



## **REGULATIONS for THE (DUTCH) NATIONAL BOARD OF EXPERTS HACCP (NBE-HACCP)**

With these regulations is enclosed:

Appendix 1: List of members of the National Board of Experts HACCP.

### **Article 1 Introduction**

The (Dutch) National Board of Experts HACCP (NBE-HACCP) has been established to function as an advisory body - with discretionary powers – to the certification bodies, that have been authorised by the Dutch Council for Accreditation (RvA) or another accreditation body to conduct HACCP certification. The NBE HACCP is legally represented by the Stichting Certificatie Voedselveiligheid (Certification Foundation Foodsafety, SCV).

This Board provides parties with an interest in HACCP certification with the possibility to execute their participation in the development of the certification schemes that are managed by the NBE-HACCP.

Additionally, they can participate in the co-ordination activities in the field of HACCP certification, as well as in the formulation and functioning of the HACCP scheme.

### **Article 2 Composition**

The NBE-HACCP is composed by experts from consumer organisations, government, retail, trade, industry, certification bodies as well as by independent experts. The NBE-HACCP invites organisations concerned to make binding nominations. The NBE-HACCP itself appoints its members and ensures that the composition is balanced and manageable in size. The National Board can only reject an organisations nomination, based on the interests promoted by the National Board, stating the reasons. If the nomination is rejected, the organisation involved is given the opportunity to make a new nomination. Members are appointed with consultation of the board of SCV. The board of SCV can reject a nomination if the rejection is based on interests which the foundation board looks after. Membership is terminated if the member relinquishes the capacity for which he or she was nominated, as well as if the organisation concerned indicates a wish to terminate this membership.

The National Board can appoint independent experts as members, as advisers or as temporary advisers. In doing so, the National Board can determine to what extent the adviser has voting powers.

The chairperson is appointed by the National Board in his or her capacity and is not an individual appointed from the ranks of the organisations concerned. In the absence of the chairperson the National Board will allocate a deputy chairperson. The (re) appointment of the chairperson and the independent experts takes place every three years. In the event of prolonged absences of a member the organisation concerned will be asked to make a new appointment.

The following organisations have seats on the (Dutch) National Board of Experts HACCP and can nominate members:

- Central Bureau for the Provision Trade (*Centraal Bureau Levensmiddelenhandel*), 1 member;
- Certification bodies, 3 members nominated via the Harmonisation Committee. For a description of the Harmonisation Committee -> see **Article 6**;
- Consumers Association (*Consumentenbond*), 1 member;
- Food Production Boards (Hoofd)produktschappen Voedselvoorziening), 3 members;
- Dutch Food Industry Federation (Federatie Nederlandse Levensmiddelen Industrie: FNLI), 2 members.

In addition, the following are members of the Board:



- Independent experts;
- An independent chairperson;
- A secretary.

The following advisers participate:

- A representative of the Food and Consumer Product Safety Authority (Voedsel en Waren Autoriteit (VWA))
- A representative of the Ministry of Health, Welfare and Sport or Agriculture, Nature and Food Quality
- Representative(s) on behalf of the Dutch Council for Accreditation or other accreditation bodies in question can also attend the meetings of the National Board. The representative will be added to the board as a corresponding member.

### **Article 3      Task**

The National Board is responsible for the establishment of certification schemes. The Board organises co-ordination activities in the field of HACCP certification and evaluates these in view of developments desired by interested parties, as well as with respect to other relevant (e.g. technical) developments. The National Board has the possibility to provide recommendations - on request or otherwise - to the associated certification bodies with respect to the HACCP certification scheme. The National Board can issue proposals to the relevant certification bodies for the contracting out of investigative work to third parties. The National Board is authorised to formulate the assignment and its constituent parts.

In any event, the National Board is required to provide advice in the following areas:

1. The nature, content and functioning of the HACCP scheme;
2. The scope of certification;
3. The establishment of requirements and the methods of investigation, which underpin the certification scheme, and establishment of the period of validity for the certification scheme;
4. To establish the frequency of surveillance assessments in order to ensure that stipulated requirements are continuously met
5. The formulation of text on the HACCP certificate.
6. The competence of auditors involved in the scheme.
7. The full review of the “Requirements of a HACCP based Food Safety System” and the Dutch HACCP certification Scheme every 3 years.

Additionally, the National Board is authorised to provide recommendations - on request or otherwise - with regards to any aspect related to the management of certification schemes and to co-ordination activities in the field of HACCP certification.

With respect to all the aforementioned items, the associated certification bodies can accept or reject the recommendations of the National Board of Experts HACCP only in their entirety. In the event that (one or more of) the certification bodies do not accept the recommendations of the National Board, this needs to be notified to the National Board in writing, stating the reasons for this.

The National Board will reconvene and reach a decision on possible changes of the appealed recommendation.

If this is not the case and the certification body in question continues to reject this decision with respect to the recommendations, no further appeal procedure is possible and the certification body will be excluded from further use of the services of the National Board.

The services of the National Board of Experts can be called upon in the event of disagreements regarding the interpretation of the certification scheme, on the understanding that the Board does not rule on individual differences. The appeal board of the certification body is available for this purpose.

**Article 4 Working order**

1. In order to effectuate the responsibilities specified in article 3, the National Board convenes at least twice a year, and whenever the chairperson or three members of the board make a request to do so.
2. The secretarial work for the National Board is carried out by an agency or company or individual, which is nominated by the certification bodies and approved by the Board. The secretary or his or her deputy attends the meetings. He or she has an advisory vote in the meeting. The secretary provides the National Board with all the information (if required in coded form) which the National Board deems necessary for the effectuation of its responsibilities.
3. The chairperson can impose confidentiality on the National Board if the board receives confidential information necessary for carrying out its responsibilities.
4. In preparation for the tasks specified in items 2, 3 and 4 of clause 4, the secretary's office (possibly through work contracted out) is responsible for formulating drafts after consultation with the involved parties. Any opinions on the part of the involved parties that differ from the draft will be submitted to the National Board.

**Article 5 Decision-making**

The National Board aims to make decisions on the basis of consensus, including all participants, even those with no voting rights; in any event, two-thirds of the number of those members entitled to vote are required to be present or to have been balloted. Those entitled to vote are the members, with the exception of the representatives of the certification bodies.

Decisions can either be made in the meeting or by written consultation. Written consultation can be carried out by means of correspondence, i.e. by letter, fax or e-mail.

In the case of written consultation, those votes are counted which are received by the secretary's office within two weeks following a request to do so. In the event of the written procedure, all participants in the National Board can request verbal consultation in a meeting.

In the event of written consultation, decisions are made by consent: those opposing a motion can indicate whether to accept the majority position or remain opposed in principle. In case half or less vote for the motion, or if at least one person votes against the motion on principle, the proposal is required to be dealt with in a meeting or an amended motion is required to be submitted.

When decisions are made in a meeting, recommendations are accepted by a simple majority of votes. In the event of a tie, the issue is dealt with again and a vote taken. If a new vote is required, the final motion will be sent to the members entitled to vote within two weeks following the tie, to which a reply must be submitted within two weeks in writing.

Split recommendations can be made in the event that the associated certification bodies are not required to integrally accept or reject the recommendations.

**Article 6 Harmonisation committee**

The National Board receives advice from the Harmonisation Committee.

The Harmonisation Committee consists of representatives of the associated certification bodies. Expertise requirements can be stipulated for these representatives.

The Harmonisation Committee appoints three representatives from their number who participate in the meetings of the National Board.

The Harmonisation Committee tasks include the following:

- co-ordination and harmonisation with respect to the commercial ownership of the technical specification 'Requirements for a HACCP based Food Safety System',
- proposals for items on the agenda for meetings of the National Board,



- preparing recommendations for the National Board,
- evaluating practical cases with respect to HACCP certification,
- organisation of harmonisation workshops for HACCP auditors,
- allocating the secretary's office for the National Board as referred to in article 4, paragraph 2.

The reports of the meetings of the Harmonisation Committee are dealt with at the meeting of the National Board.

#### **Article 7 Recording the content of meetings and resolutions**

The secretary is responsible for recording the minutes of the meetings of the National Board. The draft minutes, including a list of draft resolutions, is sent to the members of the Board within three weeks following the meeting. If applicable, members are required to submit their comments with respect to the minutes and the list of resolutions to the secretary in writing within 14 days.

If no comments are received, the chairperson authorizes the minutes and list of resolutions to be finalised. The minutes as well as the list of resolutions is sent to the associated certification bodies. The list is also published on the website. If recommendations or decisions imply an alterations of one of the relevant documents, the list will state the alteration and be valid as long as the alteration has not been processed and published. All associated certification bodies will be informed of the publication. For the subsequent meeting, the list of resolutions is sent out again as a "document received". In case the secretary receives comments, the draft report will be dealt with and finalised at the subsequent meeting.

#### **Article 8 HACCP certificate**

The design of the HACCP certificate will be similar to the certificates that are issued by the awarding certification body in question.

Notwithstanding this, the certificates shall include the following information:

- name and address of the food business organization receiving the certificate;
- period of validity;
- relevant signatures and positions of signatories;
- scope, expressed in terms of activities, products and sites;
- logo of the Accreditation Body.

Furthermore, the certificate shall contain the following standard text, as required and will be maintained by the National Board of Experts:

The HACCP system has been assessed and approved by ..... (name of the certification body) in accordance with the criteria compiled by the National Board of Experts HACCP determined HACCP Certification Scheme concerning 'The Requirements for a HACCP based Food Safety System' [date of most recent version], Option A: Management System Certification (EN 45012)."

Certificates that do not fall within the scope of HACCP certification may not make any reference to the National Board of Experts HACCP.

#### **Article 9 Exchange of Information**

The secretary shall draw up reports of the National Board's activities.

These reports are made available to the participants and the advisers on the National Board and to the associated certification bodies who are not represented on the Board.

In addition, the Accreditation Body is entitled to have access to the reports. The National Board will notify all associated certification bodies with regards to all binding recommendations that have been issued and provide the necessary documents.

The certification bodies are required to respond to the recommendations issued within two months.



In order to fulfil its responsibilities, the National Board is required to receive information at least once a year from the Secretary and the associated certification bodies.

The certification bodies are required to provide the information requested by the National Board in respect of the previous year in writing, no later than 1 April.

This information must relate to the nature, content and functioning of the HACCP scheme and shall include at least the following;

- the frequency and the results of the surveillance's (if necessary, in code) conducted by the associated certification bodies;
- complaints in respect of the HACCP certification, received by the Secretary, Accreditation Body and the certification bodies and information on how these have been dealt with;
- the number and nature of appeal procedures with respect to HACCP certification with the Accreditation body and the certification bodies;
- reports on the periodic assessments by the Accreditation Body with regards to those sections which are important for the functioning of the HACCP scheme;
- applications and contracts for HACCP certification as well as certificates granted, suspended or withdrawn.

The mentioned information may provide a source of discussion for the National Board in respect of possible changes to the HACCP scheme.

All information made available will be treated in confidentiality by the National Board.

The Secretary, in order to ascertain that the duties of the National Board are conducted correctly, will be responsible to ensure that the documents and information provided to the National Board do not contain any commercially sensitive information.

#### **Article 10 Ratification and amendments**

The National Board of Experts HACCP is entitled to ratify and amend these Regulations. This requires the approval of all the members of the National Board. Ratification and amendments also require the approval of the associated certification bodies.

#### **Article 11 Concluding proviso**

In cases not covered by these Regulations, the HACCP National Board of Experts will make the final decision.

The Dutch National Board of Experts HACCP approved these requirements on 15 June 2006.



## Appendix 1

List of members of (Dutch) National Board of Experts HACCP, June 2006.

Chairperson:

F.G.B. Welten Bsc.

Members:

- National Bureau for the Provision Trades  
M. Jansen.
  
- Certification Bodies:  
I. Bruggert.  
G. v.d. Ven  
R. v. Bohemen
  
- Consumers Association  
G. Kramer Msc.
  
- Food Production Board  
Ms.A. van de Kamp Msc.  
Ms.M. Mellema Msc.  
H. Schouwenburg Msc.
  
- Dutch Food Industry Federation  
P.J. Mathot Msc.  
H. Beckers Msc.
  
- Independent experts:  
A.W. Barendsz Msc.  
O. Knottnerus Msc. (Vice-chairperson)

Advisers:

- Food and Consumer Safety Authority  
J.F.M.Beuger Bsc.
  
- Ministry of Health, Welfare and Sport or Agriculture, Nature and Food Quality  
vacancy

Secretary:

Ms J. van Straten Msc.