

# QUALITY SYSTEM CERTIFICATION AND DECLARATIONS



# ZOUTMAN

Version January 2021

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# ZOUTMAN

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### ZOUTMAN NV/SA

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## COMPANY DETAILS

Supplier	ZOUTMAN NV
Production of	Salt (NaCl)
Adress Head office	Schaapbruggestraat 50 8800 Roeselare BELGIUM
Adress Production	Regenbeekstraat 36 8800 Roeselare BELGIË
VAT Number	BE 0426306783
Phone 24h/24h	+32 51 26 87 26
Fax	+32 51 24 73 73
Email	<a href="mailto:info@zoutman.com">info@zoutman.com</a> / <a href="mailto:quality@zoutman.com">quality@zoutman.com</a>
Website	<a href="https://www.zoutman.com/nl/home">https://www.zoutman.com/nl/home</a>
Year of establishment	1997
Production/warehouse Roeselare surface area	15.000m <sup>2</sup>
Production/warehouse Ghent surface area	73.000m <sup>3</sup>

## HACCP/FSP

HACCP (Hazard Analysis Critical Control Points) is a concept that significant, potential hazards relating to food safety identifies, evaluates and controls in a systematical way.

Zoutman has sufficient resources and personnel with the appropriate qualifications to build, manage, verify and continuously improve the HACCP -system.

It has a quality manual, which includes the organization structure, procedures, instructions, processes, documentation and resources that are necessary to operate according to the HACCP standards.

This quality manual containing the HACCP system is at least annually reviewed by the Federal Agency for Food safety and other certification agencies. The system is also periodically revised by the HACCP team.

## QUALITY SYSTEM

- The quality system contains the following quality documents:
  - Quality manual:
    - Describes the Quality policy and the organization structure. It is made and applied by the management to ensure this quality policy.
    - Department Quality manual: Shows the specific quality system for each department. Contains detailed procedures, instructions and registration forms for a certain department in the company.
  - HACCP/FSP-documents: Those are made by the HACCP -team with the quality responsible as the administrator. These documents include the specific construction and verification of the GMP, CP, CCP's and HACCP -plans.
  - Procedures: Write down the general methods and principles that need to be followed.
  - Instructions: Describe in detail what needs to be done and how the quality is guaranteed.
  - Registration forms
- The quality system is annually unannounced audited by an approved certification agency.
- The quality system is several times a year subjected to internal audits.

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- Every 6 weeks the managing board and department managers come together to verify this quality system and to implement any improvements..
- With help of internal communication and annual quality training, given by a recognized external company or the quality manager, all the employees are involved with the design and handling of this system. Also temporary hired workers are aware of the work and hygiene standards in the food sector.
- Besides the annual quality training, the employees get the opportunity to follow lessons or training to improve their knowledge in production, safety and/or quality
- The selection of the suppliers is based on fixed criteria, which they have to meet. The suppliers are annually evaluated by the purchasing manager in consultation with the quality manager.
- Tests and inspections are done on incoming and finished goods, but also during the production, or in product development. Samples are taken and analyzed based on statistical frequencies.

Zoutman always works with externally accredited laboratories to analyze each new delivery of primary product. The analysis is the criterion to define if the raw material gets a positive release for processing.

Zoutman has an internal laboratory with sufficient equipment to perform validated analyses, that guarantees the processes are controlled. Besides that, it also ensures the homogeneous distribution of additives, that can be added to the salt. The laboratory guarantees that the produced products are in accordance with its product specifications. The internal laboratory always participates in the round Robin tests organized by EuSalt.

- The quality system has a complaint management system, which includes internal, customers and suppliers complaints. The problem, the action, the cause, the solution and perhaps any improvements are described in this complaint system.
- The system has a corrective action plan, which is updated constantly. The input for this plan can come from audits, complaints, product development...
- Each year the management of Zoutman writes its management review, wherein every department is highlighted. The positive and negative points of every department are discussed and new targets for the coming year are provided.
- Zoutman has certain lot codes and an ERP-system, which ensures optimal traceability. Traceability exercises are done several times a year.

## GOOD MANUFACTURING PRACTICES

### OPTIMAL START QUALITY:

It is necessary to start from an optimal starting quality of the used raw materials. This also includes packing materials.

This includes:

- Defining specifications for raw materials and packaging
- Purchase : selection, buying, verification and supplier evaluation
- Control of incoming goods

### ENVIRONMENTAL CONDITIONS:

Infrastructure : The buildings and rolling material (trucks), machinery and equipment meet the requirements of the Hygienic regulations(KB 02/07/97)

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Process water : The used water is chemically and bacteriological examined by a government-approved laboratory. KB 14/1/02 (I.INSP.02).

Lubricants: For all lubricating points where a potential food contact is possible, food grade lubricants (USDA H1) are used.

Glass- and plastic policy : Glas and hard plastic policy present in the company. This is regularly checked by the quality department.

## **CLEANING AND DISINFECTION:**

All machines, process equipment and infrastructure that come into contact with foods should not be a source of cross contamination. For this purpose they are cleaned to prevent contamination.

Cleaning schedule : Each machine must be cleaned according to the instructions of the supplier.

Machines in production are regularly maintained by an internal or external technical service. These works are registered and also 6-weekly discussed in the production meeting.

## **PEST CONTROL:**

Pest control is done by a specialized external firm. There is a pest control plan available in the company, that is monitored by the quality department of Zoutman. The location and identification of the different bait boxes are marked and indicated on a plan. The products must be approved for use in food industry.

## **HYGIENE:**

- All storage and production areas within Zoutman are situated in the low risk category. Microbiological contamination is not applicable.
- There are additional measures to prevent contamination with foreign substances. There is a flotation and washing unit in the process. There are different magnets and sieves in the production flow as well as an optical sorter. At the end of the process everything is screened for metal through metal detectors which are calibrated every year
- Personal hygiene:

The personnel may not be a source of cross contamination

- Management shall provide sufficient resources to be able to guarantee a good hygiene in the company.
- Annual medical qualification of the personnel.
- Hygienic rules are laid down in the 'personal hygiene' instruction.
- Change room: Each employee has two lockers. Work- and city clothes are kept separately. Daily we start working in freshly washed clothes. After the work shift, the clothes are going into the laundry cupboard for external laundry.
- Rules for visitors.

## **RISKS**

The salt and the anti-caking agent E535 used by Zoutman are not classified as dangerous according to the EC directive on dangerous substances and dangerous preparations.

The salt doesn't contain antibiotics, mycotoxins, pesticides, pathogens, micro-organisms, hormones, dioxins and/or furans.

The salt is not irradiated and contains no genetically manipulated material, organisms or additives.

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## CERTIFICATES

Zoutman NV is certified for the following quality standards

STANDARD	N° CERTIFICATE	CERTIFICATION BODY	CERTIFIED SINCE (DD/MM/YYYY)	VALID UNTIL (DD/MM/YYYY)	DATE LAST AUDIT (DD/MM/YYYY)
BRC	BRC-IS 228719	AIB-VINÇOTTE	22/08/2005	25/05/2021	1-3/04/2020
IFS	IFS-IS 228719	AIB-VINÇOTTE	22/08/2005	05/06/2021	3/04/2020
KOSHER	KSH/1960	SHOMRE HADAS	01/12/2006	31/12/2021	30/11/2020
FCA Ovocom	06/080.03v2	AIB-VINÇOTTE	03/12/2007	29/05/2021	8/04/2020
ISO14001	14 EMS 677b	AIB-VINÇOTTE	17/02/2014	16/02/2023	20, 22&23/01/2020

These standards are frequently reviewed by competent auditors of approved certification agencies. After appointment our customers also have the opportunity for auditing the system

## RECOGNITION NUMBER FAVV

SITE	RECOGNITION NUMBER
Regenbeekstraat 36 8800 Roeselare	AER/WVL/020382
Kachtemsestraat 289 8800 Roeselare	AER/WVL/021032
Christoffel Columbuslaan, 23 9042 Gent	AER/OVL/021655

## DECLARATIONS:

Zoutman NV declares that:

- the production-unit meets the hygienic requirements for the production of raw material for feed hygiene (183/2005/EU).
- the production works according to a HACCP plan, made by the qualified HACCP team. (referring to HACCP)
- the products are free from allergens, gluten, dioxins, pathogens and micro-organisms.
- the raw materials and products are not irradiated and all possible steps are taken to prevent radiation.
- the products do not contain any genetically modified organisms and in the production there is no genetic engineering applied. The products are in accordance with the European regulation 1829/2003 on genetically modified food and feed. The products are also in accordance with the European regulation 1830/2003 concerning the traceability and labeling of genetically modified organisms and the traceability of genetically modified food and feed and amending Directive 2001/18/EC.
- the used raw materials are not of animal origin. Zoutman declares also that the process and packaging material does not come into contact with meat products.

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## CODE OF CONDUCT

Zoutman is a B member of SEDEX with reference ZC1055465 and describes the Corporate Social Responsibility requirements. It is Zoutman's policy to conduct business in compliance with law and widely accepted norms of fairness and human decency.

- Labor:

Zoutman will uphold the human rights of employees and treat them with respect and dignity as understood by the international community.

- Forced labor: Zoutman shall not use forced labor.
- Child labor: Zoutman will ensure that their hiring practices are in compliance with International Labor Organization (ILO) Conventions for minimum age (Convention 138) and child labor (Convention 182).
- Anti-discrimination: Zoutman shall not subject any person to discrimination with regards to employment on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.
- Harassment and abuse: Zoutman shall treat every employee with respect and dignity, and shall not allow any employee to be subject of physical, sexual, psychological, or verbal harassment or abuse.

- Health and safety:

Zoutman shall comply with applicable environmental laws and regulations and provide a safe and healthy working environment to prevent accidents and injury to health occurring within or arising out of the course of work, or as a result of the operation of employer facilities.

- Environment:

Salt from Zoutman has no physical-chemical risks, is not a health danger or a danger to the environment. It is not classified as a dangerous product according to the EC directive for hazardous substances en dangerous preparations.

- REACH:

The REACH regulation 1907/2006 is in force since 1 June 2007. Basically the two most important aims of the chemical legislation are to improve the protection of human health and environment from the risks of chemicals while enhancing the competitiveness of the EU chemicals industry. In this framework, the article 2.7(b) lists some substances included in Annex V of the legislation which are exempted of registration, as registration is deemed inappropriate or unnecessary. Salt is a natural substance which is not chemically modified, nor classified as dangerous. So salt is exempted from registration under the current legislation.

## FOOD DEFENSE

Zoutman has sufficient resources and personnel with the appropriate qualifications to build, manage, verify and continuously improve a Food Defense system.

The Safety Manager of the company is responsible to manage this system together with the Food Defense-team. The FD-team has the necessary requirements and can possibly be expanded for several sessions if necessary. External experts can also be involved.

The FD-team comes at least annually together to perform the Food Defense risk-analysis. This analysis exists of a threat analysis (TACCP) and a vulnerability analysis (VACCP). In the VACCP, the FD-team will identify the points with the highest vulnerability as Critical Defense Point (CDP). Those points are extra monitored and added to the Food Defense Plan.

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## FOOD FRAUDE

Zoutman has sufficient resources and personnel with the appropriate qualifications to build, manage, verify and continuously improve a Food Fraud system.

The Purchase Manager of the company is responsible to manage this system, because his/her direct contact with the suppliers and knowledge about the raw material, the hazards and the supply chain. The FF-manager has also a Food Fraud-team, which has the necessary requirements and can possibly be expanded for several sessions if necessary. External experts can also be involved.

At least once a year the FF-team performs a vulnerability analysis with the aid of collected data (fraud databases, newsletters, professional magazines,...). Therefore they try to find possible weaknesses in the supply chain, so food fraud can be prevented. A number of profiling questions are used for this, whereby a score is assigned to both the raw material and the supplier.

The purpose of this FF-system, is to detect fraud sensitive raw materials and to introduce control measures.

## OVERVIEWS FOR THE PURPOSE OF YOUR OWN QUALITY SYSTEM

### ADDITIONAL PARAMETERS FOOD SALT

#### HEAVY METALS

Arsenic	< 0.5ppm
Cadmium	< 0.5ppm
Copper	< 0.5ppm
Mercury	< 0.1ppm
Lead	< 0.1ppm

#### PESTICIDES EN PCB'S

Pesticides	No detection
PCB 28	< 0.005ppm
PCB 52	< 0.005ppm
PCB 101	< 0.005ppm
PCB 118	< 0.005ppm
PCB 138	< 0.005ppm
PCB 153	< 0.005ppm
PCB 180	< 0.005ppm

#### SENSORY CHARACTERISTICS

View	Crystals
Odor	None
Colour	White
Taste	Salt

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## STORAGE AND TRACEABILITY

Product shelf life*	Min. 3 years
Storage Conditions	Store in a cool place with a relative humidity level < 75%
Transport Conditions	Carried out according to transport hygiene code.
Lot	<ul style="list-style-type: none"><li>• Bags: (DD/MM/YYYY HH:MM:SS) date and hour printed on side bag. Or PO-number of pallet: (POXXXXXX)</li><li>• Big Bag: (DD/MM/YYYY) label with date.</li><li>• Bulk: order number</li></ul>
Sampling	There are procedures and instructions for sampling and analysis.

\*Salt is a natural product subject to caking. Clumping depends on grain size and is influenced by storage and transport conditions (f.i. overseas shipments, climate fluctuations, double stacking, ...). Depending on the grain and added additives, caking may occur after 1 to 8 months from production date. Clumping however, does not affect specifications or properties of the product

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