



REQUIREMENTS 08, Version 04

Certification Body

Purpose	Specify the requirements to be met by certification bodies recognised by Donau Soja Organisation.
Definition	Certification body: independent, accredited inspection company verifying compliance with requirements by the participating operations
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1 Contract

- 1.1 The certification body and Donau Soja Organisation shall conclude the Donau Soja certification body contract. This contract shall authorise the certification body to offer and carry out inspections and certifications as a recognised Donau Soja certification body.
- 1.2 A recognised Donau Soja certification body shall be authorised to offer and carry out also Europe Soya inspections and certifications (see Donau Soja website www.donausoja.org for the Europe Soya Guidelines).

2 Inspectors

- 2.1 The certification body shall only employ inspectors who have sector-specific audit experience as well as the following qualification:
 - initial one-day training on the following topics: GM-free status, requirements for Donau Soja operations and sampling;
 - annual refresher course;
 - annual minimum number and minimum duration of inspections carried out (to be determined by the certification body).



3 Implementation of inspections, certification and first inspection

- 3.1 The inspectors shall carry out inspections on the basis of the advance information received (applications; reports of previous inspections where applicable) and in accordance with the following requirements. They shall:
- actively inspect all relevant areas of the site of business;
 - inspect the operating equipment, operational processes and operations documentation;
 - challenge facts;
 - check the plausibility of details given relating to areas under crops, seeds and quantities delivered.
- 3.2 The inspectors shall check all points defined in the requirements documents and the checklist for the relevant type of operation, at the frequency specified for each type of operation and risk level.
- 3.3 The inspectors shall summarise all information including annexes (plans, process descriptions, organisational chart, etc.) in a description of the company. This information shall be completed with evidence (copies of delivery notes, analysis reports, etc.) and the inspectors' own records (particularly the completed checklist). Documentation describing the company shall, in any case, also be drawn up in the English or German language.¹
- 3.4 During the first inspection, the certification bodies shall check for the first time whether the company inspected has been categorised at the correct risk level. The frequency of further inspections of the company depends on the result of this check. When an inspection certificate is issued for the first time for a primary processor, a compound feed producer or a licensee, this certificate shall be submitted to the certified company only upon confirmation by Donau Soja Organisation to the certification body that a valid contract with the company concerned exists.

4 Lot Certification

- 4.1 The certification body shall accept harvest declarations from contracted primary agricultural collectors, and document the quantities declared in the Donau Soja internet portal.
- 4.2 The certification body shall accept lot certificate requests from contracted agricultural collectors, primary collectors or traders, and create lot certificates via the Donau Soja internet portal after a successful plausibility check. Within two working days the certification body shall issue lot certificates in form of signed PDF documents to the company (with a copy to Donau Soja Organisation), which shall include the following information:

¹ "Documentation describing the company" is to be understood as meaning those documents the certification body absolutely needs in order to be able to evaluate the company's conformity with the requirements of the Donau Soja Guidelines. These shall include at least the following documents provided that they are applicable to the respective type of operation: company description form, standard operating procedures to prevent GM contamination (acceptance, storage, processing, transportation, cleaning, carry-over risks), sampling plans, organisational chart.



- code of the certification body;
 - code of the lot certificate;
 - quantity of the soya bean lot certified as Donau Soja;
 - name and contact information of the buyer;
 - harvest year;
 - "Donau Soja" logo.
- 4.3 The certification body shall accept quantity amendment notifications from contracted agricultural collectors and primary collectors, and update the Donau Soja soya bean stock in the Donau Soja internet portal. The Donau Soja soya bean stock of all agricultural collectors and primary collectors shall be set to 0 (zero) in the internet portal by 1 September of the current calendar year, unless carry-overs were reported within the scope of quantity amendment notifications documented by the certification body in the internet portal.
- 4.4 Certification bodies shall be obliged to use the Donau Soja internet portal for the documentation of harvest declarations, quantity amendment notifications and for issuing lot certificates.

5 Remedial Measures

- 5.1 In case of non-compliance with any requirement, the inspectors shall determine remedial measures in accordance with the document "Catalogue of Remedial Measures" during their inspections. Each non-compliance issue registered shall be documented by objective evidence (copies of documents, photos, etc.).
- 5.2 If the certification body imposes a level 3 remedial measure, they shall inform Donau Soja Organisation immediately and in writing. Donau Soja Organisation shall also be notified in writing of the re-inspection result.
- 5.3 If the certification body imposes a level 4 remedial measure, they shall inform Donau Soja Organisation immediately and in writing. Donau Soja Organisation shall also be notified in writing of the result of a necessary re-inspection.
- 5.4 Before imposing a level 5 remedial measure, the certification body shall inform Donau Soja Organisation in writing of the measure they intend to take and give reasons for their decision to take this measure. A level 5 remedial measure can only be applied if a level 4 remedial measure was imposed before.

6 Inspection reports

- 6.1 The inspectors shall summarise the inspection results in inspection reports, which shall include, at the least, the following information about the company inspected:
- current master data;
 - risk categorisation;
 - non-compliance with the stated requirements (with a reference to the requirements' numerical code, the extent of non-compliance and explanatory notes on this information where applicable).



- 6.2 The inspectors shall hand over to the representative of the company inspected a copy of the inspection report, and obtain an acknowledgement of receipt for this copy.
- 6.3 The certification body shall send both inspection reports and original checklists as well as other documentation gathered and relevant to inspection to Donau Soja Organisation when requested to do so by the latter.

7 Testing of samples and measures to prevent GM contamination

- 7.1 For laboratory testing for the presence of GM residues, the certification body shall only employ laboratories accredited for this test procedure in accordance with ISO standard 17025.

- 7.2 If the **certification body** of a **primary processor** is notified of positive PCR test results for GM **soya**:

The certification body shall inform the certification body commissioned by the agricultural collector concerned, and send the relevant lot certificate as well as the test findings to this certification body.

- 7.3 If the **certification body** of a **primary processor** is notified of positive PCR test results for GM **maize**:

The certification body shall conduct a root cause analysis in order to determine whether the contamination occurred accidentally and/or was technically unavoidable. If the contamination did not occur accidentally or was technically avoidable, a warning with a corresponding corrective action shall be issued.

The certification body of the primary processor is responsible for calling in also the certification body of the agricultural collector concerned.

In case of repeated non-accidental or technically avoidable GM contamination, the marketing of the produce as Donau Soja shall be banned until such time as the cause of such contamination has been rectified and the corrective actions have been completely implemented (level 4 remedial measure).

In case of positive PCR results showing GM contents of 0.9 % or more, the primary processor shall remove the lot concerned from the flow of produce and shall not market this lot as Donau Soja (level 4 remedial measure).

- 7.4 If the **certification body** of an **agricultural collector** is notified of positive PCR test results showing GM contents of less than 0.9 %:

The certification body shall immediately inspect the agricultural soya bean collector concerned on site, identify and secure during this inspection the retained samples concerned, conduct a root cause analysis of the GM contamination and send the analysis document to Donau Soja Organisation, along with a report on the measures taken. The main purpose of the root cause analysis is to determine whether the GM contamination occurred accidentally and/or was technically unavoidable. If the contamination did not occur accidentally or was technically avoidable, a warning with a corresponding corrective action shall be issued. In case of repeated non-accidental or technically avoidable GM contamination, the marketing of the produce as Donau Soja shall be banned until such time as the cause of such contamination has been



rectified and the corrective actions have been completely implemented (level 4 remedial measure).

- 7.5 If the **certification body** of an **agricultural collector** is notified repeatedly of positive PCR test results showing GM contents of less than 0.9 %, or is notified once of a positive PCR test result showing a GM content of 0,9 % or more:

The certification body shall stipulate, in any case and on reasonable notice, that the agricultural collector should separate GM and non-GM produce 100 %, both physically and technically, as a corrective action. The agricultural collector shall remove produce with a GM content of over 0.9 % from the product pipeline and shall not market this produce as Donau Soja (remedial measure 4).

8 Data forwarding, reporting

- 8.1 The certification body shall inform Donau Soja Organisation at least annually (until 31 January of the following year) about the inspection results, providing, at the least, the following data:
- number of inspections conducted for each type of operation;
 - number of remedial measures imposed for each type of operation.
- 8.2 Certification bodies shall be obliged to use the Donau Soja internet portal for submitting the following information:
- registration of new operations including contact information and type of operation;
 - summary inspection reports;
 - inspection certifications;
 - harvest declarations and quantity amendment notifications;
 - lot certificates.
- 8.3 Certification bodies shall submit the following details to Donau Soja Organisation no later than one month after the audit has taken place via the Donau Soja internet portal as summary inspection report:
- general information about the company and the type of operation;
 - risk level of the company and the country;
 - type of audit;
 - non-compliance issues identified with corresponding remedial measures and corrective actions.
- 8.4 The conclusion of new Donau Soja inspection contracts as well as the termination of existing Donau Soja inspection contracts shall be reported immediately and directly to Donau Soja Organisation.



9 Quality management, inspections

- 9.1 The certification body shall accept external supervisory inspections by an inspection body or inspectors commissioned by Donau Soja Organisation. During these inspections, the certification body shall provide insights into the records kept and databases created, and hand over reports generated from this material when requested to do so.
- 9.2 The certification body shall be in possession of a valid accreditation as a certification body in accordance with standard ISO/IEC 17065:2012 in the agriculture and food sector. Certification bodies working in Austria shall also be authorised for the GM-free scope in accordance with the Austrian Food Codex (Codex Alimentarius Austriacus), and shall be recognised by the Austrian ARGE Gentechnik-frei (Platform for GMO-Free Food Products).

10 Information sharing in case of substantial deficiencies or non-compliance with legal requirements

- 10.1 If a certification body learns of any breach of legislation or other deficiencies relevant for Donau Soja Organisation at the site of business of a participant in the Donau Soja system within the scope of audits (for another standard holder), Donau Soja Organisation shall be informed immediately and in writing.

11 Inspection certificate

- 11.1 Minimum requirements for the information contained in a Donau Soja certificate:

- name and address of the company;
- name, address and Donau Soja code of the certification body;
- activity of the operation according to the definitions in the respective Donau Soja Requirements (e.g. agricultural soya bean collector, primary collector, soya trader, primary processor, compound feed producer, etc.);
- certified products;
- reference to the Donau Soja Guidelines;
- period of validity;
- date of inspection.

- 11.2 The certification body shall submit inspection certifications to Donau Soja Organisation within one week after they have been issued via the Donau Soja internet portal. When an inspection certificate is issued for the first time for a primary processor, a compound feed producer or a licensee, this certificate shall be submitted to the certified company only upon confirmation by Donau Soja Organisation to the certification body that a valid contract with the company concerned exists.