



# Suppliers' chain of custody requirements

To sell/promote products as RSPCA Assured you must:

## 1 Be a member

If you or your customer want to sell a product to another business\* using our registered RSPCA Assured name and certification mark **you must be a member and have your own certificate (your supplier's certificate is not sufficient).**

**Every member is audited.** This means we can monitor traceability throughout the supply chain – protecting you, your supplier, your customer, and ourselves.

## 2 Keep accurate records

Your auditor will expect to see detailed records and processes for the following:

- What you are sourcing
- Who you are sourcing it from
- How you are segregating the product
- What you are doing with the product
- Where your product is going
- How much you are sourcing from each supplier
- How much you are supplying to each customer

## 3 Use assured suppliers

If you want to market and sell a product or ingredient as RSPCA Assured you must:

- **Source that product or ingredient from assured suppliers** – every supplier in the chain must be a member, including off-site/third party units such as freezing/cold storage etc.
- **Have a fully traceable supply chain from farm to fork** – members must fill in an online traceability proforma when requested and inform us of any changes.
- **If purchasing from an abattoir check it is assured** – not just the farm. If these key parts of the chain are not assured then the product cannot be sold as RSPCA Assured.
- **Ask to see a certificate** and be sure it is valid by checking the date. If in doubt, contact us with their eight digit membership number or the first line of their address and postcode.



# Do you know your obligations?

## 4 Use the certification mark correctly

To use the certification mark you must:

- Be an assured member
- Use assured suppliers
- Adhere to our logo and brand guidelines
- Submit artwork to [artwork@RSPCAassured.org.uk](mailto:artwork@RSPCAassured.org.uk) for approval prior to print and publication

**The name RSPCA Assured® is registered and cannot be used without the logo; the logo cannot be used on websites and other marketing communications to promote products or dishes that are not RSPCA Assured.**

## 5 Pay the levy (licence fee)

- Members must submit a completed Levy Return Form within 14 days of quarter end.
- A levy is due on all RSPCA Assured products and is payable by all members unless advised otherwise.

## Further information

For further information or to request an application form please contact us:

t: 01403 286170 e: [help@rspcaassured.org.uk](mailto:help@rspcaassured.org.uk)

## Annual Membership

**UK Abattoir, Processor/Packer:** £379+VAT

**UK Intermediary:** £440+VAT

**Off-site/third party units:** quote on request

**Overseas:** quote on request

We are a not-for-profit scheme, registered certification label, and a registered charity. This fee covers the cost of carrying out your audit, including associated travel and administration costs. Overseas members must cover travel costs.

**Please note:** *the application process, including your audit, takes up to 12 weeks from receiving your form to the issue of a certificate if your audit is successful.*