



**SGF INTERNATIONAL E.V.  
SURE-GLOBAL-FAIR**

IMPLEMENTING PROVISIONS  
FOR THE

VOLUNTARY CONTROL  
SYSTEM (VCS)

STATUS: 2007





are companies which process raw materials, semi-finished goods, and additives from own and/or external production to make consumer goods.

#### **1.13 Manufacturers of semi-finished goods**

- are companies which process and treat raw materials from their own production and/or purchased goods to make and sell semi-finished goods made from these raw materials for further processing.
- are also companies which process and treat semi-finished goods and additives from own and/or external production (in particular blending) and sell these to companies for further processing and/or to traders in semi-finished goods.

#### **1.14 Marketing designations**

are all designations contained in the valid EC Fruit Juice Directive and in the relevant national statutory regulations.

#### **1.15 Permissible and suitable manufacturing processes**

The juice used as an ingredient in any of the consumer goods must be manufactured using the technologies according to the valid EC Directive.

#### **1.16 Quality tests**

are sensory and analytical analyses, i.e. examinations of all information, reference numbers and relevant ratios derived thereof required for a reliable evaluation of proper product quality.

The examination criteria as laid down in the CoP system (reference numbers and analysis methods) shall assist in the evaluations. Experienced experts shall supplement them as appropriate by latest findings on suitable additional reference

numbers and advanced analysis methods as well as by a qualified evaluation.

#### **1.17 Raw materials**

are fruits and vegetables in the sense of the valid EC Fruit Juice Directive and the relevant national statutory regulations.

#### **1.18 Retained samples**

are representative samples from all batches which went into distribution and/or were purchased.

#### **1.19 Semi-finished goods**

are all intermediate products from which fruit juices, fruit nectars and fruit juice beverages as well as products of a similar nature may be produced in accordance with the valid EC Directive and the relevant national statutory regulations.

#### **1.20 System goods**

are authentic goods manufactured by a VCS participant in accordance with the regulations of the control system or for which a quality test has been presented. Furthermore, these goods shall be produced following generally acknowledged hygiene guidelines.

#### **1.21 Traders and brokers in semi-finished goods**

are companies which sell and/or trade in semi-finished goods (fruit juices, fruit juice concentrates, etc.) from external production sources.

#### **1.22 Traceability**

Traceability is understood as the providing of product relevant information, retained samples, and data in order to make it possible to trace back defined product portions through all production and sales stations. Reference is made to the AIJN Guideline on Traceability.

## 2. RULES

### for the Participation in the Voluntary Control System (VCS)

With their application to the Voluntary Control System, the VCS participants commit themselves to comply with the following rules in addition to their necessary diligence:

#### 2.1 Quality assurance measures for manufacturers of semi-finished and consumer goods

All VCS production companies will contribute to a safe and proper product quality and fair competition by:

- **Documentation**

Keeping and maintaining complete records and documentation on

- raw materials and semi-finished goods produced, purchased or processed (fruits, juices, purees, concentrates, aroma, etc.)
- all ingredients and treatment agents used for processing
- type of production or processing

The records and documentation have to be kept for the following minimum periods:

- manufacturers of consumer goods: at least till expiration of the "best before" date.
- manufacturers of semi-finished goods: at least 3 years

Documentation of Pesticides and Growth Regulators

- Companies processing fruit, fruit mash and vegetables require information from their pre-suppliers with regard to the plant, fruit and vegetable treatment agents (pre- and post-harvesting

treatments) used in fruit and vegetable cultivation and/or storage. This information must be documented. The documentation duty particularly applies to pesticides, including herbicides and growth regulators.

- **Retained sample storage**

Keeping of retained samples of semi-finished and consumer goods from own or external production that will be further processed (blended) or otherwise produced in the company:

Manufacturers of semi-finished and consumer goods shall take samples from a defined production unit, e.g. batch, tank, or other lot size that may not exceed a one-day's production quantity.

Manufacturers of semi-finished and consumer goods have to make sure that in case of deliveries from non-VCS suppliers retained samples are being taken. Even for goods from VCS suppliers, in general retained samples shall be provided.

In case of deliveries in drums or small batches, it must be ensured that the respective retained samples per batch are being taken.

The following minimum quantities shall be provided for retained samples:

juice/puree	2 to 3 x 250 g or ml
concentrate	2 x 200 g or ml
aroma	2 x 30 g or ml

The retained samples are to be kept under suitable conditions, if necessary pasteurized, in cool storage or deep-frozen.

The retained samples must be kept for the shelf life of the finished products, raw material samples must be kept at least 12 months.

- **Assurance analysis for purchased goods**

On principle, observe the necessary diligence for all additional purchases.

Furthermore, when purchasing non-system goods, suitable quality tests have to be conducted for determination of authenticity:

- a minimum of one analysis for each contract according to the CoP guidelines, if required qualified additional analyses
- additional assurance analyses according to the SGF minimum scope, if required qualified additional analyses
- guide values for analysis frequency:
  - up to: 100 t delivery: 1
  - up to: 500 t delivery: 2
  - above 500 t delivery: 1 each after about 25%, 50% and 75 % of the total quantity

- **VCS contact**

Appointing of a VCS contact and two substitutes

### 2.1.1 Additional rules for manufacturers of semi-finished goods

In addition to the a.m. obligations, the following rules apply for this group of VCS participants:

- **Providing packing lists**  
In case of drummed goods, providing a detailed packing list is mandatory. In case of small batches (small kegs and cans) at least the batch number has to be stated.
- **Following the Code of Labelling**  
In case of drummed goods, following the rules of the Code of labelling.
- **Hygiene audits**  
Compliance with the requirements according to the hygiene checklist.

### 2.1.2 Additional rules for manufacturers of semi-finished goods in remote countries and areas not yet routinely controlled by plant inspections

In addition to the a.m. obligations, the following rules apply for this group of VCS participants:

- **Quarterly information**  
on all product deliveries into the VCS/IRMA control area with statements about recipient and date of delivery for additional sampling and routine controls.

### 2.1.3 Product range

The SGF shall be informed about the product range.

## 2.2 Quality assurance measures of traders/brokers

Traders/brokers in the VCS contribute to safeguarding the VCS and the semi-finished goods traded within this system in particular by:

- **Trading exclusively goods of known origin**

Following a code of honour, VCS traders/brokers shall trade only goods of known origin (name, address of manufacturer).

- **Identification of VCS system goods**

- VCS system goods are identified in all offers and delivery documents as such
- or in case of goods from a non-VCS participant with presentation of quality test results as well as proof of availability of all components.

- **Identification of manufacturer**

Informing the customer about the name of the manufacturer of the semi-finished good (fruit processor) or in case of claiming "source protection" informing the SGF.

- **Documentation guarantee**

Guarantee that when trading semi-finished goods from non-VCS participants, in particular blended products, the following are available:

- a complete and correct documentation of formulation and all components
- retained samples of all components
- a quality analysis

Guide values for analysis frequency:

- up to 100 t trade batch: 1
- up to 500 t trade batch: 2

above 500 t trade batch: 1 each after about 25%, 50% and 75 % of the total quantity.

## 2.3 Quality assurance measures of the transport companies

Transport companies in the VCS contribute to the safety and impeccable quality of the goods they transport by means of:

- **Documentation**

- Keeping complete records about
  - completed cleaning work
  - completed transports

- **Cleaning transport containers**

All transport containers must always be cleaned to completely rule out the risk of microbial contamination and contamination with the previous product.

## 2.4 Verification measures of the VCS

Within the scope of plant inspections, the SGF will verify the compliance with the above listed quality assurance measures, the complete traceability of all components as well as all aspects relevant to food safety.

### 2.4.1 Authenticity controls

The VCS producers allow the representatives of the SGF unannounced access to all facilities of the production plant during operating hours.

The SGF inspectors are entitled:

- to take any sample
  - from running production

- from storage
- from the retained sample storage

including semi-finished good(s) and additives used in all VCS companies producing semi-finished and/or consumer goods.

- to inspect and to note in the inspection report the records and documents on suppliers or customers, origin and/or producer of purchased or delivered semi-finished goods as well as quality test results, all kept as proof of the control chain.

This includes among others proof of identity as well as the information required for recognition as VCS system goods naming the VCS producer of the semi-finished good used and/or presentation of an analysis report.

#### **2.4.2 Hygiene controls at VCS manufacturers of semi-finished goods**

The SGF inspectors are entitled to conduct frequent additional hygiene audits in the companies producing semi-finished goods. The respective requirements are reviewed based on the SGF/IRMA checklist.

The implementation of possibly required corrective measures will be checked during the following regular plant inspections.

#### **2.4.3 Control of non-system goods**

If a VCS producer processes semi-finished goods that are non-system goods, the SGF is entitled to have these goods examined within the

required scope on cost of the respective VCS participant.

#### **2.4.4 Hygiene controls of VCS transport companies**

The SGF inspectors are entitled to carry out regular audits to check the requirements based on the SGF/IRMA checklist for transport companies. The implementation of any necessary corrective action from the audit will be checked during the subsequent controls.

#### **2.4.5 Traceability controls of traders/brokers**

The SGF inspectors are entitled to carry out regular audits to check the requirements based on the SGF/IRMA checklist for traders and brokers.

The implementation of any necessary corrective action from the audit will be checked during the subsequent controls.

#### **2.4.6 Code of Conduct audits with SGF/IRMA participating companies**

During the regular audits, the SGF inspectors check the social, economic and ecological sustainability standards in IRMA member companies, as stipulated in the SGF/IRMA Code of Conduct.

The implementation of any necessary corrective action from the audit will be checked during the subsequent controls.

### **2.5 Additional Measures in Case of Complaints**



In case of a non-compliance with the food law or in case of infringement against the rules and regulations of the control system, the SGF is entitled:

- to determine additional obligations and measures against the companies concerned to avoid the risk of repetition
- for concerns regarding the food law to ask for all necessary information (including quantities used and conditions) in particular needed for an argument with concerned suppliers.
- to ask the concerned companies for reimbursement of all costs arising from determination of food law problems, and/or verification of false statements on origin, quality, storage, transport, supplier, etc. and/or respective post controls.

## 2.6 VCS Certificate of Participation

Upon proof of

- examination of product samples taken during plant inspections with no complaints
- proper hygiene conditions in production according to hygiene

audit at manufacturers of semi-finished goods

- implemented corrective measures in case of complaints
- compliance with the system rules
- payment of SGF membership dues
- fulfilled transport conditions according to the check list for transport companies
- fulfilled traceability conditions according to the check list for traders and brokers
- fulfilment of the sustainability standards by manufacturers of semi-finished goods according to the Code of Conduct

the participating VCS company will receive a formal recognition as certified participant in form of a certificate. This certificate will be renewed annually if the prerequisites have been fulfilled.

### Enclosures:

- SGF/IRMA hygiene check list
- SGF/IRMA check list for transport companies
- SGF/IRMA check list for traders and brokers
- SGF/IRMA Code of Conduct
- SGF/IRMA Code of Labelling.