

CWB Program



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Created by	CWB Head office	Approved by	Dr Michael Bradfield
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1. CWB program
2. Introduction and Scope

The CWB program is to be read in conjunction with the Constitution of Certified Wagyu Beef (CWB) of South Africa and forms part of the contractual agreement of each Member to CWB. The CWB program consists of aspects of **ISO 9001, ISO 14001, ISO 22000, ISO 45001** for the various stages of the supply chain applicable.

3. Contact details regarding the CWB program.

Owner: Certified Wagyu Beef

Contact Person: Chief Executive Officer

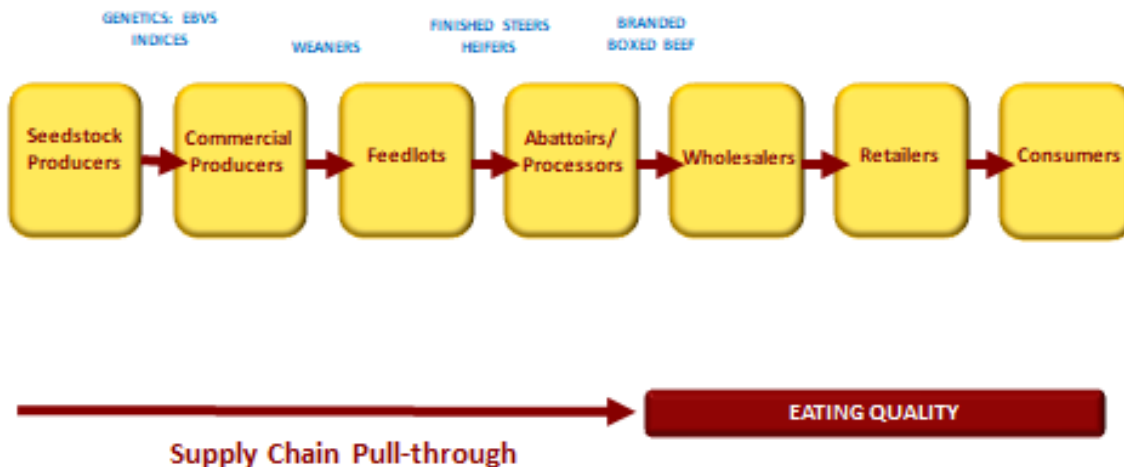
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4. Processes and role players

Wagyu Beef Value Chain



5. Documentation

Documentation requirements for each stages of the supply chain will be included as master documentation that form part of the CWB program and each stage in the supply chain is responsible to adapting and implementing. The CWB program consists of aspects of **ISO 9001, ISO 14001, ISO 22000, ISO 45001** for the various stages of the supply chain applicable.

5.1 INTRODUCTION

This document details how the requirements of ISO 9001, ISO 14001, ISO 45000, ISO 22000 have been met within CWB's Program. This document only reflects the system at Head office and the suggested procedures to be followed by the listed farms/feedlots/abattoirs/deboning & processing plants and retail/wholesale and restaurants and the procedure of approval once audited. These facilities are responsible to write and implement requirements as example provided in this program. This document is a guidance for CWB office document requirements as well as each member to ensure the same documented requirements is written and implemented.

This document is intended for Site managers/QC managers of units registered with CWB Program and Auditors auditing these requirements.

CWB

CWB introduced a Certified Wagyu Beef Program as a guarantee to both the consumer and retailing sector that the producer has a consistent production process that complies with minimum standards as per the CWB Program. Members participate in the system by choice. As from 2020 the project takes place under the auspices of the national body, South African Wagyu Beef Producers Organisation (CWB). The Program is called CWB.

Members, who participate, enter into a contract with CWB. In accordance with the Program, they must have an accredited veterinary consultant who frequently visits, advises, and evaluates the farm and the production processes. They must develop an in-house Standard Operating Procedure (SOP) document, complying with the CWB Program. Participating members are audited annually by an independent auditor to ensure minimum prescribed standards are being adhered to

The CWB program provides guidance on requirements but each member must ensure compliance to all legal requirements in South Africa. Some aspects of importance for example:

- Access control Internal bio security
- Pest control
- Feeding and feed quality
- Housing management and welfare
- Sanitary and hygiene requirements
- Medication and vaccine management and usage
- Manure and water effluent
- Transportation

5.2 QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT SYSTEMS

5.2.1 General Requirements

The aim of this document is to outline the Management Systems in use and ensure aspects of ISO 9001, ISO 14001, ISO 45000, ISO 22000 has been included and followed, which forms the CWB Program

The effectiveness of Management Systems is the responsibility of the CWB management and include:

- Managing, monitoring and analyse the systems where applicable.
- Resolving quality and system improvements where required
- Taking effective action to ensure compliance with requirements.

- Updating procedures, policies and checklists
- Ensuring that compliance audits are performed and corrective actions done where required
- Conducting Annual Management Review meetings
- Annual internal audit

5.3. Documentation Requirements

5.3.1 Policy Statements, Objectives and Targets:

These policies, objectives and targets are reviewed annually and updated if appropriate.

Objectives and targets are set using corporate initiatives, regulatory and policy changes, audit results, accident, and incident statistics. They must be measurable, where practicable.

Objectives and targets are established, communicated, and monitored within the relevant functions and levels in the company.

Progress against objectives is reviewed at least annually at each level in the company.

5.3.2 Control of Documents

Management documents all processes including records to ensure effective planning, operation and control of its processes. Changes to documents are done by the Program Manager and approved by the a senior member.

- The standard is available via CWB office. These documents have been reviewed and approved for accuracy and has been signed off before implementation.
- All documents are controlled when reviewed the number is updated.
- All policies/procedures/checklists are identified with a document control system including.
 - Document Name
 - Revision Number
 - Date of issue
 - Approved by
- The different members will have access to the documents.
- CWB will keep and maintain a Document Distribution List of controlled documents, detailing, where appropriate: -
 - Document Title & Issue Date
 - Date of Distribution
 - Location
- Documents of external origin held by sites, offices and departments are documented and will be verified during the CWB audits to ensure their continued relevance.

Document Updates

- A requirement for an update may result from an audit, a quality improvement, and changes in legislation or business requirements.
- Updates will be done by the Program manager and approved by senior member.
- Updates to documents are identified by use of Issue/Version Date recorded on the Master Document List.
- CWB will retain any obsolete documents for 3 years. Use of obsolete documentation is prevented through a national roll out to all units of new revision and controlled destruction of obsolete documentation.
- It is the responsibility of each member to ensure they are using the new format or new documentation as per the Program requirements. This will be verified during the audits conducted.

5.3.3 Control of Records

Records are maintained as objective evidence of the effective operation of the Management Systems. This is done on each farm.

- Records of all checklists to be kept for 3 years.
- CWB will keep records of each audit conducted during the year and the verification of them.
- Corrective action and follow up records will be kept per member as well.
- Records are retained for a minimum of 3 years.
- Records shall remain legible, readily identifiable, and retrievable.
- Records must be stored in a secure place and protected.
- Records must be shredded before being disposed.

6. MANAGEMENT RESPONSIBILITY

6.1 Management Commitment

Top management are committed to the Management Systems. Legally meeting customer needs is one of the main reasons that these management systems exist. Management is committed to establish Quality, Food safety and SHEQ policies. Management is committed to ensure continual improvement and that the Program will be reviewed annually.

Management is committed to ensuring sufficient resources are available to make these systems effective.

6.2 Policy Statements

CWB's mission is:

To transform the Southern African beef industry to be highly profitable with consumers demanding and enjoying a healthy premium eating experience.

CWB's vision:

To be the leading Seedstock society and reference for Wagyu in Africa.

6.3 Planning

Top management are committed to set measurable objectives in line with the company policies.

The Program consists of all aspects of the integrated system for each member to use. Planning can be done individually, and changes are allowed but the basic requirements indicated in the Program will stay and is the minimum required.

6.4 Legal and Other Requirements

A register of legal (regulatory) and other requirements applicable to each member and shall be implemented and maintained by the member and where appropriate a copy of the legal document is retained. The member is responsible for updating the register of legal documents and updating this at regular intervals by means of Legal updates obtained from an external service provider. Legal and other requirements are considered when developing, implementing, and maintaining the management systems.

7. RESPONSIBILITY, AUTHORITY, CONSULTATION AND COMMUNICATION

7.1 Responsibility and Authority

- The general structure of the Company is shown below in the organogram. Detailed organisation charts for each member are held at each site.
- The Program manager, at CWB has ultimate responsibility for the Management Systems at CWB office
- Members take responsibility for the operation of the Management Systems at their individual sites. The Member has the authority to take appropriate action on a day-to-day basis. The Member will keep an updated organogram or list of responsibilities for the day-to-day actions on the farm.

7.2 Management Representative

- Dr Michael Bradfield is the Management Representative for the Program and Dr M Bradfield will communicate relevant aspects to the Board.

- The management representative is responsible to ensure all elements of the Program are met.
- The Management Representative report's recommendations for improvement to top management at all levels via the management review
- Each Member must appoint a representative for their own Program implementation and maintenance.

7.3. External Communications

- External communications are made in several ways. Key external contacts include:
 - Local officers from Dept Agriculture and other local council officials
 - Interested individuals or groups, e.g., business forums, charities, clients and client personnel, media, non-governmental organisations, suppliers, contractors, and shareholders.
- Complaints are dealt with by contacting or emailing the Program manager who is primarily involved in communications with interested parties.
- Enquiries from interested parties are responded to by the Program manager.
- Assistance will be given if required to become a listed Lisensee
- External communication is also carried out via newsletters and WhatsApp.
- Hotline has been created for any external requests/complaints: A phone number will be provided.

7.4 Internal communications

- Internal communications to listed members, including sub-contractors and temporary staff, are made in several ways. Key internal methods of communication include:
 - Annual Reports
 - Minutes of Meetings where requested.
- The member is responsible for the daily On-going communication throughout the working day, reinforcing the controls and monitoring in place. Instructions and training is provided by the member to their employees. The process of communication will be documented by them.
- Internal communication is also carried out via newsletters and WhatsApp.

8.0 Management Review

- Management Review Meetings are undertaken at least annually to review results and to ensure the on-going suitability and adequacy of the management systems.
- Management review agenda will consist of as a minimum
 - Any changes to standards or legal and other requirements
 - results of audits (internal, external and traceability)
 - customer feedback,
 - process performance and product conformity,
 - status of preventive and corrective actions,
 - follow-up actions from previous management reviews,
 - changes that could affect the quality management system.
 - recommendations for improvement
 - follow-up of objectives

- resource management

- Any changes to standards or legal and other requirements are evaluated and reviewed at the Management Review Meeting and any action that is required is determined and recorded in the minutes.
- Particular attention is paid to previous reviews, major business changes, non-conformances, audits, performance levels, the progress of the objectives, customer satisfaction including external communication, and other changing circumstances that affect the management systems.
- Minutes will be kept of this review and the actions taken thereafter.
- Issues raised at the Management Review are communicated to the business.
- Members to have their own management review meetings annually.

9. RESOURCE MANAGEMENT

9.1 Provision of Resources

CWB has evaluated, assigned, and ensured the availability of sufficient resources to manage and improve its CWB program, and to ensure customer satisfaction. In this case the customer is the Member. Roles, responsibilities, and accountabilities are clearly defined.

9.2 Human Resources

The Program manager has ensured that the required Human resources procedures are in place and followed.

It is the responsibility of each member to ensure this is done at his site.

9.3 Competence, Training, Awareness

- It is the responsibility of the Site to identify and establish the training requirements of personnel. All employees whether permanent or temporary, including contractors and sub-contractors, shall receive induction training. All employees are made aware of their responsibilities and consequences of non-compliance.
- Where required, internal or external training courses are undertaken to help develop an individual's current skills and competence and ensure they have sufficient and appropriate knowledge to carry out their work. Refresher training is conducted both on job and off job to raise awareness of certain issues. Records shall be kept.
- Competence is reviewed annually for all employees by means of a performance review. Individual training needs are identified formally at this review and informally throughout the year.
- Internal training uses the skills and experience of the workforce and is normally carried out using the work procedures and other documentation identified in this document.
- Application Forms, CVs and Training and Qualification Records maintain details of the qualifications, experience, and job skills of each our employees. Where training needs are identified, follow up action is taken to ensure that the requirements are satisfied.

9.4 Infrastructure

- Premises and equipment used to provide the product/service is adequate for the purpose.
- Each member will conduct this to ensure compliance to legal requirement and to comply to the Program requirements.

9.5 Work Environment

- The Program does not specify this in detail as each member shall comply with the Legislative requirements.

10. PRODUCT REALISATION

10.1 Planning and Operational Control

- Processes and operational controls which directly affect the quality, environmental impact and safety of our processes are identified, planned, and detailed in our procedures. Such processes are carried out by qualified and trained personnel according to procedures that, if necessary, are documented.
- Site-specific processes are detailed and documented on the Site.

10.2 Hazards, Risk Assessment and Controls

Procedures are defined in the Program documentation listing some of the hazards, risks, and controls. However, it is each members responsibility to conduct this as it is and can be site specific. The member can use the technical experts in his area to assist in this process. It must be documented and will be evaluated during the audits conducted. This includes all the appropriate hazard identification, assessment of risk and control measures relating to routine and non-routine activities, all personnel, including sub-contractors and visitors, and all facilities.

10.3 Environmental aspects

Environmental aspects are site specific as well as guided by legislation. The members are responsible to identify and prioritised in accordance with the Environmental aspects and legislation, keep it documented and to ensure compliance. This will be verified during the audits conducted annually.

10.4 Customer-related Processes

- The Program manager is responsible for monitoring and responding to Customer comments or complaints on their site and to analyse trends.

10.5 Design and Development

This section is not applicable to the Program.

11. Purchasing

Purchasing Process

- Services are purchased in the sense of outsourcing Auditors.
- Service providers(auditors) are evaluated and approved according to our Procedure.
- Approved Auditors List are maintained to ensure that they have been formally approved.
- A contract or agreement must be kept on file signed by both parties. This must be reviewed annually if fees or any other requirement changes.
- Site specific purchasing processes must be documented, and records kept for example: Animal Movement records must be verified to ensure no Wagyu are sourced from an unlicensed market. Records should include requirements as per program.

12. Production and Service Provision

12.1 Control of Production and Service Provision

- There are no special processes relevant to CWB activities.
- Processes and operational controls, which directly affect the quality, environmental impact and safety of our products and services, are identified, planned, and detailed in the site-specific procedures.
- Site-specific processes are defined by the Members.
- HACCP plan has to be devised by each site.
- Environmental impact assessment is carried out at site level.

12.2 Emergency Preparedness and Response

- Emergency procedures are maintained for each site. A policy/procedure as guidance is part of the Program.
- Each member is responsible to ensure this is applicable for their site and updated when required.
- Business Continuity Plans and emergency plans are made specific to the site.

12.3 Validation of Process for Production and Service Provision

- The Program will ensure that audits is conducted per site by an independent approved auditor.
- All sites to ensure internal audits are conducted annually.
- All daily/weekly site-specific checklists are the responsibility of the member at the site.
- Where non-conforming items or services are identified, they are documented, identified.
- Specific policies, procedures and checklist based on Operational management of the members business to be described and verified. Records to be kept.

12.4 Traceability

All members must ensure that their CWB Wagyu is fully traceable on the CWB online database. This will be verified during external audits.

12.5 Control of Measuring and Monitoring Devices

- All measuring equipment that is used at any stage to verify that our service meets specified requirements, is controlled, calibrated (verified where applicable) and properly maintained.

13. MEASUREMENT, ANALYSIS, AND IMPROVEMENT

13.1 General

- CWB via the CWB Program plans and implements measuring and monitoring activities necessary to assure conformity and achieve continual improvement. The measurements and monitoring performed concern customer satisfaction, audits, process controls and product/service controls.

13.2 Monitoring and Measurement

13.2.1 Audits

- Internal audits are carried out by the members and CWB office to conduct internal audit annually.
- External independent audits are conducted on behalf of CWB Program by trained Lead auditors, which comply with the requirements of an auditor. These reports and action plans including Non-conformance reports are forwarded to the Program manager for review and trending.
- Where quality improvements are identified, the audit calendar may be revised to reflect any re-audit requirements.
- Copies of all audit reports are retained, and their results are reviewed at Management Review Meetings.

13.2.2 Control of Non-conforming Product

- Each member to ensure compliance to the Program requirements and to ensure CWB wagyu traceability verifications.
- If any non-compliance identified a timeframe of correction will be provided by CWB office
- If correction not implemented CWB office may take steps to cancel membership

13.2.3 Analysis of Data

- All Data is analysed to provide information relating to the audit results, national status of the sites, major and minor non-conformances found, trends etc. These are discussed at the management review meetings.

13.3 Improvement

13.3.1 Continual Improvement

- Continual Improvements in the Management are achieved by:
 - Training & development.
 - Action plans to address results from data analyses.
 - Internal and external audit reports and actions to be taken.
 - Management Review
 - Industry trends

13.3.2 Corrective Actions

- All non-conformances are investigated, and corrective action is taken, if required, to resolve the non-conformance and prevent recurrence, according to our Corrective/ Preventative action procedure. All improvements undertaken are themselves reviewed for effectiveness.

13.3.3 Preventative Actions

- Potential non-conformances are identified during normal routine inspections, audits, meetings, and reviews and are dealt with in the same way as non-conformances, using the Corrective/ Preventative procedure.

a. Seedstock Breeding

Annexure A

<p style="text-align: center;">SEEDSTOCK BREEDING CWB program audit form FARM</p>

b. Breeding and Rearing to Feedlot Entry (Birth up to 16 months of age)

Annexure B

BREEDING AND REARING: 0 – 16 MONTHS OF AGE
CERTIFIED SOUTH AFRICAN WAGYU BEEF (Audit Form)

c. Feedlot Finishing Process (From 16 – 30 months of age)

Annexure C

FEEDLOT FINISHING STAGE: 16 - 30 MONTHS OF AGE
CERTIFIED SOUTH AFRICAN WAGYU BEEF (Audit Form)

d. Abattoir Slaughtering and Carcass Assessment Process

Annexure D

SLAUGHTERING AND CARCASS ASSESSMENT
CWB program **(Audit Form)**

e. Deboning and Processing Process

Annexure E

<p>DEBONING AND PROCESSING CWB program (Audit Form)</p>

f. Wholesaler and Retail Process

Annexure F

WHOLESALE and RETAIL
CWB program (Audit Form)

g. Restaurant Process

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Annexure G

RESTAURANT CWB program (Audit Form)

Annexure H

Wagyu Breed Trade Description

Wagyu Classification	Definition
Wagyu Fullblood 100%	The offspring of a Wagyu Fullblood sire and a Wagyu Fullblood dam whose forebears originate from Japan and whose pedigree shows no evidence of any crossbreeding.
Purebred Wagyu F4 93+%	Has greater than 93% ($\pm 5\%$) Wagyu genetic content. For example, the result of at least four generations of upgrading using a Wagyu Fullblood or Purebred sire – the progeny of a Fullblood or Purebred Wagyu bull and a Wagyu F3 dam.
Crossbred Wagyu F3 87+%	Has greater than 87% ($\pm 5\%$) Wagyu genetic content. For example, the result of at least three generations of upgrading using a Wagyu Fullblood or Purebred sire – the progeny of a Fullblood or Purebred Wagyu bull and a Wagyu F2 dam.
Crossbred Wagyu F2 75%	Has greater than 75% ($\pm 5\%$) Wagyu genetic content. For example, the result of at least two generations of upgrading using a Wagyu Fullblood or Purebred sire – the progeny of a Fullblood or Purebred Wagyu bull and a Wagyu F1 dam.
Crossbred Wagyu F1 50%	Has 50% ($\pm 5\%$) or higher Wagyu genetic content. For example, the first generation of upgrading using a Wagyu Fullblood or Purebred sire and the dam of another breed.