

MANUAL



for certification of Meadow Dairy Products and licensing of the Meadow Milk Logo

Stichting Weidegang (Grazing Foundation)

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1 Introduction

The meadow milk logo guarantees that the product is made from meadow milk. Meadow milk is milk from farms where the cows graze in pastures from spring to autumn for at least 120 days a year and for at least 6 hours a day. The milk is collected separately and processed into fresh dairy products – such as milk, buttermilk, custard and yoghurt –, cheese and other dairy products. The Grazing Foundation safeguards the production process, transportation and processing of the meadow milk into the final meadow dairy product.

The Meadow Milk logo was introduced in 2007 to encourage the grazing of cows in the Netherlands and to make products prepared from meadow milk easily identifiable. The logo was transferred to the Grazing Foundation in 2012. Since then, all dairy companies and food retailers have been able to use the Meadow Milk Logo. In 2016 the Meadow Milk logo also became available for use on dairy products manufactured outside the Netherlands. The same requirements apply to these products. The Meadow Milk logo is available in several languages.



As the owner of the Meadow Milk logo, the Grazing Foundation lays down the requirements for certification and use of the Meadow Milk logo. In order to use the Meadow Milk logo, dairy products must satisfy the following requirements:

- The product is a dairy product or a product of which at least 10% of the dry matter consists of dairy ingredients and is intended for human consumption.
- Throughout the production chain, the producers have worked in accordance with the requirements for grazing and meadow dairy products laid down by the Grazing Foundation, as demonstrated by the fact that every link in the production chain holds a valid Grazing Certificate. In short, this means that:
 - o The cows which supply the milk are able to graze in accordance with the Grazing Foundation's requirements; and
 - o The milk is stored, transported, processed, treated and packed separately from standard dairy products.
- The brand owner of the product has a license for the use of the Meadow Milk logo.

This manual explains the certification of Meadow Dairy and licensing of the Meadow Milk logo. For an explanation of the use of the Meadow Milk logo, please consult the Manual for use of the Meadow Milk logo.

This manual concerns the legal documents that enter into force on 1st January 2020. Due to the international character of the Meadow Milk logo, the legal documents of the Grazing Foundation are in English. The documents can be found at www.weidemelk.nl. If there are any discrepancies (including those of interpretation), the text of the legal documents will take precedence.

2 What is grazing?

Grazing means that, in the normal course of business, dairy farms allow all eligible lactating cows to graze outdoors in a meadow with sufficient grass for at least six hours a day and at least 120 days a year, so that the animals are free to exercise their natural grazing habits on a continual basis. In the rest of this manual, grazing will be referred to as 120/6.

In order to meet the needs of dairy farmers who require greater flexibility in practising grazing, an alternative is available: flexible implementation of grazing. Instead of the minimum six hours a day and at least 120 days a year, grazing must take place for a minimum of 720 hours and a minimum of 120 days a year on an annual basis. Grazing for fewer hours per day is then possible, provided that this is compensated by more days per year in order to give at least 720 hours on balance. Dairy farmers may make use of this alternative under certain conditions (see Appendix 1), provided that the dairy company to which the milk is supplied also permits it. In the rest of this manual, this alternative form of flexible grazing will be referred to as 120/720.



2.1 Requirements for grazing on dairy farms

Grazing is therefore not just a question of the duration of the grazing period but also the grass supply and which cows are turned out to graze. To ensure that all elements of grazing are satisfied, and to make it possible to monitor this, the foundation imposes a number of requirements on grazing on dairy farms.

The dairy company must enforce the requirements imposed on dairy farmers, for example via its regulations.

Dairy farmers must record access to grazing and register the start and end times of grazing every day the cows have access to the meadow. In the grazing block time, all lactating cows who are eligible for grazing must be allowed access to grazing. Grazing must have started no later than 15 June and must comprise at least 120 days a year and at least six hours a day, or in the case of 120/720 grazing, at least 720 hours a year. Concerning the supply of grass, the number of lactating cows per hectare of grazable area¹ must not exceed 10 and there must be a sufficient supply of grass in the pasture to ensure the cows can continuously exercise their natural grazing behaviour. This is shown in a table in Appendix 2.

¹ The grazable area is the total area of a group of plots that can be accessed in the normal course of business by lactating cows and is used to allow lactating cows to graze. If a crop other than grass is growing in these plots, that plot will not be considered to form part of the grazeable area.

3 What are meadow dairy products?

A meadow dairy product is a dairy product or a product of which at least 10% of the dry matter consists of dairy ingredients that is intended for human consumption, and which is produced in a safeguarded chain according to the conditions of the Grazing Foundation. The dairy component of the product must comprise meadow farm milk. Meadow farm milk is raw farm milk produced on a dairy farm that, for grazing, is affiliated to a dairy company with a Grazing Certificate Part A and that practices grazing according to the conditions of the Grazing Foundation.

Production must be completely separate from standard farm milk or dairy products, from the meadow farm milk to the final meadow dairy product. Mixing with non-meadow milk flows is only permitted by exception and under certain conditions and must then be kept to a minimum (see Appendix 3).

Meadow dairy products are permitted to display a Meadow Milk logo.



4 Certificate holders and the Grazing Certificate; part A, B and C

Central to the safeguarding of meadow dairy are the companies which collect raw milk from dairy farmers, ranging from the transport companies which transport the raw milk from the dairy farm to the dairy company (transport by insulated milk tankers) up to the various production locations which (further) process the dairy products into the end product. Each link in the chain must demonstrably operate according to the conditions of the Grazing Foundation, and this must be safeguarded by certification. Depending on its role in the production chain, the company will be issued with a certificate for parts A, B and / or C. Grazing Certificate part A is for dairy companies which buy raw milk from dairy farms. Part B is for companies that transport/have milk transported in insulated milk tankers and part C is production locations in the dairy product production chain. In the legal documents, a certificate holder (the certified company) is referred to as a 'Meadow Dairy Company'. Figure 1 illustrates the dairy production chain and describes the various parts of the certificate.

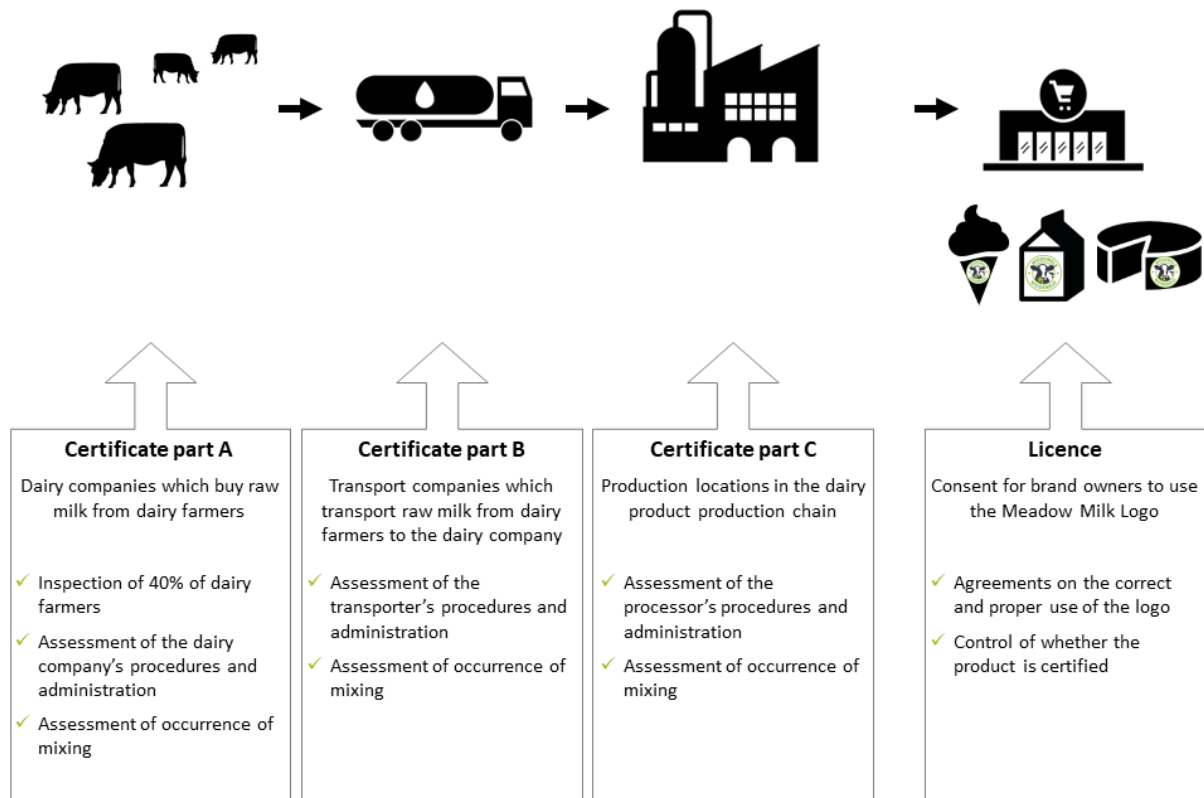


Figure 1: Every link in the production of a Meadow Dairy Product must hold a valid Grazing Certificate. Depending on its role in the production chain, this may be part A, B and/or C. When the entire dairy product supply chain has been certified, the end product may be sold to the consumer with the Meadow Milk logo on the packaging, once the brand owner has received a licence from the Grazing Foundation.

4.1 Small-scale dairy producers

A small-scale dairy producer is in fact a small production location which processes raw milk from its own farm and sometimes also milk purchased from elsewhere. Small-scale dairy producers are also eligible to be granted a Grazing Certificate, in this case part A and part C.

4.2 Service providers

Certificate holders can use service providers, such as transporters, cleaning services or ripeners. If these services impact on how a certificate holder complies with the requirements, this company must include these services in its control plan. In some cases, however, the service provider itself must be certified. Important factors here are, for instance, who owns the Meadow Dairy Product or intermediate Meadow Dairy Product and whether the service provider carries out the service on behalf of one company or several companies.

Appendix 4 shows when a service provider may be included in the certificate holder's control plan and when a service provider must obtain its own certificate.

5 Control system and control plan

The certificate holder must ensure that it and, if applicable, the dairy farmers who supply the meadow farm milk satisfy the requirements of the Grazing Foundation. It must therefore organise, set up, record and monitor various matters, such as the administration of the dairy farms, guidelines for unloading tankers at the production location or establishing a system to ensure traceability of the product during the production process. All these aspects taken together are known as the control system of the certificate holder.

The certificate holder describes the control system in the so-called control plan. The description must be stated in such a way that the system can be verified by third parties. Guidelines for the control plan for Grazing Certificate part A have been drawn up. This document can be found at www.weidemelk.nl.

6 Certifying Bodies

The Grazing Foundation does not perform certification itself. Certification is performed by a certifying body (CB). A CB may, following accreditation by the Grazing Foundation, perform certification and audit procedures. To this end, the CB must have demonstrated that it performs independent, high-quality and uniform inspections and assessments. ISO / IEC 17065 accreditation from an accreditation body (such as the Dutch Accreditation Council) is a requirement in any case. In the context of the foundation's integrity programme, all CBs are audited annually by an independent QA expert.

The following CBs are currently affiliated to the foundation:

- Qlip, Leusden Netherlands (Grazing Certificate parts A, B and C)
- Melkcontrolecentrum Vlaanderen (MCC), Lier Belgium (Grazing Certificate part A)
- ABCG, Alsfeld Germany (Grazing Certificate part A)

7 Audits

All certificate holders are assessed by a CB at the start. Subsequently, they are assessed annually. The assessment by the CB is known as an audit. Basically, the CB checks that the milk flow originates from cows which have access to grazing and that the milk flow throughout the production chain is not mixed with non-grazing milk flows. The audit consists of the following components:

- The CB assesses the control plan drawn up by the certificate holder.
- **Following approval of the control plan, the CB visits the company and assesses whether it is operating as described in the control plan.**
- For Part A Certificate: the CB performs an annual inspection at 40% of the dairy farms that supply meadow farm milk to a certificate holder.

7.1 Assessment criteria at audits

The CB applies a set of assessment criteria to assess the control plan and for on-site assessment. These assessment criteria are listed in Appendix 5.

8 Inspections of dairy farms

Inspections are performed on a percentage of dairy farms in order to obtain an impression of the grazing practice on dairy farms that supply meadow farm milk to a dairy company with a Grazing Certificate Part A. Each year, 40% of the dairy farms is inspected. This percentage is made up as follows:

- a) Minimum of 10%: unannounced and selective based on a risk assessment, performed by an accredited CB;
- b) Minimum of 15%: performed by an accredited CB;
- c) Minimum of 15%: performed by the certificate holder or an accredited CB.

The inspections under a) may not be combined with inspections at the dairy farm that are announced. These inspections must take place at a time when the cows actually graze. With a digital grazing calendar that can be read centrally, inspections can be carried out more efficiently, because the CB can then take the grazing times of the dairy farmer into account in the planning. The inspections under b) and c) may come from a random sampling and may be announced.

Inspections are performed during the grazing season. The procedure is based on ten inspection points, subdivided into four themes: grazing registration, grass availability, grazing infrastructure and grazing signals, and grazing practice during inspection. See Appendix 5 for the assessment criteria for inspection of dairy farmers.

The results of the inspection determine whether the dairy farmer applies grazing according to the conditions of the Grazing Foundation. When the conclusion of the inspection is 'not approved', the dairy farmer concerned may no longer supply meadow farm milk. When the conclusion of the inspection is 'doubt', the inspector will re-inspect the farm to assess the grazing practice (follow-up inspection). When the conclusion of the inspection is 'incomplete' the inspector will return to complete the inspection at a later date (follow-up inspection). Follow-up inspections are always performed by a CB and are unannounced.

If the dairy company performs the inspections under c) itself, it must train and accredit its employees and ensure that inspections are performed in compliance with the conditions and standards of the foundation. The approach is a component of the control system and must be included in the control plan.

9 Steps to certification

Figure 2 sets out in diagram form the steps that a company must take before a Grazing Certificate can be issued.

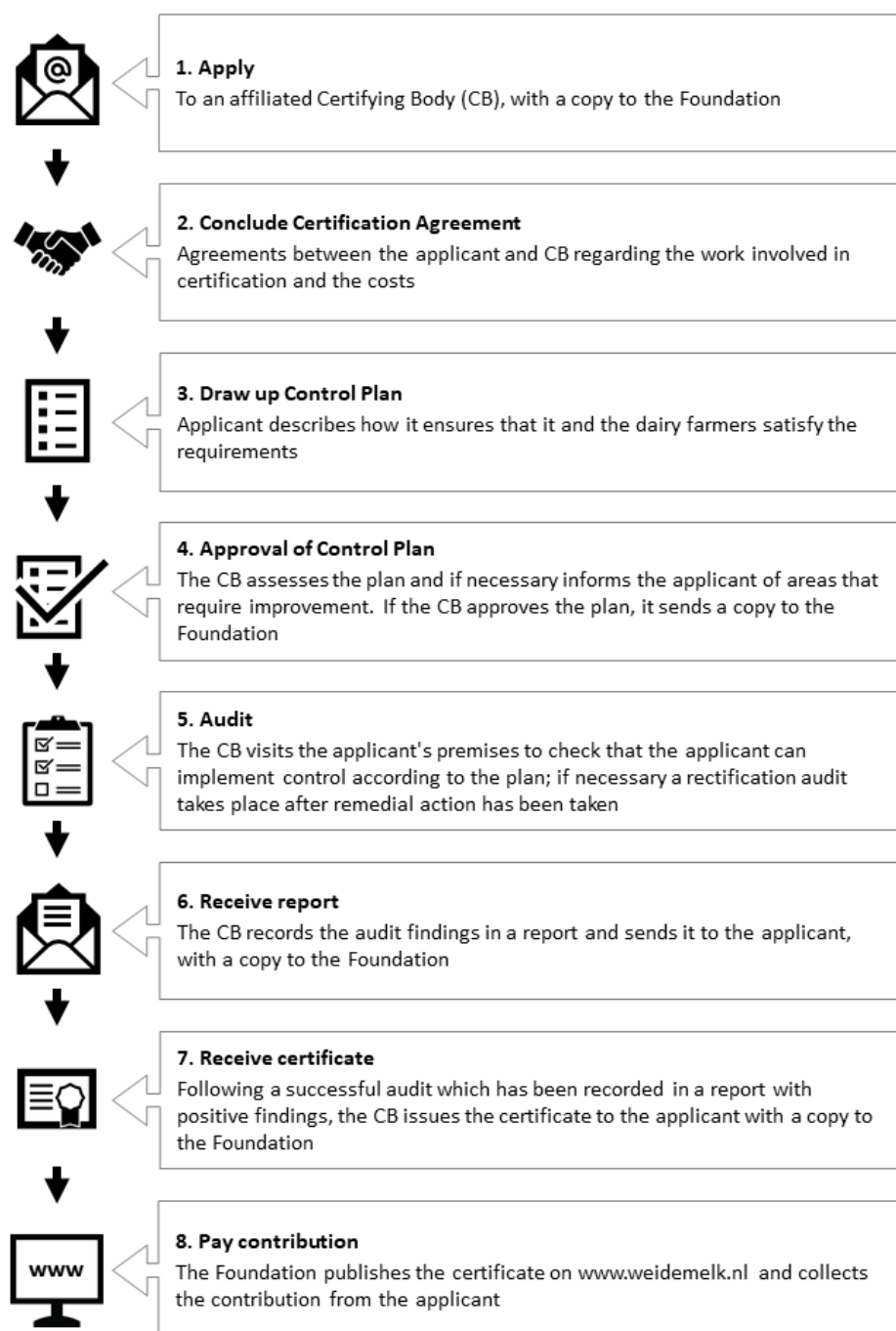


Figure 2: Steps to certification

9.1 What if things aren't right the first time round?

If the CB cannot approve the control plan under assessment straight away, the CB informs the applicant that the control plan is inadequate or incomplete. The CB also points out the areas that require improvement. The applicant then has an opportunity to improve or supplement the control plan and submit it for re-assessment. The audit cannot take place until the control plan has been approved.

If the audit shows that controls cannot be carried out in accordance with the approved control plan, the applicant is notified of this. The applicant has an opportunity to take remedial action, then a rectification audit is performed. Rectification audits are repeated until, in the opinion of the CB, control can be carried out fully in accordance with the control plan. If it becomes clear after repeated audits that control cannot be carried out in accordance with the control plan, the Certification Agreement is terminated and no Grazing Certificate is awarded.

After the audit, the CB writes a report. The applicant first receives this report in draft form so that it can identify any inaccuracies or incorrect interpretations and inform the CB accordingly. Afterwards, the CB sends a final version of the report.

9.2 Period of validity of the Certificate and subsequent years

The Grazing Certificate is valid until the end of the calendar year following the year during which the audit took place.

In every subsequent year, the certificate holder must submit its control plan for that year to the CB. The CB then conducts an audit. If the annual audit indicates that control can be carried out according to the approved control plan, the CB then issues an extension of the Grazing Certificate.

9.3 Scope

The scope of the certification (type of product or activity) is stated on every certificate. It may also specify that the meadow farm dairy products are produced from cows which graze in Dutch meadows, if this Dutch origin has also been audited during the certification process.

10 Licence for the meadow milk logo

Once the whole dairy product supply chain has been certified and the brand owner has received a licence from the Grazing Foundation, the end product may be sold to the consumer with the meadow milk logo on the packaging. Before this can be done, the brand owner must conclude a licence agreement with the Grazing Foundation. Among other things, the licence agreement sets out the arrangements relating to use of the logo.

The licence is linked to the last Grazing Certificate in the production chain. If the brand owner is also the producer, this is usually its own certificate. If the brand owner is not a producer (i.e. a retailer), this is the certificate held by the producer which supplies the product to the brand owner. The brand owner is responsible for compliance with the conditions set out in the licence agreement.

The conditions may be summarised as follows:

- The meadow milk logo must be affixed clearly and legibly (minimum 10 mm diameter) to the packaging and promotional materials with the highest possible quality.
- The Meadow Milk logo must be accompanied by an explanatory text at least once on each package.
- Changes or additions to the Meadow Milk logo are prohibited, and it must not be integrated into or used as a company's own trademark.
- The licensee is not entitled to grant licences or sub-licences, assign the licence, etc.
- The licensee must notify the Foundation of the current list of its suppliers of meadow dairy products at all times (by providing the certificate number and EC approval number of the suppliers).

The full text of the licence agreement can be found at www.weidemelk.nl. A manual for use of the meadow milk logo has been compiled.

11 Contribution

In order to account for general costs of the management and supervision and for costs relating to activities which, in the Foundation's opinion, are useful or required for promoting its object, the Foundation charges a contribution for certificate holders and licensees. To account for costs relating to the execution of the Integrity Program, the Foundation charges a contribution for Certifying Bodies. The contribution is effective for a calendar year. No discount or refund is given if participation lasts for just part of the year.

Contribution for certificate holders

Meadow dairy companies in possession of a Grazing Certificate pay the contribution for certificate holders. The contribution rate is dependent on the total annual turnover of the company. Four turnover categories apply. For small-scale dairy establishments (*boerderij-zuivelbedrijven*) a separate contribution rate applies. As such, the contribution structure is kept simple and associated administrative pressure is kept as low as possible.

The following contribution rates for certificate holders have been adopted for 2020:

Turnover category	Total annual turnover (x 1 million euros)	Annual contribution (excl. VAT)
A	< € 7.5	€ 542
B	€ 7.5 - € 50	€ 1,627
C	€ 50 - € 500	€ 5,424
D	> € 500	€ 10,848
Small scale dairy establishment	not applicable	€ 77

The annual contribution will be reduced by 50% if the certificate holder can prove, with convincing documentation, that Meadow Dairy makes up 5% or less of the total annual turnover of the certificate holder. This exception does not apply to certificate holders that have an annual turnover of Meadow Dairy products higher than 25 million euros nor to small scale dairy establishments.

Contribution for licensees

Companies that have a Licence Agreement with the Foundation pay the contribution for licensees. The contribution is due annually, starting the first year after the License Agreement has been concluded. The contribution for licensees is currently set at zero euros (€ 0.00).

CB's contribution

Certifying Bodies that have an agreement with the Foundation to carry out audits and certifications, or give instructions to do so pay the contribution for CB's. The contribution rate is based on expected costs for execution of the Integrity Program and is currently set at € 5,166 (excl. VAT).

The annual contribution will be reduced by 50% if the CB can show that it has three clients or less for Meadow Milk auditing and certification.

Appendix 1. Criteria for flexible implementation of grazing

To cater for dairy farmers who need more flexibility when grazing, there is an alternative to grazing 120/6, namely grazing 120/720. In addition, dairy farmers can opt for using a measurement system for registration of individual cow grazing time

Additional conditions for grazing 120/720

- Prior to the grazing season, the dairy farmer informs the dairy company that he wishes to use this option.
- The dairy farmer uses a central registration system of the certificate holder in which the dairy farmer enters the start time and end time of grazing for each day
- Registration shows that the dairy farmers allows all eligible lactating cows to graze outdoors for at least 720 hours and at least 120 days a year.
- The CB consults the central registration system so that the inspection can be planned at a time when the cows are grazing.

Additional conditions for measurement system

- Prior to the grazing season, the dairy farmer informs the dairy company that he wishes to use this option.
- The dairy farmer uses an individual cow measurement system for grazing times approved by the Grazing Foundation. An overview of approved measurement systems has been published on the website www.weidemelk.nl.
- Registration shows that the dairy farmers allows all eligible lactating cows to graze outdoors for at least 720 hours and at least 120 days a year.
- During an inspection, the dairy farmer provides the inspector, on request, with insight into the operation of and measurements recorded by the measurement system.
- The individual grazing time per cow per day is measured by the measurement system. This data is used to calculate whether a farm meets the conditions for grazing. The calculation is arrived at as follows:
 - o The individual grazing time of all lactating cows is included. Cows in the first 14 days of lactation are not included. The individual grazing time per cow is measured per day.
 - o If at least 90% of the cows has grazed for more than an hour, that day counts as a grazing day. If the percentage is less 90%, that day does not count as a grazing day. At least 120 grazing days must have been reached per year.
 - o For a grazing day, the average grazing time is then calculated over the individual grazing times of all lactating cows on the farm for that day (except for cows in the first 14 days of lactation).
- A report is made available to the certificate holder for each day. The report contains relevant information about the grazing time applicable on the farm for that day and cumulatively up to the day of the report.

Appendix 2. Conditions for grazing for dairy farms

Grazing 120/6	Grazing 120/720	Grazing with measurement system
The dairy farmer informs the certificate holder of his choice of grazing method.		
All eligible lactating cows are allowed to graze outdoors in a meadow with sufficient grass for at least six hours a day and at least 120 days a year, so that the animals are free to exercise their natural grazing habits on a continual basis.	All eligible lactating cows are allowed to graze outdoors in a meadow with sufficient grass for at least 720 hours and at least 120 days a year, so that the animals are free to exercise their natural grazing habits on a continual basis.	
All lactating cows eligible for grazing must be allowed to graze at the same time. Herd grazing and partial herd grazing are not permitted		Herd grazing is permitted Partial herd grazing is not permitted
All lactating cows eligible for grazing means; all lactating cows with the exception of lactating cows in the first 14 days of lactation and lactating cows who are sick.		
There must be sufficient grass in the meadow to enable the cows to exercise their natural grazing habits on a continual basis.		
The maximum number of lactating cows per hectare of plot contiguous to the farmhouse is ten (or: at least 0.1 hectare of plot contiguous to the farmhouse is available per lactating cow).		
Grazing must start no later than 15 June of the year concerned.		
During the grazing season, records are kept that register the start and end times of grazing per grazing day. This registration must be current and accurate.		
Grazing registration may be recorded in an own system.	Grazing registration is recorded in a central registration system of the certificate holder.	Grazing registration is recorded using an approved measurement system for registration of individual cow grazing time
In the period between the start and end time of grazing, all lactating cows eligible for grazing are in the meadow. The following exception applies on farms that use an automatic milking system: all lactating cows eligible for grazing have meadow access and during the inspection no more than 25% of the cows is in the barn.		During grazing, all lactating cows eligible for grazing must have meadow access, cows may have access to the barn.

Appendix 3. Non-meadow milk ingredients in Meadow Milk and Meadow Dairy Products

Making dairy products is a complex process whereby it is sometimes necessary to use dairy ingredients in order to manufacture products that are appreciated by consumers.

In the production of some dairy products, mixing with non-Meadow Milk dairy flows cannot be ruled out entirely. The proportion of non-Meadow Milk should be kept to a minimum. Certain conditions must be complied with. These conditions are described below. Appendix 2 of the general conditions sets out the conditions in detail.

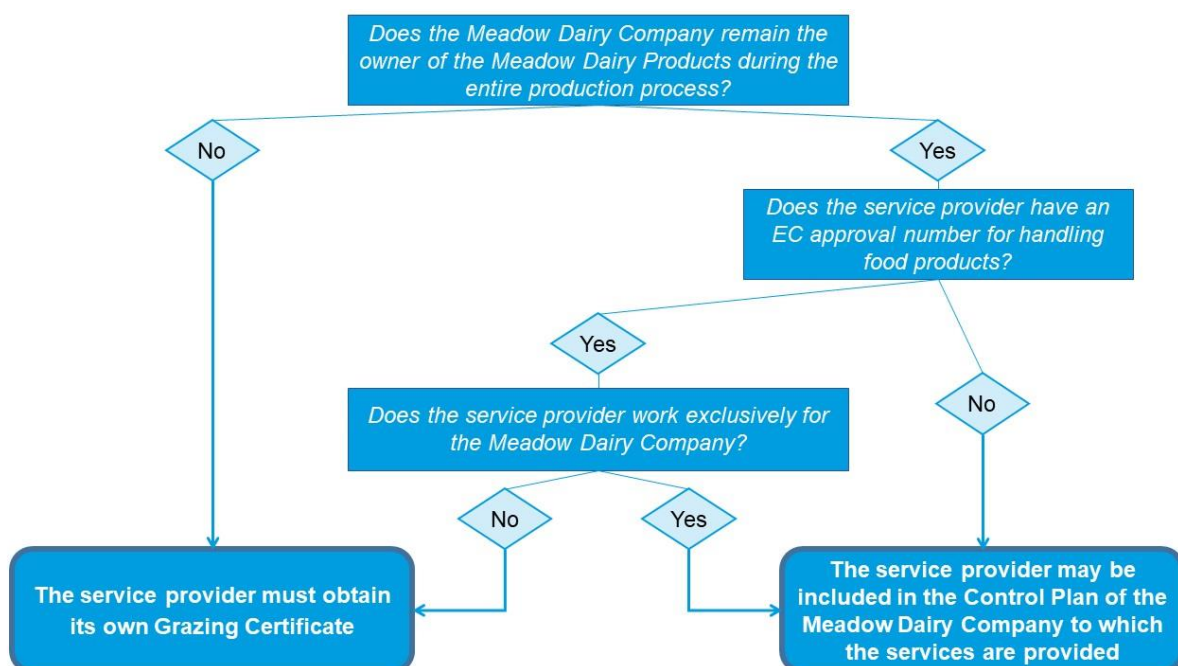
A distinction is drawn between Meadow Milk for Consumption and other Meadow Dairy Products:

- Meadow Milk for Consumption may only consist of Meadow Farm Milk. The unavoidable inclusion of traces of non-Meadow-Milk, for instance resulting from transportation and transfer, is permitted.
- Other Meadow Dairy Products are manufactured on the following conditions:
 - a) Meadow Dairy Products may only be prepared with Meadow Farm Milk;
 - b) criteria stemming from, for instance, technology, process requirements and factory layout may result in an unavoidable mixing with non-Meadow-Milk flows and is permitted to a limited degree;
 - c) non-Meadow-Dairy ingredients may only be used if Meadow Dairy ingredients are not available in sufficient quantity, quality and/or at a competitive price;
 - d) non-Meadow-Dairy ingredients may only be added because of their functional and additional features;
 - e) the aggregate proportion of non-Meadow Dairy flows (see b., above) and non-Meadow Dairy ingredients (see c. and d., above) in relation to the total dairy content in a Meadow Dairy product may not exceed 5.00% by weight (m/m)².

² $((\text{mass of non-Meadow-Milk} + \text{mass of non-Meadow-Milk dairy ingredients}) / \text{mass of the total dairy content of the product}) \times 100\%$

Appendix 4. Decision tree for certification of service providers in the production chain for meadow dairy

The general terms prescribe that all links in a production chain for Meadow Dairy Products must be certified independently as Meadow Dairy Companies. Meadow Dairy Companies also often use services brought in from third parties – such as transportation, maturation or cleaning of production sites – in the course of producing Meadow Dairy Products. If these services have an impact on how the Meadow Dairy Company complies with the General Terms and Conditions, it must include these services in its Control Plan. These third-party service providers are then covered by the Meadow Dairy Company's Grazing Certificate. Based on this decision tree, the Grazing Foundation qualifies whether a service provider should acquire a Grazing Certificate itself, or whether it can be included in the Control Plan of the Meadow Dairy Company where the services are provided.



Appendix 5. Assessment criteria audits

Grazing Certificate part A: Assessment criteria for assessment of the Control Plan

- A.1. Has the Meadow Dairy Company provided an adequate description of relevant policies and definitions and has the scope and purpose of the Control Plan been defined?
- A.2. Is an adequate procedure in place to register Affiliated Dairy Farmers?
 - a) Are intent statements of Affiliated Dairy Farmers obtained timely and in advance and do they clearly state the type of Grazing applied and the registration option chosen by the farmer?
- A.3. Is an adequate private written or electronic register to process the data on the Affiliated Dairy Farmers and the other Meadow Dairy Companies from which Meadow Farm Milk is purchased available?
 - a) Does the register include at least the data referred to in article 5.2 of the General Terms and Conditions?
- A.4. Has the Meadow Dairy Company imposed requirements on the business set-up of the Affiliated Dairy Farmer with regard to Grazing and associated aspects of Control, thus providing the guarantee that the Affiliated Dairy Farmer does in fact apply Grazing?
 - a) Does this include the requirement that the grazing season of Affiliated Dairy Farmers begins no later than 15 June?
 - b) Does this include a provision that herd grazing is only permitted when the Affiliated Dairy Farmer opts for flexible implementation of grazing using a measurement system for registration of individual cow grazing time, which has been approved by the Grazing Foundation?
 - c) Does this include a provision that partial herd grazing is not permitted?
 - d) Does this include the Affiliated Dairy Farmers obligation to maintain a system in which the Grazing is registered?
- A.5. Has the Meadow Dairy Company implemented adequate procedures for facilitating, processing and checking the Grazing registrations of Affiliated Dairy Farmers?
 - a) For flexible implementation of grazing: does the Meadow Dairy Company provide an adequate central registration system to its Affiliated Dairy Farmers and has the Meadow Dairy Company implemented adequate procedures to obtain and assess the information following from the central registration system or from approved measurement systems for registration of individual cow grazing time?
- A.6. Is the work of the unannounced and announced Inspections of Affiliated Dairy Farmers carried out in accordance with an Audit Schedule and does this Audit Schedule ensure that all Inspections will be carried out during the grazing season?
 - a) Are Inspections carried out in such a way that the grazing practice of Affiliated Dairy Farmers is assessed on the basis of the assessment criteria laid down in the Assessment criteria for Inspections of Affiliated Dairy Farmers of this Annex?
 - b) Is a procedure in place that ensures that Inspections of Affiliated Dairy Farmers who make use of flexible implementation of grazing are planned during the days and times when the cows will be grazing?
 - c) Does the Audit Schedule ensure that the following minimum of Inspections are carried out per year?

- i) at least 10% of all Affiliated Dairy Farmers is selectively inspected based on a risk assessment by the Meadow Dairy Company. These selective assessments take place unannounced during the grazing season and are carried out by a Certifying Body that is affiliated with the Foundation;
 - ii) at least 15% of all Affiliated Dairy Farmers is inspected by a Certifying Body that is affiliated with the Foundation; and
 - iii) at least 15% of all Affiliated Dairy Farmers is inspected by a Certifying Body that is affiliated with the Foundation or by the Meadow Dairy Company.
- d) Does the Meadow Dairy Company have an adequate procedure in place to identify High-risk Affiliated Dairy Farmers?
- e) Does the Meadow Dairy Company have an adequate procedure in place to follow-up Inspections that lead to the findings 'doubt', 'incomplete' or 'not approved'?
- A.7. Has the Meadow Dairy Company implemented a sanctions policy that imposes a penalty for dairy farmers who have applied for the status of Affiliated Dairy Farmer and are registered as such if they do not practice grazing in accordance with the definition of Grazing in the General Terms and Conditions?
- A.8. Does the Meadow Dairy Company take measures ensuring that Meadow Farm Milk is not mixed with other farm milk, either by the Meadow Dairy Company itself or by a third party it instructs for this purpose?
- A.9. Is there a documented procedure for reporting any relevant changes to the Certifying Body?
- A.10. Has the Meadow Dairy Company performed a risk analysis to assess the risks of mixing Meadow Farm Milk with other farm milk; are the critical issues described and are the risks demonstrably controlled?

For the assessment of the Control Plan of small scale dairy establishments (*boerderijzuivelbereiders*) that do not obtain raw farm milk externally, the assessment criteria A.1. to A.10. are not applicable.

Grazing Certificate part A: Assessment criteria for Audit of Affiliated Dairy Farmers

- A.11. Is an approved control plan available?
- A.12. Is an up-to-date and compliant register available listing Affiliated Dairy Farmers that supply or have supplied Meadow Milk, and are any changes shown clearly?
- A.13. Are the grazing records of the Affiliated Dairy Farmers available for inspection, and do these records show that the requirements with respect to Grazing are met?
- A.14. Have Affiliated Dairy Farmers signed an intent statement?
- A.15. Have Affiliated Dairy Farmers mentioned timely and in advance which type of grazing is selected?
- A.16. Are farms selected for Inspection and Inspected conform the requirements?
- A.17. Is the minimum number of inspected Affiliated Dairy Farmers achieved?
- A.18. Are, where applicable, sanctions carried out in the right way?
- A.19. Has, where applicable, actions been taken based on the former Audit findings or Audit Report?
- A.20. Is there a documented procedure for reporting any relevant changes to the Certifying Body?

For the Audit of Affiliated Dairy Farmers of small scale dairy establishments (*boerderijzuivelbereiders*) that do not obtain raw farm milk externally, the following assessment criteria are not applicable: A.12.; A.14.; A.15.; A.16.; A.17.; A.18.; A.20.

Grazing Certificate part A: Assessment criteria for Inspections of Affiliated Dairy Farmers

1. Grazing registration

- 1a. Has the registration been duly completed? (for each grazing day start and end time of grazing recorded, maximum of 7 days missing and reflecting the actual grazing regime of the farmer)
- 1b. Does the registration show that grazing was started no later than June 15 of the current year?
- 1c.* *With 120/6:*
Does the registration show that a minimum of 6 hours of grazing is done on grazing days and that achieving grazing for at least 6 hours a day and at least 120 days is feasible during the current year?
With 120/720:
Does the registration show that achieving grazing for at least 720 hours and at least 120 days is feasible during the current year?

* not applicable for farmers using a measurement system

2. Grass availability

- 2a. Is the number of eligible lactating cows per hectare grazeable area ≤ 10 ?
- 2b. Do the eligible lactating cows have sufficient supply of grass, allowing them to exercise their natural grazing habits on a continuing basis?

3. Grazing infrastructure and grazing signals

- 3a. Are the grazing areas fenced off and using materials that are suited for dairy cattle?
- 3b. Do the grazing areas look as if they are being grazed and does the image in the field correspond with the registration?
- 3c. Is it apparent that the path or route from / to the meadow is being used?

4. Grazing practice during Inspection

- 4a. Is the Inspection performed during a time when cows should be grazing?
- 4b. Are all the eligible lactating cows in the meadow?

Exception for AMS:

Are at least 75% of the eligible lactating cows in the meadow?

Exception for measurement system:

Do all the eligible lactating cows have access to the meadow?

Grazing Certificate part B: Assessment criteria for Audit of Milk Transportation (RMO)

General

- B.1. Is there a flow diagram for the transportation of Meadow Milk, and does this reflect actual practice?
- B.2. Has the Meadow Dairy Company performed a risk analysis to assess the risks of mixing Meadow Milk with other milk during transportation; are the critical issues described and are the risks demonstrably controlled?
- B.3. Are the competences and responsibilities of the carrier of farm milk documented by the Meadow Dairy Company?
- B.4. Are there documented procedures and instructions for the separate transportation of Meadow Milk?
- B.5. Are the employees (drivers and other employees) instructed and trained with respect to Meadow Milk concept and procedures for separate transportation of Meadow Milk?
- B.6. Is there a documented procedure for tracking and tracing of meadow milk, and can deliveries of Meadow Milk be traced back to the supplier (i.e. the Affiliated Dairy Farmer)?
- B.7. Are traceability tests conducted at least once each year, including a mass balance test for Meadow Milk?
- B.8. Are internal audits conducted at planned intervals to determine that the proper working methods are being applied with respect to the transportation of Meadow Milk ?
- B.9. Is the data being recorded for the purpose of demonstrating that the proper working methods are being applied with respect to the transportation of Meadow Milk?
- B.10. Are these records kept for at least 2 years?
- B.11. Is there a documented procedure for reporting any relevant changes to the Certifying Body?

Milk Transportation (RMO-transport)

- B.12. Is the information regarding the dairy farmers from which Meadow Milk or non-Meadow Milk will be collected being recorded and known?
- B.13. Is there a record that shows which Milk Transportation vehicles will be used to transport the Meadow Milk?
- B.14. Have the collecting addresses of Affiliated Dairy Farmers been linked to GPS locations / has the GPS location been embedded in the Milk Transportation vehicle's on-board computer?
- B.15. Is only Meadow Milk collected during the milk collecting route?
- B.16. In case of compartmentalisation, is/are one or more of the compartments filled with other milk? If this is the case, what measures are taken to prevent the milk from being mixed?
- B.17. Is the Milk Transportation vehicle cleaned prior to transportation of Meadow Milk, or can it otherwise be demonstrated that the non-meadow milk cannot mix with the Meadow Milk?
 - Cleaning is not necessary if it can be demonstrated in some other way that the milk does not mix.
 - Rinsing with water (instead of cleaning) is permitted, because this will remove any non-Meadow Milk remnant.
 - Rinsing is not necessary if it can be demonstrated that the Milk Transportation vehicle can be drained completely, without leaving any milk remnant.
- B.18. Have instructions been given with respect to the precise location at the factory premises where the Meadow Milk should be unloaded?

- B.19. Is the unloading site and / or pipe for Meadow Milk safeguarded against the unloading of other milk?
- B.20. Are the administrative records of Affiliated Dairy Farmers available for inspection by the carrier, and do these records meet the set requirements?

For the Audit of Milk Transportation of small scale dairy establishments (*boerderijzuivelbereiders*) that do not obtain raw farm milk externally, the assessment criteria B.1. to B.20 are not applicable. Instead the following assessment criterium is applicable: Does the transport of raw milk from the dairy farm to the production site take place in a closed circuit?

Grazing Certificate part C: Assessment criteria for Audit of production site

General

- C.1. Is the Meadow Milk scope defined by the Meadow Dairy Company?
- C.2. Is there a flow diagram for the transportation, storing, processing, refining and packaging of Meadow Milk / Meadow Dairy Products, and does this reflect actual practice?
- C.3. Has the Meadow Dairy Company performed a risk analysis to assess the risks of mixing Meadow Milk or Meadow Dairy Products with other milk or other dairy products during transportation, storing, processing, refining and packaging; are the critical issues described and are the risks demonstrably controlled?
- C.4. Are the competences and responsibilities of the carrier of farm milk documented by the Meadow Dairy Company?
- C.5. Are there documented procedures for separate transportation, storing, processing, refining and packaging of Meadow Dairy Products?
- C.6. Are the employees (drivers and other employees) instructed and trained with respect to Meadow Milk and the required methods for separate transportation, storing, processing, refining and packaging of Meadow Milk products, compared with other milk and dairy products?
- C.7. Is there a documented procedure for tracking and tracing of meadow milk, and can deliveries of meadow milk be traced back to the supplier (i.e. the Affiliated Dairy Farmer)?
- C.8. Are traceability tests conducted at least once each year, including a mass balance test for Meadow Milk?
- C.9. Are internal audits conducted at planned intervals to determine that the proper working methods are being applied with regard to processing, labelling and packaging of Meadow Milk and Meadow Milk products?
- C.10. Is the data being recorded for the purpose of demonstrating that the proper working methods are being applied with respect to the transportation, storing, processing, refining and packaging of Meadow Dairy Products?
- C.11. Are these records kept for at least 2 years?
- C.12. Is there a documented procedure for reporting any relevant changes to the Certifying Body?
- C.13. Is there a documented procedure for corrective actions in case of non-compliance or non-conformance?
- C.14. Is there a documented procedure for outsourced processes?

Administrative records pertaining to suppliers of Meadow Milk / Meadow Dairy Products

- C.15. For recipients of farm milk: is there an up-to-date register listing Affiliated Dairy Farmers that supply or have supplied Meadow Milk, and are any changes shown clearly?
- C.16. For recipients of farm milk: are the grazing records of the Affiliated Dairy Farmers available for inspection, and do these records show that the requirements with respect to Grazing are met?
- C.17. For recipients of Meadow Dairy Products: is there an up-to-date register listing the suppliers that supply or have supplied Meadow Milk products, and are any changes shown clearly?

Process of transportation, preparation, processing and packaging

- C.18. Are only dairy products or products of which at least 10% of the dry matter consists of dairy ingredients processed into Meadow Dairy Products?
- C.19. For the preparation and processing of Meadow Dairy Products, are only Meadow Milk or Meadow Dairy Products being used that originate from certified Meadow Dairy Companies?

If Meadow Dairy or Meadow Dairy Products are not completely produced from Meadow Milk: does the product meet the minimum requirement of 95%? ((mass of non-Meadow Milk + mass of non-Meadow Milk dairy ingredients / mass of the total dairy content of the product) x 100%)
- C.20. Have the necessary measures been taken at the factory to prevent the Meadow Milk from mixing with other farm milk?
- C.21. Are the transportation, storing, processing, refining and packaging of Meadow Dairy Products sufficiently separated from non-Meadow Dairy products, and is the order of work such that there can be no mixing?
- C.22. Where appropriate, does any cleaning take place prior to transportation, storage, production and processing of Meadow Milk / Meadow Dairy Products?
- C.23. Does the working method for the packaging process ensure that the packaging used for Meadow Dairy Products is used exclusively for Meadow Dairy Products, and does the company perform controls for this?
- C.24. Are the administrative records of Affiliated Dairy Farmers available for inspection by the recipient of the farm milk, and do these records meet the set requirements?

For the Audit of production site of small scale dairy establishments (*boerderijzuivelbereiders*) that do not obtain raw farm milk externally, the following assessment criteria are not applicable: C.3.; C.4.; C.5.; C.9.; C.10.; C.14.; C.15.; C.16.; C.17.; C.20.; C.21.; C.22.; C.24.