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# Cefetra

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A BayWa Company



## Cefetra Ltd Supplier Self-Assessment

*Version 1 - April 2023*

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## **1. Introduction**

- 1.1. Cefetra Ltd distinguishes itself in supplying high quality materials by going above and beyond the quality requirements and displaying best practice. The supply of quality products is of the utmost importance for Cefetra Ltd.
- 1.2. Cefetra Ltd supply raw materials (food and feed and fuel), combinable crops and fertiliser products, which are sourced through assured supply chains.
- 1.3. This self-assessment has been created to give insight to our food and feed safety management systems, sustainability, and ethical initiatives.
- 1.4. Our aim is to offer an overview of our quality management system, accreditations, storage, ethical approach, and other key factors to provide our customers with transparency regarding our practices.
- 1.5. If you have any further questions or more clarification is required, please contact [ltd\\_quality@cefetra.co.uk](mailto:ltd_quality@cefetra.co.uk) and we will be happy to help.

## **2. Company Address and Contact Details**

- 2.1. Our head office is located details are below:  
**Head Office**  
**Cefetra Ltd**  
The Lightyear Building,  
Glasgow Airport Business Park,  
Marchburn Drive, Paisley PA3 2SJ  
T: 0141 445 5721 (option 1)
- 2.2. All our other offices are located on our website <https://cefetra.co.uk/contact/>

## **3. Quality Management System**

- 3.1. The safety and quality of our products is a paramount concern to us, and therefore quality is integrated into our ethos.
- 3.2. Our customers can trust that all our products meet the feed safety requirements as well as relevant Feed and Food safety scheme accreditations.
- 3.3. Cefetra Ltd operate a risk-based approach to food and feed safety at each stage of the supply chain, working with suppliers to control risk and implement quality management programs.
- 3.4. This work is then validated through undertaking risk assessments and undesirable analysis of products to ensure the goods customers receive are safe to enter the feed chain.

#### **4. Accreditations**

- 4.1. Cefetra Ltd hold numerous certifications and accreditations. Our current certifications and certificates are available to download from our website <https://cefetra.co.uk/adding-value/> under the 'Downloads' section at the bottom of the page.
- 4.2. Certification includes:
- A. EcoVadis – Gold Medal**  
Cefetra Ltd have been awarded an EcoVadis Gold Medal, placing us in the top 5% of companies assessed. This demonstrates Cefetra Ltd commitment to continuously working to improve sustainability. The EcoVadis assessment measures our environmental, social, and ethical performance.
  - B. GMP+ FSA**  
An international scheme that manages modules for GMP+ Feed Safety Assurance (focused on feed safety) and GMP+ Feed Responsibility Assurance (focused on responsible feed).
  - C. Feed Materials Assurance Scheme (FEMAS)**  
The Feed Materials Assurance Scheme (FEMAS) covers all feed ingredients intended for direct feeding to animals or for inclusion in compound feed and blends.
  - D. The European Feed and Food Ingredient Safety Certification (EFISC-GTP)**  
Covers the trading of safe feed and food ingredients to encourage safety throughout the feed and food chain.
  - E. International Sustainability & Carbon Certification (ISCC)**  
ISCC is a sustainability certification system covering the entire supply chain and all kinds of biobased feedstocks and renewables.
  - F. Trade Assurance Scheme for Combinable Crops (TASCC)**  
A scheme that ensures that crops of grain, oilseeds and pulses are treated responsibly once leaving a farm. Cefetra Ltd have this in place to cover storage, drying, cleaning, contractual testing, temporary holding and merchandising.
  - G. Supplier Ethical Data Exchange (SEDEX)**  
The world's largest collaborative platform for sharing responsible sourcing data on supply chains, helping businesses manage performance around labour rights, health & safety, the environment and business ethics. Cefetra Ltd have also been assessed by the Sedex audit.
  - H. Fertiliser Industry Assurance Scheme (FIAS)**  
Assures fertiliser security and traceability in the industry supply chain for agriculture, horticulture, forestry, amenity, and any other commercial use.
  - I. OF&G Organic**  
OF&G is our organic certification scheme. They certify more than half of UK organic land & provide support, information, and licensing to Britain's top organic food businesses.
  - J. Roundtable on Sustainable Palm Oil (RSPO)**  
Cefetra Ltd offers sustainable palm kernel expeller at a premium that has been certified under RSPO. The RSPO certification is earned by passing an audit assessing strict indicators. The aim of RSPO is to develop global standards for sustainable palm oil production. Cefetra Ltd have accreditations for RSPO under the mass balance and Book & Claim schemes.
  - K. Certified Responsible Soya (CRS)**  
Cefetra Ltd have developed our own sustainability scheme working to develop sustainable production on the ground in South America. The CRS standard includes zero-conversion / zero-deforestation and promotes long-term partnerships with farmers.
  - L. ISO 45001: 2018**  
Cefetra Ltd are certified to ISO 45001:2018 which approves our management systems of occupational health and safety.

## 5. Compliance Documentation

- 5.1. Cefetra Ltd demonstrates compliance to our accreditation schemes through documented management systems and procedures.
- 5.2. Please note that Cefetra Ltd do not send any of our procedures and documentation to external parties, however the table below list documents in place and are frequently audited and reviewed.

Document	Present (YES/NO)	Comments (If applicable)
Quality Manual	YES	Internal Document Only
Quality Policy	YES	Internal Document Only
Health and Safety Policy	YES	Internal Document Only
Health and Safety Manual	YES	Internal Document Only
Approved Suppliers List	YES	Internal Document Only
Traceability Procedure	YES	Traceability is adhered to via a unique fixing number, which accompany each batch delivered/collected.
Training	YES	Training is regularly reviewed and undertaken with all employees. Training and qualifications are documented in accordance with company procedure
Complaints	YES	A formal process is used where actions and results are documented
Investigating Non-Conformances	YES	A formal non-conformance investigation process is followed in accordance with a documented company procedure
Material Safety Data Sheets	YES	These can be downloaded from the company website at <a href="https://cefetra.co.uk/adding-value/">https://cefetra.co.uk/adding-value/</a>
NaCTSO Fertiliser Security Five Point Plan	YES	This can be downloaded from the company website at <a href="https://cefetra.co.uk/wp-content/uploads/2021/08/AIC_fertiliser_leaflet_security.pdf">https://cefetra.co.uk/wp-content/uploads/2021/08/AIC_fertiliser_leaflet_security.pdf</a>
Environmental Policy Statement	YES	Policy can be downloaded from the company website at <a href="https://cefetra.co.uk/adding-value/">https://cefetra.co.uk/adding-value/</a>
Slavery Statement	YES	Statement can be downloaded from the company website at <a href="https://cefetra.co.uk/adding-value/">https://cefetra.co.uk/adding-value/</a>
Terms and Conditions	YES	These can be downloaded from the company website at <a href="https://cefetra.co.uk/adding-value/">https://cefetra.co.uk/adding-value/</a>
Adherence to Naturally Occurring Prohibited Substances	NO	Please refer to section 8 in this assessment.
Early Warning & Recall	YES	See section 9 and more details are provided to download at: <a href="https://cefetra.co.uk/">https://cefetra.co.uk/</a>
Recall procedure	YES	Internal Document Only-Cefetra Ltd carry out a planned mock recall scenario on a yearly basis to ensure that the procedure is effective, and that relevant staff are competent in this process
Risk Assessments	YES	Cefetra Ltd have risk assessments in place for both feed/food safety and health and safety internal documents only
HACCP	YES	Cefetra Ltd adhere to HACCP and have a detailed HACCP plan in place which is reviewed frequently but as a minimum annually with the HACCP team
Cefetra Group Supplier Code of Conduct	YES	This can be downloaded from the company website at <a href="https://cefetra.co.uk/wp-content/uploads/2023/01/Cefetra-Groups-Supplier-COCLtd.pdf">https://cefetra.co.uk/wp-content/uploads/2023/01/Cefetra-Groups-Supplier-COCLtd.pdf</a>

- 5.3. Documentation is version controlled and managed in accordance with our accreditation scheme management systems and reviewed at least annually.
- 5.4. Records are retained as per legal requirements and the requirements of our accreditation bodies.

## **6. Management Commitment**

- 6.1. Yearly management reviews of our management systems are undertaken. The review meeting evaluates policies, changes in the business, and performance, while objective management reviews are conducted and documented.

## **7. HACCP, Risk Assessment and Product Monitoring**

- 7.1. Cefetra Ltd have a HACCP team to set up, implement, maintain and review the HACCP system. The HACCP team is structured so that the various hierarchical levels and departments within the company are represented, to ensure that HACCP is embraced by the entire organisation.
- 7.2. Cefetra Ltd have established a validated pre-requisites programme for various parts of the business operation which is maintained and evaluated as per our legal and accreditation requirements.
- 7.3. The HACCP team identifies, analyses, and evaluates the hazards (biological, chemical and physical) which may actually be expected, and which have a negative effect on food and feed safety.
- 7.4. Risk assessments are carried out for each identified hazard. We then establish a risk score by considering severity and probability of the hazard.
- 7.5. A monitoring plan is drawn up by the HACCP team in order to validate that the specific and general control points are controlled.
- 7.6. Specific product monitoring is outlined in section 16 of this document.

## **8. Suppliers of Cefetra Ltd**

- 8.1. Cefetra Ltd expects its suppliers to work in accordance with local and national laws.
- 8.2. Our aim is to increase awareness and encourage responsible business conduct in Cefetra Ltd's supply chain, including respecting legal requirements, human rights, labour rights and to protect the environment.
- 8.3. Cefetra Ltd abide by the LKsG rules (German Supply chain due diligence Act). All our Suppliers are provided with our supplier code of conduct and agree to these terms. <https://cefetra.co.uk/wp-content/uploads/2023/01/Cefetra-Groups-Supplier-COCLtd.pdf>
- 8.4. Cefetra Ltd have a structured system in place for Supplier Selection, Evaluation and Approval as part of our quality management system.
- 8.5. An electronic list of approved suppliers is held centrally.

## **9. Storage and Third-Party Storage**

- 9.1. All our own storage locations are TASC certified and audited on an annual basis.
- 9.2. Cefetra Ltd also use third party storage throughout the UK and Ireland. Cefetra Ltd only use stores that are covered by acceptable assurance schemes: this includes UFAS, TASC, IGAS, and other recognised UK or Irish farm assurance schemes as per AIC website.

## **10. Haulage of Goods**

- 10.1. Cefetra Ltd only use third party hauliers that have been selected to meet the quality assurance requirements of our customers.

- 10.2. The haulage companies used are accredited to quality assurance schemes which are mutually recognised under TASCC, UFAS or other mutually recognised schemes.
- 10.3. At least once every 12 months, the road haulage companies are evaluated by the Management Board, in consultation with the Quality Assurance Manager. They assess whether the road haulage companies fulfilled their contractual obligations and whether the quality of the supplied services met the specified requirements.

## **11. Traceability**

- 11.1. A fixing system (operated by Cefetra Ltd) is implemented to issue a unique identification code for each load that is either delivered to the store or released to customers. This allows full traceability of the product.
- 11.2. Cefetra Ltd use an electronic system called “Cindex” that allows us to trace the fixing number back to the customer.

## **12. Early Warning and Recall**

- 12.1. The feed and/or food safety of our products receives the highest priority throughout all our operations. All measures which are needed to guarantee this are being implemented in full without any concessions. If, despite all the precautionary measures taken, products do not comply with legal requirements or with provisions of the assurance schemes our entities are certified for, then all the actions taken are intended to limit (any) negative consequences to a minimum.
- 12.2. The responsibility for early warning & recall lies with the coordinator of the recall team, assisted therein by the recall team.
- 12.3. More details are provided to download at: <https://cefetra.co.uk/wp-content/uploads/2019/07/EWS-and-recall.pdf>

## **13. Complaints, Non-Conformities, and Non-Compliances**

- 13.1. Cefetra Ltd have a procedure in place for complaints, non-conformities, and non-compliances in our Quality manual P10-02. This procedure is vital for us to ensure Cefetra Ltd maintain our quality accreditations and meet audit requirements.
- 13.2. All complaints are thoroughly investigated, and a root cause is established.
- 13.3. Preventive measures may be implemented when required to eliminate the causes of potential non-conformities to prevent their occurrence.
- 13.4. Cefetra Ltd takes action to eliminate the cause of non-conformities in order to prevent recurrence. The corrective measures are appropriate to the effects of the non-conformities encountered.

## **14. Performance Evaluation**

- 14.1. Cefetra Ltd continually improves the effectiveness of feed and food safety systems through the use of the quality policy, feed and food safety objectives, audit results, analysis of data, corrective and preventive actions and the management review.
- 14.2. Audits are undertaken to ensure continual improvement of the Quality Assurance System.
- 14.3. As a business we have an established audit plan which covers our systems, suppliers and third-party service providers
- 14.4. Cefetra Ltd are also audited frequently by our accreditation bodies and customers which help us maintain and improve our systems.

## **15. Training, Personnel Competence & Resource Planning**

- 15.1. Cefetra Ltd have an effective HR department which helps to provide an adequate and sufficient infrastructure.

- 15.2. Personnel training needs and competence enhancements are systematically identified and managed as part of our quality management system.
- 15.3. Competence is monitored within the company, and Cefetra Ltd also supply additional training as and when required. Internal and external training is utilised to achieve staff excellence .
- 15.4. Gap analysis is undertaken to ensure all areas of the business are covered for training needs and requirements.
- 15.5. Cefetra Ltd have a Staff appraisal system in place which is applicable to all Cefetra Ltd staff. The appraisal process also includes competence, training needs and continual professional development of the staff member.

## **16. Product Monitoring**

- 16.1. The products Cefetra Ltd supply are in compliance with EU regulations. The maximum determined contents for undesirable substances in feedstuff, such as established in Section 4.
- 16.2. Our mycotoxin analysis program is undertaken based on risk assessment which considers factors such as country of origin, harvest conditions, as well as data that is received from external assurance bodies and expertise from the various HACCP team members.
- 16.3. The Cefetra Group have a number of offices across Europe, who collaborate in sharing their analysis results. There are regular meetings and sharing of updates on new and emerging risks so Cefetra Ltd can tailor monitoring accordingly.

## **17. Naturally Occurring Prohibited Substances (NOPS)**

- 17.1. Cefetra Ltd are aware of the requirements of NOPS and have made all staff aware of the NOPS protocol. However, Cefetra Ltd is not accredited to this scheme, and therefore do not guarantee that products sold are certified to NOPS requirements.
- 17.2. Cefetra Ltd recommend that customers adhering to the NOPS requirements arrange their own haulage to collect feed to reduce the potential risk of cross contamination.
- 17.3. All of our storage and third-party storage facilities are required to adhere to our monitoring and sampling requirements as part of our due diligence. This includes weekly temperature checks, environmental monitoring, and routine salmonella testing of our products.

## **18. Environmental Stance**

- 18.1. Cefetra Ltd operate across the full breadth of the supply chain – from grower to customer -- and with this comes responsibility to safeguard the environment.
- 18.2. Cefetra Ltd is working to ensure the environment is protected by taking a sustainable approach. Cefetra has an environmental policy which is applied throughout our supply chain and operationally as a business we are environmentally conscious to protect our planet for generations to come.
- 18.3. All employees of Cefetra Ltd and subsidiary companies have a responsibility to ensure the environmental aims of the business are actively implemented.
- 18.4. Our Current Environmental Policy Statement can be found on our website and the link below:  
<https://cefetra.co.uk/wp-content/uploads/2022/05/2022-Environmental-Policy-Statement.pdf>

## **19. Sustainability**

- 19.1. Cefetra Ltd undertakes several sustainability assessments each year. In December 2022 and were awarded a Gold Medal by EcoVadis, a sustainability assessment measuring our environmental, social, and ethical performance. Receiving this medal means our results place us within the top 5% of companies assessed. This is an improvement on our score in January 2022, which placed us in the top 25% of companies.



- 19.2. Cefetra Ltd is a BayWa company. The entirety of the BayWa group is assessed by CDP on their sustainability each year, via a full reporting of all sustainable data points. CDP (formerly known as the Carbon Disclosure Project) is a thorough sustainability reporting process which allows us to benchmark our process each year.
- 19.3. Cefetra Ltd markets sustainable grain products compliant with the EU Renewable Energy Directive (RED II) from domestic UK markets, as well as imported product from the EU. These premium products are used in the creation of biofuel's as part of the EU's aim to transition towards increased renewable energy used.
- 19.4. Cefetra Ltd are proud to have been ISCC-certified since 2011. The ISCC certification is recognised by the EU Renewable Energy Directive II. ISCC focuses on ecological sustainability, social sustainability, and the monitoring of greenhouse gas emissions. ISCC-certified wheat, maize, and OSR is a premium alternative to non-certified products and helps our customers meet their sustainability aims.
- 19.5. Our sustainable soya products are certified under the Certified Responsible Soya (CRS) standard, which was developed by Cefetra Ltd in 2008. The CRS standard covers several indicators, including zero-deforestation and social and environmental responsibility.
- 19.6. Cefetra Ltd are certified for sustainable palm kernel expeller under the Roundtable on Sustainable Palm Oil (RSPO). This product has been verified to meet RSPO's robust sustainability standards and can be purchased as a sustainable alternative to the regular product. Cefetra Ltd currently hold a certificate to trade under both the mass balance and book and claim schemes.
- 19.7. Premium Crops – a division of Cefetra Ltd – is a member of the Yield Enhancement Network (YEN) which is focused on improving crop performance by contributing to a dataset which helps farmers better understand their crops. This helps farmers to maximise their yields and minimise the amount of resources used.
- 19.8. Cefetra Ltd has partnered with Anglo American's Crop Nutrients to distribute the environmentally friendly crop nutrition product POLY4 in the UK, Ireland and 33 countries in Europe. With no chemical processing and low carbon footprint during manufacturing, POLY4 is organically certified and offers season-long crop nutrition by supplying four essential nutrients – potassium, sulfur, magnesium, and calcium – in one product.
20. As a BayWa company, the overall BayWa Group Sustainability Strategy is aligned with the UN Sustainable Development Goals (SDGs). There is also a BayWa Group Sustainability Strategy 2030. For more information, the latest BayWa Sustainability report can be found linked at [www.cefetra.co.uk/sustainability](http://www.cefetra.co.uk/sustainability).
- 20.1. In addition to our sustainable product alternatives and current reporting initiatives, Cefetra Ltd is focused on continuous improvement focused on sustainability. Cefetra Ltd are always open to collaborating with our supply chain partners on sustainability initiatives – please get in touch at [sustainability@cefetra.co.uk](mailto:sustainability@cefetra.co.uk)
- 20.2. A full overview of the sustainability initiatives and approach at Cefetra Ltd can be viewed on our website: [www.cefetra.co.uk/sustainability](http://www.cefetra.co.uk/sustainability)

## **21. Ethical Approach**

- 21.1. Cefetra Ltd are committed to taking a modern and ethical approach to business and trading and are a certified member of Sedex – a non-profit organisation aiming to improve ethical and responsible practices in global supply chains.
- 21.2. Our approach to ethical business can be viewed in our Supplier Code of Conduct, as well as our Modern Slavery Statement. You can find these on our website at the bottom of the page: <https://cefetra.co.uk/adding-value/>
- 21.3. Cefetra Ltd also has a whistleblower process for the anonymous reporting of any social compliance issues. This can be found on our website, as well as at <https://baywa.compcor.de/en/index.html>

21.4. Through our membership, Cefetra Ltd have undergone SEDEX Members Ethical Trade Audits (SMETA 4 Pillars) to ensure our ethical trading is in line with current standards and our Code of Practice which includes:

- Freely chosen employment
- Freedom of association and the right to collective bargaining being respected
- Safe and hygienic working conditions
- Prohibition of child labor
- Payment of living wages
- Working hours that are not excessive
- Freedom from discrimination
- The right to regular employment

## **22. Contact Us**

22.1. Cefetra Ltd maintains extensive experience and expert knowledge of the market and know how to meet your needs, organising efficient supply chains.

22.2. Cefetra Ltd import and supply a wide range of products and cater for a diverse range of industries including animal feed, food and drink, biofuel, and biomass.

22.3. Cefetra Ltd have a range of successful working relationships with key players within the industry and will endeavor to meet your needs at every opportunity by securing the best quality products available at competitive prices.

22.4. If you require further assistance, please contact our Quality department on [ltd\\_quality@cefetra.co.uk](mailto:ltd_quality@cefetra.co.uk) and the quality team will be happy to assist you.