



Gafta Approved
Register of
Analysts
**Code of
Practice**

Effective From: 1 January 2022
Version 3.0 December 2021

1.0 Introduction

- 1.1** This Code of Practice is applicable for all analysts on the Gafta Approved Register of Analysts or those applying to become Gafta Approved, hereinafter referred to as “Analysts”. This Code is a summary of the minimum requirements to be adopted by Analysts.
- 1.2** Analysts must comply with this Code of Practice.
- 1.3** An Analyst who is found to have acted contrary to any provision of this Code of Practice or to their spirit may be subject to disciplinary action under the relevant Gafta procedure.
- 1.4** Domicile: This Code of Practice shall be deemed to have been made in England, and the construction, validity and performance thereof shall be governed in all aspects by English law.

2.0 Requirements

An Analyst must:

- 2.1** be a laboratory engaged in the testing of agricultural commodities and/or animal feedstuffs;
- 2.2** be a member of Gafta in Category F – Analysts;
- 2.3** participate in the Gafta Ring Test Scheme and achieve satisfactory results.

Analysts who provide two consecutive unsatisfactory results for the same test will be removed from the Approved Register until satisfactory results are achieved in future ring test(s);

- 2.4** carry out testing in accordance with Gafta No.130 Register of Analysis Methods;

- 2.5** hold a valid certificate of conformance to the Gafta Standard for Analysts

OR

hold a valid certificate of accreditation to the latest version of ISO17025. The scope of accreditation should include, as a minimum, all of the compulsory tests within the Gafta Ring Test Scheme:

Animal Feed:

- Ash
- Fibre
- Moisture
- Oil
- Protein

Grains:

- Moisture
- Protein

Where there is more than one available method listed (per analyte) in the Gafta No.130 Register of Analysis Methods, (for example moisture) the scope must include, as a minimum, the primary (most frequently used) method used by the laboratory for the testing of agricultural commodities and animal feedstuffs.

The ISO17025 accreditation of a Gafta Approved Analyst shall be issued by an accreditation body (AB), operating in accordance with ISO/IEC 17011, *General requirements for accreditation bodies accrediting conformity assessment bodies* and signatory to the ILAC Arrangement and/or signatory to the respective IAF Arrangement with ISO17025 within its scope.

On expiry of the validity period of the certificate a period of three months is allowed for delivery of an updated certificate to Gafta. After the expiry of a three month period, Analysts without a valid certificate will be removed from the Gafta Approved Register of Analysts until a valid certificate is provided.

NOTE: Where no Gafta method is stipulated the method should be agreed between the contracting parties. Where no such agreement exists Gafta Approved Analysts may elect to use any suitable internationally recognised method. In this case the method used should be clearly stated on the certificate(s)/report(s) of analysis issued.

- 2.6** Members are listed on the Gafta Approved Register of Analysts for 12 months after which time continuation is dependent compliance with the above criteria.

3.0 Sub-contracting

- 3.1** Where there is a need to sub-contract any test listed on the Gafta No.130 Register of Analysis Methods this must be limited to another analyst laboratory on the Gafta Approved Register of Analysts.
- 3.2** Where this applies to a test not listed on the Gafta No 130: Register of Gafta Methods of Analysis this must be limited to any analyst laboratory accredited to ISO 17025 for the test in question.
- 3.3** If, despite reasonable efforts, an analyst laboratory accredited for the test in question is not available then the analyst laboratory may sub-contract to any appropriate analyst laboratory accredited to ISO 17025 for related analysis. In this event laboratories must be able to demonstrate that reasonable efforts were made to locate the appropriate analyst laboratory with the specific test in their scope of accreditation but that none were found.

4.0 Record and Sample Keeping

- 4.1** The following records are required to be kept for a minimum of 7 years, unless there are additional requirements:
- Copies of Certificates and Reports issued
 - Invoices
 - Sample Registration Records
 - Instructions from Principals
- 4.2** Representative portions of the samples as received for analysis and representative portions of the prepared samples must be kept in appropriate storage conditions to maintain the integrity of the samples for a minimum period of 1 month unless otherwise specified by the customer or statutory requirements.

5.0 General

- 5.1** The Gafta Analysts scheme is operated as far as possible on a “paper free” basis. All communications, reports and certificates are sent by email, which may be printed if required by the recipient.
- 5.2** Analysts will be allocated a unique laboratory reference number and are requested to quote this in all communications to Gafta relating to the scheme.
- 5.3** An Analyst shall report to Gafta any attempts by interested parties to influence the outcome of its analyses.

6.0 Disclaimer

- 6.1** For the avoidance of any doubt, Gafta does not accept any liability, howsoever arising, including in contract and/or in tort (including, without limitation, in negligence), for any loss or damage arising directly or indirectly from or out of (a) any work undertaken by any Gafta Approved Analyst and/or (b) directly or indirectly from or out of any matter arising from any information contained in the Register.
- 6.2** Listing on the Gafta Approved Register of Analysts does not replace any legislative or Health and Safety requirements applicable in the country the activity is carried out.



7.0 Complaints Procedure

- 7.1** It is a requirement of the Gafta Approved Register of Analysts that Analysts abide by the General Code of Conduct and the Rules and Regulations of Gafta. Any Analyst found to have acted contrary to any provision of this Code of Conduct or the General Code of Conduct, Rules and Regulations of Gafta as listed above, or to their spirit, may be subject to disciplinary action under the Gafta Membership Complaints and Disciplinary Regulations.
- 7.2** Any company wishing to make a complaint against a Gafta Approved Analyst must put it in writing to Gafta or the Certification Body. Any such complaint must be made with 12 months of the complainants' date of knowledge of the complaint and should not involve a complaint which has previously been determined elsewhere including, but not limited to, before an arbitration panel and/or the Courts.
- 7.3** Complaints relating to this Standard will be dealt with by the Certification Body's Complaints and Appeals process.
- 7.4** Gafta and the appointed Certification Body reserve the right to suspend or withdraw certification and/or membership of the Gafta Approved Register of Analysts when it considers it necessary to do so to prevent the Standard, the Register or the Association being brought into disrepute.

8.0 Gafta Approved Logo

- 8.1** Gafta Approved Analysts shall be permitted to indicate they are listed on the Gafta Approved Register of Analysts and are able to provide their services under Gafta contract terms.
- 8.2** Analysts meeting the requirements of this Code of Practice shall be permitted to use the Gafta Approved Register of Analysts logo in accordance with guidance from Gafta provided in the Logo User Guide.
- 8.3** Permission to use the logo is limited to the Approved Analyst and may not be transferred or licensed to any other business or part of the business.
- 8.4** Gafta reserves the right to take immediate action against any misuse of the logo(s), or false claim regarding the Approved Registers or Approved Register Logos.

9.0 Changes to Status

- 9.1** Members expressly agree that any change to their status on the Approved Register which is made in accordance with this Code of Practice and Gafta Standard and which includes, without limitation, their approval, suspension, termination or resignation from the Register, shall be made publicly available through the online Gafta Approved Register and/or by email Circular (or any other medium at Gafta's sole discretion) to the Gafta membership.

Your notes

Lined area for taking notes.

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