



**MANAGEMENT PLAN: DECLARATION AND DESCRIPTION OF COMMITMENTS AND
CONCRETE MEASURES TAKEN FOR COMPLIANCE WITH THE STANDARD:
ORGANIC & NATURAL ANIMAL CARE PRODUCT CERTIFICATION**

FIRST NOTIFICATION

SUBSEQUENT CHANGE

The undersigned _____

Born in _____ Prov. _____ (date) _____

Tax code _____

Legal representative of the
company _____

With registered office in _____ N. _____

City _____ Nation _____

VAT number _____

Phone _____ Fax _____ Mobile phone _____

Web _____ Email _____

_____ Certified email _____ PEC _____

DECLARES

that the complete description of the production unit, plants and carried-out activity is contained in the APPLICATION FORM and in the INFORMATIVE QUESTIONNAIRE already submitted to ICEA.

In order to make communications more immediate and/or to optimize the management of relations with ICEA as far as control and certification activities are concerned, the company also declares to avail itself of the collaboration of:

Mr./Mrs. _____

available at:

Phone _____ Mobile phone _____ Email _____

For this purpose, a formal delegation is attached (if the person indicated is also delegated to sign the control documents (e.g. inspection reports, sample collection, formulations, etc.).

Date: _____ Stamp and signature _____

OVERALL ACTIVITY CARRIED OUT BY THE COMPANY AND PROJECT REGARDING THE PRODUCTS SUBJECT TO CERTIFICATION

Describe the activity carried out by the company: production sector, plants, production lines subject to certification and similar non-certified, etc. If some phases of the process are carried out by other third-party operators describe the functions performed by each operator.

DESCRIPTION OF THE ACTIVITY TYPE AND TRANSFORMATION PROCESS OF THE PRODUCTS FOR WHICH CERTIFICATION WAS REQUIRED

Describe the production process and attach the flow chart

Production Packaging Labelling Marketing/Distribution

More detailed description

Distributors who use ALREADY certified subcontractor labs need only to fill in the boxes specifically related to their activity as brand distributors (see points 3, 4, 5, 7, 8 and 9).

On the other hand, distributors who use NON-certified subcontractor labs must fill in all the boxes, including those related to the production activity at the subcontractor's premises or fill in a dedicated form for each subcontractor used.

Final responsibility for compliance with the standard remains in any case of the owner of the trademark and certification.

1. MIXED PRODUCTIONS (CERTIFIED + CONVENTIONAL)

Describe the adopted measures, in the case of preparation/packaging laboratories that carry out preparation of certified and conventional products in the same premises, to ensure that the operations in compliance with the standard subject to certification are carried out in physically or over time separated complete cycles from similar operations carried out on non-certified products, identifying the points of risk and solutions adopted to eliminate possible mix-ups and contamination, including any downgraded product percentage in the transition from conventional processing to certified product.

In the case of physical separation, the line used must be highlighted on the planimetry, described in this report and/or identified within the plant.

In the case of over time separation, describe the planning criteria and the measures adopted to ensure such activity separation. The effectiveness of all adopted separation measures must be periodically verified and recorded.

**2. CLEANING AND SANITIZING OF FACILITIES, PLANTS, AND EQUIPMENT.
DISINFESTATION AND RODENT CONTROL (Attach technical sheets of used
products)**

Describe the measures adopted to ensure the correct use of facilities, plants and equipment that is the cleaning and sanitization procedure and the criteria for evaluating its effectiveness and the recording method of this operation.

For cleaning, disinfestation and insect and rodent control, where possible, it is advisable to use physical-mechanical rather than chemical methods.

If necessary, implement an internal analysis plan to verify the effectiveness of cleaning measures and possible contamination of non-compliant ingredients/preservatives in certified products.

3. STORAGE OF RAW MATERIALS, SEMI-FINISHED AND FINISHED PRODUCTS

Describe Separation of raw materials, semi-finished and finished products in order to prevent batches of raw materials, semi-finished and finished products from mixing or coming into contact with non-compliant products.

Attach the plans of the storage premises with the rooms or designated areas for certified products highlighted.

The storage areas/spaces must be well identified and separated in order to avoid any form of contamination, mixing or misuse of raw materials and/or finished product.

**4. PACKAGING, TRANSPORT AND SALE OF RAW MATERIALS, SEMI-FINISHED AND/OR
FINISHED PRODUCTS**

Describe the type of packaging used, the management of the transport of raw materials (in particular organic ones), semi-finished and finished products. Also indicate how organic and/or certified products are identified on sales documents and the measures taken to prevent products from being replaced, mixed or coming into contact with non-compliant products.

5. SUPPLIER EVALUATION

Describe the measures taken to ensure that suppliers are able to supply compliant raw materials, in particular regarding organic products. In relation to contractual responsibilities (ex-departure or ex-arrival purchase), critical issues related to the transport of raw materials and purchased semi-finished products must also be taken into consideration (e.g. procedures to sanitize the containers used for transport).

6. COMPANIES WITH SUBCONTRACTED ACTIVITIES

Describe the activities partially or entirely subcontracted to third parties (production operations, packaging, etc.). The operator undertakes to provide a list of subcontractors with a description of their activities and indication of their quality, environmental certifications, including certification issued by ICEA. All subcontractors (including those certified) must undertake in writing to comply with the standard subject to certification and the management plan submitted to ICEA by the client, to welcome the inspection personnel at the production units and administrative headquarters, to notify the production program to ICEA as well as to comply with the requirements of the certification body in case of non-compliance.

7. IDENTIFICATION AND TRACEABILITY

Describe the measures taken to ensure the adequate identification and traceability of the batches of products at all stages of the production and/or packaging process. Raw materials, semi-finished and finished products must always be clearly identifiable and traceable. For each batch of finished product it must be possible to identify the batches of raw materials used to obtain it.

8. MANAGEMENT OF NON-COMPLIANCES AND COMPLAINTS

Describe the measures taken to ensure proper management of batches of non-compliant product, non-compliance in general and complaints. Procedure to recall the non-compliant product, its identification and treatment.

9. MANAGEMENT OF REGISTRATIONS AND DOCUMENTATION

Describe the measures taken to ensure the proper management of records (financial and stock accounting) and documentation (certificates of conformity, data sheets, purchase and sales documents, analytical test results, etc.).

DOCUMENTS ATTACHED TO THIS TECHNICAL REPORT	N.

BINDING AGREEMENT OF THE OPERATOR

The undersigned _____

as legal representative of the company undertakes to:

- perform all the operations in accordance with the standard and the applicable Regulation for certification;
- accept, in the event of violations or irregularities, that the measures provided for by the above regulations are applied;
- accept, in case of serious infringements that call into question the conformity of the product, to inform the buyers in writing to ensure that ICEA certification indications are removed from such production;
- ensure adequate training of personnel on good practices in the processing of certified products;
- promptly update ICEA about any change of the data contained in this report and in the attached documents;
- in order to allow inspections, give ICEA personnel free access to each unit and plant, to accounting books and related supporting documents, both during announced and unannounced inspections.

Date: _____	Stamp and signature
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SPACE RESERVED FOR THE CONTROL BODY

ICEA's evaluation of the technical report (<i>Sector responsible/certification responsible/ICEA inspector</i>)	
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> UNSATISFACTORY
Any prescriptions to be adopted:	

Date: _____	Stamp and signature
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