1 Dispatch records must show product details, quantity, destination, date of dispatch and batch codes.
- 1.4.2 Invoices and packing slips must show that products are AGW certified.

2.0 Food safety and other regulation

- 2.0.1 Food safety protocols must be in place and implemented.
- 2.0.2 If any food safety issues are recorded with AGW products e.g. from microbiological testing, the supplier and the AGW office must be informed immediately.
- 2.0.3 Recall procedures must be in place.

3.0 Approving processed products

- 3.0.1 The specification for processed AGW certified products must be approved before production begins.
 - 3.0.1.1 The specification must include, the supplier, product name, ingredients, additives, processing aids, the AGW status of the ingredients and details of the production process.
- 3.0.2 If the product specification changes, such as using a new supplier or a different ingredient, an updated specification must be approved by AGW before production begins.
- 3.0.3 The addition of any non-AGW certified meat, egg or dairy ingredients to an AGW certified product must receive prior written approval from AGW before use.

4.0 Training

- 4.0.1 Employees involved in processing AGW products must be fully trained for the tasks they are carrying out.

4.0.2 Employees involved in processing AGW products must be aware of these standards and understand the importance of maintaining traceability of AGW products through the production cycle.

5.0 Labeling

5.0.1 AGW seals must be reproduced from original artwork. Please contact AGW for a copy of the seals you require. The seals must appear:

- Complete and upright
- In proportion to the product description
- Clearly visible
- Clear and legible over the whole of a background, for example if used over a photograph.

5.0.2 The seal should be on the main face of the label or packaging.

5.0.3 The seal must not appear:

- Against a background that affects its legibility
- Incomplete.
- At an angle.
- In different colors.
- With a different font or typeface.

5.0.4 All animal-based ingredients must come from AGW approved sources if AGW labels are used in multi-ingredient products.

5.0.5 Any exceptions to 5.0.4 must be agreed in advance of production and only where ingredients are unavailable in a form acceptable to AGW or that they are impractical to develop. They must not contain prohibited ingredients and not exceed more than 1% of non AGW product.

5.0.6 Agreed exceptions must be reviewed at least annually or when new options arise if sooner.

5.0.7 If the use of an AGW logo is not granted, the statement “made with (AGW program name) (ingredient)” must only be used under the following circumstances:

5.0.7.1 The animal-based ingredients of the end product comprise of at least 75% AGW approved ingredients.

5.0.7.2 The animal-based ingredients of the end product that are not AGW approved must not be readily available in an approved form.

5.0.7.3 No ingredient in the final product appears on the prohibited list (see section 6 below).

5.0.7.4 The statement of AGW ingredient description must be clear and distinct for the consumer.

6.0 Prohibited ingredients

6.0.1 The AGW logos and/or the phrase “made with [AGW-certified ingredient]” must not be used if other ingredients, a processing method or the final end product does not meet the principles of the AGW programs.

6.0.2 The processor must ensure they keep up to date with the lists of prohibited ingredients and processes and any changes to the standards that they have been notified of.

The current list of prohibited products and processes is as follows. This list will be reviewed and updated regularly. Processors must check with the AGW office prior to the start of production if they have any doubt about specific ingredients or processes.

- Eggs from caged hens
- Foie gras
- Products that are tested on animals