



## **Bureau Veritas Certification**

### **Process Certification Audit Report for the Re- audit Of Agrofert Polska Sp. z o.o.**



Company Information			
Company Name	Agrofert Polska Sp. z o.o.		
Address (main office)	ul. Bobrecka 27, 43-400, Cieszyn, Poland <b>GMP+ registration number:</b> GMP002089, Enddate: 5.11.2017 <b>Identification number::</b> VAT 241 66 489 <b>The registration numbers of the company according to Reg. 183/2005 of collection:</b> - Site Cieszyn: PLW No. PL2403031p Site Lwowek Slaski : PL0212013p		
Phone No.	+ 48 502 551 470	GMP+ reg. no.	- GMP002089 (for headquarter), - GMP012214 (for sub-location at Lwowek Slaski)
Web Address	http://agrofertpolska.navos-km.cz/		
ZIG Contract No(s).	8482748		
Contact Information			
Contact Name	Ing. Ryszard Legierski	Phone No.	+420 725 440 461
Email Address	<a href="mailto:ryszard.legierski@agrofertpolska.pl">ryszard.legierski@agrofertpolska.pl</a>		
Audit Information			
Audit Standard(s)	GMP+ B3 Trade, storage and transshipment		
	Choose an item.		
	Choose an item.		
Scope(s)	Trade in feed materials	Choose an item.	
	Storage and transshipment of animal feed	Choose an item.	
	Choose an item.	Choose an item.	
Audit Type	Extension audit		
Audit start date	06-10-2017	Audit end date	09-10-2017
Next Audit Date	01-11-2018		
Duration manual review	2 hours	Duration on-site audit	9,5 hours

Auditor Information	
Team Leader	Alexandr Kopečný
Team Member	=====
<p>If this is a multi-site audit an Appendix listing all the relevant sites and/or remote locations has been established and attached to the audit report. The Multisite GMP Details (Excel) can be used with filled-in columns concerning auditor, audit date, hours spend on audit of each site and number of non-conformities. Specific details mentioned in this report must refer to site considered.</p>	
Distribution: Client Contact / Audit Team /BV Local Certification office/ BV Certification Denmark	

Summary of Audit Findings	
Minor NCR	1 - The monitoring plan is need finish for 2017, then is need made analyses according to this plan and then is need put the result from analyses into external database for GMP+ of owner of standard.
Major NCR	0
Critical NCR	0
Client's Acknowledgement	
Have all non-conformities been acknowledged by the management representative?	Yes
Follow up audit	
Is follow-up required?	No
On-site follow up?	No
Date for on-site follow-up	N/A
Date for completion of the audit (closing of critical and major NCR's)	N/A
Follow-up audit remarks:	
Team Leader Recommendation (for multisite specified in Multisite GMP Details)	
Recommendation	<b>The company is recommended for certification.</b>
Standard	GMP+ B3 Trade, storage and transshipment
	Choose an item.
	Choose an item.
Mandatory scope	<input type="checkbox"/> Production of feed materials <input type="checkbox"/> Production of Compound feed

	<input checked="" type="checkbox"/> Storage and transhipment of animal feed	<input type="checkbox"/> Transport of animal feed, Road transport
	<input checked="" type="checkbox"/> Trade in feed materials	<input type="checkbox"/> Affreightment of Road transport
	<input type="checkbox"/> Trade in compound feed	<input type="checkbox"/> Affreightment of Rail transport
	<input type="checkbox"/> Trade in premixtures	<input type="checkbox"/> BCN-CEE Central & Eastern Europe
	<input type="checkbox"/> Trade in additives	<input type="checkbox"/> BCN-DE1 QM-Milch

Free scope (scope statement must be verified and appear in the space below)					
Scope 1	Purchase. Selling and storage of agricultural commodities.				
Scope 2	ZAKUP I SPRZEDAŻ I MAGAZYNOWANIE PŁODÓW ROLNYCH (in the case of issue of certificate at Polish language only in the future).				
Scope 3	=====				
Certificate(s)					
Accreditation	DANAK	DANAK	DANAK	DANAK	DANAK
No. of Certs required	1				
Languages	ENG				
Further Instructions (additional certificate instruction or information for the office)					
Specify changes in the organization (scope, number of employees, sites, management, organization...) There are not changes, but important matters:					
<b>The formal site/post site is:</b>					
- <b>ul. Bobrecka 27, 43-400, Cieszyn, Poland</b> (formal site/postal site only) – without staffs, without any activities only, it was verified and visited.)					
<b>The visited site is on street:</b>					
- <b>Mennicza 20, 43-400 Cieszyn.</b> (This must be included into GMP+ FSA database of owner of standard).					
Audit Summary					

The company was visited for an audit to see the compliance with Choose an item. Choose an item. Choose an item. requirements. The company have been audited for the requirements of the applicable GMP+ standards.

### 1. Audit Objectives

The objectives of this audit are:

1. to confirm that the mangement system conforms with all the requirements of the audit standard;
2. to confirm that the organisation has effectively implemented its planned arrangements;

### 2. Non-conformities and follow-up



## Summary of the locations

Site	Address
Cieszyn	<b>ul. Bobrecka 27, 43-400, Cieszyn, Poland</b> (formal site/postal site only) – without staffs, without any activities only, visited site: - <b>Mennicza 20, 43-400 Cieszyn.</b>
Lwówek Śląski	Ul. Struga 2, 59-600 Lwówek Śląski

## 4. Key people interviewed / involved

Name	Department/Process
Ing. Ryszard Legierski	Člen představenstva
Ing. Ivo Konderla	Quality manager of Agrofert a.s. (in training) + technical specialist of Agrofert
Bialomnt Bohuslav	Logistics Menager
Barbora Schoupalová	Menager Handlovy
Halina Poláková	Accountant

## 5. Audit Findings

The audit team conducted a process-based audit focussing on the significant aspects, risks and objectives. The audit method used were interviews, observations of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan and audit planning matrix included in the Appendices to this summary report.

The onsite audit was started with an opening meeting. The audit findings were communicated to the management of the organization during the closing meeting, final conclusion of the audit results and recommendation by the audit team.

### 5.1 General

The company is a daughter company of Agrofert a.s. from the Czech Republic and maintained the system with utilization of documented procedures of parent company.

The management continue in trade with commodities since 2011.

The GMP+ system is integrated with ISCC system.

### Head office (Cieszyn)

Only office space without storage. (visited site: - **Mennicza 20, 43-400 Cieszyn**) and **ul. Bobrecka 27, 43-400, Cieszyn, Poland** (formal site/postal site only) – without staffs, without any activities only

### Site Lwówek Śląski

Silo was built in 1970.

It was bought by Agrofert Polska in 2014.

### 5.2 Compulsory fields

<b>Compulsory Fields – GMP+ FSA reports Template A Production of feed materials, Storage, Trade</b>	
<b>1. Company Profile</b>	
Vers. 01072017	<b>Text / Answer (shadowed to be answered by auditor only)</b>
1. The year of construction of the company and plant.	The company is a daughter company of Agrofert a.s. from the Czech Republic and maintained the system with utilization of documented procedures of parent company.

	<p>The management continue in trade with commodities since 2011.</p> <p>The GMP+ system is integrated with ISCC system.</p> <p><b>Head office (Cieszyn)</b>  Only office space without storage. (<u>visited site</u>: - <b>Mennicza 20, 43-400 Cieszyn) and ul. Bobrecka 27, 43-400, Cieszyn, Poland</b> (<u>formal site/postal site only</u>) – without staffs, without any activities only</p> <p><b>Site Lwówek Śląski</b>  Silo was built in 1970.  It was bought by Afrofert Polska in 2014.</p>
2.	<p>The registration numbers of the company (actual name and address) according to Reg. 183 (Feed hygiene)</p> <p>Registration by Polish authority  <b>Head office (Cieszyn)</b>  - PLW No.: PL2403031p  <b>Site Lwówek Śląski</b>  - PL0212013p</p>
3.	<p>If handling animal byproducts – the registration no. / data related to Reg. 1069/2009</p> <p>N/A – animal by-products are not handled</p>
4.	<p>If the company is a food producer – the registration no. / data related to Food legislation</p> <p>N/A  The company is not a food producer</p>
5.	<p>The name and contact date (phone/fax/e-mail) of the contact person in case of emergency (e.g. Withdrawal / recall)</p> <p>Ing. Ryszard Legierski  +420 725 440 461  <a href="mailto:ryszard.legierski@agrofertpolska.pl">ryszard.legierski@agrofertpolska.pl</a></p>
6.	<p>Overview of the company's processes</p> <p><b>Head office</b></p> <ul style="list-style-type: none"> <li>- Purchasing of grains, oilseed and their by-products mainly meal in feed materials.</li> <li>- sale of feed materials</li> <li>- Transport (external process)</li> </ul> <p><b>Site Lwówek Śląski</b></p> <ul style="list-style-type: none"> <li>- Income of grains and oils</li> <li>- Cleaning (sifting)</li> <li>- Storage (bulk product in silos)</li> <li>- Transport (external process)</li> </ul> <p>All this process steps are covered by HACCP.</p>
7.	<p>The products / processes covered by the certification</p> <p><b>Processes:</b></p> <ul style="list-style-type: none"> <li>- Purchasing of grains, oilseed and their by-products mainly meal in feed materials.</li> <li>- Income of grains and oils</li> <li>- Cleaning (sifting)</li> <li>- Storage (bulk product in silos)</li> <li>- sale of feed materials</li> <li>- Transport (external process)</li> </ul> <p><b>Feed materials:</b></p> <ul style="list-style-type: none"> <li>- Wheat,</li> <li>- Barley,</li> <li>- Rye,</li> <li>- Corn,</li> <li>- Triticale</li> </ul> <p>and their by-products</p>
8.	<p>The number and names of the sub-companies (sites) and head quarter of the company (where are they situated, if they are GMP+ certified), precision about names and kinds of sub-contracted part(s) of the</p> <p><b>AGROFERT POLSKA SP. Z O.O.</b>  <b>Head office in Cieszyn</b>  ul. Bobrecka 2, 43-400, Cieszyn, Poland  The head office is situated in hired offices in the center of Cieszyn. (formal site and visited site is located 700 m far from formal site on the street Mennicza 20, 43-400 Cieszyn)</p>

<p>process. Detail the activities of a registration address.</p>	<p><b>Silo Lwówek Śląski</b> Ul. Struga 2, 59-600 Lwówek Śląski, Poland</p> <p><b>External processes (ensured by head office):</b> Transport - external transport companies are used in GMP + chain (GMP+ certificated). ensured by customers.</p>
<p>9. The main sales channels, e.g. head-quarter or specified traders. Auditor to state which contracts/clients have been audited</p>	<p>Products are purchased from Poland from growers and they are sold to Czech Republic and Germany. These contract with customers were checked:</p> <p>For <b>wheat</b> traded on 31/03/2017 for <b>non-GMP+ certified</b> with order/contract on 27/02/2017 ).</p> <p>For <b>colza</b> (GMP+ certified –contract No. 4/0308 traded on 03/08/2017 with contract No. 1/8/2017</p> <p>For <b>malt flower</b> under GMP+ -contract on 4/9/2017 with GMP+ with purchasing from Agrofert, a.s. like GMP+ FSA assured and with sale to farmer contract on 09/08/2017 with sale by help of contact 6471002795 (invoice) made on 13/09/2017 (for company Farmer Sp. Z o.o.)</p> <p>For <b>DDGS</b> with purchase made on 30/08/2017 (order made by e-mail on 29/8/2017 under GMP+ from Ethanol Energy a.s. and sale is GMP+ FSA Assured by help of contract made on 23/08/2017 No. 6430002556.</p>
<p>10. The site area of the plant / company in m<sup>2</sup>. Not needed for trade only.</p>	<p><b>Head office</b> - only office space</p> <p><b>silo Lwówek Śląski</b> - Total 23 000m<sup>2</sup>, 42 small silos (each 150 m<sup>3</sup>), 4 big silos – total capacity 6000 t</p>
<p>11. How many employees are there, listed according to full-time and part-time workers (own employees, external companies), shift work</p>	<p><b>Organizational chart</b> from 1.9.2015 was enclosed. Number of employees: - <b>Head office</b>14– in 1 shift <b>silo Lwówek Śląski</b>- 4</p>
<p>12. State if the company uses the GMP+ logo – and where</p>	<p>GMP+ logo is used as defined in GMP+A1, A3.</p>
<b>2. Audit details</b>	
<p>1. <u>Date of document assessment:</u></p>	<p>- Head office 06.10.2017 Silo Lwówek Śląski 06.10.2017</p>
<p>2. <u>Audited standard and most recent version</u></p>	<p>GMP+B3 v. 1.4.2016</p>
<p>3. Was the company certified in the last 12 months? State the certification body; Has the company certification been suspended or withdrawn during the last 12 months?</p>	<p>Bureau Veritas (extension audit) - there were 2 NCRs of category minor, which was solved correctly. - Head office - auditor Lubomir Šimek - Lwówek Śląski – auditor Lubomir Šimek</p>
<p>4. Reason for deviations in planning: Recertification 6 min 6 weeks before expiry, surveillance 12 months ± 2 months from issue date</p>	<p>There is not any deviation at planning of audits.</p>
<b>3. Management system</b>	
<p>1. The main content of the policy</p>	<p>Policy – 1.1.2013 -customer orientation, relations with suppliers, meet the requirements of GMP +, legislation of</p>



	food and feed safety, employee responsibility GMP manual valid from 8.10.2015 Quality objectives for 2017 – 2018 (04/10/2017),
2. Management review performed when	The quality report was prepared by Mr. Halina Polaková on 03/10/2017. The management review was made on 03/10/2017 by Mr. Ryszard Legierski.
3. Internal audit done when and by who	There was made internal by Ing. Ivo Konderla with cooperation with help of quality manager Ing. Irena Hlaváčková on 4/10/2017 without findings.
<b>4. HACCP</b>	
1. List all products handled and their no. in the GMP+ Risk assessment database	Maize 1.050 Wheat 1.130 Barley 1.020 Sunflower 2.219 Oats 1.040 Rye 1.100 Triticale 1.160 Rape seed 2.127 Rape seed expeller 2.132 Wheat bran - 1.151 Rye bran - 1.106 Sugar beet pulp, dried – 4.031
2. Main hazards in production according to the risk analysis.	<u>Head office</u> No. production Company purchases commodities from farmers – growing of plants is part of hazard analyses (composting, treatment of seed, harvest)  <u>Silo (only storage and cleaning)</u> Product contamination during storage and transport. - Microbiological (moulds) - Chemical (mycotoxins) physical contamination
3. Main hazards in raw materials according to the risk analysis (this also applies for food producers)	Product contamination from supply chain – microbiological, chemical, physical - Entrance quality of product (moisture, pests, moulds) Output quality of product (moisture, pests, moulds)
4. Other hazards identified by the company or the auditor	Product contamination during: - Impurities in product (cleaning of product), - storage of product (cleanness of vehicle, temperature during storage), transport (cleanness of vehicles).
5. Description of main control measures (CCP's, main GMP)	One CCP was determined: - CCP 1 – Control of quality of commodities. Critical limits are described in product specifications and contracts. Laboratory control is ensured by customers. As GMP+ was determined: - Entrance check of product - Output check of product - Check of product during storage in silos Cleanness of vehicles
6. Changes in the HACCP system since last audit	Procedures were updated according the changes of the standard GMP+ B3 and appendixes. - GMP+ Manual, 8.10.2015, but annexes were up-dated on 26/07/2017 (for EWS), etc. Procedure S01 Storage, transport and sampling, crisis management, 22.10.2015 but annexes were up-dated on

		26/07/2017 (for EWS), etc.
7.	Last revision done, date	26.07.2017
8.	Are specifications in place for all raw materials, ingredients, additives, packaging materials and rework? Auditor to state which specifications have been checked during audit	Specifications (product sheets) of raw materials/ traded commodities for production of feed are accessible. Checked: Rape, wheat, wheat bran, rye. No other ingredients, additives, packaging materials and rework.
<b>5. Suppliers and purchase</b>		
1.	Description of the process for approving and monitoring of suppliers	Growers – under gatekeeper principles: <ul style="list-style-type: none"> <li>- hazard analyses for growing,</li> <li>- contract with product specifications and stated measures for feed safety,</li> <li>- suppliers audit program,</li> <li>- incoming inspection plan,</li> <li>- sampling and analyses plan,</li> <li>- annually assessment of suppliers – The assessors are approved(assessed last time on 25/9/2017 ( SUNS, NAVOS, a.s., Lovochemie, SUSN, etc.)</li> </ul> <p>The company has approximately 50 farmers (which all fall under gatekeeper conditions according to document GMP+ BA 10, protocol No.4); and all are audited according the plan together with ISSC standard (see below on verified 4 folders of gatekeepers farmers with details ).</p>
2.	Description of how the suppliers comply with the requirement for certification of suppliers (which part of BA10 is used). Auditor to state which suppliers have been checked	Farmers - requirements for the purchasing of untreated agricultural products from uncertified origin from the grower under gatekeeper conditions according BA 10, protocol No.4. All suppliers are audited annually. Checked records: <ul style="list-style-type: none"> <li>- GR. Jaworski Ryszard on 20/07/2016</li> <li>- GR Jarzab Artur on 07/12/2016,</li> <li>- GR Kudzia Anna on 25/07/2016</li> <li>- GRKowalik Jerzy on 28/07/2016</li> <li>-</li> </ul> <p>The assessors are approved(assessed last time on 25/9/2017 ( SUNS, NAVOS, a.s., Lovochemie, SUSN, etc.)</p>
3.	1. Which categories of gatekeeper files are active? How many for each annex? Are they grouped and according to which criteria? Auditor to state which files have been assessed.	Farmers - requirements for the purchasing of untreated agricultural products from uncertified origin from the grower under gatekeeper conditions according BA 10, protocol No.4. All suppliers are audited annually (see verified folders/farmers above.
<b>6. Transport</b>		
1.	How is transport assured?	Transport is mainly ensured by customers or by GMP+ certified transport companies. There is register of certified transporters approved for Agrofert Polska  There is plan for internal audits (random) at loading place at silo for transports companies and cleaning of loading spaces.  Records of cleaning and checks before loading are ensured.
<b>7. Finished products</b>		
1.	Are specifications in place for all finished products? Which specifications have been	Stated Product sheets. Checked: wheat (16/2/2015), colza (23/06/2016), DDGS (1/1/2016), malt flower (06/11/2015).

<p>checked during audit? Auditor to state for which products checked that the recipe /production instructions comply with the specification</p>	<p>Certificate of quality is enclosed to each invoice.</p> <p>The training for GMP+, on 04/10/2017,...</p> <p>Location : Site Lwówek Slaski : PL0212013p The verified temperatures at silo 1/N since: 08/08/2016 till 30/1/2017 for storage colza was 18 -33 degrees of temperatures, at silo No. 2/N it was since 08/08/2016 16/1/2017 18 – 28 degrees of Celsius.</p>
<p>2. For which products have the labeling been checked accordingly to regulation – for bulk products the delivery note.</p>	<p>No packed products only bulk products. Information accordingly to EU regulations 767/2009 and 68/2013 are stated in contracts and delivery lists. (for wheat, colza, DDGS, malt flower).</p>
<p>3. For which products have correct positive labelling (BA6) been checked?</p>	<p>For <b>wheat</b> traded on 31/03/2017 for <b>non-GMP+ certified</b> with order/contract on 27/02/2017 ).</p> <p>For <b>colza</b> (GMP+ certified –contract No. 4/0308 traded on 03/08/2017 with contract No. 1/8/2017</p> <p>For <b>malt flower</b> under GMP+ -contract on 4/9/2017 with GMP+ with purchasing from Agrofert, a.s. like GMP+ FSA assured and with sale to farmer contract on 09/08/2017 with sale by help of contact 6471002795 (invoice) made on 13/09/2017 (for company Farmer Sp. Z o.o.)</p>

## 8. Analysis

<p>1. Overview of analysis performed Which laboratory performs the analysis? How is the quality of the analysis ascertained?</p>	<p>The company uses collective monitoring plan of parent company Agrofert (in the past mainly), now is separately. New requirements for monitoring of Aflatoxins in corn from harvest 2015 and 2016/2017 are described in procedure GTP, GMP+03.</p> <p><u>Sampling</u> Samples of feed material are stored under GMP+ condition according appendix BA 13 - identified, sealed and for at least 6 months period.</p> <p>Monitoring is usually ensured by customer (Agrofert group) in ISO 17025 accredited laboratories (Čekanice L1481, SVU Jihlava L1129 , ALS L) for Agrofert Group and for location Agrofet Polska it was made analyses at laboratory (Hamilton Poland with protocol made on 13/10/2016 for aflatoxin B1, B2, G1, G2 with accredit. No. AB079 from PCA Poland accr. Institute for maize..., for maize analyze made on 11/10/2016 for aflatoxin B1, B2, G1, G2 no. 9I-2730/16 from accr. laboratorty Polcarga International SP. Z o. o. with acc. No. AS103, for maize on 15/09/2016 for aflatoxin B1, also for DDGS analyze made on 09/09/2017 for humidity. ... . Conditions are in contracts</p>
<p>2. Analysis reported into the GMP+ monitoring database for the last year? If not, why?</p>	<p>The monitoring plan is not completed for 2017. <b>See NCR for 2017 –up-dating of monitoring plan.</b></p> <p>Results of analyses are entered into GTP database as well as to GMP+ database.</p>

## 9. EWS and recall

<p>1. Where in the system is the EWS</p>	<p>The company submitted procedure and record from recall</p>
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requirements described, including communication time?	test. Traceability tests are carried out annually. Last test 11.05:2017 (since 7:30 till 7:45) for head quarter at Cieszyn for farmer (farmer Brzeziny). And also on 25/09/2017 for PPHU Mlyn Pol sp.j. – Krzyzowa (since 11:10 till 14:20) for location Lwowek (with transport by DLW 281K and semi-trailer DLW 1355) with delivery of feed to Cargill and storage at silo/ cell No.24 for 50tons).
2. Have there been EWS-situations or recalls in last year?	NO. Only notification see above.
<b>10. Pest control</b>	
1. Is it an internal or external pest controller used? - State frequency and kinds of checks,	<b>Head office</b> No storage spaces, no warehouse.  <b>Silo Lwówek Śląski</b>  The last defenestration was made on 14/07/2017 At present the internal trained pest controller used. Checks are ensured monthly. No problem during audit. The company is choosing the external firm for ensuring pest control (Zaklad Usługowy Derat).
<b>11. Scope: Trade</b>	
1. Does the company also trade non-GMP products? If so, how are products labeled?	Yes.  There is not any declaration at non-GMP+ products.

### **5.3 System strengths**

Integrated documentation with ISCC .

Cooperation with parent company and other GMP+ certified companies in concern.

### **5.4 Observations**

EWS test for head quarter was recorded with not high details.

At one case was not the positive declaration exact like is example sentence at GMP+BA6, protocol No. 1 (there was only "GMP+").

### **5.5 Opportunities for Improvement**

None.

### **6. Uncertainty / obstacles that could affect the reliability of audit conclusions**

None.

### **7. Unresolved diverging opinions between the audit team & auditee**

None.

### **8. Agreed follow-up actions**

See XLM-tool

### **9. Conclusion:**

For justification of a certification recommendation at final audit /follow-up, there are no open critical or major non-conformities.

<b>Auditor conclusion</b>
There are 1 minor non-conformities open, but the corrective actions are described with acceptable time limit.
<b>There is long time experiences with trade of agriculture goods. The system GMP+ is maintainanced at good level.</b>

Throughout the audit process, the quality system demonstrated overall conformance with the requirements of the audited standard.

### **10. Recommendation**

The audit team concludes that the organisation has established and maintained its quality system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organisation's policy and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, that this GMP+ process certification be Recommended

**This report is confidential and distribution is limited to the audit team, the company and the BV Certification offices. Upon request, the report is send to GMP+ International and /or the accreditation body.**

**Appendices:**

**Audit plan**

**XML tool(s)**

**For multisite: Multisite GMP details with reporting part filled in.**

