



# BeVEG INTERNATIONAL Vegan Certification Standard Manual

ISO 17605 & 17067 CONFORMITY ASSESSMENT  
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VEGAN



# INTRODUCTION

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The BeVeg vegan global trademark is the first and only ISO accredited vegan certification standard in the world. This technical standard was drafted by lawyers and industry experts, and is managed by a law firm. Lawyers by nature are regulators and the BeVeg compliance counsel brings credibility, integrity and accountability to vegan claims through international accreditation and in accordance with ISO 17065 and 17067.

This manual provides BeVeg international's vegan standard requirements. BeVeg defines the manufacturing processes and lab testing procedures required for food, alcoholic and non-alcoholic beverages, personal products, nutritional supplements, cosmetics, toiletries, household cleaning supplies, textiles, fabrics, fashion, furniture, restaurants, lodging, business services, and other consumable products and services.

This manual contains the BeVeg vegan certification standard that will apply to all applicants that wish to certify vegan and gain use of the BeVeg global vegan trademarks. All applicants with questions should consult the respective approved certification body for specifics not contained herein. Certification bodies are accountable for implementing the BeVeg certification standards, including the protocols and guidelines that are referenced in the standard.

Any changes to the BeVeg vegan certification requirements will be communicated to all approved certification bodies. All changes must take effect within 45 days, unless written or approved otherwise.

The quality manual describes systems, policies and procedures created in accordance with the ISO / IEC 17065:2012 and 17067 standards for the management of the audit and certification services of BeVeg vegan certification. The structure and items of the quality handbook are created with reference to these standard items. The standards and programs served by BeVeg vegan certification are as follows:

ISO 17065:2012 for all vegan product certification (vegan food certification, vegan textile certification, vegan alcohol certification, vegan cosmetic certification, vegan pharmaceutical certification, etc.) and vegan business/service certification (vegan restaurants, lodging, training programs, consulting businesses, etc.) as a conformity assessment program.





This quality manual and all related documents cover the general conditions that it will fulfill in order to be recognized adequately and reliably in the operation of its standards according to the BeVeg ISO / IEC 17065 and 17067 standards for quality systems and product and service certifications. For the purpose of these documents, the terms and definitions given in ISO / IEC 17065 and ISO / IEC 17067 will apply. BeVeg vegan certification makes third-party certification in the included programs. BeVeg is accredited by National Accreditation Center (NAC).

This guideline for the BeVeg vegan technical standard is designed to provide details of the certification process and protocol contained within. This document helps in the understanding of each requirement of the Standard and identifies methods of compliance. Examples are given to explain the type of documents, procedures, and level of detail that would be required by an authorized BeVeg auditor.

The contents of the guideline are designed to help guide the standard across all industry sectors; however, the exact requirements for any particular product, process, business, or site will be specific to that sector and situation. Users of the guideline are therefore cautioned not to rely solely on the information provided here, but also to reconfirm needs on a product-by-product/service basis. Both legislative and voluntary requirements change frequently, highlighting the need for regular checks of precise requirements.

While adherence to the guideline does not specifically form part of the requirement to achieve certification to the BeVeg vegan standard (i.e. they do not form part of the audit requirements), companies will need to demonstrate that they have taken account of the topics addressed within this guideline. Examples are given as points to consider but should always be used in the correct context relevant to the business. Practices should be able to withstand challenge by an auditor and be in line with best industry practices.

Achieving a particular requirement is based on evidence collected and observations made during the audit, and on the procedures expected within that industry sector. A nonconformity assigned by an auditor against a requirement of the standard is an objective judgment with respect to severity. Risk is based on the evidence seen during the audit and independently verified by BeVeg approved certification body management.



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# ABOUT

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BeVeg International is a global vegan certification firm with standards drafted by a law firm and industry experts. Though global in reach, this standard is headquartered and managed by a prominent law firm in North America. The BeVeg global trademark is represented on every continent except Antarctica. BeVeg, as a law firm, is made up of attorneys and compliance counselors dedicated to defining and maintaining a global legal vegan standard and standardizing laws around vegan claims. With vegan standards drafted and overseen by lawyers, the BeVeg vegan program is the ONLY law-firm-issued vegan certification standard in the world to have achieved global recognition, that is represented by internationally registered trademarks. BeVeg cares about consumer transparency and setting an international standard for vegan claims that is legally binding, credible, and accountable.

BeVeg has received significant press for raising the bar and setting the standard for vegan certification and labelling laws worldwide. The BeVeg standard has been featured in Forbes, VegNews, VegWorld Magazine, LiveKindly, CBS, NBC, Vegetarisimo Magazine, Metropolitan Magazine, California Wine Advisory, VegFests, the Amazon Prime vegan cooking show New Day New Chef, Roku, JaneUnchained News Network for the Voiceless, and many other global news media outlets. The BeVeg vegan trademark is also endorsed by well-known athletes and celebrities.

Simply stated, BeVeg is a law firm with global reach charged with a mission to bring legal credibility and accountability to vegan claims. BeVeg raises the standard of consumer transparency, which brings integrity to a process that was, before BeVeg, legally deficient. The Law Offices of Carissa Kranz manages the BeVeg International certification process. The founder and CEO of BeVeg is Carissa Kranz, a vegan from birth.

Goal: To have one global vegan standard that is accredited, reliable, accountable, trustworthy, credible, and legally binding. Without an accredited vegan certification, vegan claims are meaningless, as they are asserted without a standard or definition to refer to. By having all credible vegan certification trademark symbols adhere to a single global vegan standard, the consumer gains confidence in the products and services used.



# MISSION

To keep vegan claims accountable and credible to one global standard.

Veganism in general, even the word, is not carved out or recognized by existing laws. Before BeVeg vegan certification accreditation, the word “vegan” was not regulated. BeVeg raises the standard for consumer transparency by requiring companies that apply to disclose all ingredients, processes, and trade secrets to keep supply chains and vegan claims accountable and credible. Certified claims are claims that check out on paper, on site, and in the lab to be vegan as defined and set out in this certification manual.

To make the BeVeg Vegan Certification service useful, BeVeg provides product and business certification services in accordance with the rules of ISO/IEC 17065, procedures, and accreditation regulations as set forth by competent authorities. The BeVeg vegan standard was drafted in accordance with ISO / IEC 17067. For remote assessment "IAF ID 12: 2015 Principles on Remote Assessment" rules will be applied. Committees are established according to the procedures and instructions of "BeVeg".



# PURPOSE

The purpose of this standard is to assist in the prevention and reduction of consumable products and services of animal origin, to avoid animal exploitation, and minimize any and all chances of cross-contamination. The BeVeg vegan standard regulations include, but are not limited to: Surveillance and on-site auditing of premises; lab testing and analysis of products submitted for certification; epidemiological analyses of surveillance data to minimize zoonotic diseases and human pandemics; training for certification analysis and inspection or auditing; timely investigation of: reports of outbreaks, allergen recalls, or traces of cross-contamination with products/services of animal origin that could affect human health; and/or practices that would violate ethical vegan principles.

An ethical vegan chooses to avoid and minimize animal exploitation and animal suffering as a way of life, based on a firmly held belief system, they practice religiously. All certified vegan claims are plant-based, but all plant-based claims are not necessarily vegan, as all vegan claims are not equal.

The BeVeg vegan standard processes, policies, and systems are continuously updated to ensure sustainability and viability. BeVeg is committed to acting in accordance with national and international legislation.

THE INTERNATIONALLY RECOGNIZED  
VEGAN SYMBOL



# BENEFITS OF CHOOSING **BeVeg**

## ACCREDITATION

The BeVeg Vegan Certified trademark is the ONLY vegan symbol internationally recognized by ISO 17065 standards. BeVeg gained global accreditation by the National Accreditation Centre in 2020, making BeVeg the only logo held to ISO standards. Accreditation makes our standards higher and symbol more reliable. Consumers know to look for the BeVeg Vegan Certified logo for the highest level of transparency.

## CUSTOMER SERVICE

As a global law firm, BeVeg representatives are ready on call at all hours. We have team members from across the world, making international communication easy for clients. We pride ourselves on strong customer service.

## PASSION-DRIVEN

Founded in 2017 by a lifelong vegan, BeVeg International is a passion-driven organization. Our employees have the highest standards for veganism and work for the greater cause. BeVeg exists to bring transparency for all consumers and works with the best interests in mind.

## EXTERNAL BENEFITS

01

### PROMOTIONS

All Certified BeVeg products get featured on the BeVeg website, social media, and on Jane Unchained News Network.

02

### APP FEATURES

BeVeg Certified alcoholic beverages are marked vegan certified on our free app, BevVeg. This app is used by consumers to check whether alcoholic beverages are vegan.

03

### FREQUENT PRESS

In addition to a press release, social media posts, and news features, certified products are frequently featured in articles and blog posts by global news media outlets.





# BENEFITS OF THE STANDARD



Adoption of the BeVeg vegan standard leads to a number of benefits to businesses. The Standard:

Is internationally recognized and ISO17065 & ISO17067 benchmarked. It provides a report and certification that can be accepted by customers in place of their own audits, thus reducing time, cost, legal liability, and potential expensive recalls.

Provides a single standard and protocol that governs an accredited (NAC) audit by third-party certification bodies, allowing a credible, independent assessment of a company's food safety and quality management systems across industry sectors.

Enables certified companies to appear in the publicly available BeVeg Global Directory, allowing recognition of their achievements and use of a logo for marketing purposes.

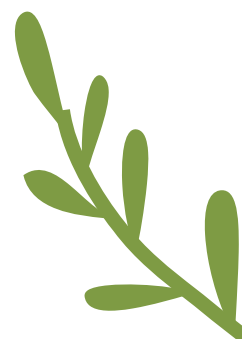

Is comprehensive in scope, covering areas of BeVeg product and business safety, quality, legality and vegan claim integrity.

Addresses consumer protection law expectations.

Enables companies to ensure their suppliers are following good manufacturing practices, and that businesses are implementing best practices to protect BeVeg vegan claim trademark integrity.

Provides a vegan claim audit program to satisfy customer demands and enable companies to demonstrate compliance through a process, which best suits their operation and vegan trademark integrity.

Requires completion of corrective actions on non-conformity to the BeVeg vegan standard and a root cause analysis to identify preventive controls before certification, thus reducing the need for customers to have follow up audit reports.





# NEED


The current system of labeling laws does not protect the word vegan. This is a global problem. Products and services are marketing vegan to the detriment of consumer transparency.

For example, in the United States, the law implies that manufacturers are allowed to protect trade secrets by: not requiring the labeling of the amount or concentration of ingredients; not requiring the disclosure of the manufacturing process; and by allowing ingredients that make up less than 1% of the product by weight to be listed in any order.


Likewise, other ingredients called “incidental additives,” do not have to be listed on labels. These include substances transferred to food or products via packaging and “ingredients of other ingredients” that are present at “insignificant levels” and have no “technical or functional effect.” Meaning, if the product is made at a shared facility and there is a chance of cross-contamination where an animal by-product could end up in your final consumable product, the law says that is an “incidental” ingredient and therefore, “insignificant.” The problem is, this is significant to an ethical vegan, just like it’s significant for someone with a peanut allergy or dairy intolerance or one that chooses a Kosher or Halal lifestyle religiously.

Moreover, The Food and Drug Administration (FDA) allows manufacturers to round to zero ingredients that account for less than 0.5 grams per serving. That means gluten-free, sugar-free, alcohol-free

and the like can also be deemed animal-free. A vegan, however, would say that less than 0.5 grams per serving of some animal by-product or animal-gmo, is significant and in need of disclosure. Vegan claims without the BeVeg vegan certification trademark can still legally advertise vegan, because legally, those insignificant ingredients don’t matter for disclosures to be complete, truthful, and accurate under the law. For ethical vegans, this cross-contamination of insignificant and incidental ingredients creates a moral dilemma.



Current labeling laws may be deficient for vegan product labeling, but it is even worse for alcoholic beverage labeling. Another global dilemma. For example, the Tobacco and Trade Bureau, TTB, does not have any mandatory labeling requirements for ingredients, processes, or nutritional information. According to the TTB, there are 62 ingredients that can be added to alcohol without disclosure, ranging from animal-based fining agents, to color additives (like MegaPurple, a grape concentrate added to “color correct” wine), to stabilizers, and de-acidification processes. Many are surprised to learn that their alcoholic beverage may have been made with isinglass (fish bladder), gelatin (cows elbows, knees, horse hooves), eggs, natural charcoal (bone char), crustacean shells (fish bones) and more. In terms of alcoholic beverages, there are zero required ingredient and process disclosures, and therefore zero transparency for vegan claims, unless certified vegan by an accredited vegan certification program.

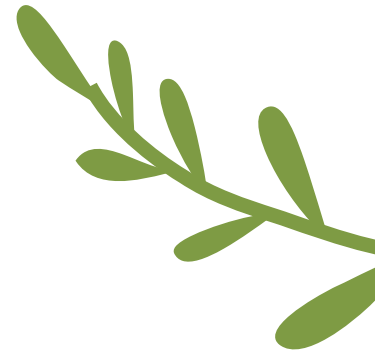




# CONSUMER PROTECTION LAWS & EDUCATION



As the consumer learns the law protects trade secrets to the detriment of the vegan consumer, and that Truth in Labeling Laws and the Fair Packaging and Labeling Act of 1966 do not extend protection or even consider vegan claims, the vegan consumer is going to demand credible vegan certification claims. Honest information is not received by a self-proclaimed vegan claim for marketing purposes. Rather, a valid vegan claim is from a company that has not only been transparent in giving the certification body their ingredients, processes, and trade secrets, but forthcoming and willing to be inspected, audited, and scientifically tested. A trusted vegan claim is a claim certified vegan by BeVeg, the first accredited global vegan standard. Certified vegan claims by BeVeg recognize and honor the vegan interest as it is the first regulatory body recognized to do so.



# PLANT-BASED LEVELS



**Vegan:** Avoids the consumption of meat, poultry, fish, dairy, eggs, or other animal-derived ingredients. Avoids animal products in cosmetics, toiletries, and textiles. Avoids products or companies that involve animal testing.



**Plant-Based:** Avoids the consumption of meat, dairy, poultry, fish, dairy, eggs, or other animal-derived ingredients. May use cosmetics, toiletries, or textiles that contain animal products. May use products that have been tested on animals. A "Diet" more than a lifestyle.



**Cruelty-Free:** A product that has not been tested on animals or a company that does not test on animals. Does not necessitate that a product is vegan.



**Vegetarian:** Avoids the consumption of meat, poultry, and fish. May consume eggs, dairy, and/or other animal-derived ingredients. May use cosmetics, toiletries, or textiles that contain animal products. May use products that have been tested on animals.



**Flexitarian:** Mainly consumes plant-based foods and occasionally meat, poultry, fish, eggs, or dairy. May use cosmetics, toiletries, or textiles that contain animal products. May use products that have been tested on animals.



**Pescatarian:** Avoids the consumption of meat and poultry. Consumes fish, eggs, dairy, and other animal-derived ingredients. May use cosmetics, toiletries, or textiles that contain animal products. May use products that have been tested on animals.

## Liability Disclaimer

The BeVeg vegan standard is the world's first ISO 17065 accredited certification body in the field of vegan certification, and is the world's only certification body that has acquired the prestigious accreditation of 17067 as a conformity assessment program for vegan specific products and services. It publishes information and expresses opinions in good faith but accepts no liability for any error or omission in any such information or opinion.

The BeVeg International vegan certification program has endeavored to ensure that the information in this publication is accurate. It shall not be liable for any damages (including without limitation damages for pure economic loss or loss of business or loss of profits or depletion of goodwill or otherwise in each case, whether direct, indirect or consequential) or any claims for consequential compensation whatsoever (however caused) arising in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, in connection with this publication or any information contained in it, or from any action or decision taken as a result of reading this publication or any such information. All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded. Nothing excludes or limits the liability of BeVeg certification for death or personal injury caused by its negligence, for fraud or fraudulent misrepresentation or for any matter, which it would be illegal for it to exclude or attempt to exclude liability for.

The BeVeg vegan standard and the terms of the disclaimer set out above shall be construed in accordance with Florida law. The venue and forum for resolution of legal and interpretive issues shall be Palm Beach County, Florida. The parties hereby waive any right to a jury trial in connection with any dispute arising out of this agreement. In any litigation arising out of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

# Vegan Certification Programs

## *Gold Standard*



**BeVeg versus BevVeg**

The quality manual describes the quality system, policies and procedures created in accordance with the ISO / IEC 17065 and 17067 standards for the management of the audit and certification services of BeVeg Vegan Standard. The structure and items of the manual are created with reference to these standard items. The standards and programs provided by BeVeg Vegan Certification are as follows:

Standard	Program	Accreditation Body
ISO 17065	Vegan food certification	NAC
ISO 17065	Vegan textile certification	NAC
ISO 17065	Vegan cosmetic certification	NAC
ISO 17065	Vegan alcohol certification	NAC
ISO 17065	Vegan pharmaceutical certification	NAC
ISO 17065	Vegan product certification	NAC
ISO 17065	Vegan restaurant certification	NAC
ISO 17065	Vegan hospitality certification	NAC
ISO 17065	Vegan training certification	NAC
ISO 17065	Vegan business certification	NAC
ISO 17065	Vegan facility certification	NAC

### Certification/Service Trademarks International Protection

Use of the BeVeg/BevVeg certification trademarks demonstrate compliance with the set out accredited vegan standards. This manual is the official guide for approved certification bodies and companies seeking vegan certification for the following goods/services:

Food, Beverage, Alcohol, Clothing, Cosmetics, Toiletries, Nutritional Products, Pharmaceuticals, Medicinal Supplements, Textiles, Cleaning Supplies, Chemicals, Paints, Lubricants and Fuels, Metal Construction Goods, Rubber Toy Goods, Plastic Storage Goods, Machinery and Tools, Electrical Apparatus, Scientific Apparatus, Medical Apparatus, Environmental Control Apparatus, Vehicles, Tires, Clothing, Accessories, Jewelry, Musical Instruments, Paper Goods, Stationary, Printed Matter, Art Supplies, Building Materials, Furniture, Housewares and Glass, Cordage and Fibers, Yarns and Threads, Fabrics, Fancy Household Decorative Goods, Toys, Sporting Goods, Pet Food, Pet Supplements, Beverage Mixes, Candles, Downloadable Mobile Phone Applications, Glues, Corks, Restaurants, Bars, Food Delivery Services, Gym Facility, Product Delivery Services, Spa Services, Wellness Center Services, Travel Tours, Hotel Services, Media Production Services, Hospitality, Lodging, Business and Educational Consulting Services.

Trademark Registered: North America, South America, Europe, Africa, Asia, Australia. For a complete list of individual countries, contact BeVeg International.



# International Accreditation

## ISO 17065



BeVeg versus BeVeg!

ISO/IEC 17065:2012 sets out the requirements for bodies certifying products, processes, and services as a conformity assessment.





# International Accreditation

## ISO 17067



BeVeg versus BeVeg

ISO/IEC 17067:2013 describes the fundamentals of product certification and provides guidelines for understanding, developing, operating or maintaining certification schemes for products, processes, and services. It is intended for use by all with an interest in product certification as a conformity assessment program.

It complies with System 5 according to ISO / IEC 17067 in the establishment of the Product Certification system. The System 5 Certification system includes: Samples requested by the Certification Body; Determination of properties by experiment and evaluation; Initial assessment of the manufacturing process or quality system, as appropriate; Evaluation of the experiment and evaluation report; Decision; License; Overseeing the manufacturing process or quality system, or both; Supervised by testing and examining samples from the factory, the open market or both. Since the current Regulations did not explicitly authorize our organization, excluding "Test and Inspection of Samples Taken from the Open Market" BeVeg Vegan Certification limits the terms of the Audit and Certification service, the Audit and Certification decisions to the matters within the scope of Audit and Certification under review. In the organization to be certified; Conditions that are not covered by the referenced laws, regulations, standards and guidelines are not sought.



NATIONAL ACCREDITATION CENTER

As per the decision taken at the meeting of the NAC accreditation committee on November 20, 2020:

**BeVeg Vegan Certification Scheme** which was prepared by BeVeg International is a vegan scheme that brings credibility, integrity and accountability to vegan claims through international accreditation and in accordance with ISO 17065.

This scheme provides BeVeg International's vegan scheme requirements. BeVeg defines the manufacturing processes and lab testing procedures required for food, alcoholic and non-alcoholic beverages, personal products, nutritional supplements, cosmetics, toiletries, cleaning supplies, textiles, fabrics, fashion, furniture, and other consumable products.

This scheme defines the BeVeg Vegan certification scheme that will apply to all applicant organizations that wish to certify vegan and gain use of the BeVeg global vegan trademarks.

The scheme describes the quality system, policies and procedures created in accordance with the ISO / IEC 17065:2012 Standard for the management of the Audit and Certification services of BeVeg Vegan Certification. The structure and items of the Quality Handbook is created with reference to these standard items. The standards and programs served by BeVeg Vegan Certification are as follows:

The scope of BeVeg scheme for Vegan food certification, Vegan textile certification, Vegan alcohol certification, Vegan cosmetic certification, All Vegan product certification.

The NAC accreditation committee has adopted the above-mentioned BeVeg Vegan certification scheme as a scheme that certification bodies can apply.

General Secretary,

Salih AYYAZ

Address: 16192 Coastal Highway, Lewes, Delaware 19958, County of Sussex USA  
Email: [info@nationalaccreditationcenter.org](mailto:info@nationalaccreditationcenter.org)

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# TECHNICAL GOVERNANCE OF THE STANDARD

The Standard is managed by BeVeg International with governance and technical advice provided through a number of committees, advisory boards, and industry experts, each of which works to a set of defined terms of reference.

## INTERNATIONAL ADVISORY BOARDS

The technical management and operation of the BeVeg Standard is governed by BeVeg International and industry experts that serve on the advisory board. These consist of senior technical representatives of global businesses across industry sectors.

The functions of the advisory boards are to provide strategic advice on the development and management of the global BeVeg Standard and its activities to ensure the effective management of the certification bodies and audit process.

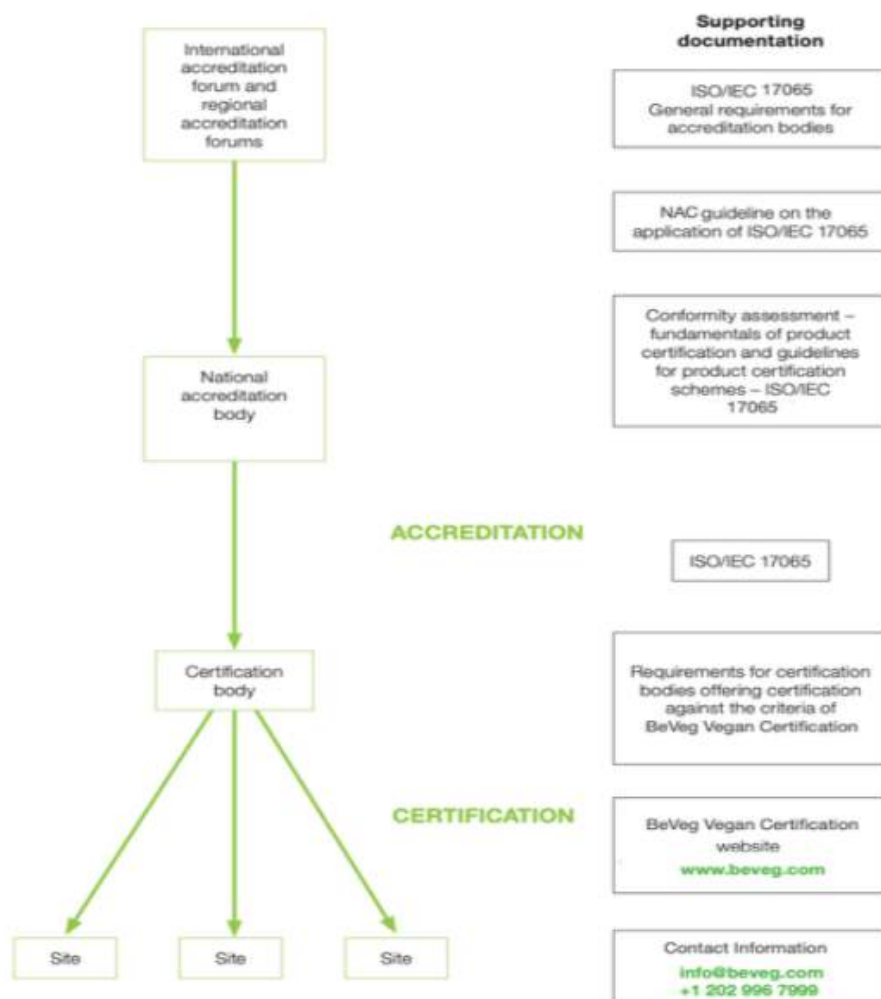


## VEGAN ADVISORY COMMITTEE

Each BeVeg Standard is supported by a vegan advisory committee (VAC), which meets regularly to discuss technical, operational and interpretational issues related to the Standard. The VAC for the global BeVeg Standard is made up of attorney, senior technical, sales, and marketing managers representing the users of the BeVeg Standard, and includes representatives of retailers, food manufacturers, vegan & trade associations for each sector, certification bodies and independent technical experts.

The Standard review is ongoing, and will be formally revised every 3 years to assess the need for updating or production of a new issue. This work is undertaken by the VAC, which is expanded for the purpose to include other available expertise.

The VAC also reviews auditor competence requirements, proposed training materials and supplementary technical documents supporting the Standards.



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# STATEMENT OF PURPOSE

Each main section or subsection of the requirements in the Standard begins with a statement of purpose. This sets out the expected outcome of compliance with the requirements of that section. This forms part of the audit and all companies must comply with the statements of purpose. If applied appropriately, it will help to achieve the stated objective of the requirement. All of the requirements shall form part of the audit.

## GUIDANCE

The style of the Standard is generally one of guidance. All aspects of control must be considered, so that thorough and comprehensive policies and procedures may be developed. In some instances, the Standard requires that criteria must be included within a policy or procedure, and this is generally covered by the term 'shall'. If any of the points included are not adequately addressed, a non-conformity will result. However, there are also a number of clauses that provide examples or guidelines, generally preceded by the words 'may include' or 'should'. This information is provided as guidance for incorporation in company policies and procedures. It is the responsibility of the company to ensure that the auditor is satisfied that the system in place is appropriate.



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# KEY DEFINITIONS

**BeVeg Standard:** Certification system related to BeVeg specified vegan products and services, to which the same specified requirements, specific rules and procedures apply. The official vegan manual set out by BeVeg to assist in the prevention and reduction of animal materials used in products and services across all industry sectors. The standard seeks to avoid animal exploitation and cross-contamination. The standard also educates and informs businesses and consumers. The most up to date Version of BeVeg vegan standards, definition, and technical requirements can be found at [www.beveg.com](http://www.beveg.com), noting that the rules, procedures and management for implementing product, process and service certification are stipulated by the certification body.

**Acceptance:** Acceptance of conformity assessment results, use of a conformity assessment result provided by another person or organization.

**Accreditation:** In relation to a conformity assessment body, a third-party declaration of truth, formally indicating that it is sufficient to perform certain conformity assessment tasks.

**Accreditation Body:** The authorized body that carries out the accreditation.

**Alcohol:** Pertaining to wine, beer, liquor beverages applying for vegan certification.

**Allergen:** A known component which causes physiological reactions due to an immunological response (e.g., milk, fish, eggs, fur, down, etc.)

**Animal:** Any being belonging to the taxonomic classification Kingdom Animalia, that is all vertebrates and all multi-cellular invertebrates.

**Appeal:** The request of the provider of the conformity assessment to the conformity assessment body or the accreditation body to renegotiate the decision taken by the organization.

**Appropriate:** A number of clauses within this vegan technical standard refer to the need to fulfil requirements 'where appropriate'. 'Appropriate' is defined as suitable for a particular condition or occasion, and requirements shall be met where it is an industry requirement or justified to do so. A number of the requirements specify appropriate timescales; appropriate personnel etc., and thus contain a level of judgement. They are designed to provide a degree of flexibility to ensure the operation of policies or procedures that are right for the organization.

**Approval:** Permission given for placing or using a product or process on the market for a specific purpose or under specified conditions.

**Approved BeVeg Auditor:** A person who has met the criteria of BeVeg Vegan standard and is approved to be an authorized auditor for the Standard

**Audit:** In respect of a process, includes:

- The verification or monitoring of the process, and
- The examination of the other information that may be necessary to verify conformance with the requirements of the BeVeg Vegan Standard.

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**Auditing:** Review of a product, process or assembly. Determination of suitability for the specified conditions based on professional judgment.

**BeVeg AVL:** A control and update tracking document listing all BeVeg approved materials and finished products produced at a site that are permitted to display the BeVeg trademark.

**BeVeg Certificate:** The official recognition given to a site that conforms to the BeVeg Vegan Standard.

**BeVeg Certified Product:** A product that does not contain materials of animal origin, has not used ingredients (including additives, carriers, flavorings, and enzymes), processing aids, or any other substances that are of animal origin, and has not been tested on animals at any stage during production and processing.

**BeVeg Standard:** Certification system related to BeVeg specified vegan products and services, to which the same specified requirements, specific rules and procedures apply. The official vegan manual set out by BeVeg to assist in prevention and reduction of animal materials used in products and services across all industry sectors.

**Carrier:** Substances used to dissolve, dilute, disperse or otherwise physically modify a food additive or a flavoring, food enzyme, nutrient and/or other substance added for nutritional or physiological purposes to a food without altering its function in order to facilitate its handling, application or use.  
[SOURCE: EU Regulation 1333/2008 on food additives (in the absence of a Codex Alimentarius definition)]

**Certificate:** Document held by the Plant or Brand Owner that is earned after the product(s) have met all requirements of the standard. Displays products that have been BeVeg vegan certified.

**Certification:** Certification of products that are determined to comply with the relevant regulation or standard as a result of control activities, and on behalf of businesses, if any.

**Certification Body:** A third-party entity approved by BeVeg to conduct the certification process.  
**Certification Issuer:** Individual authorized by the competent authorities to approve the conformity of the product to the relevant regulation or standard.

**Certification Requirement:** As a requirement of realizing or maintaining the certification, the specified condition including the product conditions, fulfilled by the customer.

**Certified Vegan Product Brand Owner:** A Legal Entity that holds ownership of the certified vegan product's brand name. The Brand Owner may not be aware of the Ingredients used and/or the manufacturing process.

**Claim:** Any representation which states, suggests or implies that a food (3.4) has particular characteristics relating to its origin, nutritional properties, nature, production, processing, composition or any other quality

[SOURCE: Codex Alimentarius – General Guidelines on Claims (CAC/GL 1-1979)]

**Complaint:** A statement of dissatisfaction from an individual or organization regarding the assessment body.

**Conformity Assessment:** Proof that certain conditions related to a product, process, system, person or organization are met.

**Conformity Assessment Body (CAB):** The organization that performs conformity assessment services.

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**Conformity Assessment System:** Rules, procedures, and management required to perform conformity assessment.

**Corrective Action:** Any procedures taken to correct nonconformities.

**Client:** Brand Owner, Product Owner, Person, Company, and the like who applied to BeVeg for vegan certification.

**Component:** Constituting part of a larger whole.

**Cosmetics:** A product applied to the body, especially the face, to improve its appearance.

**Critical Control Point:** A point in a process at which control must be applied in order to prevent or eliminate a hazard or reduce a hazard to an acceptable level

**Critical Limit:** The minimum or maximum value to which a hazard must be controlled at a critical control point or equivalent to prevent or eliminate the hazard or reduce it to an acceptable level as may be determined by the national regulatory competent authority.

**Delivery Services:** the action of delivering packages or ordered goods.

**Designating:** Official authorization of a conformity assessment body to perform specified conformity assessment activities,

**Designating Authority:** An organization established within the state or authorized by the government to appoint, suspend or withdraw conformity assessment bodies or to remove the suspension status in the appointment

**Dedicated Vegan Plant:** A facility that is not shared with Non-Vegan materials. A Dedicated Vegan Plant may use Non-Vegan materials in some facilities only if the Vegan production area has separate handling from animal product-containing goods, has distinct entrances from areas used for animal products, and is completely closed off from the rest of the facility.

**Full Certification:** A manufacturing facility or brand owner must apply for Full Certification for the Product, meaning all of the BeVeg requirements for certification must be met to claim certified Vegan. The process differs for private label brand owner where the facility was already fully certified vegan. Requirements for private label vegan certification do not need to be duplicative.

**Fabric:** cloth or other material produced by weaving or knitting fibers

**Facilities:** Staff Canteen, Toilets, Hand wash stations, Changing rooms, lockers

**Food:** Any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drinks, chewing gum and any substance which has been used in the manufacture, preparation or treatment of "food" but does not include cosmetics or tobacco or substances used only as drugs

[SOURCE: Codex Alimentarius – 26th Edition Procedural Manual of the Codex Alimentarius Commission]

**Food additive:** Any substance not normally consumed as a food by itself and not normally used as a typical ingredient of the food. The intentional addition to food for a technological (including organoleptic) purpose in the manufacture, processing, preparation, treatment, packaging, transport or holding of such food results.



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**Food business operator (FBO):** The natural or legal persons responsible for ensuring that the requirements of food law are met within the food business under their control.

[SOURCE: EU Regulation 178/2002 laying down the general principles and requirements of food law (in the absence of a Codex Alimentarius definition)]

**Hospitality:** the friendly and generous reception and entertainment of guests, visitors, or strangers.

**HACCP:** Management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

**Hazard:** A biological, chemical, or physical agent or factor that has the potential to cause a product to be unsafe for human consumption or to cause a failure to conform to the Standard if it is not controlled. A situation that can cause loss of Vegan claim integrity or that cross contamination with animal materials can cause loss of Vegan claim integrity.

**Impartiality:** The presence of objectivity. Nonconformity: Any breach in the requirements of the BeVeg vegan certification standard.

**Incidental ingredients:** Substances transferred to food or products via packaging and/or ingredients of other ingredients that are present at “insignificant levels” and have no “technical or functional effect” to the final product.

**Incubator:** A Plant that may be rented out to multiple manufacturers by the hour. The manufacturers have access to the rental space as well as its equipment.

**Ingredient:** A constituent element of the Product made from no more than two components. Ingredients are refined or joined to make the complete Product. This additionally encompasses any materials and chemicals used to create the final Product. “Insignificant” and “incidental” ingredients must be disclosed.

**Insignificant ingredients:** Ingredients that existing food safety laws do not require disclosure of since the amount of the ingredient is considered to be at “insignificant levels” and to have no “technical or functional effect” to the final product.

**Internal Audit:** A conformity assessment conducted by the site as a requirement of the site food safety & quality management system

**Label:** Any tag, brand, mark, or pictorial or other descriptive matter, written, printed, stenciled, marked, embossed, or impressed on, or attached to, a container of food

**Legal Entity:** An individual or organization with legal rights and obligations. Includes corporations, associations, limited liability companies, joint ventures, and trusts.

**Label:** Any tag, brand, mark, pictorial or other descriptive matter, written, printed, stenciled, marked, embossed or impressed on, or attached to, a container of food

[SOURCE: Codex Alimentarius – General Standard for the Labelling of Prepackaged Foods (CXS 1-1985)]

**Labelling:** Any written, printed or graphic matter that is present on the label (3.8), accompanies the food, or is displayed near the food, including that for the purpose of promoting its sale or disposal

[SOURCE: Codex Alimentarius – General Standard for the Labelling of Prepackaged Foods]

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**Lot:** A set of products manufactured from the same set of ingredients at the same facility at the same point in time.

**Manufactured Material:** Manufactured Materials with three or more sub-ingredients must be listed as Ingredients on the label of the Product along with each sub-ingredient.

**Manufacturing Plant:** Also called a manufacturing facility, or plant, is a legal entity with a physical location to process, combine, or house ingredients to create a product.

**Material:** The matter from which a thing is or can be made.

**Material of Animal Origin:** Any ingredient, component of an ingredient, processing aid, or a material that is not an ingredient but is required to complete the manufacture of the product (e.g. packaging, cleaning materials) and may contribute to contamination of the product by material of animal origin.

**Non-Vegan:** Any good that contains animal products or is processed using animal-derived materials, or any product that has been tested on animals.

**Pharmaceuticals/Supplements:** Relating to medicinal drugs, or their preparation, use, or sale. A compound manufactured for use as a medicinal drug.

**Personal Care:** A broad term used to refer to supporting with personal hygiene and toileting, along with dressing and maintaining your personal appearance.

**Prerequisite Programs:** Written programs developed for a recognized site in accordance with BeVeg to ensure compliance with the standard. Such programs relate to:

- the premises, including its outside property, buildings, and sanitary facilities
- the quality of the water, ice, and steam
- the storage and transportation of products, including temperature control and the vehicles for transporting products
- the storage of material (e.g., incoming material, non-food chemicals, and finished products), including temperature control
- the equipment, including its general design, installation, maintenance, and calibration
- the training, hygiene, and health of personnel
- sanitation and pest control
- recall procedures and distribution records.

**Processing Aid:** A substance that is used for a technical effect during food processing or manufacture but the use of which, unlike food additives, does not affect the intrinsic characteristics of the food and results in no or negligible residues of the substance or its by-products in or on the finished food.

**Private Label Product:** A Brand Owner who has a BeVeg certified product manufactured in a Plant they do not own. Repackaged goods that were either previously certified vegan by the manufacturer under different label, or needs to be certified vegan should the private label brand owner wish to market vegan when the manufacturer has not been previously certified vegan.

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**Procedure:** The method determined to perform an activity or process.

**Processing aid:** Any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods (3.4) or its ingredients (3.7), to fulfill a certain technological purpose during treatment or processing and which may result in the non- intentional but technically unavoidable presence of residues or derivatives in the final product [SOURCE: Codex Alimentarius – 26th Edition Procedural Manual of the Codex Alimentarius Commission]

**Quality Handbook:** Document describing the structure, operation, certification and audit procedures of the company according to ISO/ IEC 17065.

**Quality Management System:** A framework of policies, processes, and procedures used by a site to ensure that it can fulfill all the tasks required to comply with the BeVeg Vegan Standard requirements.

**Repackaging:** Pre-packed or bulk goods purchased by a Plant that are then repackaged for sale. The BeVeg logo may only be applied to repackaged goods that have low-risk Ingredients.

**Restaurant/Dining:** A place where people pay to sit and eat meals that are cooked and served on the premises.

**Review:** Confirmation of the suitability, adequacy, effectiveness of the activities, determination and realization of the activities and the results of these activities by a conformity assessment subject.

**Risk Assessment:** The systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking, using judgement to identify hazards and determine their impact on food safety, legality, quality integrity of BeVeg vegan claim, and designing an appropriate control or procedure to minimize the risk of problems occurring.

**Sampling:** Providing a sample of the conformity assessment subject in accordance with a procedure.

**Shared Facility:** A Plant that handles Non-Vegan elements without separation guidelines of a Dedicated Vegan Plant.

**Substrate:** An underlying substance or layer; the substance on which an enzyme grows.

**Suspension:** A temporary hold on the Plant, Brand Owner, or Products certification status. This may occur when some or all Standard requirements are not met.

**Textile:** A type of cloth or woven fabric.

**Third-Party Manufacturer:** A Brand Owner that holds a licensing agreement with BeVeg to use the BeVeg logo on products made in a Plant they do not own. The third-party manufacturer may not control the ingredients used or the testing processes of the final product.

**Validation:** The process of obtaining evidence that a control measure, if properly implemented, can control a particular hazard to the specified level (in accordance with the Codex Alimentarius).



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**Vegan Product:** Not of animal origin. No animal cross-contamination. No animal exploitation and without animal suffering, as much as practicable and as defined. No animal testing.

**Vendor:** Another for a supplier or legal entity supplying manufactured materials or ingredients to a brand owner or plant to be used in a product.

**Verification:** The application of methods, procedures, tests, and evaluations to determine whether a control measure is or has been operating as intended (in accordance with the Codex Alimentarius).

**Withdrawal:** Cancellation of certification by BeVeg. The Plant, Brand Owner, or Product may face withdrawal from vegan certification if some or all of the Standard requirements are not met.



BEVEG INTERNATIONAL

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CERTIFICATION  
PROCESS OVERVIEW

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SCOPE | SELF AUDIT | TRAINING |  
CHOOSING A CERTIFICATION BODY

**BeVeg INTERNATIONAL**



### APPLICATION

01

Visit the BeVeg website to learn about our services and what makes us stand out. Fill out our application form with logistical information about your company and plant. An account executive will be assigned to handle your application, answer your questions, address your needs, and guide you through the vegan certification process. Submit products to be certified along with the product ingredients and suppliers and answer required questions.

### AUDITS & LABS

02

A BeVeg vegan certifier or qualified representative will visit your plant to observe your operation and the feasibility of certifying your products or facility. (There is a processing fee and a travel expense fee that is billed prior to inspection.) The auditor will tour your plant and file a written report to BeVeg headquarters. BeVeg may ask for product samples to be mailed to ISO approved labs.

### REVIEW

03

Your application and inspection report will be reviewed by the certifications committee, who will advise you whether or not BeVeg can grant certification. In some instances, some modifications may be required for certification to be awarded.

### CONTRACTS

04

BeVeg will draft a contract that will include all BeVeg requirements for vegan certification. If you deem it acceptable, the contract is signed and returned to the BeVeg office, and an award of certification is sent to you. Your new product labels carrying a BeVeg Vegan symbol may then be submitted for final approval.

### CERTIFIED / LOGO USE

05

CONGRATULATIONS! You have now joined a family of companies that proudly carries the world's best-known and most widely accepted vegan trademark, the BeVeg Vegan Symbol. You will be added to the accredited vegan database, listed on our website and promoted on our social channels, guides and magazines.



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# CERTIFICATION PROCESS OVERVIEW

## CERTIFICATION SCOPE

BeVeg certifies food, alcoholic and non-alcoholic and beverages, supplements, cosmetics, textiles, furniture, vitamins, supplements, pharmaceuticals, household products, personal products, and other consumable products, manufacturing facilities, private labels, in addition to restaurants, hotels, and other business services.

## SELF-AUDIT OR GAP ANALYSIS

Once the decision has been made by the company to pursue certification to the BeVeg Standard, the requirements need to be understood. The site needs to be assessed with regard to its current status, and areas that need to be improved must be identified. This may, for example, relate to equipment requirements, the design of processes, or the documentation and implementation of procedures. The company needs to establish an action plan.

For example, for food manufacturers and vegan food products, sites that are not certified in a Global Food Safety Initiative (GFSI) benchmarked standard (or its industry equivalent), must be certified by a GFSI benchmarked standard owner, or be considered high risk for audit.



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Certification to a GFSI benchmarked standard, or BRCGS START! Program (or an industry equivalent) is a prerequisite requirement of the BeVeg Vegan standard certification approval criteria for food and manufacturing facilities. Not having this does not preclude certification but must be justified and audit must consider the associated quality control safety risks.

Relevant staff need to understand what is expected. Online BeVeg training courses are available on the BeVeg website. It may be useful to contact your chosen BeVeg approved certification body for BeVeg audit consultancy where consultants can provide support, or a pre-audit can be conducted to ensure readiness to achieve BeVeg standard success.

A gap analysis or self-audit will need to be conducted. This could be undertaken in-house and incorporated into the company's internal audit process. However, it may require external resources in the form of consultancy expertise, or a reassessment may be undertaken by the company's chosen BeVeg approved certification body.

Once the company has reviewed the gaps between the requirements and its current practices, the company's senior management needs to establish a plan to ensure that work is undertaken to fulfill the requirements. This could include, for example, updating of policies and procedures, training of staff, and capital expenditure for equipment and maintenance of the building.

Site will need to complete the BeVeg approved vegan product list, detailing all the products the site wishes to be (approved), under the BeVeg Standard, that will be included in the scope of the audit. This must be included as part of the application process).

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Download the standard and associated documents. Sites must complete and submit all BeVeg certified proposed vegan products and the submission must capture all the vegan approved products that will be recognized under the BeVeg vegan standard for product formula specification. This may require updating from time to time.

Sites that are newly built or commissioned must ensure that systems and procedures in place are compliant before an initial audit is undertaken. It is at the discretion of the site when they wish to invite a BeVeg approved certification body to carry out an audit; however, it is unlikely that full compliance can be satisfactorily demonstrated at an audit undertaken less than 3 months after commencement of operations.

## CHOOSING AN ACCREDITED CERTIFICATION BODY

The plant, product brand owner, or business must choose a certification body that is recognized by BeVeg International. All certification bodies must be accredited to ISO/IEC 17065 - requirements for bodies certifying products, processes, and services. It is the responsibility of the certification body to ensure that all standard requirements are fully complied with and accurate. Certification decisions must be made within 2 weeks of all audit nonconformities. Clients can change certification bodies at any time, provided they do not have any outstanding nonconformity violations, are not under threat of suspension, probation or withdrawal, and do not have any outstanding financial obligations.





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# GLOBAL VEGAN STANDARD AWARENESS TRAINING

BeVeg Standard produces a range of guidance documents, training courses, and a self-assessment tools designed to assist sites with the application of the Standard and understanding of core skills such as risk assessment. Prior to application for BeVeg vegan certification, the applicant must have a complete understanding of the concept of Veganism and make sure the applicant meets all the requirements of the vegan standard. Training is available through courses offered by BeVeg International. Proper training is critical to ensure core competency in implementation of a standardized vegan program. Further information about training courses can be found at [www.beveg.com](http://www.beveg.com)

## SITE TRAINING

The site's documented training program must be approved by BeVeg. Prior to commencing work, all relevant personnel, including site & external contractor engineers/maintenance, temporary staff, contractors, and agency-supplied staff shall have received general BeVeg vegan best practice awareness training, and be appropriately trained in generic or specific BeVeg related activities, and be adequately supervised throughout the working period.

The company shall routinely review the competencies of its staff. As appropriate, it shall provide relevant training. This may be in the form of annual training, refresher training, coaching, mentoring or on-the-job experience

## AUDITOR TRAINING

Audits shall be carried out by appropriately trained, competent auditors. Auditors shall be independent (e.g. not audit their own work).

Certification bodies must establish the online BeVeg auditor training program for each auditor and include: (1) the BeVeg vegan standard training course with exam AND the online cross-contamination factory and audit techniques webinars; (2) documented sign-off after the satisfactory completion of the training program and online examination; (3) each auditor's training program shall be managed and approved by a technically competent person within the BeVeg approved certification body who can demonstrate technical competence; (4) where an auditor who does not fully meet the specific criteria, but has been assessed as competent, there shall be a fully documented justification in place to support the employment of the auditor at the discretion of the BeVeg approved certification body.

Full detailed training records of the individual shall be maintained by the BeVeg approved certification body throughout the term of employment and retained for a minimum period of 5 years after leaving the employment of the BeVeg approved certification body.

It is the responsibility of the BeVeg approved certification body to ensure processes are in place to monitor and maintain the competence of the auditor to the level set by the Standard.

BEVEG INTERNATIONAL

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# APPLICATION BASICS

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WHO CAN APPLY | FILLING OUT  
THE APPLICATION

**BeVeg INTERNATIONAL**



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## APPLICATION BASICS

Statement of Purpose: To ensure vegan claim integrity. To review products, ingredients, procedures, documentation, systems and protocols in place of the applicant and confirm ongoing commitment to BeVeg vegan standards.

For product certification, filling out the application requires a thorough documentation of all the ingredients, materials, and components used in production as well as any product testing processes that are conducted. All raw materials used in production or as processing aids must be included, even if considered legally incidental or insignificant. Shared facility and dedicated facility information must be disclosed to assess the risk for cross-contamination. Specific descriptions of any testing processes before release must be disclosed to ensure no animal cruelty or animal exploitation. For business services, the application requires the scope of services as well disclosure of processes and training on vegan awareness.



**BeVeg versus BeVeg!**





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## SELECT A BEVEG APPROVED CERTIFICATION BODY

The BeVeg approved certification body directory is the database of all audits conducted against the global BeVeg Vegan Standard, all BeVeg approved certification bodies, all auditors.

BeVeg audits are only recognized if these are undertaken by BeVeg approved certification bodies that are recognized and approved by BeVeg International. The team at BeVeg cannot advise on the selection of a specific BeVeg approved certification body selection.

The company should ensure that its selected BeVeg approved certification body is accepted by its customers (e.g. only 4- or 5-star-rated certification bodies may be accepted by some customers).

A contract shall exist between the company and the BeVeg approved certification body in accordance with the requirements of ISO/IEC 17065, detailing the BeVeg vegan claim integrity scope of the audit and the reporting requirements. The contract shall also contain clauses which allow the effective management of the BeVeg Vegan Standard and accreditation of the BeVeg approved certification body by their accreditation body. (For example, NAC – National Accreditation Centre).

These are essential to ensure confidence in the way in which the BeVeg Vegan Standard is managed, and consistency achieved, which benefits all certificated sites. In particular, it is a condition of BeVeg vegan certification that:

A copy of the BeVeg audit report and any subsequent certificate or audit result shall be supplied to BeVeg certification website database and may be supplied to the accreditation body in the agreed format for the BeVeg Vegan Standard used. Documents in relation to the BeVeg vegan audit shall be made available to BeVeg certification upon request. All documents submitted to BeVeg approved certification body, shall be copies of original documents. Documents provided will be treated as confidential.

It is a condition of BeVeg certification that:

BeVeg certification, reserves the right to conduct its own audit visit to a site once certificated in response to complaints to ensure the integrity of the standard.

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## WHO CAN APPLY

### *Brand Owner*

The Brand Owner must sign an affidavit and other related documents provided declaring that all the information provided is true and accurate, and that they assume responsibility for reaching the requirements of the BeVeg vegan certification standard. All documents are legal documents and must be signed by a legal representative of the brand owner or the parent company, or whoever has the power to bind the company legally to this certification scheme and terms.

The Brand Owner must also sign a written statement agreeing to comply with BeVeg Standard requirements, logo use guidelines, and commitment to the strictest of vegan standards as outlined by BeVeg. All documents are legal documents and must be signed by a legal representative of the brand owner or the parent company, or whoever has the power to bind the company legally to certification representations.

BeVeg requires evidence of the entity's legal status upon execution of all formal contracts and certification documents. Proof of legal status may be shown by producing one of the following: a current business license, incorporation documents, or evidence of registration with an official state or government body.

All legal representatives signing off on documents must produce a formal government identification for the application file. Files cannot be notarized without formal identification saved. BeVeg must be provided with a main point of contact and an emergency contact.

Knowledge of vegan requirements are crucial at all levels of a company with a BeVeg certified vegan product, especially those on the front lines whose job description requires public interaction. The brand owner and its representatives are expected to be able to answer any questions regarding the product with thorough knowledge of Veganism and what is behind the certification. This applies to each individual involved in the marketing, sales, or customer service related to the BeVeg certified vegan product. Training should at least include the definition of vegan, address what products do not constitute as vegan, and what processes are not considered vegan. Familiarity with the BeVeg list of common ingredients of animal origin to avoid at the end of the Standard is important as well. Training does not apply to outside distributors. Training records must include a written evaluation as a measure of effectiveness. Records of training efficiency and effectiveness are required to be maintained to prove proficiency in vegan knowledge.

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The brand owner must list the company's management structure, key staff members, supplier relationships, and alliances with any larger organizations. This can be a list or a graphic. Proper disclosures are required to ensure BeVeg awareness of any potential conflicts of interest. All personnel and their job descriptions at the company, plant or brand being audited must be made available to BeVeg upon request. This evidence will not be examined during the facility audit, if the brand and plant are different parties.

BeVeg certified vegan product brand owner must:

a. Maintain a complete list of certified products. Any changes to this list must immediately be shared with BeVeg. Only products listed on the company's certificate may display the BeVeg trademark. New products must be reviewed, approved, and be issued a new BeVeg certificate.

b. Maintain a comprehensive list of approved ingredients along with the named suppliers of those ingredients. Any change to the certified vegan product formula, process, ingredients, processing aids, release agents, materials, components, or facility must be immediately reported to BeVeg for approval. Certified products may not use ingredients that have not been approved by BeVeg. This requirement is not applicable if the Brand Owner is a private label and not involved in the product formulation.

c. Maintain a list of all commercial retailers, and their respective locations, where the certified vegan products may be purchased so BeVeg can obtain retail samples for surveillance testing. All lists must continuously match the lists provided to BeVeg, and made available to BeVeg upon request.

The BeVeg vegan symbol must only be used on products listed on the brand owner's vegan certification contract. Only products approved by BeVeg can display the vegan certification symbol. The brand owner must demonstrate appropriate use of the logo on BeVeg certified products and produce same as requested by BeVeg. All trademark logo use must be approved in advance by BeVeg before actual use in commerce. The brand owner must have record that BeVeg has approved all uses of the logo.

## *Private Labelling*

A Private Label licensing agreement may be made between a BeVeg certified company and a third-party seller. Products that are produced by a certified company but labelled under the brand of a third-party may have access to the BeVeg vegan symbol through a private label agreement conducted by the manufacturer, private labeler, and BeVeg. This provides the third-party brand owner with a license to use the BeVeg logo and a vegan certificate in the name of the private label company. The private label may be responsible for paying its own licensing fee, depending on the brand's agreement with the manufacturing facility.



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## *Manufacturing Facility "Plant"*

\*All work performed at permanent facilities, co-producers, or other related facilities involved in the production of the product must be covered by the BeVeg vegan conformity assessment program. All documents evidencing requirements are met must be furnished to BeVeg upon request.

The plant or its parent organization must be an entity that can be held legally liable. BeVeg requires evidence of the entity's legal status upon execution of all formal contracts and certification documents. Proof of legal status may be shown by producing one of the following: a current business license, incorporation documents, or evidence of registration with an official state or government body.

The plant must demonstrate good manufacturing practices (GMP) for production of vegan products (i.e. segregated areas, color-coded equipment, protective gear, time segregation, waste and storage protocol, unpacking and mixing protocol, etc).

The plant must list the company's management structure, key staff members, supplier relationships, and alliances with any larger organizations. This can be a list or a graphic. Proper disclosures are required to ensure BeVeg awareness of any potential conflicts of interest. All personnel and their job descriptions at the company, plant or brand being audited must be made available to BeVeg upon request. This evidence will not be examined during the facility audit, if the brand and plant are different parties.

Products must meet all applicable local, regional, and/or national regulations before they can BeVegan certified. State permits are required to manufacture and sell food. Other businesses must have the relevant permits required by their industry. Proof of proper permits must be produced upon request by BeVeg.

The plant must formally declare in a signed written statement that it will comply with BeVeg Standard requirements and assume responsibility for non-compliance. This written statement must be signed and approved by a company legal representative or upper management with authority to bind the company legally. All legal representatives signing off on documents must produce a formal government identification for the application file. Files cannot be notarized without formal identification saved. BeVeg must be provided with a main point of contact and an emergency contact.

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The plant must have a set of written practices and policies specifically addressing vegan standard operating procedure to ensure no cross-contamination. This will be referred to as the BeVeg Vegan Program. A clear collection of procedures is essential to ensure all materials and practices regarding the product are vegan. The BeVeg program must include a method for evaluating the effectiveness to ensure the certified vegan products are truly vegan and that the program is effective. This may be evaluated through a review of consumer complaints or contamination incidents along with other data. The BeVeg Vegan Program must be continuously reviewed and improved by the plant. The auditor will look for indications that policies and procedures are revised and addressed regularly and annually.

If the plant is a dedicated vegan facility, the risk for cross-contamination is minimized since there's no animal products brought into the facility for production runs. If the plant is a shared facility, the plant should continuously review the effectiveness of its cleaning mechanisms and sanitation between production runs to ensure no cross-contamination and no animal protein byproducts that could leave trace animal proteins on or in the final product. The guidelines for cleaning, sanitizing, quarantining, and ensuring the BeVeg vegan standard is maintained should be well-established and continuously updated. All facilities must have records indicating the BeVeg Vegan Standard requirements have been met at all associated facilities. Records of meetings discussing and documenting the BeVeg vegan program and its effectiveness should be maintained within the company and signed off by a supervisor at the end of every meeting.

Annual internal audits of the BeVeg vegan program and systems must be performed. Any and all corrective actions must be addressed. Reports of audit results must be maintained along with documentation of corrective actions, and proof of continual improvement.

Regular mock recalls to assess the effectiveness of the plant's recall plans in the case of necessary corrective action must be in place. The plant must have reports of mock recalls along with documentation of corrective actions resulting from the trials.

The BeVeg vegan symbol must only be used on products listed on the plant's vegan certification contract. Only products approved by BeVeg can display the vegan certification symbol. The plant must demonstrate appropriate use of the logo on certified products and produce same as requested by BeVeg. All trademark logo use must be approved in advance by BeVeg before actual use in commerce. The plant must have record that BeVeg has approved all uses of the logo.

\*requirements do not need to be met at facility audit, if brand owner and manufacturing facility/plant are different parties and/or under different ownership. All documents evidencing requirements are met must be furnished to BeVeg upon request.

## **Site code**

Each audited site is allocated a unique reference number known as a site code. This can be used to authenticate the validity of any BeVeg certificate. A site code is created when a site is audited for the first time and remains unchanged regardless of subsequent auditing BeVeg approved certification bodies or audit status. Contact BeVeg Approved certification body to confirm certification authenticity.

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## *Business/Service Provider*

The BeVeg vegan trademarks are valid for products and services. Those that own a restaurant or service the public through hospitality, lodging or other vegan services may also apply for BeVeg vegan certification.

The business owner / service provider must be a legal entity and complete the global BeVeg vegan awareness training for businesses to ensure vegan core competency understanding. The service provider must ensure policies and procedures are in place at the place of business to maintain vegan claim integrity. Ability to prove ongoing vegan compliance is part of the required vegan quality control required by the BeVeg Standard. .

The business must be a legal entity and must sign an affidavit and other related documents provided declaring that all the information provided is true and accurate, and that they assume responsibility for reaching the requirements of the BeVeg vegan certification standard. All documents are legal documents and must be signed by a legal representative, or whoever has the power to bind the company legally to this certification standard and terms.

BeVeg requires evidence of the entity's legal status upon execution of all formal contracts and certification documents. Proof of legal status may be shown by producing one of the following: a current business license, incorporation documents, or evidence of registration with an official state or government body. All legal representatives signing off on documents must produce a formal government identification for the application file. Files cannot be notarized without formal identification saved. BeVeg must be provided with a main point of contact and an emergency contact.

Knowledge of vegan requirements are crucial at all levels of a company with a BeVeg certified vegan business, especially those on the front lines whose job description requires public interaction. The business and its representatives are expected to be able to answer any questions regarding the certification with thorough knowledge of Veganism and what is behind the certification. This applies to each individual involved in the marketing, sales, or customer service related to the BeVeg certified vegan business. Training should at least include the definition of vegan, address what constitutes vegan, and what processes are not considered vegan or may compromise vegan identity claims. Familiarity with the BeVeg protocol for best industry practices, and knowledge of the list of common ingredients of animal origin to avoid (at the end of the Standard) is also important. Training does not apply to outside distributors. Training records must include a written evaluation as a measure of effectiveness. Records of training efficiency and effectiveness are required to be maintained to prove proficiency in vegan knowledge.



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## FILLING OUT THE APPLICATION

BeVeg obtains all the necessary information to complete the application, audit, and certification process in accordance with the relevant audit and certification program.

BeVeg requests an application form that has been formally completed and signed by the applicant. At least the following information must be included in the application form or its annexes:

- The product(s), business/services, plants/facilities to be certified;
- The standards and / or other normative documents required by the customer for certification;
- General characteristics of the customer, including its name, address / addresses of its physical location (s), important aspects of its processes and processes (when required by the relevant certification program) and any relevant legal obligations;
- Regarding the field of certification where the application is made; general information about customers, such as customer activities, laboratories and / or auditing facilities, human and technical resources, and functions and links within a larger legal entity, if any,
- Information on all external processes that affect customer compliance and that are used by the customer; the audit and certification body may establish appropriate contractual control mechanisms on the relevant legal entity (s) if the customer has specified a legal entity (s) other than himself for the production of the certified product (s); If such contractual control mechanisms are necessary, they may be created before the certificate is issued,
- All other information within the framework of the relevant certification requirements, such as information for initial control and surveillance activities (for example, the production locations of the certified product / products and the personnel to be contacted at these locations).



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# THE APPLICATION PROCESS

## *General Application Instructions*

1. A completed application must be submitted. A late fee may be assessed for any applications that need to be returned to the applicant due to incompleteness. Please be advised that our review of the completed application may require contact with suppliers and manufacturers, or follow up discussions with companies for additional information.
2. A complete list of all ingredients, including the source of ingredients, manufactured ingredients, and genetically modified organism ingredients that may have involved animal genes or substances. Companies must also specifically list any incidental or "insignificant" ingredients, including, but not limited to, natural flavors and colors.
3. A written statement detailing all processing, filtration, de-acidification, and any other fining agent or methods used in the manufacturing process, or any process that may contain animal products or possible trace amounts of animal ingredients due to use of shared machinery cross- contamination is required. If shared machinery is used, please provide a brief explanation, including a detailed description of any cleaning methods used to prevent possible cross contamination. (Please note, use of shared machinery does not disqualify a product from certification, but shared use must be explained to ensure that measures are in place to ensure no cross-contamination takes place, which will be confirmed upon audit.)
4. All ingredients disclosed require supplier statements and/or spec sheets to confirm no animal ingredients. For example, for products containing sugar, verification that the sugar has not been filtered through bone char, often disguised as natural charcoal, is required. Sugar companies will have this information on file, and this information must be included as part of the application.
5. A signed affidavit certifying that no animal products or by products (including animal GMOs) are used in the product ingredients, or in the manufacturing process before packaging; and that there is no animal testing of the finished product by the company or a third-party. The legal affidavit certifies future intent to uphold the vegan Standard, and that all information disclosed is accurate, truthful, and disclosed in good faith.
6. Once the paperwork process is verified vegan, on-site auditing will be conducted to verify that the information submitted is true and accurate. Along with the on-site auditing may be lab testing and surveillance sample testing to confirm no animal DNA or animal contamination residue.
7. Certification approved, A high resolution format of the logo for use will be issued. With the exception of color and size, the trademark logo may not be altered. Companies must comply with "logo use guidelines." Unauthorized use of the logo is a violation of international trademark laws. The license is valid for one year. After the 12-month period, the approved product(s)/services must be re-reviewed for vegan quality control.

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## Disclosures & Research Ingredient/Material/Component/Substrate

Please check prior to submitting if the ingredient is vegan certified, or BeVeg vegan compliant, and submit the vegan certification or spec sheet. Before audit, inspection, and lab testing, it is important to gather a list of all materials involved in the production process, including supplier spec sheets, and any prior tests or certifications that have been carried out on the applied for product(s). This includes all ingredients, and ingredients of ingredients, inclusive of "insignificant" and "incidental" ingredients and processing aids, agents, and ingredients stored but not necessarily used in the same location. The Product must be listed by the same name as it appears on any packaging with the exact supplier used for all packaging. BeVeg will review and analyze the list.

## No Animal Testing

No animal testing may be done on the BeVeg certified vegan product. No animal testing may be done on any supplier ingredients/components making up the certified product. There is a seven year look-back period, meaning no animal testing may have happened in the last seven years. While BeVeg does not condone any animal testing ever, and finds it completely unnecessary and unreliable, BeVeg does not wish to punish companies who change their practices and raise their consciousness to conform with cruelty-free principles.

## Review of the Application

BeVeg certification body reviews the application for made for audit and certification purposes and maintains the relevant records to provide the following:

- a. Customer and product information is sufficient to carry out the audit and certification process;
- b. Any known difference of understanding between the BeVeg vegan certification and the customer, including the agreement on the relevant standards or other normative documents, is resolved;
- c. The requested certification scope is defined;
- d. There are tools available to carry out all of the audit activities;
- e. Reviewing the information obtained to ensure that BeVeg has the necessary competence and facilities on file to perform the audit and certification activity. BeVeg refuses to undertake a specific certification request made for certification activities where there is a lack of qualification or possibility. BeVeg refers to existing activities in its records if it does not perform any activity by accepting existing audit and certification activities given to the customer or other customers. If requested by the customer, BeVeg provides the reasons for not performing the activities.



BEVEG INTERNATIONAL

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# AUDIT BASICS

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PREPARATION | WHAT TO EXPECT |  
CROSS-CONTAMINATION CONTROLS







# Audit Basics

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Every effort has been made to ensure that the content of this audit protocol is accurate at the time of publication. However, it may be subject to minor change, and reference should be made to BeVeg vegan Standards website ([www.beveg.com](http://www.beveg.com)), where changes will be published. Conformance by the company to the requirements of the BeVeg Vegan Standard and its suitability for the awarding and continuing retention of certification will be assessed by an independent audit company – the BeVeg Approved certification body. Certification will be granted when ALL audit non-conformities are closed out in compliance with BeVeg vegan standard requirements. Company is not allocated a pass.

## STATEMENT OF PURPOSE

To ensure vegan claim integrity. To review practical implementation of the systems, procedures, and documentation of the facility.

The auditor will observe BeVeg approved product changeover, review the relevant documented quality management systems, review of all relevant records of production (e.g. raw material intake, production records, finished product checks and specifications) for traceability, review labels, verify and conduct further documentation checks, and review final findings.

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BeVeg has a plan for audit activities to enable the necessary regulations to be managed. Depending on the characteristics and product requirements of the certification program, the plan may be a general plan that is applicable to all activities, including an assessment of the quality management system when applicable, or a specific plan specific to a particular activity, or a combination of both.

BeVeg appoints personnel to perform each audit task with internal resources. Outsourced tasks are usually completed by staff appointed by the external organization. These personnel are not normally assigned by BeVeg. BeVeg ensures that all information and / or documentation required to perform control tasks are available.

BeVeg carries out the management of the audit activities it performs with its internal resources and the activities it transfers to the external resources it uses in accordance with the audit plan. The products and services are evaluated according to the conditions included in the scope of the certification and other conditions specified in the certification program. Decisions for BeVeg vegan certification are made based on the audit results, the paperwork application, lab tests, and when the organization performing the audit is satisfied that all conditions of the certification program are fulfilled to protect vegan claim integrity.

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## Learn

- Visit [www.beveg.com](http://www.beveg.com)
- Review any appropriate guidelines

## Audit preparation

- Select an audit option (announced or unannounced, with or without additional modules)
- Self-assessment of compliance with the Standard
- Selection of a certification body
- Define scope of the audit

## Audit planning

- Ensure information and appropriate personnel are available for the audit even in the event of an unannounced audit
- Provide information to certification body for audit preparation
- Define audit date and agree duration based on audit duration calculator

## On-site audit

- Opening meeting
- Production facility inspection
- Document review
- Traceability challenge
- Label review
- Review of production facility inspection
- Final review of findings by auditor
- Closing meeting – review audit findings and confirm any non-conformities

## Non-conformities and corrective action

- Corrective action provided for any non-conformities identified within 28 days or revisit depending on number and nature
- Certification body reviews evidence in 14 days
- If corrective action deemed satisfactory, certificate, audit report and corresponding grade issued

## Post audit

- Ongoing maintenance of the Standard and continual improvement
- View and download audit report from the BeVeg dashboard and share audit report with any required customers
- Use of BeVeg Vegan Certified logo
- Ongoing communication with certification body
- Schedule re-audit date before re-audit due date

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## AUDIT PREPARATION

Self-assess compliance with the BeVeg Vegan Standard. Select a BeVeg approved certification body. Ensure BeVeg products are fully included in the scope of the audit. Obtain copies of key BeVeg site control procedures and BeVeg approved product listing prior to conducting audit.

Ensure competent and appropriate personnel are available for audit day. Define audit date and agree and understand that audit scope will be focused on vegan claim integrity protection requirements as defined in the BeVeg Standard requirements.

For initial audits, the site shall agree a mutually convenient date, with due consideration given to the amount of work required to meet the requirements of the BeVeg Vegan Standard. There is a requirement on the site to be prepared for the audit, to have appropriate documentation for the auditor to assess and to have appropriate staff available at all times during the on-site audit. The site shall ensure that the production program at the time of the audit covers products for the intended BeVeg vegan approved products in the audit scope of the certification. Where possible, the widest range of these products shall be in production for the auditor to assess.

The site shall supply the BeVeg approved certification body with all necessary background information to successfully complete the audit prior to audit day.

Documents that may be requested include purchase records, purchase control policies, ingredients handled on site, organizational structure, standard operating procedures, process flow diagram, facility site plan, management organizational chart including shop floor supervisors, the list of BeVeg approved products included within the audit scope, a description of any vegan claim related special handling requirements, a description of the site and building fabrication, typical staff shift patterns, production schedules to allow audits to cover relevant processes (e.g. night-time manufacture or where production processes are not carried out each day), an outline of any outsourced processes, any recent quality issues, withdrawals or customer complaints, and other relevant performance data.

The site shall make the previous year's audit report and certificate available to the BeVeg approved certification body. Submitting detailed information prior to the audit in the format requested by the certification body may reduce the duration of the on-site audit and the time required to produce the final audit report. Therefore, sites are encouraged to fulfil such requests in a timely manner.

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## Understanding Audit Scope

The company and BeVeg approved certification body should agree a mutually convenient date for audits and re-audits to ensure that the company retains ongoing BeVeg vegan certification status. The company may wish to choose a date when: BeVeg approved vegan products/services need necessary personnel available to be involved in the audit process to ensure scope is being carried out as represented.

The scope of the audit – BeVeg approved vegan products produced and manufacturing processes shall be agreed between the site and the approved certification body in advance of the audit to ensure all BeVeg approved products, ingredients, and processes can be assessed during the audit visit.

The audit scope wording will be verified by the auditor during the site audit. The wording of the scope shall address BeVeg vegan product groups and, where applicable, the packaging format. It shall enable a recipient of the report or certificate to clearly identify whether the BeVeg approved vegan products supplied have been included within the scope. It shall include a description of the processing activities undertaken at the site that fall within the scope of the BeVeg Vegan Standard where this adds clarity for the user of the report or certificate. It shall be clear from the BeVeg vegan scope which BeVeg vegan products are manufactured and BeVeg related processes are undertaken at the site. It shall distinguish what is a BeVeg approved ingredient or material component and what is an intended BeVeg certified vegan product from those approved components.

The audit scope and duration shall determine the amount of time the audit is expected to take at the site. Additional time will be required for the review of any documentary evidence provided and completion of the final audit report. (0.5 / 1 day), by auditor. Deviation from the typical and expected audit timeframe must be justified and specified on the audit report. (I.e. site was Vegan dedicated).





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## Self-Assessment

It is essential that the site is assessed against the current issue of the BeVeg Vegan Standard. The Standard should be read and understood. A preliminary self-assessment should be conducted by the company against the BeVeg Standard to prepare for the audit. Any areas of non-conformity should be addressed by the site. Further information, guidance, and training to ensure compliance with the BeVeg Vegan Standard, including a downloadable self-assessment tool, is available at [www.beveg.com](http://www.beveg.com)

An optional on-site pre-assessment may be carried out by the selected BeVeg approved certification body in preparation for the audit to provide guidance to the site on the process of certification. It should be noted, however, that under the rules for accredited certification, consultancy cannot be provided during any pre-assessment offered by the BeVeg approved certification body that will later undertake the certification audit.

Manufacturing units that are newly built or 'commissioned' must ensure that systems and procedures in place are compliant before an initial audit is undertaken. It is at the discretion of the company when it wishes to invite a BeVeg approved certification body to carry out an audit.

If your site is vegan dedicated this will reduce necessary audit time. However, for example, purchase records, purchase control policy, and site assessment of ingredients handled on site still need to be validated to ensure vegan claim integrity is not compromised.

Site will need to complete the BeVeg vegan approved product list, detailing all the products the site wishes to be certified and included in the scope of the site audit. This may require updating from time to time.

Sites that are newly built or commissioned must ensure that systems and procedures in place are compliant before an initial audit is undertaken. It is at the discretion of the site when they wish to invite a BeVeg approved certification body to carry out an audit; however, it is unlikely that full compliance can be satisfactorily demonstrated at an audit undertaken less than 3 months after commencement of operation.



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## ON-SITE AUDITS

Ingredients and suppliers of ingredients must be approved before proceeding with the vegan audit/ technical analysis portion of the certification process. Business services must disclose their process and complete training. On-site and laboratory audits are conducted using a checklist created by BeVeg. This ensures all applicants are audited using the same uniform criteria. All equipment and facilities must be in place during the audit, but the plant need not be in active production. The audit report may not be shared with other parties without permission. If any discrepancies are found during the audit, the auditor will provide the Plant with a description of the non-compliance and where the requirement can be found in the manual. These must be addressed promptly within 10 days, and Certification decisions must be made within 2 weeks of resolution of all audit nonconformities.

After the application paperwork submission and disclosure process passes initial assessment, auditors will be sent to audit the process and methods to ensure compliance with all components of the accredited vegan standard, and as set out in this manual. Later disclosures of ingredients or processing changes may be submitted at any time, but are subject to subsequent approval and renewed certification status reflecting any and all changes. For remote assessment "IAF ID 12: 2015 Principles on Remote Assessment" rules will be applied.

## WHO UNDERTAKES CERTIFICATION AUDITS?

BeVeg approved certification bodies and trained auditors qualified to conduct BeVeg vegan standard certification audits. BeVeg International is the vegan standard owner, documenting the requirements on behalf of stakeholders and controlling the operation of the certification standard. The Standard is written using global best practices and based on years of industry experience. BeVeg standard controls how audits are undertaken through the specification of vegan audit protocol and supporting rules and regulations for BeVeg standard / certification bodies undertaking the certification audits. Monitoring of certification bodies is undertaken through independent accreditation NAC (National Accreditation Centre), who operate to internationally recognized protocols (ISO17065 & ISO17067). Therefore, a BeVeg approved certification body needs to be selected by the company. There is a worldwide choice of such bodies; a list can be found at [www.BeVeg.com](http://www.BeVeg.com) - Certification bodies need to be appropriately qualified to undertake the vegan audit and conform to the company's and its customers requirements.

The BeVeg approved certification body, auditors and the site must be aware of the need to avoid a conflict of interest when arranging for auditors to visit the site. The site may decline the services of a particular auditor offered by the BeVeg approved certification body. The same auditor is not permitted to undertake audits on more than three consecutive occasions at the same site.

Where the audit is not being carried out by the auditor in the native language of the site, an appropriate translator shall be provided having knowledge of the technical terms used during the audit.

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## COST OF AUDITS

BeVeg Vegan Standards will require a service fee to be collected by the BeVeg approved certification body from the company for every audit undertaken. This covers the service package, allowing the company to access to BeVeg services.

The BeVeg vegan certificate and audit report shall not be valid until the service fee and the BeVeg approved certification body's audit fees have been received, irrespective of the outcome of the certification process.

Audit costs vary and are set by the individual certification bodies. They include the expenses of the auditor (e.g., travel). Typically, the audit consists of 1 day on site. When the audit is being conducted at a company that has no GFSI certification, an additional 0.5 – 1 day may be needed at the discretion of BeVeg approved certification body based on best practice risk assessment findings. Time is needed to write up the report – usually 0.5-1 day. As with most purchases, the cost should be clearly stated and agreed between the company and the BeVeg approved certification body, prior to entering the contract. It should be noted that vegan certification is a continual process, and it is a feature of the standard that the BeVeg approved certification body has the option to visit a BeVeg approved company at any stage of certification to ensure that certification principles are being upheld. This may arise through the receipt of further information, such as a complaint from a customer of the site, and a charge may be made for any subsequent visits or investigations. A service fee is payable directly to BeVeg standard owner through the BeVeg Approved certification body for every audit undertaken. The company also needs to consider investment costs that may be incurred to ensure the company is operating to the vegan standards required by the BeVeg Vegan Standard, including site hygiene, housekeeping standards, training, and procedural costs.

## WHEN CAN THE AUDIT BE UNDERTAKEN?

Ongoing re-audit dates need to be considered since the re-audit date will fall between 11 and 12 months from the original audit date. Ensure the time of year is suitable for your company in years to come.

The due date of renewal audits occur within a 28-calendar-day window prior to the 12-month anniversary of the initial audit. In some circumstances, it is possible to undertake the audit earlier than these due dates; for example, to reset the audit dates to allow combined audits with another standard, or to include a product produced during a different season. Where an audit date is brought forward, the following rules shall apply: The audit report will detail the reasons why an audit has been brought forward. The next audit due date will be 'reset' at 12 months (or 6 months depending on grade) from this new audit date. The certificate (should it be issued) shall have an expiry date of 12 months (or 6 months, depending on grade) + 42 calendar days from the new audit date.

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## WHAT TO EXPECT ON THE AUDIT DAY

The BeVeg approved certification body shall have confirmed to the company the time of arrival on site and may have provided an outline of the plan of the audit schedule. The duration of the audit, although planned in advance, will depend on the activities on the day, but it may be shortened by a well-organized site and information provided in advance as requested by BeVeg approved certification body.

It is expected that approximately 50% of the audit will be spent auditing production and site facilities, interviewing staff, observing processes and reviewing documentation in BeVeg related production areas with the relevant staff.

The site shall fully assist the auditor at all times. It is expected that at the opening and closing meetings those attending on behalf of the site will be senior managers who have the appropriate authority to ensure that corrective action can be progressed if non-conformities are found. The most senior operations manager on site at the time of the audit or their nominated deputy shall be available at the audit and able to attend the opening and closing meetings.

The typical duration of an a BeVeg audit is 1 day (8-9 hours/day) at the site. The expected time required to complete all the audit requirements while at the site to ensure consistency, is based on:

- The number of employees.
- The size of the manufacturing facility, including storage facilities on site.
- The number of HACCP studies included within the BeVeg approved products and ingredients in the audit scope. A HACCP study corresponds to a family of products with similar hazards and similar production technology for the purpose of time spent on site.
- If site is vegan dedicated, this will reduce necessary audit time. However, for example, purchase records, purchase control policy and site assessment of ingredients handled on site still needed to be validated for vegan claim integrity.

It is recognized that other factors may also influence the calculation but are considered less significant, and therefore, shall not influence the audit duration by more than 30% of the total calculated audit time. These factors include:

- Whether it is an initial certification audit
- A lack of information provided prior to the audit
- The complexity of the BeVeg related product manufacturing process
- The number of approved BeVeg product line
- The age of the site and the impact on material flow
- The labor intensity of the processes
- Communication difficulties (e.g. language)
- Difficulties experienced during the audit requiring further investigation
- The quality of site preparation (e.g. documentation, HACCP, quality management systems).

If additional storage facilities, locations or head office assessments are included within the audit process, then additional time shall be allocated for this over and above one day and may be deemed to need an additional audit day to ensure BeVeg vegan product scope is covered.



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## Opening Meeting

Statement of Purpose: To ensure all relevant site staff are available and that scope and purpose of visit are understood and agreed upon.

The auditor will start with an opening meeting, which all relevant company BeVeg representative personnel must attend. This is a time to outline how the audit will be undertaken, including confirmation of the BeVeg approved product scope and process. This will enable agreement and organization in terms of:

- BeVeg standard representative staff who must be available to discuss specific BeVeg Standard aspects
- Documents that need to be provided regarding BeVeg Standard compliance
- Rooms that need to be provided (e.g., consider where records are stored and how they can be supplied to the auditor)
- Logistics to ensure that equipment, such as protective clothing, is provided

The BeVeg auditor is likely to require background details on the company and the process before any site tour, and may therefore look through a number of documents, including:

- Company-specific BeVeg cross-contamination control procedures and policies
- Organization structure
- BeVeg related Hazard Analysis and Critical Control Point (HACCP) documents (or industry equivalent)
- Accredited laboratory test results used to confirm no animal DNA on products and to test effectiveness of cleaning methods to prevent cross-contamination with animal residue



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## *The Day*

Statement of Purpose: To complete a factory audit assessment that includes reviewing all production activities and document review of standard operating procedures to ensure commitment to and compliance with the BeVeg Vegan Standard.

For products, auditors will ask the company to carry out a BeVeg related finished product (backward trace) or ingredient (forward trace) traceability test while the auditor is on site, so it may be beneficial to start this process as soon as practical to allow collation of documents. The auditor will need to see the manufacturing process in operation around the site, checking and challenging the operation of the company's procedures. Auditor will speak to a variety of BeVeg representative staff.

### **Factory Audit Assessment**

Production processes represent the key activities on site. The audit process therefore gives specific emphasis to the practical implementation of vegan control procedures within the factory and general good manufacturing practices that ensure BeVeg Standard requirements are met consistently. Auditing these areas forms a significant proportion of the audit (around 50% of the audit time is typically spent auditing production and site facilities, interviewing staff, observing processes and reviewing documentation in production areas with the relevant staff). Production areas include factory production, storage, dispatch, engineering, on-site laboratory facilities, BeVeg material handling areas, and product defense of those areas.

### **Document Review**

The auditor will check policies, procedures, and records for objective evidence that the BeVeg vegan claim integrity protection requirements are being met and will ask for specific details. Auditor will review AVL and SOPs to ensure vegan scope is defined and maintained.

### **Interviewing Staff**

Soft skills are needed when interviewing staff, especially those who may be unfamiliar with the BeVeg audit and vegan program.

### **Production Facility Inspection**

Witness product changeover between Product A (Animal materials) and Product B (Vegan materials only). Ensure physical segregation of animal material and non-animal material products. Ensure time segregation to maintain the integrity of vegan production runs. Ensure color-coding of protective gear. Witness washroom, storage, waste control, air flow, packaging, un-packaging hygiene, and other BeVeg vegan program protocol.



# Cross-Contamination Controls

Manufacturing plants and facilities being audited for the BeVeg Vegan Standard Requirements:

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Written instructions must be available at all relevant manufacturing facility sites in areas accessible to all employees describing how to avoid cross-contamination. Likewise, the proper cleaning and maintenance procedures for equipment and facilities must be maintained for BeVeg vegan standard compliance. Employees should be able to refer to them and access them at all times. The auditor will look for written instructions and evidence that employees can access the protocol at all times.

Shared facilities must have a clear labelling system to ensure the products do not get confused. Facilities must document and follow a set of rules for the labeling of incoming materials to prevent confusion with other non-vegan materials. Likewise, products found to be incorrectly labeled or packaged must be properly handled to avoid unintended release or recall. Written instructions for handling the mislabeled or mis-packaged product must be in place. Instances should be properly documented along with corrective actions. This is not audited at dedicated vegan plants.

The auditor will look for evidence that shipments are logged and checked for accuracy and contamination upon receipt. Policies regarding the shipments and inspection of raw materials are required.

Guidelines ensuring the separation of vegan and non-vegan materials during the manufacturing process are required. The auditor will look for proper separation during receipt, storage, and use on the production line at shared facilities.

Shared facilities must maintain a regular cleaning and maintenance schedule in accordance with BeVeg Standard requirements to avoid cross-contamination. Routine cleanings protect the environment for vegan production. Cleaning schedules along with staff awareness of cleaning duties should be clearly documented and defined. Cleaning should happen before each vegan production line begins. It is recommended to do vegan production runs at the beginning of the day at shared facilities or at the beginning of the line. Verification that the procedures are effective and regularly documented will be assessed. Written procedures for managing contaminated equipment, spaces, or tools must also be in place, with documentation of incidents and corrective actions.



In an effort to avoid cross-contamination, written hygiene requirements for all entering a BeVeg certified vegan facility such as hand washing, clothing, and handling procedures must be in place. Contamination to the vegan products can be carried by anyone entering the facility. The requirements should be accessible to employees at all times.

Shared facilities must include procedures for sequencing production activities to eliminate risk of cross-contamination. Schedules must show sequencing vegan and non-vegan food production along with evidence the schedule is followed, and proper cleaning mechanisms effectively in place between sequences.

Shared facilities' risk of cross-contamination is heightened. Therefore, production processes should be regularly reviewed by facility management to ensure the vegan certified product or service does not become contaminated on the production line or in process. Written procedures must be reviewed and updated regularly to ensure strict compliance with the BeVeg Standard.


Written procedures for proper labeling and packaging on finished products is required. Mislabeling can cause recall if there are non-vegan contaminants. If packaging occurs separately from production, the packaging operations must follow the same cleaning and sequencing requirements that apply to production. Written documentation of label and packaging review as well as cleaning activities must be accessible for audit. The auditor will look for evidence that proper labelling procedures are followed and for policies for cleaning equipment between production runs at shared facilities.

Procedures must be in place for the auditing of storage areas and shipping modules used for vegan products to ensure no cross-contamination with products of animal origin. Documented auditing of storage areas, trucks, and landing areas are required to ensure vegan products maintain vegan integrity during storage or transfer.

Methods for dealing with rework materials, waste materials, contaminated raw materials, and purge materials should be in place. Procedures for handling these materials should include documentation for traceability. The facility should provide instructions for managing these materials along with evidence that employees understand and are following these procedures.

Facilities should enforce procedures for preventing airborne contamination. Airborne contaminants pose a risk for vegan production. The facility should have procedures to prevent this spread as well as data verifying the procedures are effective. This is a





global health issue as according to the CDC, 3 out 4 of newly emerging human diseases are zoonotic and of animal origin. COVID-19, SARs, MERs, Ebola, E. coli, Salmonella, and more are all diseases that contaminate the vegan status of goods and cause human health crisis.

Traceability of all ingredients and products used is required in order to investigate contamination incidents. Shipping records for all outgoing products and batch records of specific ingredients or lot numbers should be properly maintained and updated.

In the case of contamination or suspected contamination, written procedures for reporting the incident and documentation of corrective actions should be in place.

Contamination incidents may be noticed through lab testing, technical analysis, obvious deviations, customer complaints or other sources. All complaints and responses must be tracked.

Specific written protocol regarding contaminated products that have not been shipped out must be in place to avoid unintended release and recall. The Plant should document the instance and notify BeVeg immediately.

The manufacturing plant must have a written plan for recall, once a contaminated product is released to the public. Documentation of actual recalls and mock recalls are required. Actual recalls must be immediately reported to BeVeg.

The BeVeg Standard requires many policies and procedures to be in place to prevent cross-contamination.

All sites shall establish and maintain the environmental and operational programs (prerequisite programs) necessary to create an environment suitable for producing safe and legal consumer products as well as to ensure BeVeg certified products being free from animal materials or loss of vegan claim integrity.

In addition, all sites shall conduct a complete hazard analysis, based on Codex HACCP principles (or its industry equivalent), for all of their processes and products in order to identify and control all hazards that may compromise BeVeg vegan claim integrity.

Sites that are not certified in a Global Food Safety Initiative (GFSI) benchmarked scheme (or equivalent), must be considered high risk. Certification to a GFSI benchmarked scheme (or equivalent), is a prerequisite requirement of the BeVeg Vegan Standard certification approval criteria. If this requirement is not met, it does not preclude you from certification, but the process of approval will be more stringent and justification must be appropriate.

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## Cross-Contamination Controls

### Ingredients & Packaging

Statement of Purpose: The company shall have an effective supplier approval and monitoring system to ensure that any potential risks from raw materials (including primary packaging) to the vegan claim integrity of the final BeVeg approved product are understood and managed. The site must have a current AVL (BeVeg Approved Vegan List) which lists all vegan products that will be recognized under the certification scope and has been approved by BeVeg. List shall be less than 1 year old. The AVL must be updated when vegan products which either display, or wish to display, the BeVeg vegan trademark symbol. Ingredient handling control procedures shall ensure no animal material containing ingredients incorrectly contaminate any BeVeg products or services.

The company shall undertake a documented risk assessment of each BeVeg intended raw material, processing aid or derivatives, including primary packaging to identify potential risks to BeVeg certified vegan claim integrity.

This risk assessment scope shall BeVeg be aligned with Standard requirements. It shall form the basis for the BeVeg intended raw materials / primary packaging acceptance and testing procedure and for the processes adopted for supplier approval and monitoring.

The risk assessment for BeVeg raw material / primary packaging shall be updated:

- when there is a change in a BeVeg related raw material, the processing of a raw material, or the supplier of a raw material; if a new risk emerges relating to BeVeg materials; following a product recall or withdrawal, where a specific BeVeg raw material has been implicated; at least every 3 years.

Risk assessment should identify risk and mitigate those risks regarding primary packaging materials because of potential animal material contamination, from the use of inappropriate materials.

The company shall have a documented procedure for supplier approval and monitoring that must include the methods of approval, frequency of monitoring, responsibilities, and how the process will be managed. Procedure shall be appropriate, justified, and risk based.

If supplier is GFSI certificated, supplier questionnaire is reviewed every three years. For suppliers not GFSI certificated they shall be considered high risk, and require supplier approval questionnaire to be reviewed on a yearly basis.

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In all cases supplier is obliged to inform company of any changes to their certification or changes to ingredients that may increase risk of potential cross-contamination of animal material to ingredients intended for use in BeVeg certified vegan products. A formal contract between company and BeVeg shall confirm and validate this requirement.

The supplier questionnaire used to assess a supplier, (and replies from the ingredients supplier) shall contain all the relevant information to allow the site to confidently decide whether to approve the supplier. Review and approval must be performed only by authorized, demonstrably competent BeVeg Standard representative.

Approval supplier questionnaires must be reissued at least every 3 years. The site must be able to demonstrate to an auditor that monitoring and ongoing review used.

Approval and the associated risk assessments must be up to date. The site should therefore review the assessment whenever there is a significant change (e.g., new suppliers or new ingredients / primary packaging).

The site's supplier performance review procedures shall include criteria for evaluating suppliers of ingredients intended for BeVeg certified vegan products on their ongoing ability to provide ingredients that conform to the requirements of the Standard (e.g., free from material of animal origin and no animal testing).

The approved supplier list shall include identification of suppliers of ingredients intended for BeVeg certified vegan products. The information shall be readily available to relevant staff (e.g., at receipt of goods).

All purchased ingredients (including packaging) shall only be from the suppliers on the list, where ingredient is intended for use in a BeVeg intended / approved product. The list shall be available at the points where goods are taken in and be accessible to anyone who needs it, including purchasing where this activity is carried out on site.

Where raw materials (including primary packaging) are purchased from an agent, broker or wholesaler), the site shall review information using a specific approval questionnaire designed to enable the approval of the manufacturer, packer or consolidator. This shall be obtained from the agent/broker or if more effective, directly from the supplier. Review shall be conducted by a competent BeVeg representative.

The site supplier approval and monitoring procedures shall define how exceptions to the supplier approval processes are handled (e.g. where raw material suppliers are prescribed by a customer) or where information for effective supplier approval is not available and instead lab testing is used to verify a product is free from potential animal material contamination. In such circumstance the supplier delivery performance shall be formally trialed based on risk assessment and full approval granted if requirements are met.

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The site shall have a procedure for accepting ingredients / primary packaging intended for BeVeg certified products as they are received. This procedure shall be based upon the risk assessment.

Where all approved BeVeg ingredients that require positive release, based on the risk assessment, documented procedures shall be in place to ensure that release does not occur until all release criteria have been completed and the release has been authorized by a trained BeVeg Standard representative.

The procedure should document who is authorized to accept conforming materials and reject nonconforming ones, and the action to be taken. This should also include BeVeg approved ingredients kept “on hold” pending further testing or investigation. A formal communication system shall be in place to ensure the quality assurance department knows in a timely manner, when BeVeg approved ingredients that require testing and positively releasing into production are received.

Procedures shall be in place to ensure that approved changes to approved BeVeg vegan ingredients / packaging, labels, primary packaging or of suppliers, are communicated to personnel in charge of goods receipt, to ensure that only the correct version of each approved BeVeg ingredient, labelling, primary packaging, is accepted (for example, when labels or printed packaging have been amended). Only the correct version shall be accepted per delivery of batch consignment and released into production.

Where site uses off-site storage of BeVeg approved ingredients, packaging or products, a service approval questionnaire shall be used to ensure no contamination risk of meat / animal materials. A competent BeVeg representative shall be responsible for the verification of the questionnaire.





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## **Specification Controls**

Statement of Purpose: Specifications for BeVeg approved raw materials and primary packaging shall be adequate and accurate and ensure formal evidence of compliance with relevant BeVeg Standard requirements.

A documented specifications control procedure should be in place to ensure specifications are accurate, and the control of amendments and approval of specifications are defined, specifically detailing which BeVeg representative can approve the amendments.

Specifications for ingredients intended for use in a BeVeg approved product shall be adequate and accurate and shall demonstrate that the ingredients are free from ingredients of animal origin, and are not tested on animals.

Accurate and up-to-date specifications shall be available for all BeVeg certified finished products and must demonstrate that the product is free from ingredients of animal origin and absent of animal exploitation. These specifications may either be in the form of a printed or electronic document or part of an online specification system.

Site process specification key data and parameters for the manufacture of a BeVeg certified product shall be adequate and accurate to ensure it is manufactured in compliance to the agreed BeVeg approved finished product specification.

Specifications shall be reviewed whenever changes occur to the product, process, or formulation relating to BeVeg products. Where no known changes have occurred, the BeVeg specifications must be reviewed at least every 1 years, to ensure that they remain completely up to date and accurate.

The site should have a mechanism to review the specification to change to understand whether there is any impact when changes to product integrity, safety, the HACCP or food safety plan, or the production processes occur. BeVeg Standard administration should be informed of any updates to the approved BeVeg product specifications during the certification interim period.

## **Product Formula Controls**

Statement of Purpose: The procedures associated with weighing / blending / mixing / formulation shall be developed and implemented to ensure that the correct ingredient is added to the BeVeg approved product as indicated in the specification.

Work instructions associated with procedures shall ensure that the correct ingredients, identification of components, accurate labelling, and proper amount is added to the intended product as indicated in the BeVeg approved formula for finished product specification requirements during formulation weighing and packaging activities.

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Staff must be trained in these BeVeg product specific work instructions relevant to their role. Current BeVeg standard product work instructions must be readily available to staff at the point of use.

Where applicable, procedures related to the use of rework shall prevent the introduction of materials of animal origin into BeVeg certified products.

### **Vulnerability Assessment Controls**

Statement of Purpose: Systems shall be in place to minimize the risk of purchasing fraudulent or adulterated BeVeg approved food raw materials and to ensure that the BeVeg vegan claim is accurate and verified.

The company shall have processes in place to access information on historical and developing threats of fraudulent activity to the raw material supply chain which may present a risk of adulteration or substitution or dilution of ingredients) / associated animal cruelty. Such information may, for example, come from:

- BeVeg horizon scanning / supplier alert system
- trade associations
- government sources
- private resource centers.

A documented vulnerability assessment shall be carried out on all ingredients and inputs intended for use in BeVeg certified products, to assess the potential risk of adulteration or substitution or dilution with materials of animal origin / associated animal cruelty.

The output from this assessment shall be in a documented vulnerability assessment plan designed to prevent purchase of fraudulent ingredients and associated animal cruelty from any presence in BeVeg certified products.

This plan shall be kept under review to reflect changing economic circumstances and market intelligence, which may alter the potential risks. It shall be formally reviewed at least annually.

Any BeVeg ingredients identified as being at particular risk of adulteration or substitution, or dilution / associated animal cruelty, the vulnerability assessment plan shall include appropriate assurance and/or testing processes to mitigate the identified risk(s) applicable to meet BeVeg Standard vegan claim integrity protection.

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## Threat Assessment Controls

Statement of Purpose: Systems shall protect BeVeg approved ingredients and certified finished products from malicious actions while under the control of the site.

A defense threat assessment plan shall include a scope that includes potential threat of deliberate malicious contamination of animal material or damage to any BeVeg materials, packaging and finished product handled on site.

The documented threat assessment plan will confirm the methodology used to identify potential threat risk and controls that will mitigate these risks. The threat assessment plan shall be formally reviewed by HACCP team (or industry equivalent) / BeVeg representatives annually, or when there is an incident on site.

Where site areas or process steps relating to BeVeg intended raw materials, packaging and BeVeg approved or intended BeVeg products are identified as being at particular risk from potential threats from authorized site staff, the threat assessment plan shall include controls to mitigate these risks. Where prevention is not sufficient or possible, systems shall be in place to identify any tampering.

## Allergen Controls

Statement of Purpose: The site shall have a system for the management of allergenic materials which minimizes the risk of allergen contamination of BeVeg approved products and meets legal requirements for labelling in the country of sale.

Ensure site allergen control policy where animal material allergens are handled on site, uses proper alibi warning information on BeVeg approved products. Alibi warning, label information must be obvious to consumers to ensure the allergic, sensitive or intolerant consumer can make a clearly informed choice. Many known allergens are of animal origin and allergen controls on site must apply to vegan controls implemented.

Unexpected animal materials handled on a site that pose an allergenic risk would include: - milk, egg, fish, and mollusk or crustaceans materials.



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## Traceability Controls

Statement of Purpose: The site shall be able to trace all BeVeg approved raw material product lots (including primary packaging) from its suppliers through all stages of processing and dispatch to its customers and vice versa.

Identification of BeVeg intended ingredients including primary packaging, intermediate/semi-processed products, part-used materials, finished products and materials pending investigation shall be adequate to ensure traceability.

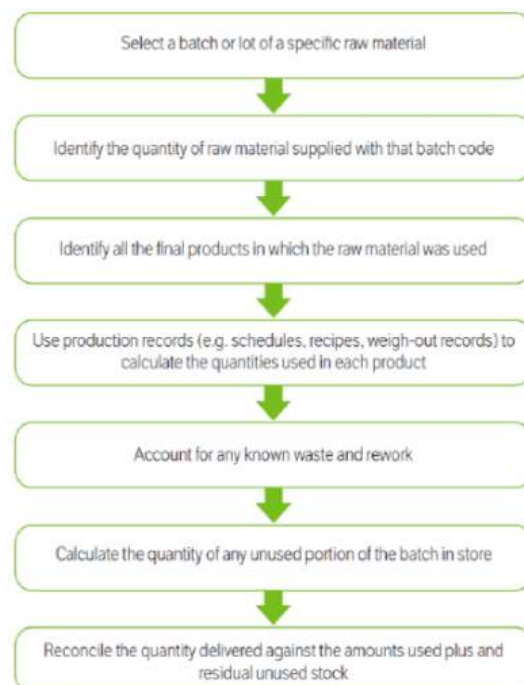
During the BeVeg audit visit, the site shall test the traceability system on a BeVeg approved product to ensure that traceability can be determined from the supplier of ingredients intended for use in BeVeg approved ingredients to the finished certified product and vice versa.

The site shall maintain purchasing records, traceability of ingredient usage and final product packing records to substantiate the BeVeg certified vegan claim.

Traceability test shall include an annual quantity check/mass balance.

## Traceability Test Exercise

The BeVeg auditor shall undertake a traceability and vertical audit as part of the audit process. During traceability test exercise, process controls and trace records must be verified as compliant to BeVeg standard requirements.





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## **Storage Controls**

Statement of Purpose: All facilities used for the storage of BeVeg approved raw materials, packaging, in-process products and finished products shall be suitable for preventing potential BeVeg materials been cross contaminated / or losing of vegan identity.

Documented and training of storage control procedures shall be in place, to prevent the cross-contamination risks during product/formula preparation

While storage facilities on the same site as the production facility shall always be included within the BeVeg vegan audit of the site, it is not uncommon for sites to also own additional off-site storage facilities. Where additional storage facilities are owned and managed by the company in the vicinity of the production site (i.e. within a radius of 50 km), these shall be identified on the BeVeg vegan audit report and either be audited as part of the site audit or be specifically excluded.

## **Waste Controls**

Statement of Purpose: BeVeg approved product packaging shall be appropriate for the intended use and shall be stored under conditions to prevent animal material contamination.

The procedures for the segregation and safe disposal of obsolete materials shall prevent their inadvertent use or risk of cross-contamination with materials of animal origin in approved BeVeg products. Obsolete materials may include:

- Labels (refers to any pre-printed packaging that bears a list of ingredients)
- BeVeg approved ingredients and work in progress used in approved / intended BeVeg products.
- BeVeg certified finished products.

## **Restricted Access**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Where BeVeg approved products and products containing ingredients of animal origin must be handled in the same factory areas or on the same production lines, policies shall be developed and implemented to control cross-contamination of material of animal origin into BeVeg certified products. Restricted movement procedures shall be implemented where applicable based on risk.

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## **Cleaning and Hygiene**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Where BeVeg standard approved products and products containing ingredients of animal origin must be handled in the same factory areas or on the same production lines, control procedures and/or policies shall be developed and implemented to control cross-contamination of material of animal origin into BeVeg certified products. Where applicable, and based on risk, cleaning, and dedicated equipment status.

Specific cleaning methods designed to remove or reduce risk of animal material cross-contaminating to an acceptable level, relating to BeVeg approved materials, packaging and final products handled on site shall be established.

These cleaning methods shall be fully validated in line with best practices, to ensure effectiveness. Validation activities shall be performed on a risk assessed frequency. Verification systems shall ensure these specific validated cleaning methods are consistently complied with during site cleaning activities to ensure effectiveness.



## **Time Segregation**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Where applicable, and based on risk, time segregation procedures and/or policies shall be developed and implemented to control cross-contamination of material of animal origin into BeVeg scheme products.

Vegan production runs should be ideally run at the beginning of the day. Too much product changeover throughout the day means a higher risk for animal contamination and rushed cleaning.

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## **Physical Segregation**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Where applicable, and based on risk, dedicated / physical segregation shall be developed and implemented to control cross-contamination of material of animal origin into BeVeg certified products.

Where BeVeg approved products and products containing ingredients of animal origin must be handled in the same factory areas or on the same production lines, equipment control procedures, and/or policies ensuring physical separation shall be developed and implemented to control cross-contamination of material of animal origin into BeVeg certified products.

If your site is vegan dedicated, an on-site audit shall still be conducted. Fraudulent supply chain activity, staff training, supervision, purchase controls and other factors can still be a potential source of animal contamination to final BeVeg certified vegan products.

## **Protective Clothing / PPE**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Protective clothing gear for those working with BeVeg approved and non-BeVeg approved materials shall be changed at an appropriate frequency, based on risk, to prevent animal material / allergenic animal material cross-contamination.

Where BeVeg approved products and products containing ingredients of animal origin must be handled in the same factory areas or on the same production lines, and shared equipment, control procedures and/or policies shall be developed and implemented to control cross-contamination of animal material into BeVeg certified products. Procedures developed should consider risk for contamination and other controls in place.

## **Rework**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

A formal procedure to prevent rework containing materials of animal origin from being used in processes intended for BeVeg certified vegan products should be in place, if applicable.

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## **Air Flow Control**

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Where applicable, and based on risk, air flow control measures shall be developed and implemented to control cross-contamination of material of animal origin into BeVeg certified products.

## **Labelling and Pack Controls**

Statement of Purpose: Procedures shall be in place to ensure that all BeVeg products are packed into the correct packaging and correctly labelled. There shall be a formal process for the allocation of BeVeg packaging materials to packing lines and control in the packing area which ensures that only the correct BeVeg packaging for immediate use is available to the point of use at the packing machines.

Documented checks carried out on the production line before production commences (product changeovers), will ensure that systems are correctly set, hygienic and all previous labelling, packaging of product and materials have been removed before line start up is authorized to begin.

Procedures shall be in place to ensure that all BeVeg products are packed into the correct packaging and correctly labelled. These shall include checks:

- at the start of packing
- during the packing run
- when changing batches of BeVeg specific packaging materials
- at the end of each production run.

The checks shall also include verification of any printing carried out at the packing stage including, as appropriate:

- allergen information, and alibi warnings like fish, egg, mollusk, crustacean materials, handled on same production line, previous to next BeVeg production runs.
- correct BeVeg certified vegan labelling and packaging information, branding requirements and logo use.

Where online verification equipment (e.g. bar code scanners) is used to check BeVeg product labels and printing, the site shall establish and implement procedures for the operation and testing of the equipment to ensure that the system is correctly set up and capable of alerting or rejecting product when packaging information is out of specification.

The site shall establish and implement procedures in the event of a failure in the online verification equipment (e.g. a documented and trained manual checking procedure).



## Color-Coding Requirements

Statement of Purpose: To reduce and eliminate the risk of cross-contamination with animal materials.

Color-coding equipment, utensils, protective gear, containers, and related procedures ensure BeVeg certified vegan products and materials do not risk contamination with materials and allergens of animal origin. This is part of hygiene and protocol necessary to ensure no animal residue or trace animal products found on BeVeg certified finished products.

BeVeg has an auditor checklist to ensure consistent compliance. Color coding the checklist before application helps distinguish between document controls, production controls, and controls that require assessment of both. Colors below are an example.

Audit of production facilities and good manufacturing practice		
Audit of records, systems and documentation		
Requirements assessed in both		



# Senior Management Commitment Assessment

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## STATEMENT OF PURPOSE

The site's senior management shall demonstrate they are fully committed to the implementation of the requirements of the BeVeg vegan standard and to processes which support continual improvement of vegan safety culture that recognizes importance of vegan ethical objectives

## *Organizational Structure*

A site organizational structure that effectively manages the BeVeg Vegan Standard requirements must be in place and well-established.


## *Employee Awareness*

The site shall have a monthly and/or weekly meeting program which ensures legality, integrity and quality issues are brought to the attention of senior management. Employees shall be aware of the need to report any evidence of animal contamination issues to a designated manager to enable resolution requiring immediate action. Site performance shall be measured. Annual review ensures site performance trends and issues can be improved year to year.

## *Key Performance Indicators*

A formal multi-disciplinary BeVeg representative management team, shall conduct annually, a formal site performance review meeting to ensure site meets all BeVeg vegan technical standard requirements, including opportunities to improve and ensure related KPI target levels are being met or where not been met, to understand the underlying reasons. This information shall be used when setting future KPIs and to facilitate continual improvement.





# Documentation / Standard Operating Procedures (SOP) Assessment

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## STATEMENT OF PURPOSE

The company shall have Codex Alimentarius HACCP Plan (or equivalent), that is fully implemented and effective in preventing or reducing to an acceptable level, any risk to BeVeg vegan claim integrity requirements.

The facility must make documentation of the most updated version of the BeVeg Vegan Standard available to employees at all times. Dates must be on all documents marking the latest revision. All revisions must be approved by management and all staff must be put on notice of the most current policies.

For manufacturing facilities, a current list of all ingredients received and used in vegan production must be sustained by the plant. The plant is responsible for documenting the names of the vendors along with the product name or code. BeVeg product certification relies on the assessment and verification of Ingredients used in certified products. Documenting each ingredient prevents the use of non-approved materials. The plant must maintain a list of ingredients that agrees with the list held by BeVeg. Ingredients should be properly labelled and employees should be able to identify each material.

The facility should provide written procedures for the approval of vendors and materials. The plant should keep a record of all approved. Procedure for creating and maintaining purchasing documents for all materials must be clear with specific details of what was bought, including product name, specs, or code to confirm only approved vendors and materials are used. All procedures must be written and all employees should be aware of vendor material purchase protocol.

The plant must immediately notify BeVeg of alterations in ingredients, components, or suppliers involved in the certified vegan product in order to maintain certification status. The BeVeg certification relies on the assessment and verification of Ingredients used in certified Products. Certified Products may not use ingredients that have not been approved by BeVeg. The Plant must keep a list of ingredients and that list should always match the list held by BeVeg as the AVL (approved vegan list).



The plant should provide a risk assessment diagram or document addressing potential cross-contamination or spill-over of products of animal origin that may contaminate the vegan status of the applied for audited certified vegan product. A record of the manufacturing process and an honest risk assessment, in addition to the overall risk assessment, helps keep the plant accountable for any discrepancies in the process. Evidence must indicate that the plant has addressed each potential risk factor to reduce any and all chances of cross-contamination.

### **|** *Vegan Quality Control Plan*

The site shall have a fully implemented and effective vegan quality control plan incorporating the Codex Alimentarius HACCP principles (or industry equivalent). The vegan quality control plan scope must include an assessment of BeVeg applicable products and their potential contamination with materials of animal origin.

### **|** *Process Flow*

The process flow for the production of BeVeg certification shall be documented. Potential areas for animal contamination or loss of vegan identity shall be identified. Appropriate controls shall be established to ensure the integrity of vegan claims.

### **|** *Identification of Materials*

For vegan product certification, the company shall identify and list BeVeg vegan materials handled on site. This shall include raw materials, processing aids, intermediate, and finished products.

### **|** *Annual Review*

The vegan quality control plan specific to the BeVeg vegan claim shall be reviewed at least annually and prior to any changes that may impact the integrity of the BeVeg certified vegan claim.



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## *Audit Results Prior to Final Review*

If one or more nonconformities have arisen and the customer declares his willingness to continue the audit and certification process, BeVeg provides information on additional assessment tasks required to verify that these nonconformities have been corrected. If the customer agrees to complete the additional audit tasks, the process specified is repeated to complete the additional tasks. The results of all audit activities are documented prior to review.

During the audit, detailed notes shall be made regarding the site's conformities and non-conformities against the Standard and these will be used as the basis for the audit report. The auditor shall assess the nature and severity of any non-conformity and discuss this with the accompanying manager at the time.

After the audit, the auditor will require some quiet time to write up evidence and collate details of potential nonconformities and evidence of conformance, in preparation for the closing meeting with the company, where the audit is summed up and details of the findings, including nonconformities, are given.



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## Closing Meeting

Statement of Purpose: Opportunity to present findings, address non-conformities, answer questions, summarize the day, and discuss next steps to finalize the certification process.

The audit will conclude with a closing meeting of sufficient duration to review audit findings and confirm any non-conformities. The closing meeting is the final review of findings by auditor to address conformities and non-conformities.

At the closing meeting, the auditor shall present their findings and reconfirm all non-conformities that have been identified during the audit. Guidance on how to close out the non-conformance, including probable root cause analysis should be made. However, BeVeg certification auditor cannot be held responsible for accuracy of guidance and is intended only as assistance not absolute instruction to site, and is not consultancy.

Information on the process and timescales for the site to provide evidence to the auditor of the corrective action to close non-conformities must be given.

A written summary of the non-conformities discussed at the closing meeting will be documented by the auditor either at the closing meeting or within 1 working day after completion of the audit.

At the closing meeting the auditor shall provide the site with an explanation of how to securely access audit data, and the feedback systems available to communicate with the BeVeg approved certification body.

The decision to award BeVeg trademark certification will be determined independently by the BeVeg approved certification body management following a technical review of the audit report and the closing of non-conformities in the appropriate timeframe. The company will be informed of the certification decision following this review.



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## *Auditor Checklist*

Statement of Purpose: To ensure consistent implementation and application of the BeVeg standard requirements. To maintain the conformity assessment program's integrity

All competent and qualified BeVeg approved auditors must use the BeVeg drafted and managed auditor checklist, to ensure vegan claim consistency and integrity of implementation. All BeVeg approved certification bodies and auditors must be trained on the BeVeg vegan standard checklist. Upon successful course completion and armed with BeVeg audit certification credentials, BeVeg International gives use to the proprietary checklists and auditing documents to ensure program application consistency.

BeVeg auditor checklist is to be used as a guide throughout factory assessment. The final checklist should be referenced for use in any final reporting.

## *Audit Reporting*

Statement of Purpose: To provide the company and customers or prospective customers with a profile of the company and an accurate summary of the performance of the site against the requirements of the Standard.

Following each audit, a full written report shall be prepared. The report shall be produced in English or in another language, dependent upon user needs. Where the report is produced in a language other than English, the audit summary sections shall, in addition, always be reported in English.

The audit report must assist the reader to be informed of:  
The safety controls in place and improvements since the last audit;  
Best practice' systems, procedures, equipment or fabrication in place; and  
Non-conformities, the corrective action taken and plans to correct the root cause (preventive actions).

The report shall accurately reflect the findings of the auditor during the audit. Reports shall be prepared and issued within 42 calendar days of the completion of the full audit.

The audit report shall be uploaded to the central system in a timely manner irrespective of whether a certificate is issued. The owner of the audit report may allocate access to the audit report to customers or other interested parties. The audit report and associated documentation including auditor's notes shall be stored safely and securely for a period of 5 years by the BeVeg approved certification body.



# Non-Conformities and Corrective Action

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## STATEMENT OF PURPOSE

To ensure BeVeg Standard requirements are properly implemented after factory audit assessment.

## NON-CONFORMITIES AND CORRECTIVE ACTION PLAN

The level of non-conformity assigned by an auditor against a requirement of the Standard is an objective judgement with respect to severity and risk, and is based on evidence collected and observations made during the audit. This is verified by the BeVeg approved certification body management.

There are three levels of non-conformity:

(1) Critical: Where there is a critical failure to comply with a vegan safety/quality or legal issue.

(2) Major: Where there is a substantial failure to meet the requirements of a 'statement of intent' or any clause of the Standard, or a situation is identified which would, on the basis of available objective evidence, raise significant doubt as to the conformity of the product/service being supplied.

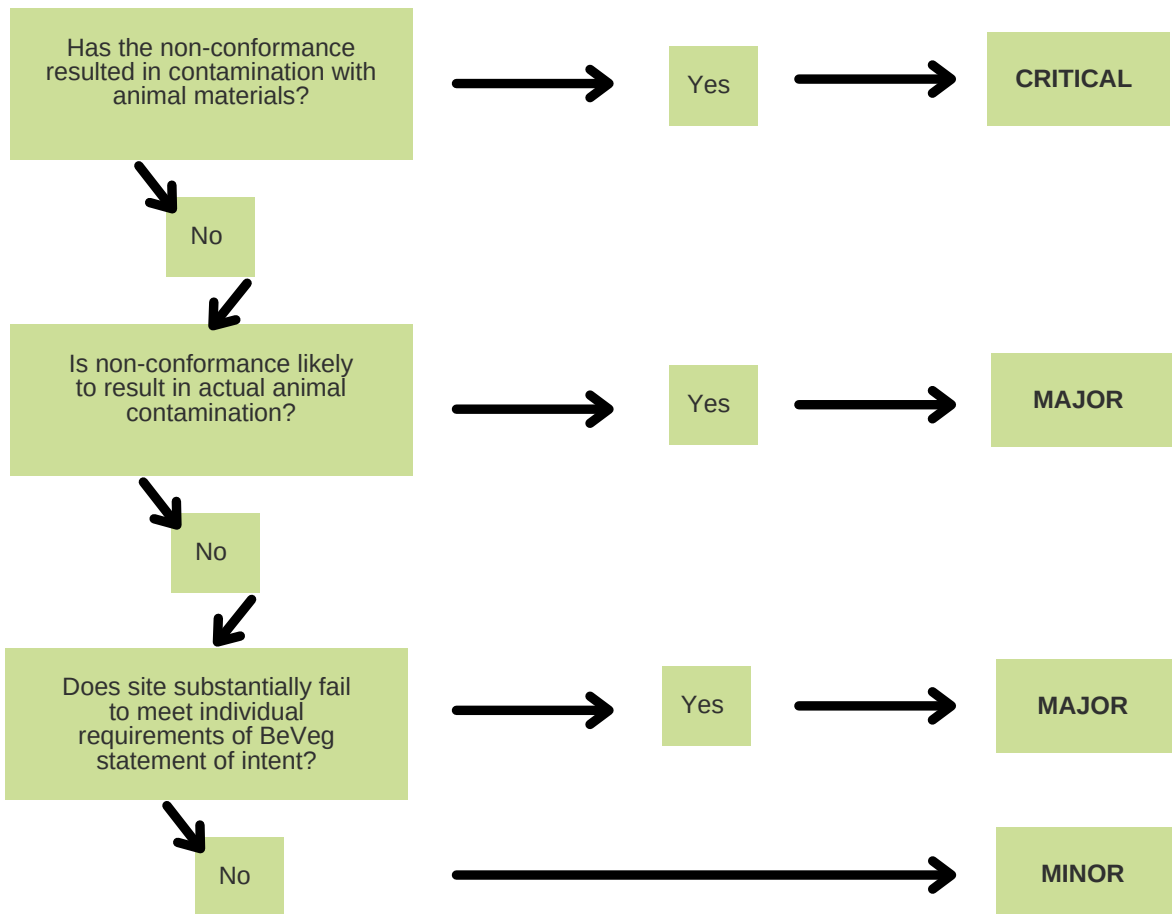
(3) Minor: Where a clause has not been fully met but, on the basis of objective evidence, the conformity to vegan claim integrity is not in doubt.

The objective of the audit is to provide a true reflection of the standard of the operation and level of conformity against the Global BeVeg Vegan Standard. Consideration should therefore be given to awarding a single major non-conformity where minor non-conformities are repeatedly raised against a particular clause of the Standard. Clustering of a significant number of minor non-conformities against a clause and recording this as a single minor non-conformity is not permitted. The BeVeg approved certification body shall justify a high number (more than 20) of minor non-conformities where no more than one major non-conformity is given. This shall be detailed on the BeVeg vegan audit report.



## Non-Conformities and Corrective Action Explained

Type	Description	Action
<b>Critical</b>	There is a critical failure to comply with BeVeg Standard requirements for zero animal contamination.	Stop operation and inform operative, Supervisor/Manager.
<b>Major</b>	There is a substantial failure to comply with BeVeg requirements for zero animal contamination AND/OR a situation based on available objective evidence raises significant doubt to the conformity of the BeVeg vegan claim integrity.	To be dealt with at the closing meeting.
<b>Minor</b>	Where absolute compliance to any requirement has not been met but based on available objective evidence, the conformity of the BeVeg vegan claim is not in doubt.	To be dealt with at the closing meeting.



## PROCEDURES FOR HANDLING NON-CONFORMITIES

Following identification of any non-conformities during the audit, the site must undertake corrective action to remedy the immediate issue (correction) and to undertake an analysis of the underlying cause of the non-conformity (root cause) and develop a preventive action plan to address the root cause and prevent recurrence. The process for 'closing out' non-conformities depends upon the level of non-conformity and the number of non-conformities identified.

Critical non-conformities will result in withdrawal or suspension of BeVeg vegan certification. In some circumstances the number or severity of major and minor non-conformities raised at the audit prevents the site from being BeVeg certificated following that audit. This will be the case where:

- A critical non-conformity is raised,
- A major non-conformity against the statement of purpose is raised, and/or
- The number or type of non-conformities exceeds the limits deemed practical to close out without another site visit, before certification can be granted.

The BeVeg authorized certification body will review non-conformities using their independent certification process as soon as possible after the audit. Where the review confirms that a certificate cannot be awarded, the site will be required to undertake another full audit before assessment for certification. This is at the discretion of the certification body. This is an objective judgment where suppliers are responsible for ensuring compliance to BeVeg certification standards is without reasonable doubt.

Due to the nature and number of non-conformities, it is unlikely that these non-conformities can be addressed and fully improved within a 28-calendar-day period. Therefore, it is recommended that the re-audit not take place any earlier than 28 calendar days from the audit date.

Where this occurs at a BeVeg certificated site, certification must be immediately withdrawn.



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Certification will not be granted to sites that fail to become certified to a chosen GFSI benchmarked standard or GFSI Global Market or BRCGS START! program (intermediate level).

Some customers require notification when suppliers have a critical nonconformity identified or fail to gain certification. In such circumstances the company shall immediately inform its customers and make them fully aware of the circumstances.

Corrective action provided for any non-conformities identified within 28 days or failure to meet standard based on number and nature of non-conformances and failure to satisfactorily close out identified audit non-conformance. BeVeg Approved certification body reviews evidence in 14 days.

If corrective action deemed satisfactory, certificate, audit report and corresponding approval of BeVeg certification granted.

## MAJOR AND MINOR NON-CONFORMITIES

No BeVeg certificate shall be issued until major and minor non-conformities have been demonstrated as having been corrected, either permanently or via a temporary solution that is acceptable to the BeVeg approved certification body.

For each non-conformity raised, the site shall, in addition to undertaking the necessary immediate corrective action, undertake a review of the underlying cause of the non-conformity. The root cause shall be identified and an action plan to correct it, including timescale, provided to the BeVeg approved certification body. The proposed preventive action shall be included in the audit report.

Close-out of non-conformities can be achieved either by objective evidence being submitted to the BeVeg approved certification body, such as updated procedures, records, photographs or invoices for work undertaken, or by the BeVeg approved certification body undertaking a further on-site visit.

If satisfactory evidence is not provided within the 28-calendar-day period allowed for submission following the audit, certification will not be granted. The site will then require a further full audit in order to be considered for BeVeg certification.

The BeVeg approved certification body will review objective evidence of corrective action completed prior to awarding a BeVeg certificate / approval for use of the global BeVeg trademarks.

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## CERTIFICATION

After a review of the audit report and documentary evidence provided in relation to the non-conformities identified, a certification decision shall be made by the designated independent BeVeg approved certification manager. Where a certificate is granted, this shall be issued by the BeVeg Approved certification body within 42 calendar days of the audit. The certificate shall conform to the BeVeg format.

BeVeg Vegan approved logos used on certificates (e.g. BeVeg Standards and accreditation body logos) shall comply with their respective usage rules. While the certificate is issued to the site, it remains the property of BeVeg International, and the approved certification body controls its use and display.







# Lab Testing Basics

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## STATEMENT OF PURPOSE

When required, the company shall undertake or subcontract inspection and analyses, which are critical to confirm BeVeg approved vegan claim integrity, using appropriate procedures, facilities and standards.

After the application paperwork submission and disclosure process passes initial assessment, and as auditors are sent to audit processes and methods to ensure compliance with all components of the accredited vegan standard as set out in this manual, the applied for products and processes may be subject to scientific testing and analysis at an accredited ISO/IEC 17025:2017 (general requirements for the competence of testing and calibration laboratories) and/or ISO/IEC 17043:2010 (conformity assessment – general requirements for proficiency testing) lab to ensure no animal protein, milk, dairy, egg, or other animal protein material residue exists. This may be used as an extra precaution to confirm no incidental ingredient spillover or cross-contamination from the manufacturing process and to detect any trace animal protein that may be detectable in a lab from an ingredient of an ingredient that may have been hidden in the supply chain when not clearly sourced. Lab testing and surveillance testing will be required as indicated based on the audit findings.

## LABORATORY REQUIREMENTS

Where the company undertakes or subcontracts analyses which are significant to BeVeg product Vegan claim integrity, the laboratory or subcontractors shall have gained recognized laboratory accreditation or operate in accordance with the requirements and principles of ISO/IEC 17025 / ISO/IEC 17043:2010. Test methods must be in line with accredited known principles, otherwise a documented justification shall be available where accredited methods are not undertaken.

## LAB ANALYSIS

Lab tests may be conducted on facility equipment or surfaces to verify the absence of animal testing. Tests used to verify vegan safety are often consistent with GFSI/HACCP/food safety/allergen-type tests, as technical analysis is often needed to determine absence of animal residue. Recommended tests identify evidence left behind by mice, rats, rabbits, primates, etc. BeVeg may request a custom test specific to the facility.

Lab test and sample size will be determined by an accredited laboratory. Some examples of tests that may be conducted include Casein ELISA Kit (DEIA289), Tropomyosin ELISA Kit (DEIA290), Bovine LALBA ELISA Set (DEIA606), Bovine LTF ELISA Kit (DEIA618), Lactoferrin Ab ELISA Kit (DEIA3849), Hydroxyproline ELISA Kit (DEIA3605), LTF Chicken ELISA Kit (DEIA3893), Pig lactoferrin (LF/LTF) ELISA Kit (DEIABL49), Assay PCR. The type of test required will depend on the industry sector and what is widely accepted as reliable.

If it is a restaurant or vegan business service, surveillance testing on processes carried out may be done according to best practices as required and deemed appropriate under the circumstances to ensure no animal residue.

## VEGAN CLAIM INTEGRITY

Where a genuine risk of animal contamination with BeVeg related materials, products, and services have been identified in HACCP plan (or industry equivalent), then the company needs to identify and schedule the scope, frequency of inspection testing, and analyses which are significant for the BeVeg certification scope.

## FREQUENCY OF TESTING

Frequency of testing will depend on the manufacturer and their relative exposure to contamination with non-vegan ingredient volume of production, frequency of production, and shared equipment. Testing frequency is determined by risk for cross-contamination and past lab test results. Coordination with the supplier is important to determine if the lot is contaminated by trace animal protein.

When required, the plant must provide record that all required materials, products, and equipment have been tested and that the results have been received.



## SAMPLE SIZE

Testing sample size required will be determined based on industry norm and accredited laboratory recommendation. For example, generally speaking, for food, there should be a serving size for analysis (greater than 50g's) or 50-200g sample size as long as it is a well-representative sample.

Sample tests must be completed by an ISO/IEC 17025:2017 laboratory (General requirements for the competence of testing and calibration laboratories) and / or ISO/IEC 17043:2010 (Conformity assessment – General requirements for proficiency testing accredited laboratory for quantitative testing using a BeVeg approved method).

BeVeg specification limits shall be agreed and defined between relevant parties. This will ensure that the results of the tests can be interpreted.

Surveillance samples may be collected during production to test for BeVeg vegan certification compliance at any time.

## TESTING PROCEDURES

Third-party BeVeg approved laboratories may be used for testing of the final product before final vegan certification is issued. If a product tests positive for non-vegan ingredients at the manufacturing facility, the product must be sent to a third party for additional testing. Documentation showing the laboratory is using approved BeVeg testing kits are required.

Testing must be properly done and conducted according to schedule as set out in their certification contract. Any deviations may yield invalid results.

The plant is responsible for obtaining and properly using the designated lab test for the specific 17065 BeVeg vegan certification program.



## TEST RESULTS

Test and inspection results shall be recorded and reviewed regularly to identify BeVeg specification compliance. The significance of results shall be understood and acted upon accordingly. Appropriate actions shall be implemented promptly to address any out of specification BeVeg related results.

Finished products cannot contain any traces of animal products or animal-derived materials. Failure to complete the required testing may result in suspension or withdrawal of certification. Documentation of the test results along with testing records are required.

## NEGATIVE RESULTS

Where test results are found to be out of BeVeg specification, there should be clear protocols on the actions to be taken (e.g. product hold and retesting; notification to BeVeg; or possibly product recall depending on the significance of the test result).

Test results indicating the presence of non-vegan components require immediate corrective action. Positive results for non-vegan components in a certified product or area must be thoroughly investigated and signal what corrective actions were taken to ensure an effective solution. Likewise, failed proficiency tests must be met with documented corrective actions, and evidence that a solution has been effectively implemented.

## TEST RESULT RELIABILITY

Procedures shall be in place to ensure reliability of laboratory results. The person at the site responsible for receiving and reviewing the BeVeg related test results shall be competent and able to interpret the significance of results. I.e. Compliance to BeVeg approved specifications and appropriate corrective actions. Lot specific testing in the lab may be required when results are inconsistent.

If tests are conducted on site, proof must be provided of employee training, annual retesting, and plant proficiency testing administered by BeVeg or a third-party every four years to ensure accurate testing results are reported. Competency in result interpretation must also be documented.





BEVEG INTERNATIONAL

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# THE CERTIFICATE

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PACKAGING & LOGO USE  
APPROVAL | GUIDELINES

**BeVEG INTERNATIONAL**



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# THE CERTIFICATE

Statement of Purpose: To ensure BeVeg certified vegan claims can be held accountable and are trackable. Certificates are issued unique IDs that can be verified for confirmation of vegan status.

Before the certification decision is made, BeVeg vegan certification appoints at least one staff member to review all information and results related to the audit. The review is carried out by the certification and / or certification assistant, who is not involved in the audit process. If the review and certification decision was not made simultaneously by the same person, the recommendation based on the review is documented. If the applicant meets all of the requirements, meaning ingredient research, on-site auditing, and lab testing as required, then the certification body will issue a certificate along with digital copies of the BeVeg logo in high resolution for use on certified vegan products. BeVeg vegan certification gives the client a certificate signed by the certifier, which identifies the company name, brand name, date of issuance, and date of validity. BeVeg maintains the right to remove any product from the certification list if deemed ineligible for certification at any time. The certificate contains the signature of the certifier that BeVeg vegan certification is the person to whom it is responsible. The certificate is issued only after or simultaneously with:

## PACKAGING AND LOGO USE APPROVAL

All companies and products are required to follow the procedures as set out in "logo use guidelines" upon completion of the final packet. A proof of the vegan trademark and its placement on product packaging/ marketing materials must be sent to BeVeg for approval in order to ensure proper use before printing. Once certification is granted, the applicant will receive digital copies of the logo for use. The logo must be used in accordance with BeVeg's "logo use guidelines." The applicant may request to receive the logos prior to certification in order to begin packaging design and approval. BeVeg is not responsible for any monetary loss if packaging is designed or printed prior to certification. Logos may be printed in any color to compliment product packaging or marketing.

The certification decision made by the Certification Committee. The person (s) appointed by BeVeg to make the certification decision is employed by BeVeg or authorized and approved by BeVeg as trained and competent. BeVeg notifies the customer of the decision not to issue the Certificate and states the reasons for this decision. If the customer declares his wish to continue the certification process, BeVeg can restart the process.

BeVeg maintains lists of products and businesses that are certified, including descriptions of the product, brand Owner, and raw material suppliers. If there is a change, there is an obligation to report the change to BeVeg, and the approved certification body for immediate update in BeVeg's internal system.

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## GUIDELINES FOR LOGO USE



(Refer to "Logo Use Guidelines" contract for more information)

Unauthorized use of the BeVeg/BevVeg vegan logos (hereinafter "Logo") is a violation of federal and international trademark laws.

1. Permission to use the logo occurs only after written application approval for approved products and payment of fees.
2. Logo only represents that the product is certified and should not be placed on the product in a way that could represent the company is being promoted or certified in its entirety. Logo may be placed anywhere visible to the consumer to ease the shopping experience.
3. Logo may not be copied, animated, imitated, morphed, or modified in any manner. However, the logo size may be enlarged or shrunk for printing and packaging purposes. In addition, the logo color may change to compliment packaging.
4. The logo file as delivered to your company must be used in its entirety. The logo symbol may not be separated from logotype.
5. If the product is certified, the logo must be used on the product, and may be used on marketing materials specific to the product, or on menus next to the product.
6. Use of the vegan certified logo is a license that may be revoked for failure to return required documentation, improper logo use, non-payment of applicable fees, misrepresentation, and any other improper use deemed legally actionable. If the logo is ever used in error, the Company must notify BeVeg International aka BevVeg International and its representatives immediately, destroy incorrect labels and replace them accordingly, post a consumer notification on your company website and a statement for our website. Any misuse is legally actionable for damages under the law.
7. Wrong references to the certification system in advertisements, catalogs, etc. or actions to be taken in case of misleading certificates and logos are defined. These actions include corrective actions, withdrawal of the certificate, public disclosure of the violation, and other legal actions, as needed. When regulating these procedures, relevant regulations, standards and ISO / IEC Guide accreditation rules are taken into account.

If approved, BeVeg International has permission to list certified products and associated company names on the official company website and other marketing materials representing the BeVeg and BevVeg certification programs. Any violation will result in an immediate request to remedy the problem within 30 days of notice, or rights to logo use is terminated. Companies must immediately notify us in writing and verbally, if any of their processes or ingredients compromise vegan integrity, and likewise must immediately notify in writing if their company is going out of business, has changed addresses or websites, or is being acquired or sold to another entity. Certification does not transfer to a new entity. BeVeg reserves the right to assess penalty for any violations, misuse, or other legally actionable cause.

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# MAINTAINING CERTIFICATION

## STATEMENT OF PURPOSE

Ongoing maintenance of the BeVeg Vegan Standard and continual improvement. All requirements must be met as long as the product or company marketing BeVeg certified vegan has an active certification contract in effect. This includes approval of logo use, annual facility audits, lab tests, ingredient changes, and all information and paperwork being up to date and communicated to BeVeg immediately upon any change. Failure to meet these requirements may result in a penalty, or certification withdrawal.

## CERTIFICATION IS A CONTINUOUS PROCESS

Ongoing communication with BeVeg approved certification body is mandatory. Annual auditing will be conducted to ensure the facility is continually following the guidelines for the certified product(s). The AVL list held by the facility must be the same as that held by BeVeg. The auditor will also look for evidence that the plant is following all manufacturing requirements and only using approved ingredients and processes. Annual audits are required to ensure compliance and additional audits may be required for high risk plants for vegan quality assurance.





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## ADD / PRODUCT FORMULA CHANGE

Once certification has been granted, any additional BeVeg products manufactured by the site, which are required to be included in the scope of certification, must be communicated to the BeVeg approved certification body. The BeVeg AVL will need to be updated to reflect changes including removal or addition of new products. The BeVeg approved certification body shall assess the new BeVeg products or ingredients & confirm if any changes to processes has occurred that may be a source of potential animal cross-contamination. Additional information may be requested to ensure risk assessment identify potential animal material contamination issues and effective controls are still established to prevent contamination. Decision to grant further BeVeg approval is made by the BeVeg approved certification. Fees for each product will follow BeVeg standard criteria.

Ingredient declaration review will require additional information before granting a scope extension in the following circumstances where company reports:

- Inclusion of manufacturing facilities not considered in the original audit.
- Inclusion of a new processing technology (e.g. new cleaning between Product A (animal) and Product B (Vegan that requires best practice validation that cleaning is effective)
- Inclusion of new animal material products which introduce a significant new risk to the facility (e.g. addition of a fish based product to a previously fish-free site).

### **New Product Development Procedure**

Statement of Purpose: Product design and development procedures shall be in place for new BeVeg approved products and any changes to product, packaging or manufacturing processes to ensure that BeVeg claim integrity is maintained.

The site shall provide clear guidelines on the restriction of materials of animal origin in new BeVeg intended product development (see BeVeg ingredient lists and common materials of animal origin to avoid).

All new BeVeg certified products and changes to BeVeg approved product formulations, packaging or methods of processing shall be formally approved by the HACCP team (BeVeg representative included) and by BeVeg competent representatives.

This shall ensure that hazards have been assessed and suitable controls, identified through the HACCP system, are implemented. This approval shall be granted by before products are introduced into the factory environment.

Procedures shall be in place to ensure correct and accurate control of new or modified BeVeg product labels. This must include a label approval process that includes steps to be followed in the case of re-approval of product labels following modifications to existing product formulations.

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## REGISTRATION AND RENEWALS

Schedule re-audit date before re-audit due date. Registration and fees must be renewed annually, and there is a registration fee each year. Registrations must be renewed annually in order for products to be able to renew certified vegan status for quality control. Upon renewal, nonconformities must be remedied within 60 days to prevent certification suspension or withdrawal status.

The ongoing audit schedule will be agreed between the site and the BeVeg approved certification body. The frequency of announced audits will be 12 months. The due date of the subsequent audit shall be calculated from the date of the initial audit, irrespective of whether further site visits were made to verify corrective action arising from the initial audit, and not from the certificate issue date. The subsequent announced audit shall be scheduled to occur within a 28-calendar-day time period up to the next audit due date. This allows sufficient time for corrective action to take place in the event of any non-conformities being raised, without jeopardizing continued BeVeg certification.

It is the responsibility of the site to maintain certification. Where an audit is delayed beyond the due date, except in justifiable circumstances, this shall result in a major non-conformity being awarded at the next audit. Justifiable circumstances shall be documented in the audit report.



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## Certificate Expiry – Justifiable Circumstances

There will be some circumstances where the certificate cannot be renewed on the 12-month basis due to the inability of the BeVeg approved certification body to conduct an audit. These justifiable circumstances, which would not result in the assigning of a major non-conformity are applicable when the site is:

- Situated in a specific country or an area within a specific country where there is government advice not to visit and there is no suitable local auditor
- Within a statutory exclusion zone that could compromise food safety or animal welfare
- In an area that has suffered a natural or unnatural disaster, rendering the site unable to produce or the auditor unable to visit
- Affected by conditions that do not allow access to the site or restrict travel (e.g. heavy snow)

Producing seasonal products where production is delayed by a late start to the seasons (e.g. due to weather or product availability).

Moving the audit date to a more 'acceptable' later date for reasons of combining audits, lack of personnel or undertaking building work are not acceptable reasons for missing the due date.

It is not a justifiable reason to delay audits where sites are not in full production; however, audits must be undertaken while products are being manufactured.

If the renewal of the certificate is prevented due to these exceptional circumstances, the customer may still decide to take products from that site for an agreed time, as customers may still demonstrate legal compliance by other means, such as risk assessment and complaints records, to show that the site is still competent to continue production until another audit can be arranged.



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## NON-CONFORMING PRODUCTS AND PRODUCT RECALLS

**Statement of Purpose:** The company shall have a plan and system in place to manage incidents effectively and enable the withdrawal and recall of relevant BeVeg certified claims should this be required.

If a product is found to include non-vegan ingredients or processes, the lab, facility, or brand owner must notify BeVeg immediately. BeVeg will direct corrective actions, such as a recall, if necessary. General guidelines for corrective actions are as follows: If a test comes back positive for any animal derived ingredients in a finished certified product, the manufacturer should perform a second test. If the second test also comes back positive, the manufacturer should contact BeVeg and ensure the product is not released. The plant should then send additional samples to a different laboratory for testing. If the second test is negative, additional tests may be performed on other product packages at the same laboratory. If any are positive, the plant should send additional samples to another designated laboratory. If all of the third-party results are positive for non-vegan materials, the manufacturer must recall all products from that lot that may have been released. That lot cannot display the BeVeg trademark. If some results from the lab are positive and some negative, BeVeg will review the initial testing process and determine on a case-by-case basis whether the products are suitable for release or in need of recall.

In the event of a recall or withdrawal of a BeVeg certified product or service, the site shall notify BeVeg within 24 hours of the date of release of the official recall or withdrawal notice.

Crisis management team of site and BeVeg shall identify if the animal material contamination is allergenic, and this be treated as a critical action point. This would include egg, cows & goats milk, fish, mollusks, crustaceans.

Any notifications and actions shall be based on risk assessment and actions implemented in a timely manner. Root cause analysis to identify underlying reason for failure shall be applied to ensure prevention of recurrence of specific incident/s.





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## WITHDRAWAL OF CERTIFICATION

### TERMINATION, COLLAPSE, SUSPENSION

The certificate may be withdrawn by the BeVeg approved certification body in a number of circumstances where the site may no longer comply with the requirements of the BeVeg Standard and ISO/IEC 17065. Examples of these instances are:

- Evidence that the site no longer complies with the requirements and protocol of the Standard, raising significant doubt of the conformity of the BeVeg certified products produced.
- Failure to implement adequate corrective action plans within appropriate timescales.
- Evidence of falsification of records.

BeVeg will make adjustments regarding certification status in the case of nonconformities. This may include increased surveillance, narrowing the scope of the certification, suspension until the corrective actions are taken, or certification withdrawal.

If the certification is suspended or withdrawn, BeVeg takes measures to ensure that there is no indication that the certification continues. This includes logo use and public information. If the scope of the certification is narrowed, BeVeg makes all necessary changes in the certificates, public information, permissions given for the use of logos, etc. in order to ensure that the scope of the demoted certification is clearly notified to the customer and clearly stated in the certificate and public information.

If the certification is reinstated after suspension, BeVeg makes all the necessary changes in certificates, public information, permissions for the use of logos, etc. to ensure that all available impressions are available. If it is decided to narrow the scope of the certification as a condition for the reinstatement, BeVeg makes all the necessary changes in certificates, public disclosure, usage powers, etc. in order to ensure that the narrowed certification scope is clearly disclosed to the customer and clearly stated in the certification documentation and public information to operate.

In the event that any circumstances change within the site that may affect the validity of continuing certification, the site must immediately notify the BeVeg approved certification body. Circumstances may include:

- Legal proceedings with respect to product safety or legality, or that which significantly affects the operation of the site;
- Enforcement by authorities related to product safety or legality (e.g. an enforcement notice);
- Product recalls since the last BeVeg Standards audit, any significant public animal contamination incidents, or any significant regulatory food safety non-conformities;
- Significant damage to the site (e.g. natural disaster such as flood or damage by fire)
- Change of ownership;
- Any significant change to the operation or scope.

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The BeVeg approved certification body in turn shall take appropriate steps to assess the situation and any implications for the certification and shall take appropriate action.

- Information shall be provided to the BeVeg approved certification body by the site on request so that an assessment can be made as to the effect on the validity of the current certificate.

- The BeVeg approved certification body may, as appropriate:

- Confirm the validity of certification

- Suspend certification pending further investigation

- Require further details of corrective action taken by the site

- Undertake a site visit to verify the control of processes and confirm continued certification

- Withdraw certification

- issue a new certificate with the new owner's details.

## PROFICIENCY TESTING

Brand owners and plants conducting testing at their own facility are required to complete proficiency testing administered by BeVeg or an approved third-party at least every three years. Proficiency testing confirms the plant or brand owner's ability to correctly perform and report test results. This is essential to ensuring the test results are valid. The Proficiency Testing lab must have ISO / IEC 17043 accreditation or ISO/IEC 17025 accreditation. Failed proficiency testing must be met with corrective actions. If the plant or brand owner fails to achieve the expected results during proficiency testing, they must identify the error and take action to avoid future mistakes. Failed proficiency tests must include documentation of corrective actions taken, including root cause analysis and a proposed solution.

Proficiency testing works as follows:

1. The plant receives a set of unknown samples with which they will conduct their normal vegan tests.
2. The participants receive detailed instructions specifying how to treat the samples and report the results.
3. Each participant submits their results by the deadline.
4. Results are analyzed and all participants receive a report revealing the contents of the sample along with individual results.
5. While applying proficiency test, ISO / IEC 17043 and ISO / IEC 17025 standard requirements must be met.

# *Vegan Quality Management Controls*

*To ensure ongoing compliance with certification standards.*

## **STATEMENT OF PURPOSE**

The company's processes and procedures to meet the requirements of this Standard shall be documented to allow consistent application, facilitate training, and adequately protect the integrity of the standard.

### *Document Control Policies*

The site's document control policies and procedures shall include the management of documents that form part of the BeVeg Vegan Standard.

### *Internal Communication*

There must be an effective method of communicating BeVeg documentation and record changes to staff.

### *Internal Audits*

BeVeg Standard procedures and activities (including the BeVeg HACCP system, or its industry equivalent) shall be included in the site's scheduled program of internal audits. The frequency at which each activity is audited within the scheduled program shall be established in relation to the risks associated with the activity and previous audit performance. All BeVeg activities shall be covered at least annually.

### *Auditors*

Internal audits shall be carried out by appropriately trained, competent auditors. Auditors shall be independent (e.g. not audit their own work).

### *Audit Reports*

The BeVeg internal audit program shall be fully implemented. Reports shall identify conformity as well as non-conformity and include objective evidence of the findings. Results shall be reported to the personnel responsible for the activity audited. Corrective and preventive actions, and timescales for implementation, shall be agreed and completion verified.

### *Good Manufacturing Practices*

Internal audits shall be conducted with documented inspections to ensure that the factory environment and processing equipment are maintained in a way that minimizes potential animal contamination with BeVeg approved materials, packaging and finished products.

# VEGAN PROGRAMS - INDUSTRY SECTORS

## FOOD

All BeVeg Vegan Certified foods must not contain any animal products or derivatives. The Product may not contain meat, poultry, fish, eggs, dairy, honey, gelatin, and more. A comprehensive list of non-vegan ingredients to avoid can be found at the end of this manual. Food may not be manufactured on the same area without thorough cleaning or cooked in the same oil. There must be no animal testing.

## BEVERAGES

All BeVeg vegan certified non-alcoholic and alcoholic beverages must be free from all animal products, including those used in de-acidification and fining processes. Common ingredients include isinglass, milk, cream, whey, casein, lactose, honey, eggs, gelatin, cochineal, carmine, chitin and more.

## COSMETICS/PERSONAL CARE

All BeVeg vegan certified products such as cosmetics, makeup, toiletries, and other personal use products must not contain any animal products and be free from animal testing. All process chemicals must be vegan. The products may not contain ingredients such as beeswax, honey, carmine, lanolin, biotin, shellac, gelatin and many more. A comprehensive list of ingredients to avoid can be found at the end of this manual for guidance. Products and ingredients must never be tested on animals.

## TEXTILES

All BeVeg vegan certified textiles must not contain any traces of animal products. This includes furs, skins, scales, pearls, feathers, silk, animal glue, and other materials commonly found in the furniture and fashion marketplace. A comprehensive list of non-vegan ingredients to avoid can be found at the end of this manual for guidance.

## HOUSEHOLD PRODUCTS

All BeVeg vegan certified products such as household items and cleaning supplies must not contain any animal products and be free from animal testing. All process chemicals must be vegan. The products may not contain ingredients from animals. Auditors should be weary of chemicals and dyes. A comprehensive list of ingredients to avoid can be found at the end of this manual for guidance. Products and ingredients must never be tested on animals.

## PHARMACEUTICALS

All BeVeg vegan certified pharmaceuticals must not contain any animal products and be free from animal testing. All pharmaceuticals and their encasings must be free from animal origin. Some common animal ingredients include gelatin, lanolin, beeswax, honey, carmine, biotin, and many more. A comprehensive list of ingredients to avoid can be found at the end of this manual for guidance. Products and ingredients must never be tested on animals.

## BUSINESS/SERVICES

**Restaurants / Hospitality / Businesses**  
All BeVeg vegan certified restaurants, lodging, and hospitality businesses must complete the BeVeg vegan awareness training program and have procedures in place to maintain vegan integrity.

**Other Business Services**  
BeVeg vegan auditors are trained to audit vegan businesses in various industry sectors. This standard should be used as a guide to implement protocol that protects the word vegan.

## MANUFACTURING FACILITIES/ PRIVATE LABEL

All BeVeg vegan certified manufacturing facilities must complete BeVeg vegan training awareness programs and have policies and procedures in place to ensure no cross-contamination (i.e. time segregation, physical segregation, cleaning procedures, protective clothing/gear, dedicated equipment, etc.).





BEVEG INTERNATIONAL

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VEGAN FOOD,  
BEVERAGES, ALCOHOL  
QUICK START GUIDE

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FOOD | BEVERAGES | ALCOHOL

**BeVeg INTERNATIONAL**



# NEED



## FOOD

Existing label laws protect trade secrets to the detriment of consumer transparency. Ingredients are not defined, fully disclosed, and can be misleading. A vegan consumer wants to know with certainty the product is vegan without reading tiny print and without guessing. Products may have "hidden" ingredients such as natural flavoring, animal-based broths or powders, and more.

## BEVERAGES (BEVVEG)

Many beverages (non-alcoholics and alcoholic) are fined and clarified using animal parts. By law, these processes do not have to be disclosed and can still be labelled plant-based or even vegan, which is misleading to the vegan interested consumer.

filtration methods with animal parts include processes and ingredients like: gelatin (cows, elbows, knees, horse hooves, pigs' feet), isinglass (fish bladder), egg whites, skeletons of fish, and more.

## ALCOHOLIC BEVERAGES BEVVEG PROGRAM

According to the Tobacco and Trade Bureau, there are more than 60 ingredients that can go into an alcoholic beverage.

Alcoholic beverages globally have minimal disclosures besides government warnings and alcohol content. Vegan consumers have a right to know their beverage is a BeVeg and free from animal parts, processes, and ingredients. Labeling laws and disclosures do not need to change to fit all ingredients, trade secrets, and processes.

The BeVeg Vegan Certification logo lets the consumer know the vegan alcohol claim is credible and accountable. All wineries, breweries and distilleries were audited, inspected, ingredients vetted, and final products tested.



# AUDITS

Audits may be carried out with other food safety audits according to the BeVeg Vegan Certification checklist. If a product already went through a food safety audit and can provide proof, an additional on-site audit for vegan may not be deemed necessary after the fact, but this will be required upon food safety audit renewal. This will depend on the risk factor of the facility for cross-contamination. Auditors auditing food manufacturers and wineries, breweries, and distilleries must refer to the BeVeg Standard checklist to ensure all components of the site are considered for product certification.

Refer to the glossary of terms for alcohol audits at the end of the BeVeg standard for more guidance.

## ALCOHOL ONLY

Audits for alcoholic beverages consider whether the winery, brewery, or distillery are fully vegan or have mixed processes that include non-vegan practices that could risk cross-contamination. Depending on the scenario, certification may be granted with proper paperwork confirming a food safety audit was completed and/or confirmation that the facility is a dedicated vegan facility. In some cases, vegan certification may be granted with vegan declarations made under oath and successful lab testing confirming no trace animal proteins found in the finished product.





BEVEG INTERNATIONAL

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VEGAN  
BUSINESS SERVICES  
QUICK START GUIDE

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RESTAURANTS | LODGING |  
BUSINESS SERVICES

**BEVEG INTERNATIONAL**







# NEED

Food allergies are a growing public health issue, as about 15 million Americans have food allergies. Not only are many food allergens of animal origin, but animal allergens have been found to be cause the most severe allergic reactions. According to Moneret-Vautrin et al. (1998) 30% of 40 egg allergic individuals reacted to doses of less than 11 mg. Additionally, studies have found that cow's milk and hen's egg allergens retain their allergenicity after common industrial treatments.



Fatal events such as anaphylaxis can be due to ingestion of cow's milk, hen's egg, fish, and shrimp.

Food allergic reactions are responsible for about 30,000 emergency room visits and 150-200 deaths a year. Many food allergic reactions occur in restaurants—one in three people with food allergies have had a reaction in a restaurant.



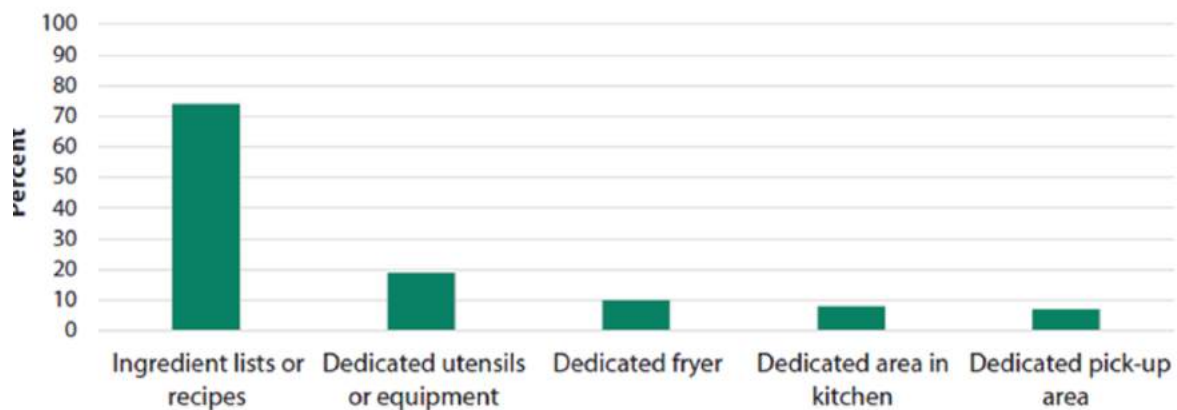
BeVeg certified business services must complete BeVeg global training program for vegan awareness, must have a staff commitment to vegan integrity, must have control policies and procedures in place and posted to ensure no animal contamination, physical separation, dedicated vegan areas, and hygiene to keep vegan services away from physical animal material contamination. The BeVeg global vegan training program and auditor checklists provide further guidance on audit day.

# RESTAURANT STAFF TRAINING

BeVeg requires that restaurants and services handling vegan food be adequately trained in animal allergen controls.

According to the CDC, less than half of interviewed restaurant staff had received training on food allergies. Further, most restaurants did not have dedicated areas and equipment for preparing and cooking allergen-free food. Most restaurants also did have ingredient lists or recipes for some or all of their menu items. Ingredient lists are needed to reduce food allergic reactions, as customers with food allergies rely on restaurant staff to provide them with accurate information on ingredients.

## Manager-Reported Restaurant Allergy Practices



Source: National Center for Environmental Health, Division of Environmental Health Science and Practice, June 2019





BEVEG INTERNATIONAL

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VEGAN PHARMACEUTICAL/  
DIETARY SUPPLEMENT  
QUICK START GUIDE

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VITAMINS | SUPPLEMENTS | MEDICATIONS

**BeVEG INTERNATIONAL**







# BeVeg VEGAN CERTIFICATION

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## INTRODUCTION

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BeVeg International is the first and only ISO 17065 & 17067 accredited vegan standard in the world. BeVeg exists to bring accountability to vegan claims through international accreditation in accordance with ISO. As a company owned and operated by a law firm comprised of dedicated vegans, BeVeg understands the need for clear labelling on vegan-friendly pharmaceuticals that protects the expected consumer interest.

This standard seeks to put forth a guideline for vegan pharmaceuticals and supplements to assist consumers and producers alike. The BeVeg pharmaceutical/ dietary supplement standard helps companies and auditors understand what is required to gain BeVeg vegan certification.

To classify a product as vegan means that the material does not contain any traces of animal-derivatives. Manufacturers and retailers must carefully inspect any ingredients before labelling a product as vegan. Based on audit and risk assessment, items may be required to be sent for lab testing before gaining the right to label vegan by BeVeg. The purpose of lab testing is to pick up any trace amounts of animal products.

Consumers may choose to purchase only vegan certified fashion due to allergens, health concerns, ethical beliefs, and more. BeVeg sets forth a standard that requires close inspection to earn the vegan label.

As always, no animal testing is permitted by the BeVeg Vegan Standard within the last seven years.





## NEED

In the US, the desire for vegan pharmaceuticals, supplements, and medications is compelling:

63% of consumers want physicians to notify them when using medications with animal ingredients.

56% of consumers want plant-based ingredients in their pharmaceuticals, supplements, and medications.

50% of the world's largest religions do not accept or approve of the use of animal products in pharmaceuticals.

35% of consumers want other healthcare providers (pharmacists, nurses) to notify them when using medications with animal ingredients.

One hundred commonly prescribed drugs in the UK were studied, and 74 of them had lactose, gelatin, or magnesium stearate—ingredients that come from cows, pigs, and fish.

*"Nearly three out of four common medications include animal-derived ingredients"*

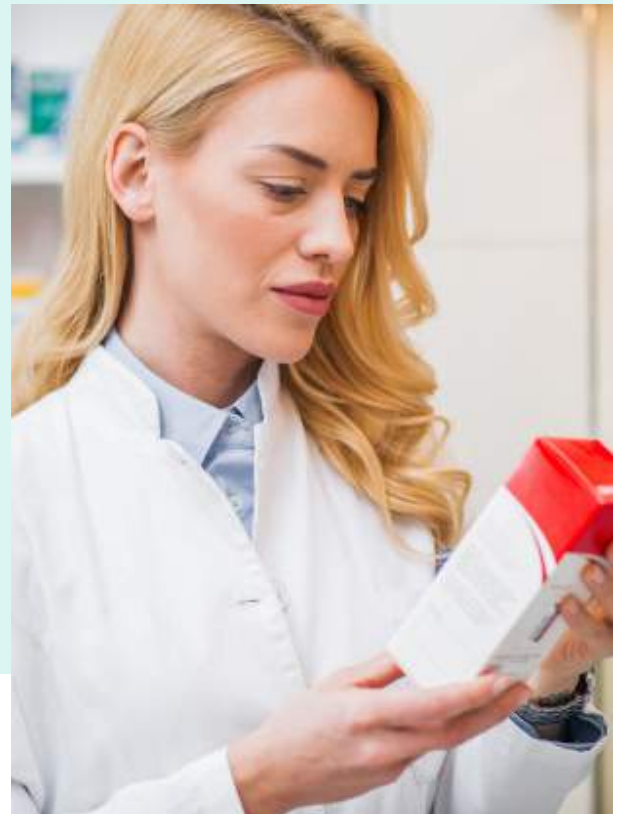
Some common meds that use animal by-products are omeprazole (Prilosec), which can be encased in gelatin, and simvastatin (Zocor) and levothyroxine (Synthroid), which commonly contain lactose. Other drugs with versions of animal by-products are warfarin (Coumadin), citalopram (Celexa), and codeine. Aspirin, ibuprofen, and hydrocortisone may also contain animal by-products.

# WHY DO WE NEED THE BEVEG VEGAN LABEL?

Supplements do not have to go through the testing that drugs do for effectiveness and safety. Existing label laws protect trade secrets to the detriment of consumer transparency. Ingredients are not defined, fully disclosed, and can be misleading. For example, natural melatonin supplements are extracted from animals, namely their pineal glands. As expected, they're not vegan or cruelty-free. Some experts also cite the potential risk of animal-derived melatonin, which may transmit toxins or viruses from the animals. Even if a supplement is synthetic, it may not be vegan. Synthetic supplements may still contain colorings or capsules derived from animal by-products such as carmine and gelatin. A vegan consumer wants to know with certainty the product is vegan without reading tiny print and without guessing.

## AUDITS

Audits may be carried out with other government required safety audits according to the BeVeg Vegan Certification checklist. If a product already went through a safety audit and can provide proof, an additional on-site audit may not be deemed necessary after the fact, but this will be required upon audit renewal. This will depend on the risk factor of the facility for cross-contamination. In such a case, certification may be granted with proper paperwork and successful lab testing confirming no trace animal proteins or products in the final product.



## Consumer Desire for Transparency and Labelling in Animal-Based Pharmaceuticals

**63%**

of consumers want physicians to notify them when using medications with animal ingredients. \*

**56%**

of consumers want plant-based ingredients in their pharmaceuticals, supplements, and medications. \*

**50%**

of 6 of the world's largest religions do not accept or approve of the use of animal products in pharmaceuticals. \*\*

**35%**

of consumers want other healthcare providers (pharmacists, nurses) to notify them when using medications with animal ingredients. \*

\* Saitar SP, Ahmed MS, Madson J, Olsen DR, Bhatia SC, Ellahi S, Majeed F, Ramaswamy S, Petty F, Wilson DR (November 2004). "Patient and physician attitudes to using medications with religiously forbidden ingredients". *Ann Pharmacother*. 38 (11): 1830-5. doi:10.1345/aph.1E001. PMID 15479773. S2CID 20902192.

\*\* Eriksson, Axelina; Burcharth, Jakob; Rosenberg, Jacob (2013-12-01). "Animal derived products may conflict with religious patients' beliefs". *BMC Medical Ethics*. 14 (1): 48. doi:10.1186/1472-6939-14-48. ISSN 1472-6939. PMC 4220589. PMID 24289542.

# Animal Derived Materials

Materials to Avoid (not a complete list)



## **Bone Meal:**

Derived from animal bones and can be found in calcium supplements.

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## **Carotene (Provitamin A, Beta Carotene):**

Can come from animal tissue.

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## **Chondroitin:**

Manufactured with the cartilage of sharks.

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## **Collagen:**

A fibrous protein in vertebrates.

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## **Cysteine (L-Form, Cystine):**

Two amino acids which can come from animals

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## **D3:**

Some vitamin D dietary supplements source vitamin D3 from animals.

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## **Estrogen ( Estrone, Estradiol):**

From cow ovaries and pregnant mares' urine. Used in birth control pills.

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# Animal Derived Materials

Materials to Avoid (not a complete list)



## **Fatty Acids:**

Can be one or any mixture of liquid and solid acids, caprylic, myristic, oleic, palmitic, stearic, behenic. Can be used in vitamins and supplements.

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## **Fish Liver Oil:**

Cod-liver oil and fish liver are used in vitamins and supplements.

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## **Fish Oil:**

Marine oil from marine mammals.

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## **Gelatin:**

A gelatinous protein obtained by boiling skin, tendons, ligaments or bones with water, from cattle and hogs.

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## **Glucosamine:**

Made from shellfish.

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## **Glutamic Acid:**

An amino acid found widely in animal tissue and used as an antioxidant.

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# Animal Derived Materials

Materials to Avoid (not a complete list)



## **Hyaluronic Acid:**

Sourced from rooster combs.

---

## **Glycerides/Glycerine:**

From animal fat and used in some supplements.

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## **Lactose:**

A milk sugar taken from the milk of mammals.

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## **Lethicin (Choline, Bitartrate):**

Present in all living organisms and obtained for commercial purposes from eggs, nerve tissue, blood, and milk. If it is made from "soy" it will be stated.

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## **Linoleic Acid:**

An essential fatty acid used in vitamins.

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## **Lipase:**

An enzyme from the stomachs and tongue glands of calves and lambs.

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# Animal Derived Materials

Materials to Avoid (not a complete list)



## **Propolis:**

A resinous substance collected from bees.

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## **Progesterone:**

A steroid hormone which can be from animals.

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## **Steroids (Sterol):**

From various animal glands.

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## **Tyrosine:**

Sourced from chicken feathers

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## **Vitamin A:**

Can come from fish-liver oil (e.g., shark-liver oil), egg yolks or other animal sources.

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## **Vitamin B12:**

Usually from an animal source.

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BEVEG INTERNATIONAL

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VEGAN TEXTILE  
QUICK START GUIDE

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TEXTILES | FASHION | FURNITURE

**BEVEG INTERNATIONAL**







# BeVeg VEGAN CERTIFICATION

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## INTRODUCTION

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BeVeg International is the first and only ISO 17065 & 17067 accredited vegan standard in the world. BeVeg exists to bring accountability to vegan claims through international accreditation in accordance with ISO. As a company owned and operated by a law firm comprised of dedicated vegans, BeVeg understands the need for clear labelling on vegan-friendly textiles that protects the expected consumer interest.

This standard seeks to put forth a guideline for vegan fashion, furniture, and textiles to assist consumers and producers alike. The BeVeg fashion standard helps companies and auditors understand what is required to gain BeVeg vegan certification.

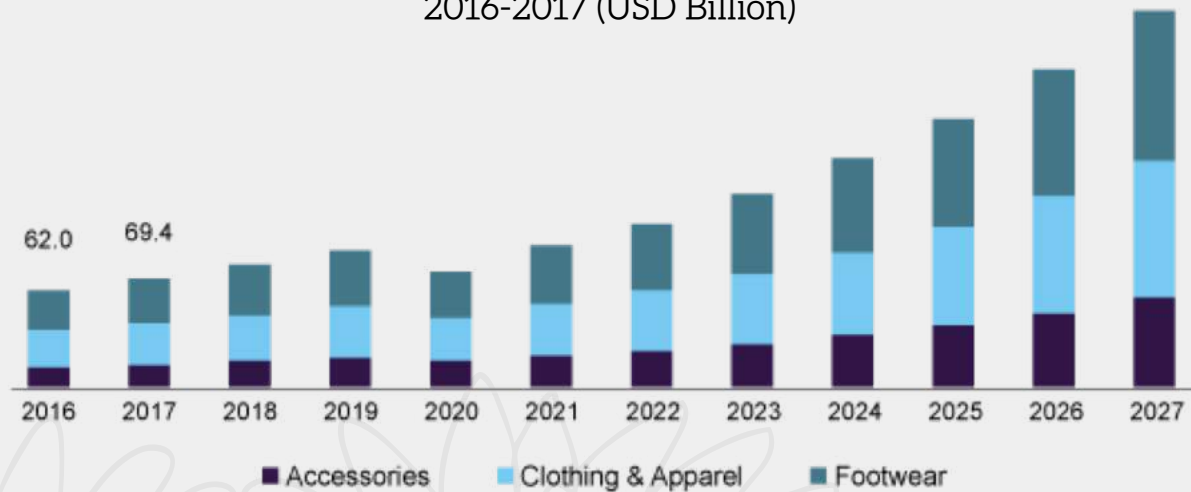
To classify a product as vegan means that the material does not contain any traces of leather, wool, fur, or silk as well as glues, dyes, chemicals, and other that may be derived from animals. Manufacturers and retailers must carefully inspect any ingredients before labelling a product as vegan. Based on audit and risk assessment, items may be required to be sent for lab testing before gaining the right to label vegan by BeVeg. The purpose of lab testing is to pick up any trace amounts of animal products.

Consumers may choose to purchase only vegan certified fashion due to allergens, health concerns, ethical beliefs, and more. BeVeg sets forth a standard that requires close inspection to earn the vegan label.

As always, no animal testing is permitted by the BeVeg Vegan Standard within the last seven years.



## The U.S. Vegan Women's Fashion Market Size, by product, 2016-2017 (USD Billion)



Source: [www.grandviewresearch.com](http://www.grandviewresearch.com)

## NEED

**Avoid expensive product recalls. Consider consumer protection laws.**

**Build brand loyalty. Consider the case law.**

The current system of labeling laws do not require rigorous disclosures from manufacturers about the techniques used in the creation of their products. Trade secrets are protected to the detriment of consumer transparency. Ingredients are not defined, fully disclosed, and can be misleading. Products are incorrectly labeled as vegan, leaving consumers misinformed. A vegan consumer wants to know with certainty the product is vegan without reading tiny print and without guessing.

There is currently a high demand for vegan products as more and more individuals actively seek cruelty-free products. The vegan fashion sector is projected to continue to increase. According to Grand View Research (2020), the global vegan women's fashion market "is expected to grow at a compound annual growth rate (CAGR) of 13.6% from 2020 to 2027."

## CASE LAW

Just consider the 2014 class action lawsuit for the mislabeled Michael Kors handbag case brought in the State of California. There, a vegan customer of Michael Kors, claimed that the company's products were labeled vegan but contained animal products such as leather and fur. Here, the plaintiff recounted purchasing a handbag online with a product description that alleged the purse was made with only synthetic materials. However, upon receiving the product, she discovered a tag that read "Your handbag is made of uniquely designed fabric and trimmed with fine natural leathers." Upon calling Michael Kors and speaking with a representative, the plaintiff was informed that the product was mislabeled by the third-party vendor she purchased it from because "all Michael Kors bags include leather."

This is a testament to the casual care taken around vegan labeling laws. Though the product was listed online as vegan, in reality, its packaging and manufacturers indicated otherwise. The third-party seller was easily able to incorrectly label the product as vegan because there was no oversight and limited knowledge of what vegan means or what standards should be applied in order to be considered vegan.



# LAB TESTING

Live animal testing, the HET-CAM, BCOP or ICE tests are prohibited by finished certified products. If the tests have been done down the supply chain to comply with regulations or historically, and if it is impossible or impracticable to source the supplier ingredient another way due to existing laws, this would not bar certification. BeVeg advocated for cruelty-free cell-based testing or human skin cell testing.

## Common Lab Testing Techniques for Cosmetics and Fashion.

BeVeg requires accredited laboratories to guide the appropriate and reliable cruelty-free test based on industry norms and in accordance with legal regulations. Human on a chip technology is the one BeVeg standard owners prefer, as this requires zero animal involvement and zero cruelty.

BeVeg may takes measures to ensure no animal testing has been used on the finished product or in the textile mill. In addition to document review and auditor risk assessment, testing and verification systems may include:

- DNA analysis
- Microscopy
- FTIR

### Existing Industry Standard Tests to be Aware of:

- HET-CAM (Animal-based)
- BCOP (Animal-based)
- SKINTEX (Cruelty-free alternative)
- TESTSKIN (Cruelty-free alternative)
- QSAR (Cruelty-free alternative)

### Animal Tests

Hen's egg-chorioallantoic membrane test (HET-CAM): a test used to determine the irritation potential of substances. Alternative test to the Draize Rabbit Eye Test (Eye irritation). In the test, incubated hen's eggs are opened carefully on day 9 and the chorioallantoic membrane (CAM) is exposed. Process on animal: embryonated chicken egg, on the 9th/ tenth day of incubation

Bovine Cornea Opacity and Permeability (BCOP): an alternative test to the Draize Rabbit Eye Test for evaluation of eye irritation. Process on animal: corneas cut from eyes of cattle from slaughterhouses.

### Alternative Tests

SKINTEX uses a protein matrix based, in particular, on keratin and collagen. This method is less expensive than animal testing and known to yield reliable results.

TESTSKIN uses human epidermis from cultured human cells to reproduce the dermis and the epidermis. Various trade names include EPISKIN and EPIDERM. Human cells is more reliable and more readily available than animal testing. Human cell testing is cruelty free, they come from voluntary donors, tissue banks, or from cosmetic surgery operation residues.

Quantitative structure-activity relationship (QSAR) methods are important for prediction of biological effect of chemical compounds that are known irritants. The results are based on mathematical and statistical relations.



# SOURCING VEGAN PRODUCTS

## I. Check Materials

Collect a full list of all materials, fibers, dyes, waxes, glues, or chemical ingredients (hereinafter "materials") involved in production to determine level of risk.

## II. Risk Assess

Determine whether any of the materials are "high risk." Obtain ingredient lists, lab tests, or supplier declarations as proof of compliance. Suppliers must state that all process chemicals and dyes used in manufacturing are free from animal materials.

## III. High Risk Determination

Send any high risk materials to an accredited lab to determine whether traces of animal products can be found within the product. Materials may be examined by microscopic analysis, fiber analysis, or other test methods determined reliable by an ISO accredited lab. Re-source and substitute high risk materials in order to certify vegan. Ensure supplier statements/vegan declarations are all on file. Certification may be granted with proper paperwork and successful lab testing confirming no trace animal proteins or products in the final product.

## IV. Overall Decision

If there is clear evidence that the product and materials do not contain any animal derived ingredients, obtain vegan certification from a trademarked logo. Ensure the evidence is readily available upon request.

### **WARNING**

Synthetic materials are not necessarily vegan. For this reason, a complete list of materials and chemicals must be disclosed. Factories are often shared facilities, which increases risk for cross-contamination and further demands vegan safety protocol and training.





# Animal Derived Materials & Fibers

## Materials to Avoid (not a complete list)

**Note:** Urea, or animal urine, is sometimes used to dissolve dyes.  
Gelatin can be used to thicken adhesives. Beware of hidden ingredients like these!



### Leather, Suede, Shearling:

Alligator - Sheep/Lambskin - Goat - Pig - Cow - Calfskin - Buffalo - Catgut - Chamois

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### Silks:

Anaphe - Antherea - Byssus - Doupioni - Eri - Honan - Milk/casein fiber - Muga - Sea silk - Tussah silk

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### Wool/Animal hair:

Alpaca - Angora - Boar bristles - Camel hair - Cashgora - Cashmere - Guanaco - Horsehair - Huarizo - Karakul - Kemp - Llama - Merino - Mohair - Pashmina - Pantholops - Qiviut - Rabbit Hair - Shahtoosh - Suri - Vicuna - Yak

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### Shell:

Capiz - Chitosan - Nacre/Mother of pearl - Pearl - Sea shell

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### Horn/Bone:

Horn - Bone Char - Ivory

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### Fur & Feather:

Any animal fur - Beaver or otter fur - Feather - Down

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### Ingredients Derived from Insects:

Carmine - Cochineal - Kermesic acid - Lac - Shellac - Tekhelet - Tyrian purple

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### Inks from Animals:

Sepia - Octopus ink - Urea

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### Milk or Egg Protein:

Albumen - Casein paint - Casein glue

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### Waxes from Animals:

Arachidyl propionate - Beeswax - Chinese wax - Lanolin - Shellac wax - Spermaceti

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### Glues from Animals:

Bone glue - Fish glue - Hide glue - Rabbit skin glue - Gelatin - Isinglass



BEVEG INTERNATIONAL

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VEGAN  
HOUSEHOLD & PERSONAL CARE  
QUICK START GUIDE

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COSMETICS | TOILETRIES |  
PERSONAL CARE PRODUCTS





# BeVeg VEGAN CERTIFICATION

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## INTRODUCTION

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BeVeg International is the first and only ISO 17065 & 17067 accredited vegan standard in the world. BeVeg exists to bring accountability to vegan claims through international accreditation in accordance with ISO. As a company owned and operated by a law firm comprised of dedicated vegans, BeVeg understands the need for clear labelling on vegan and cruelty-free cosmetics that protects the expected consumer interest.

This standard seeks to put forth a guideline for vegan cosmetics, toiletries, makeup, nail polish, and other personal care items to assist consumers and producers alike. The BeVeg cosmetics standard helps companies and auditors understand what is required to gain BeVeg vegan certification.

To classify a product as vegan means that the material does not contain any traces of tallow (for hydration), beeswax (which acts as a structurant to help make formulas occlusive), carmine (crushed beetles used for lipstick pigmentation) and others that may be derived from animals. Manufacturers and retailers must carefully inspect any ingredients before labelling a product as vegan. Based on audit and risk assessment, items may be required to be sent for lab testing before gaining the right to label vegan by BeVeg. The purpose of lab testing is to pick up any trace amounts of animal products.

Consumers may choose to purchase only vegan certified cosmetics due to allergens, health concerns, ethical beliefs, and more. BeVeg sets forth a standard that requires close inspection to earn the vegan label.

As always, no animal testing is permitted by the BeVeg Vegan Standard.



The current system of labeling laws do not require rigorous disclosures from manufacturers about the techniques used in the creation of their products. Trade secrets are protected to the detriment of consumer transparency. Ingredients are not defined, fully disclosed, and can be misleading. Products are incorrectly labelled as vegan, leaving consumers misinformed. A vegan consumer wants to know with certainty the product is vegan without reading tiny print and without guessing.

**Be mindful of consumer protection laws and fair packaging/labeling acts. Avoid expensive product recalls. Build brand loyalty.**

There is currently a high demand for vegan products as more and more individuals actively seek cruelty-free products. The vegan cosmetics sector is increasing exponentially.

#### **Consider the Law**

As part of the prohibition against false or misleading information, no cosmetic may be labeled or advertised with statements suggesting FDA approval. This applies even if the establishment is registered or the product is on file with FDA's Voluntary Cosmetic Registration Program (VCRP) (see 21 CFR 710.8 and 720.9, which prohibit the use of participation in the VCRP to suggest official approval). False or misleading statements on labeling make a cosmetic misbranded [FD&C Act, sec. 602; 21 U.S.C. 362].

This is a global problem. While the FDA and US law are cited in this section, this is representative of global guidelines. The term “vegan” is not defined under the law and its ingredients and components can be misleading. Under US regulations, for example, fragrance and flavor ingredients can be listed simply as “Fragrance” or “Flavor.”





# SOURCING VEGAN PRODUCTS

## I. Check Materials

Collect a full list of all ingredients including colors, additives, preservatives, fragrances, incidental/insignificant ingredients, chemical ingredients, "and other ingredients" (code for trade secrets) involved in production to determine level of risk.

## II. Risk Assess

Determine whether any of the materials are "high risk." Obtain ingredient lists, lab tests, or supplier declarations as proof of compliance. Suppliers must state that all process chemicals and dyes used in manufacturing are free from animal materials.

## III. High Risk Determination

Send any high risk materials to an accredited lab to determine whether traces of animal products can be found within the product. Materials may be examined by microscopic analysis, fiber analysis, or other test methods determined reliable by an ISO accredited lab. Re-source and substitute high risk materials in order to certify vegan. Ensure supplier statements/vegan declarations are all on file. Certification may be granted with proper paperwork and successful lab testing confirming no trace animal proteins or products in the final product.

## IV. Overall Decision

If there is clear evidence that the product and materials do not contain any animal derived ingredients, obtain vegan certification from a trademarked logo. Ensure the evidence is readily available upon request.

### **WARNING**

Synthetic materials are not necessarily vegan. For this reason, a complete list of materials and chemicals must be disclosed. Factories are often shared facilities, which increases risk for cross-contamination and further demands vegan safety protocol and training.

# COSMETICS DEFINED

## **What is a Cosmetic?**

A cosmetic is a product, except soap, intended to be applied to the human body for cleansing, beautifying, promoting attractiveness, or altering the appearance. "Soap" is typically defined as a product in which the non-volatile portion consists principally of an alkali salt of fatty acids. If cosmetic claims, e.g., moisturizing, deodorizing, skin softening etc., are made on a label, the product is a cosmetic. Synthetic detergent bars are also considered cosmetics, although they may be labeled as "soap."

## **When is a cosmetic also a drug?**

A cosmetic is also a drug when it is intended to cleanse, beautify or promote attractiveness as well as treat or prevent disease or otherwise affect the structure or any function of the human body.

## **When is a cosmetic not vegan?**

Often products are made with animal fats like tallow (for hydration), beeswax (which acts as a structurant to help make formulas occlusive), or even ingredients like carmine (crushes beetles), a deep red pigment found in many red lipsticks.

## **Household / Personal Care Items**

Household items are goods and products used within households. Personal Care is a broad term used to refer to items that support personal hygiene and toileting along with dressing maintaining personal products. Household items like cleaning products and other personal care items require the same level of disclosure and scrutiny as cosmetics for vegan safety and compliance. All ingredients and formulas used are often heavy in chemicals, fragrances, colors, etc.

## **Animal Testing**

Local and international laws consistently advise cosmetic manufacturers to employ whatever testing is appropriate and effective for substantiating the safety of their products.

Government agencies often support and adhere to local and applicable laws governing animal welfare and animal testing.

**BeVeg is of the opinion that animal testing is obsolete and unnecessary. When products are found to have been tested on animals, cruelty-free substitutes should be sourced.**

BeVeg certified products must have no animal testing within the last seven years.

# LABELLING DILEMMAS

## FDA DEFICIENCIES

### Legal Deficiencies

FDA does not have the resources or authority under the law for pre-market approval of cosmetic product labeling. It is the manufacturer's and/or distributor's responsibility to ensure products are labeled properly.

Under the law, cosmetic products and ingredients, do not need FDA approval, with the exception of most color additives.

### Misbranding

A cosmetic is considered misbranded if labeling is false or misleading. The FD&C deems a cosmetic misbranded if any word, statement, or label is not placed with prominence so that it is conspicuous and unlikely to mislead the ordinary individual.

**"Incidental Ingredient":** Any processing aid added and removed or converted to a declared ingredient; or any ingredient of another ingredient or processing aid present at an insignificant level and having no technical or functional effect **need not be declared.**

### Factors Determining Whether Labeling Is Misleading

- Representations made or suggested
- Failure to reveal material facts
- Intentionally deceptive or carelessly misleading
- The order in which ingredients are disclosed. Ingredients with less than 1% can be listed in any order (Certain consequences may result from the recommended use of a product)
- "Concentration," "color additives," "and other ingredients" are often undefined and can be listed in any order.
- "And other ingredients" protects trade secrets, which may be of animal material, from public disclosure.

### Allergens

FDA does not have the same legal authority to require allergen labeling for cosmetics. **"Hypoallergenic"** is not regulated. The term means whatever a company wants it to mean. Manufacturers of cosmetics labeled as hypoallergenic are not required to submit substantiation of their hypoallergenic claims. The term "hypoallergenic" may have considerable market value in promoting cosmetic products to consumers on a retail basis, but dermatologists say it has very little meaning.

## Fragrances

Many products we use every day contain **fragrances**. Some of these products are regulated as cosmetics by FDA. Some belong to other product categories and are regulated differently, depending on how the product is intended to be used. Fragrance and flavor formulas are complex mixtures of many different natural and synthetic chemical ingredients, and they are the kinds of cosmetic components that are most likely to be “trade secrets.” Some individuals may be allergic or sensitive to certain ingredients in cosmetics, food, or other products, even if those ingredients are safe for most people. Some components of fragrance formulas may have a potential to cause allergic reactions or sensitivities for some people. If a fragrance compound also serves as a flavor, it must be declared as “flavor and fragrance.” Masking agents may be called “fragrances.”

## Colors

Color additives are subject to a strict system of approval, except in the case of coal-tar hair dyes. Certified colors generally have three-part names. The names include a prefix FD&C, D&C, or External D&C; a color; and a number. Certified colors also may be identified in cosmetic ingredient declarations by color and number alone, without a prefix (such as “Yellow 5”). Colors exempt from certification. These color additives are obtained primarily from mineral, plant, or animal sources. They are not subject to batch certification requirements. However, they still are considered artificial colors. Do not confuse certified colors with their uncertified counterparts. Do not assume certified colors or uncertified colors are free from animal material.

## Preservatives

Parabens are a family of related chemicals that are commonly used as preservatives in cosmetic products. Preservatives may be used in cosmetics to prevent the growth of harmful bacteria and mold, in order to protect both the products and consumers. The parabens used most commonly in cosmetics are methylparaben, propylparaben, butylparaben, and ethylparaben. Product ingredient labels typically list more than one paraben in a product, and parabens are often used in combination with other types of preservatives to better protect against a broad range of microorganisms. These must be confirmed vegan.

## Chemicals

Phthalates are a group of chemicals used in hundreds of products, such as toys, vinyl flooring and wall covering, detergents, lubricating oils, food packaging, pharmaceuticals, blood bags and tubing, and personal care products, such as nail polish, hair sprays, aftershave lotions, soaps, shampoos, perfumes and other fragrance preparations.

Historically, the primary phthalates used in cosmetic products have been dibutylphthalate (DBP), used as a plasticizer in products such as nail polishes (to reduce cracking by making them less brittle); dimethylphthalate (DMP), used in hair sprays (to help avoid stiffness by allowing them to form a flexible film on the hair); and diethylphthalate (DEP), used as a solvent and fixative in fragrances.

These hard-to-pronounce chemicals must be confirmed vegan.



BEVEG INTERNATIONAL

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GENERAL BEVEG  
POLICIES

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INTERNAL POLICIES

PROCEDURES

**BeVEG INTERNATIONAL**



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# GENERAL BEVEG POLICIES

## INFORMATION AVAILABLE TO THE PUBLIC

BeVeg maintains lists of BeVeg certified vegan products and approved manufacturing plants/facilities. Names, websites, UPC codes (as applicable), dates of certification expiration are publicly available, unless requested to be excluded by the product owner, and/or manufacturing plant. To request removal of any information from public lists, contact BeVeg by email at [info@beveg.com](mailto:info@beveg.com), or by mail to BeVeg International / Law Offices of Carissa Kranz 3801 PGA Boulevard, Suite 600, Palm Beach Gardens, FL 33410.

BeVeg is responsible for the management of all information obtained or generated during the performance of the audit and certification activities through legally valid commitments. A commitment should be signed, which includes the terms of confidentiality, before all its staff and members of the Impartiality Committee begin their activities. Except for the information that the customer has made public or the customer has agreed with BeVeg, all other information is considered private and confidential. BeVeg informs the customer in advance about the information it intends to publish in public places.

If BeVeg discloses confidential information due to legal obligation (i.e. subpoena) or authorization from contractual arrangements, BeVeg will attempt, in good faith, to inform the relevant persons, if there is no legal obstacle.

Information obtained from sources other than the customer in relation to the customer (for example, from complainants or regulators) is considered confidential.

BeVeg creates the information given below, updates it at regular intervals, makes it available when requested and publishes it online. All of this information is documented and kept under control according to the documentation system. Customers applying for audit and certification are informed about these documents before the contract stage. The information created and documented in this context are as follows:

- a. Information (or references) on rules and procedures for certification, maintenance, extension or narrowing, suspension, withdrawal or rejection of the certification program(s), including audit procedures;
- b. A description of ways to obtain financial support and/or general information about fees to be paid by applicants or customers;
- c. An explanation of the rights and responsibilities of applicants and customers, including terms, restrictions or restrictions on the use of the BeVeg vegan trademarks and how to refer to the certification provided; and
- d. Information on handling complaints and objections.

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## CERTIFICATION BODY DIRECTORY

The BeVeg approved certification body directory is the database of all audits conducted against the global BeVeg Vegan Standard, all BeVeg approved certification bodies, and all auditors. The directory holds full copies of all audit reports in read-only PDF format.

BeVeg approved certification bodies are responsible for maintaining site name, address, audit content and certificate status. All BeVeg certification bodies are assessed and graded by BeVeg approved certification on how quickly and accurately they update their audit data.

Audit reports can only be accessed following secure sign-in. The directory also features a publicly accessible search function which displays only certification data. The public directory lists currently BeVeg certificated sites, not those expired or withdrawn.



### **Audit-sharing**

The directory allows audit owners to share their audit reports with customers, including retailers, manufacturers, suppliers and other specifiers. When audit-sharing is set up, customers can access full current, archived and future audit documents (as they become available) without any further administration.

All sharing changes take immediate effect. Audit documents shared in the directory cannot be edited or doctored by the audit owner. As such, audits obtained via the directory can be considered as complete and authenticated.

### **Notification emails**

The directory notifies audit owners, and anybody who has shared access to the audit, if a site's certification is suspended, withdrawn or expires without replacement. Notifications are via automated email and can be turned off if not required.

## **REQUIREMENTS FOR CERTIFICATION BODIES**

The Global BeVeg Vegan Standard is a process and product certification standard. In this standard, businesses are certificated upon completion of a satisfactory audit by an auditor employed by an independent third party – the BeVeg approved certification body. The BeVeg approved certification body in turn shall have been assessed and judged as competent by a national accreditation body.

The process of certification and accreditation is outlined in this Standard.

In order for a business to receive a valid certificate on completion of a satisfactory audit, the organization must select a BeVeg approved certification body approved by BeVeg Vegan Standards. The BeVeg approved certification body must be accredited to ISO/IEC 17065 by a national accreditation body affiliated to the International Accreditation Forum and recognized by BeVeg Vegan Standards.

Companies looking to become certificated to the Standard should assure themselves that they are using a genuine, approved BeVeg approved certification body. A list of all certification bodies approved by BeVeg is available from BeVeg.

BeVeg Standards recognizes that in certain circumstances, such as for new certification bodies wishing to commence auditing against the Standard, accreditation may not yet have been achieved. This is because the accreditation process itself requires some audits to have been completed which will then be reviewed as part of the accreditation audit of the certification body. The BeVeg approved certification body must be able to conduct audits as part of the process of achieving accreditation and so some unaccredited audits will be performed. This will be permitted where the organization can demonstrate:

- An active application for accreditation against ISO/IEC 17065 from an approved national accreditation body
- That accreditation will be achieved within 12 months of the date of application and the experience and qualifications of the auditors in the relevant product/service categories are consistent with those specified by global BeVeg Standards

- A contract is in place with global BeVeg Standards and all other contracted requirements have been met

- The acceptability of audit reports generated by certification bodies awaiting accreditation but meeting the above criteria is at the discretion of individual specifiers.

## CERTIFICATION BODY CO-OPERATION GROUPS

BeVeg International encourages and facilitates meetings of the certification bodies participating in the Standard (co-operation groups) to discuss matters arising from the implementation of the Standard and issues of interpretation. These groups report regularly to BeVeg on operational issues, implementation and suggested improvements. Representatives from the co-operation groups and the VAC meetings.





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## CERTIFICATION CHANGES

Any changes regarding details of the certification must be immediately relayed to BeVeg. This includes product formula changes, changes in company ownership, addition or removal of plants, and contact information changes. Status changes may include reduction, probation, suspension, withdrawal, or termination of certification. Changes in status will be reflected on the BeVeg registered plant list immediately. BeVeg will provide policies and procedures for changes in certification status upon request.

## AUDITOR QUALIFICATIONS

The auditor must successfully complete BeVeg standard training annually. The auditor will be trained on BeVeg Vegan Standard, safety requirements, the auditing process and lab testing process. The auditor must complete an evaluation after training to determine whether they are suitably competent to conduct BeVeg audits. Records of the auditor evaluations must be held by BeVeg. The auditor should have prior experience in auditing or regulations. The auditor should provide the client at least a two-weeks' notice before the audit date.

Communications between the client and auditor must be conducted in a timely manner. Any concerns from the certified companies or their certification body must be promptly addressed by the auditor. The auditor not have any present ties or conflicts of interest with the companies they are auditing. The auditor must disclose to BeVeg any potential conflicts of interest, such as previous employment, consulting positions, or personal relationships All information os confidential. Other certified vegan companies must not be discussed during the audit.

## AUDITOR COMPETENCY

The auditor shall have a degree in a food-related or bioscience discipline. The auditor shall have a minimum of 1 year post-qualification experience related to the relevant industry. This shall involve work in quality assurance or food safety functions within manufacturing, retailing, inspection or enforcement, and the auditor shall be able to demonstrate an understanding and knowledge of vegan claims where possible. The verification of the auditor's ability to carry out work for BeVeg with adequate competency, is the responsibility of the BeVeg approved certification body. The auditor must have:

- (1) Passed a registered Management System Lead Assessor course (e.g. IRCA) or the BeVeg Vegan Standard course delivered by BeVeg
- (2) Completed a training course in HACCP (as evidenced by examination), based on the principles of Codex Alimentarius, of at least 2 days' duration, and be able to demonstrate competence in the understanding and application of HACCP principles. It is essential that the HACCP course is recognized by the industry as being appropriate and relevant.

## RECORDS

BeVeg maintains confidential records evidencing all requirements of the Standard are effectively met. Records are transported and transmitted in a way that ensures the continuity of confidentiality. Certification program rechecking at the end of a specified period is maintained for at least as long as a certification cycle or as required by law; demonstrating trust maintained in the process.

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## FEEDBACK

Companies audited against the Standard may wish to provide feedback to the BeVeg certification body or BeVeg Standard Owner on the performance of the auditor. Such feedback sent to BeVeg will be considered in confidence. Feedback provides a valuable input to the BeVeg vegan monitoring program for BeVeg approved certification body performance. All audited sites are invited to complete a feedback survey which is treated confidentially by BeVeg. It can be completed online at any time.

## COMPLAINTS AND APPEALS

Statement of Purpose: Customer BeVeg related complaints shall be handled effectively, and information used to reduce recurring complaint levels.

A formal complaint procedure shall be in place. It shall ensure that all complaints related to BeVeg standard shall be recorded. Substantiated complaints shall be investigated, and a root cause analysis performed by BeVeg competent site representatives. Results of that investigation shall be recorded. Preventative and corrective actions appropriate to the seriousness and frequency of the problems identified shall be carried out promptly and effectively by appropriately trained staff.

All BeVeg standard related complaints data shall be reported to BeVeg. BeVeg has implemented a formal complaints process, which is available to organizations involved with the BeVeg International. This is available on the website [www.beveg.com](http://www.beveg.com)

The following identify the minimum requirements for auditors to conduct audits against the BeVeg Standard.

The company has the right to appeal the certification decision made by the BeVeg approved certification body and any appeal should be made in writing within 7 calendar days of receipt of the certification decision.

The BeVeg approved certification body shall have a documented procedure for the consideration and resolution of appeals against the certification decision. These investigative procedures shall be independent of the individual auditor and certification manager.

BeVeg has a documented process for receiving, evaluating and deciding complaints and appeals. In addition to carrying out activities to resolve complaints and objections, it also records and monitors them. When a complaint or appeal is received, BeVeg verifies whether the complaint or appeal is related to the audit and certification activities under its responsibility and if so, it processes this complaint or appeal. BeVeg reports that an official complaint or appeal has been received. BeVeg is responsible for collecting (to the extent possible) and verifying all the information required. The decision that resolves the complaint or objection is made by, or reviewed and approved by, the person(s) who did not participate in the audit and certification activities that are the subject of the complaint or application. The complaints and appeals committee is responsible for resolving the objections.

BeVeg ensures that there are no conflicts of interest, and does not use staff who provides consultancy to a customer or employed by a customer for review or approval of a

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customer's complaint or appeal for two years from the end of consulting or employment. Regarding this, all personnel sign the confidentiality commitment. BeVeg officially informs the complainant of the complaint process result and finish, whenever possible. BeVeg formally informs the appellant of the outcome and outcome of the appeal process.

BeVeg carries out all kinds of subsequent activities needed to resolve complaints or appeals. The documented appeals procedure of the relevant BeVeg approved certification body will be made available to the site on request. Appeals will be finalized within 30 calendar days of receipt. A full written response will be given after the completion of a full and thorough investigation into the appeal.

In the event of an unsuccessful appeal, the BeVeg approved certification body has the right to charge costs for conducting the appeal.

## IMPARTIALITY PROTECTION

BeVeg has a documented structure that maintains impartiality, and for this purpose, separate Impartiality Committees will be established when necessary. The Impartiality Committee will provide input to BeVeg on the following topics:

- a. Policies and principles regarding the impartiality of audit and certification activities,
- b. Any tendency to permit commercial or other interests in any part of BeVeg, in order to prevent continuous delivery of audit and certification activities.

- c. Issues affecting impartiality of audit and certification and trust in same, including clarity.

The Impartiality Committee will be officially documented to guarantee:

- a) Balanced distribution of important interested parties so that neither party alone is dominant; and
- b) access to all the information needed to perform all of its functions.

If BeVeg senior management does not comply with the inputs from the Impartiality Committee, the Impartiality Committee has the right to act independently (for example, informing the competent authorities, accreditation bodies, and stakeholders). These transactions are carried out in accordance with privacy conditions.

It is essential that BeVeg does not comply with entries that conflict with operating procedures or other mandatory requirements. It is essential for management to document the grounds for the decision not to comply with the inputs and to maintain this document for review by appropriate personnel.

Although not all parties can be represented within the Impartiality Committee, BeVeg identifies and invites important interested parties. The parties concerned; customers, manufacturers, suppliers, users, conformity assessors, representatives of industrial trade associations, representatives of regulatory government agencies or other public services, and consumer organizations, including consumer organizations. It may be sufficient to have one representative from each interested party in the committee. Related parties may be limited depending on the structure of the audit & certification program.

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## QUALITY MANAGEMENT SYSTEMS REQUIREMENTS

BeVeg creates and maintains a management system that can ensure that the requirements of this standard are consistently met.

BeVeg carries out its system on the following issues:

- General management system documentation (e.g. quality manual, policies, definition of responsibilities)
- Control of documents and records
- Management review
- Internal audit
- Corrective actions
- Preventive actions

The maintenance of a high and consistent vegan based standard of audit and certification, and the ability of the certificated sites to maintain the standards achieved at the audit, are essential to confidence in the Standard and to the value of certification. BeVeg Standards therefore have an active compliance program to supplement the work of accreditation bodies to ensure high standards are maintained.

The global BeVeg Vegan Standards may only be certificated by certification bodies registered and approved by BeVeg International and accredited by an accreditation body recognized by BeVeg. All auditors undertaking audits against the BeVeg Vegan Standard program must meet the global standard requirements set out for auditor competency and shall be registered with BeVeg.

The qualifications, training and experience requirements for auditors who conduct audits against the BeVeg Standard are comprehensive as detailed in this manual. All audits undertaken against the Standard shall be uploaded to BeVeg International, which provides BeVeg with an oversight of the activity of the BeVeg approved certification bodies and the opportunity to review the quality of the reports produced.

### QUALITY MANAGEMENT SYSTEM DOCUMENTATION

Top management of BeVeg creates, documents and maintains policies and targets for the fulfillment of this standard and the certification program. This ensures that these are adopted and implemented at all levels of implementation by BeVeg International and authorized organizations.

BeVeg has defined and documented its own quality policy, including company management, quality objectives and quality commitments. Management has taken the necessary measures to ensure that this quality policy is understood, implemented and maintained at all levels of the organization.

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## QUALITY POLICY

- To provide professional, customer-oriented and non-discriminatory certification services within the framework of ethical rules.
- To value Impartiality, transparency and reliability.
- To provide training and support for its employees to have sufficient technical infrastructure within the scope of continuous improvement by following the current information and technologies in certification services.
- To enable customer satisfaction and continuous development by conducting research and studies in line with the needs of its customers.
- To avoid any commercial, financial and other concerns that may affect the outcome of the certification process,
- To maintain and strengthen the existing financial structure.
- To fulfill the legal requirements and all standards that it is obliged to comply with within the scope of the services it provides.
- To commit to being a trustworthy brand in the certification industry.

## QUALITY GOALS

Quality and company goals are determined by the “Strategic Planning Meeting” held in December of every year. After the “Strategic Planning Meeting”, the final shape of the targets is given by the Chief Executives in January. Top management of BeVeg proves its commitment to the establishment of the management system and its effectiveness in ensuring that the requirements of this standard are consistently met.

Top management of BeVeg assigns the Quality Manager, a member of the management, regardless of other responsibilities, to have the following responsibilities and powers:

- a. To establish, implement and maintain the processes and procedures required for the management system,
- b. To report to top management about the performance of the management system and any need for improvement.

All documentation, processes, systems, records etc. regarding the fulfillment of the requirements of this standard. the management system is included in the documentation, cited or associated. All personnel involved in audit and certification activities; management system documentation, and related information can access sections of their responsibilities.

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## AUDIT OF DOCUMENTS

BeVeg establishes procedures to keep documents (internal and external) under control for the fulfillment of this standard.

Procedures address:

- a. Approval of documents in terms of qualification before publication,
- b. Documents reviewed. How to update (if necessary) and re-approve,
- c. Changes in documents and current revision status protocol,
- d. Protocol to ensure appropriate prints of applicable documents are available at the points of use,
- e. Document control. Ensuring that the documents remain legible and easy to distinguish,
- f. Identification of external documents and keeping their distribution under control,
- g. Audits, to prevent use of outdated documents and to ensure that they are appropriately distinguished if they are held for any purpose.



## EXTERNAL RESOURCES

BeVeg works with ISO 17025 and ISO 17045 accredited laboratories in outsourcing analysis services.

When organizations that are not independent of outsourcing (e.g. customer laboratories) are used in audit activities, BeVeg ensures that audit activities are managed so records are available that will ensure and verify reliability.

BeVeg signs a legally binding Privacy Statement with the laboratories providing analysis services, including the provisions relating to confidentiality and conflicts of interest.

It ensures that the organization that provides the services it receives from outside and the personnel used by this organization are not involved in activities that may jeopardize the trust in the accuracy of the results either directly or through another employer.

It has documented policies, procedures and records for the qualification, evaluation and monitoring of all organizations providing external services for audit and certification activities. Corrective actions are taken regarding any violation of the contract.

## AUDIT OF RECORDS

BeVeg establishes procedures for defining the audit required for the identification, storage, protection, accessibility, retention and disposal of records relating to the fulfillment of this standard. BeVeg establishes procedures for keeping records for a period consistent with contractual and legal obligations. Access to these records is regulated by privacy.

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## MANAGEMENT REVIEW

BeVeg top management ensures the continuity of the suitability, adequacy and effectiveness of the management system, including the declared policies and objectives related to the fulfillment of this standard; procedures for reviewing the management system at scheduled intervals. These reviews are carried out at least once a year. Records of the reviews are kept.

## REVIEW ENTRIES

Management review entries include information on:

- a. Results of internal and external audits,
- b. Regarding the fulfillment of this standard, feedback from customers, related parties, regulations and authorities that establish the standard,
- c. Feedback from the Impartiality Committee,
- d. Status of preventive and corrective actions,
- e. Follow-up activities from previous management reviews,
- f. Evaluation of targets and determination of new targets
- g. Changes that may affect the management system,
- h. Objections and complaints,
- l. Evaluation of Impartiality and Conflict of Interest Risk Analysis,
- j. Evaluation of staff effectiveness and competencies and training needs,
- k. Review of the Quality Policy,
- l. Evaluation of suppliers,
- m. Competitor performances, general and specific situation assessments for the market,
- n. Evaluation of whether there will be expansion in the scope of accreditation,
- o. Evaluation of financial and financial situation,
- p. Evaluation of special projects.

## REVIEW OUTPUTS

Management review outputs include decisions and activities related to:

- a. Improving the effectiveness of the management system and management system processes,
- b. Improving BeVeg Vegan Certification in terms of meeting this standard,
- c. Resource needs.

## INTERNAL AUDITS

BeVeg establishes internal audit procedures to verify that it meets the requirements of this standard and that the management system is effectively implemented and maintained.

An audit program is planned taking into account the importance of the processes and areas to be audited, as well as the results of past audits.

Internal examinations are normally carried out at least once every 12 months or internal examinations carried out in sections (or rotating) are completed within a 12-month period. In order to change (lower or restore) the frequency of internal examinations or the time period of internal examinations, actions are taken according to a documented decision making process. Such changes are based on the relative stability and ongoing effectiveness of the management system. Records of decisions to change the frequency of internal audits or the time frame for internal audits are completed, including the reason for the amendment.

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## CORRECTIVE ACTIONS

BeVeg creates procedures for the identification and management of nonconformities in its processes. BeVeg also takes measures to eliminate the causes of nonconformities, in order to avoid duplication, when necessary. Corrective actions are based on the effects of the problems encountered. Corrective action procedures define the conditions for:

- a. Identification of nonconformities (e.g. from complaints and internal investigations),
- b. Determining the causes of non-compliance by root-cause analysis,
- c. Correction of nonconformities,
- d. Evaluation of the necessity of the activity to ensure that nonconformities do not occur again,
- e. Timely determination and implementation of necessary activities,
- f. To record the results of the activities carried out,
- g. Review of the effectiveness of corrective actions.

## PREVENTIVE ACTIONS

BeVeg establishes procedures for implementing preventive actions in order to eliminate the causes of potential nonconformities. The preventive action measures taken are based on the likely effects of potential problems. Preventive actions procedures define the conditions for:

- a. Determining potential nonconformities and their causes,
- b. Evaluation of the need for activities to prevent the formation of nonconformities,
- c. Determining and implementing the required activity,
- D. To record the results of the activities carried out,
- e. When preventive actions cannot be resolved, they must be transferred to the "risk table."







# STAFF POLICIES

All employees working with and within the BeVeg Vegan Program must attend annual training and have demonstrated proficiency of the BeVeg Vegan Standard and their duties to implement, maintain, and update procedures to ensure the program is effectively carried out.



Confidentiality. BeVeg requires personnel involved in the audit and certification processes to sign a privacy commitment. This encompasses complying with the rules defined by BeVeg International, including the rules of privacy and independence from commercial and other interests, and if they have their own employers or organizations with whom they will be assigned for audit or certification issues.

BeVeg maintains the following records regarding personnel involved in the audit and certification process: Name, surname and address; employer / employers and their position; educational status and professional status; experience and education; proficiency assessment; performance monitoring; powers in BeVeg Standard; The last update date of each record.

BeVeg assigns thoroughly trained personnel to fulfill responsibilities related to audit and certification activities. Job descriptions for each task include technical competencies, overall competencies, functional competencies, general purpose of the task. Documents determining the duties and responsibilities of the personnel are kept ready for use and up to date.

BeVeg has established a procedure for the management of the qualifications of the personnel involved in the audit and certification activities and this procedure determines:

- a. Personnel qualification criteria for each function involved in the audit and certification activities, taking into account the requirements of the certification programs;
- b. Training that needs to be provided to the extent necessary, on audit and certification processes, requirements, methodologies, activities and other relevant program requirements to ensure successful implementation of vegan standards;
- c. Staff competence required for the duties and responsibilities they undertake; and
- d. Staff official duties in the audit and certification process to monitor the performance of its staff and key performance indicators for program.



We must ensure the continuity of the BeVeg Vegan Program despite any staff or management changes. Procedures must be in place to guarantee program effectiveness and operations survive management changes. There must be documentation of main contacts, emergency contacts, backup contacts, employee training manuals, and job descriptions to ensure the maintenance of the program.

Designated supervisors must be in place to oversee, with the authority and resources, the implementation on the BeVeg Vegan Standard without compromise. All supervisors and managers must have completed BeVeg required training to ensure the global vegan certification standard conformity assessment program does not deviate from the guidelines set out in the BeVeg Standards manual and risk non-compliance. All staff must demonstrate awareness of their roles to operate effectively and with purpose within the BeVeg Vegan Program.

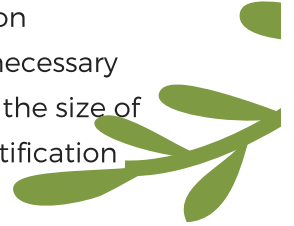
Annual training is required for all employees involved in working with the BeVeg vegan standard. Training consists of understanding the BeVeg technical standard, the definition of vegan, the vegan commitment and purpose, and risks of cross-contamination. Proper documentation establishing trainings completion must be maintained and its effectiveness must be evaluated.

### **Conditions for Non-Discrimination**

All executives of BeVeg undertake a written ethical statement that they will take every precaution to ensure that their activities outside of BeVeg that may affect the audit and certification service do not affect the impartiality of the certification activities within the scope of the BeVeg program. In addition, all employees submit a declaration of liability in writing. This statement of liability is the BeVeg privacy commitment. Before the appointment of an auditor, it is investigated and confirmed whether the service provided is consultancy to the customer in question, or an audit, and an assignment form is signed upon whether the partners and employees are provided with audit and certification services.

The policies and procedures that BeVeg applies to its operation and their management are not discriminatory. The procedures are not used to block or restrict applicants' access to anything other than those specified in this standard. Ensures that BeVeg services are accessible to all applicants whose activities are within the scope of their operation.

BeVeg has made the audit and certification services accessible to all customers on condition to remain within the scope of the service. In exchange for services, unnecessary financial or other terms are not imposed. Access to services does not depend on the size of the customer or a partnership or group membership. Utilization of audit and certification services does not depend on the number of certified institutions.



BeVeg limits the terms of the audit and certification service, the certification decisions to the issues within the scope of the certification under review. In the organization to be certified; conditions that are not covered by the referenced laws, regulations, standards and guidelines are not sought.

### **Impartiality Management**



BeVeg is responsible for the impartiality of certification activities and does not allow commercial, financial or other pressures that could overshadow impartiality. BeVeg constantly identifies risks to its impartiality. These include risks arising from BeVeg activities, relationships or staff relationships. When a risk for impartiality is identified, BeVeg can demonstrate how to eliminate or minimize such a risk.

BeVeg has an impartiality commitment from its senior management. BeVeg and any part of the same legal entity or persons under the organizational control of the audit and certification body; including certified products must remain impartial. BeVeg does not provide consultancy for the methods related to the issues that obstruct the required certification. Where audit and certification programs require an assessment of the customers' management system, BeVeg does not offer or provide management system consulting or internal audit services.

The activities of BeVeg are not marketed or offered in connection with the activities of an advisory organization. In the case of working with a certain consultancy firm; BeVeg does not imply that audit and certification will be simpler, easier, faster or lower cost.

All BeVeg staff (internal or external) or committees that can affect certification activities are impartial. BeVeg takes precautions against any risks to its impartiality that it is aware of and arises from the activities of other people, institutions or organizations. Personnel who previously provided consultancy for a program are not assigned to audit or make a certification decision regarding this program for a period of 1 year.





BEVEG INTERNATIONAL

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# RESOURCES

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IMPORTANT TERMS & DEFINITIONS





# Facility RISK FACTOR DETERMINATION

## BeVeg VEGAN CERTIFICATION

Is your manufacturing facility certified vegan by BeVeg?	Is your facility already certified vegan or does it have another GFSI certification?	Are you a dedicated vegan facility?	Is this a shared facility with other brand owners (co-packing)?	Risk
Yes	Yes	Yes	Yes	Low risk - BeVeg Certified
Yes	Yes	Yes	No	Low risk - BeVeg Certified
Yes	Yes	No	Yes	Medium to high risk — determined medium because BeVeg Certified
Yes	Yes	No	No	Low to medium risk — determined low because BeVeg Certified
No	Yes	Yes	Yes	Low to medium risk - determined low because vegan dedicated facility but medium range because shared facility could change cross contamination.

No	Yes	Yes	No	Low risk as a vegan dedicated facility that is not shared with other co-packers.
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No	Yes	No	Yes	Medium to High risk - determined high risk because not a dedicated vegan facility and shared co-packing space
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No	Yes	No	No	Medium to High risk - Determined medium risk because it carries GFSI standard certification and is not a shared space
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No	No	Yes	Yes	Medium to High risk - Though dedicated vegan, determined medium risk because it is a shared space and lacks other GFSI standard certifications.
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No	No	Yes	No	Low to Medium risk - Though dedicated vegan, determined medium risk because it lacks other GFSI standard certifications..
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No

No

No

No

# ALLERGEN CONTROLS

BeVeg allergen controls prevent certified products/facilities from animal contamination. Alibi labelling for allergens must comply to legal requirements. It is the responsibility of the brand owner to know and be educated on laws around allergen labels.

1 - The intention of the BeVeg certification standard is to significantly reduce the risk of cross-contamination with animal materials. This makes the standard more trustworthy than other certifications that only look to ingredients and require zero proof of cross-contamination controls. BeVeg requires controls and policies in place that consider the separation of animal materials and vegan materials through physical segregation, time segregation, separate machinery, and more. By default, this is an allergen control is not required by any other certification program.

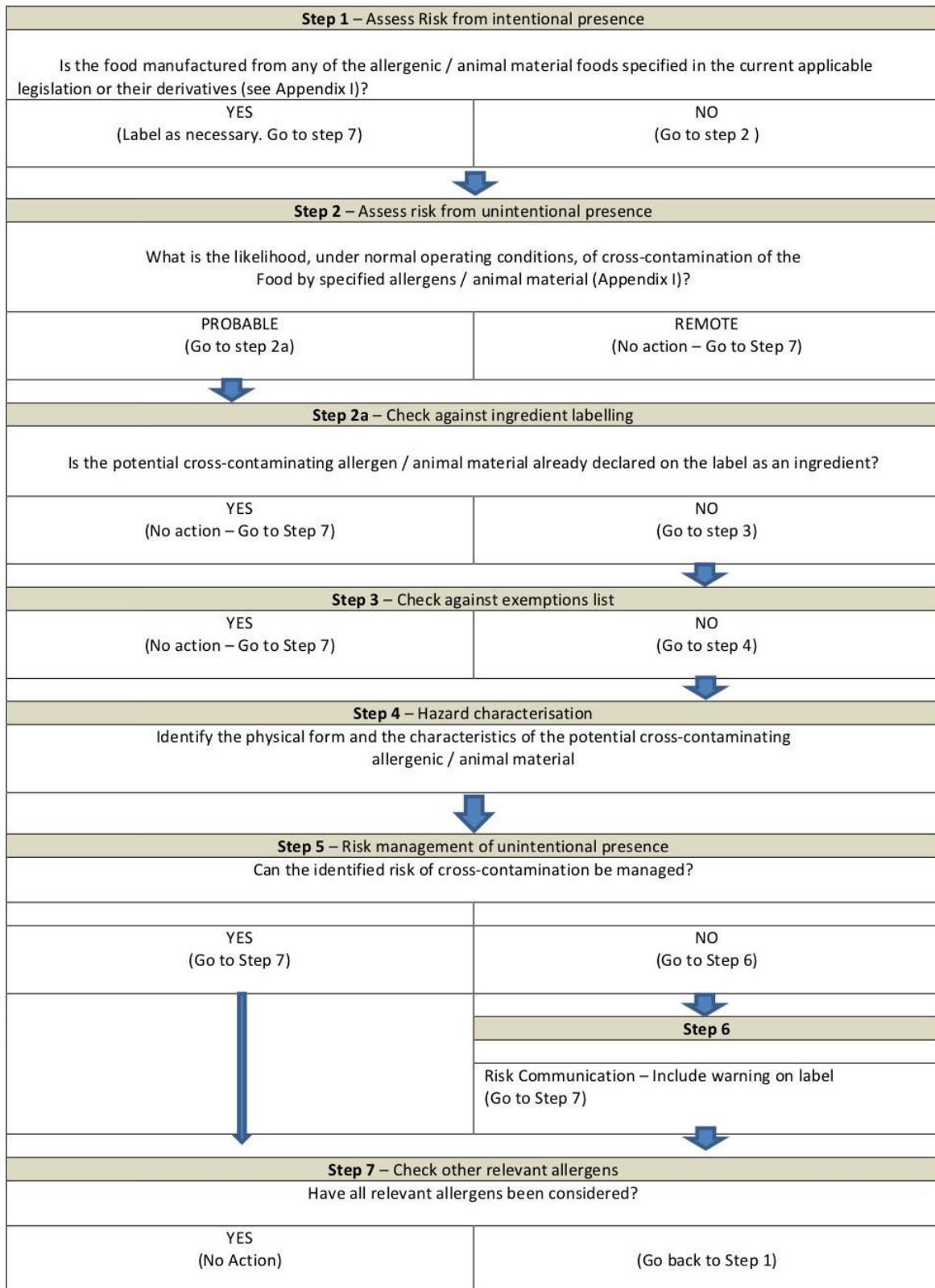
2 - The BeVeg vegan certification process increases the opportunity for finished products to safely remove claims like "may contain" or "free from" final packaging, should an animal material allergen such as eggs, fish, dairy, molluscs, crustaceans be made in the same facility. This separates the BeVeg vegan standard from any other vegan logo.

3 - When allergen alibi warning is legally required, BeVeg suggests alibi labelling is made clearer than legally necessary to ensure the vegan expectant consumer is not confused by the label. While the law may require the label to say "may contain" or "free from", BeVeg, unlike other vegan logos, can legally and ethically demonstrate all reasonable precautions were taken to reduce and eliminate animal material allergen contamination risk. Perhaps the alibi warning can be changed to say "made in a shared facility with" but that should not tarnish or diminish the BeVeg vegan claim. Though alibi warnings are not required by BeVeg certified products/processes, it may be required by local law. Since it is impossible to guarantee zero cases of contamination (that is why there are protocols for product recalls) factories and brand owners must assume the responsibility to know and comply with BeVeg certification standards and local laws. Good Manufacturing Practices and implementation of BeVeg standards effectively eliminate any and all risks for animal contamination, as that is the purpose of the BeVeg standard.

For ease of reference, see the alibi decision tree chart. This can be used as a tool for guidance but is not to be relied upon, as local laws in effect supersede this chart.


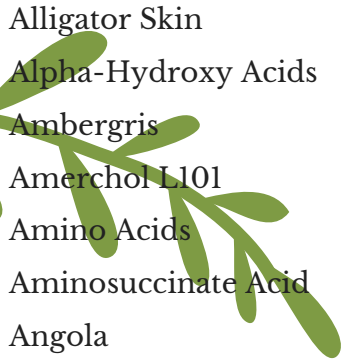



## Animal material /Allergen advisory labelling decision tree (probable or remote)?



Risk Level?	Considerations
Probable Risk	The ingredient will be exposed in areas where allergen / Animal materials could be present before it is added to the finished product
Corresponding Remote Risk	Ingredient is in fully sealed packaging and is only Removed from this at its final point of use
Probable Risk	The ingredient is directly handled by factory personnel at some stage in the process flow
Corresponding Remote Risk	The process flow for three ingredient is such that there can be no or only minimal direct contact with the ingredient by the factory personnel
Probable Risk	The manner in which the ingredient is processed is such that it will at some stage be in direct contact with factory equipment or utensils
Corresponding Remote Risk	There is no or minimal direct contact between the ingredient and factory equipment or utensils
Probable Risk	There is no system to segregate the use of equipment and utensils between allergen / Animal materials and non-allergen / Animal materials
Corresponding Remote Risk	There is specific equipment and dedicated utensils used for material containing the target allergen / Animal material
Probable Risk	The factory layout does not provide segregation between allergen / Animal materials and non-allergen / Animal materials
Corresponding Remote Risk	The layout of the factory is such that there is segregation between areas where allergen / Animal materials and non-allergen / Animal materials are handled
Probable Risk	Products which contain the target allergen / Animal material and products which do not contain same allergen / Animal material can be produced in the same area at the same time
Corresponding Remote Risk	Production planning is organised so that products containing the target allergen / Animal material are produced at a different time to products which do not contain the allergen / Animal material
Probable Risk	The manner in which materials containing allergen / Animal materials are handled is such that they could become airborne or spillage is likely
Corresponding Remote Risk	It is unlikely that materials containing allergen / Animal materials could become airborne or that spillage could occur
Probable Risk	Significant quantities of the target allergen / Animal material are used within a wide range of products
Corresponding Remote Risk	The target allergen / Animal material is used in small quantities or in one or few products
Probable Risk	It cannot be guaranteed that all types of food debris will be Removed after cleaning of production equipment after products containing allergen / Animal materials
Corresponding Remote Risk	Production equipment is easy to clean and prevailing standards give assurance that all traces of allergen / Animal material will be Removed

# INGREDIENTS TO AVOID



Aba	Bone Char	Chinchilla Cloth
Acetate	Bone Meal	Chitosan
Adrenaline	Brocade	Cholesterin
Alanine	Buck Fleece	Cholesterol
Albert Cloth	Bunting	Choline Bitartrate
Albumen	Burlap	Civet
Alcloxa.	Cabretta	Cochineal
Aldioxa	Calfskin	Cod Liver Oil
Alepine	Camelhair	Collagen
Alligator Leather	Camlet	Colors
Alpaca	Capryl Betaine	Corticosteroid
Allantoin	Caprylic Acid	Cortisone
Alligator Skin	Caprylic Triglyceride	Corticosteroid
Alpha-Hydroxy Acids	Caprylamine	Crepe, Crape, Crepe de Chine
Ambergris	Carbamide	Cysteine, L-Form
Amerchol L101	Carmine	Cystine
Amino Acids	Carminic Acid	Damask
Aminosuccinate Acid	Carotene	Dexpanthenol
Angola	Casein	Diglycerides
Angora Wool	Caseinate	Dimethyl Stearamine
Animal Fats and Oils	Cashgora	Doeskin
Animal Hair	Cashmere	Down
Arachidonic Acid	Castor. Castoreum	Duffel, Duffle
Arachidyl Proprionate	Castoreum	Duodenum Substances
Ardass	Catgut	Dyes
Baize	Cera Flava	Egg Protein
Barathea	Cerebrosides	Eiderdown
Beaver Cloth	Cerecloth (altar Cloth)	Elastin
Bee Pollen	Cetyl Alcohol	Emu Oil
Beeswax	Cetyl Palmitate	Ergocalciferol
Beta Carotene	Challis	Ergosterol
Biotin/Vitamin H/ Vitamin B Factor	Charmeuse	Estradiol
Blood	Cheviot	Estrogen
Boar Bristles	Chiffon	Estradiol

# INGREDIENTS TO AVOID



Faille	Hydrolyzed Animal Protein	Moire, watered-silk
Fats	Imidazolidinyl Urea	Moreen
Fatty Acids	Insulin	Mother of Pearl (Nacre)
FD&C Colors	Isinglass	Motley
Feathers	Isopropyl Lanolate	Mousseline de soie
Felt	Isopropyl Myristate	Musk (Oil)
Fish Liver Oil	Isopropyl Palmitate	Myristal Ether Sulfate
Fish Oil	Jersey	Myristic Acid
Fish Scales	Keratin	Myristyls
Flannel	Kidskin	“Natural Sources”
Fleece	Lactic Acid	Ninon
Foulard	Lactose	Nubuck
Frieze	Lambskin/Lambswool	Nucleic Acids
Fur	Laneth	Paisley
Gabardine	Lanogene	Palmitamide
Gel	Lanolin/Lanolin Acids	Palmitate/Palmitic Acid
Gelatin	Lanolin Alcohol	Panthenol/Dexpanthenol
Georgette	Lanosterols	Panthenyl
Glucose Tyrosinase	Lard	Pearl Essence
Glycerides	Leather	Pepsin
Glycerin	Lecithin	Permanent press fabrics
Glycerol	Linoleic Acid.	Placenta
Glyceryls	Linsey-woolsey	Placenta Polypeptides Protein
Glycreth-26	Lipase	Polyglycerol
Grogram	Lipids	Polypeptides
Grosgrain	Lisle	Polysorbates
Guanine	Llama Wool	Pristane
Haircloth, hair	Mackinaw	Progesterone
Hide Glue	Marine Oil	Propolis
Honey	Methionine	Provitamin A., B-5, D-2
Honeycomb	Milk Protein	Quilting
Horsehair	Mink Oil	Ramie
Hyaluronic Acid	Mohair	Rennet/Rennin
Hydrocortisone	Monoglycerides	Rep, Repp



# INGREDIENTS TO AVOID

Resinous Glaze

Retinol

Ribonucleic Acid

RNA

Ribonucleic Acid

Royal Jelly

Russet

Sable Brushes

Samite

Sarcenet, Sarsenet

Sateen

Satin

Sea Turtle Oil

Serge

Shag

Shantung

Shark Skin, Shagreen

Shark Liver Oil

Sheepskin

Shellac

Silk

Silk Powder

Snails

Sodium Steroyl Lactylate

Sodium Tallowate

Spermaceti/Cetyl Palmitate

Sperm Oil

Sponge (Luna and Sea)

Sponge cloth

Squalane

Stammel

Stearamide

Stearates

Stearic Acid

Stearic Hydrazide

Stearone

Stearoxytrimethylsilane

Stearoyl Lactic Acid

Stearyl Acetate

Stearyl Alcohol

Sterols

Stearyl Betaine

Stearyl Caprylate

Stearyl Citrate

Stearyl dimethyl Amine

Stearyl Glycyrrhetinate

Stearyl Heptanoate

Stearyl Imidazoline

Stearyl Octanoate

Stearyl Stearate

Steroids

Sterols

Suede leather

Swan's down

Taffeta

Tallow

Tammy

Tapestry, Tapis

Triterpene Alcohols

Tulle

Turtle Oil

Tweed

Twill

Tyrosine

Urea

Uric Acid

Velvet

Vicuna

Wax

Whey

Whipcord

Wincey

Wool, Woolen, Woollen

Wool Fat

Wool Wax

Worsted

# GLOSSARY OF TERMS

## *Alcohol Audit*



**Acid** - A component of grape juice and wines. The most important acids present are malic, tartaric, succinic, lactic, and citric.

**Aging** - The final process in winemaking of holding wines for a period of time to allow some of the components to mature and change beneficially.

**Alcohol by Volume** - The percentage of alcohol contained in a wine by volume, declared by law on the label. Table wines cannot contain more than 14 percent; dessert and fortified wines (legally the same) contain more than 14 percent but not more than 24 percent, although wines of more than 21 percent are not normally found on the market.

**Amelioration** - The legal addition of sugar, water, and/or acid to balance deficiencies in wine.

**Appellation of Origin** - In the United States, a general term for the label designations that indicate geographic origins of bottled wines that meet specific requirements. Any wine, at least 75 percent of which is made of grapes grown in the area designated on its label and conforms to the laws and regulations relevant there, is entitled to a country, state, or county appellation.

**BATF** - The Bureau of Alcohol, Tobacco, and Firearms (also ATF).

**Balling** - A system for measuring the sugar content of juice or wine, expressed as degrees balling. Called after the man who devised it, the name is pronounced as in "balance." For all purposes, the same as Brix.

**Barrel-Fermented** - Wine that has undergone fermentation in small casks as opposed to very large tanks.

**Bench-Grafted** - Vines grafted to rootstock, then developed in greenhouses and field nurseries, and planted while still dormant.

**Binning** - Storing premium bottled wine (before its release for sale) for 6 months to several years to obtain the benefits of aging in the bottle.

**Blanc de Blancs** - Usually sparkling wine made entirely of Chardonnay (occasionally of other whites) rather than the more traditional blend of black and white grapes.

**Blanc de Noirs** - A white wine made from black grapes, with a blush, or deeper tone than a white wine from white grapes. Frequently used for sparkling wines.

**Blend** - To combine wines of different varieties or lots to add interest or harmony to the finished product; or a wine so made.

**Bonded** - Legal winemaking or warehousing facilities under bond to the Government for payment of taxes on the wine made or stored there.

**Bottle Age** - The mature characteristics of a wine attributable to the length of its stay in the bottle.

**Bottle-Aging** - Keeping bottled wines for a period of time to allow some of the components to mature.

**Bottle-Fermented** - A champagne or sparkling wine made either by the method champenoise or the transfer method.

**Boutique Wineries** - Those making premium, generally expensive, varietal wines, often from designated vineyards, on a relatively small scale of production.

**Brix** - A measure of the sugar content. See Balling.

**Brut** - Champagne or sparkling wine that is very dry but may still contain a trace of sweetness.

# GLOSSARY OF TERMS

## *Alcohol Audit*

**Budwood** - Well-developed canes bearing buds suitable for use in grafting or budding.

**Bulk Process** - In making sparkling wine, a technique (also called “Charmat process”) that uses large covered containers for the secondary fermentation, a less expensive method for production of large quantities.

**Bulk Wine** - Generally, less expensive wines sold in large containers or jugs. Some large producers buy bulk wines from other wineries and blend, bottle, and distribute them under their own labels.

**Bung** - A plug for stoppering a wine cask.

**Bung Hole** - A small opening in a cask through which wine can be put in or taken out.

**Butt** - A wine barrel or cask of moderately large capacity.

**Candle** - To test the clarity of wine by looking at it with a candle or other light held behind the bottle.

**Cane** - The woody, mature state of the shoot (new growth) of the vine.

**Canopy** - The “umbrella” formed by the foliage of the vine.

**Cap** - The crust consisting of skins that forms on top of the juice during fermentation. To extract the color and prevent spoilage, the cap must frequently be submerged by punching down or by covering with juice pumped from the bottom.

**Carbonated** - Wines infused with carbon dioxide to make them bubbly.

**Carbonic Maceration** - The fermentation of uncrushed whole grapes, which takes place partly inside the berries, some of which break down by their own weight, others by the action of the internal fermentation. The resulting light, intensely fruity, low tannin wines are mildly effervescent, an effect of the carbon dioxide produced in the process, and are meant for early drinking. Nouveau-style wines are made by this process.

**Centrifuge** - A machine used to clarify wine or must.

**Chai(s)** - A French term for above ground areas for wine storage.

**Chapitalization** - The addition of sugar to must, legal in such areas as Burgundy (France), but not permitted in California.

**Charmat Process** - The same as bulk process for making sparkling wines.

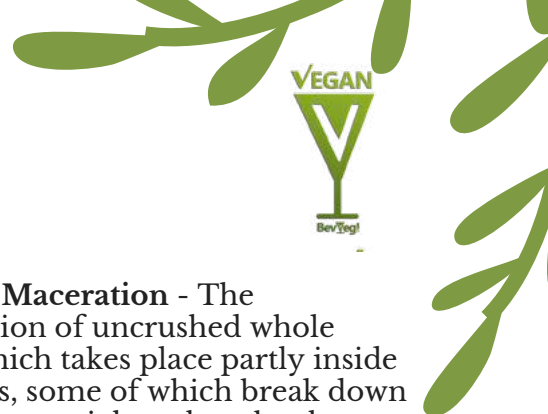
**Clone** - (1) The propagation of a group of plants from a single source to perpetuate selected characteristics or special attributes; (2) the variety so produced.

**Cold-Fermented** - White wines fermented in containers whose temperatures are controlled internally or with jackets.

**Cold Stabilization** - A technique of chilling wine before bottling to cause the precipitation of harmless potassium acid crystals or other sediment that might later cause haziness or deposits.

**Concentrate** - A reduction of grape juice by evaporation often used in home winemaking or in areas where fresh grapes are not obtainable.

**Controlled-Fermentation** - A fermentation whose progress is altered by adjustment of temperature or pressure.



# GLOSSARY OF TERMS

## *Alcohol Audit*



**Cooperage** - Containers for storing wine, usually barrels, casks, and tanks of wood or steel.

**Crush** - The specific process of breaking the grape skins to begin fermentation. Used generally, as “the crush,” it designates the total procedure of winemaking steps preceding fermentation.

**Crusher** - Usually a stemmer-crusher, a machine that macerates the grapes after destemming them.

**Culture** - A growth of organisms such as yeast that may be used to inoculate crushed grapes to aid fermentation.

**Cutting** - A segment of a cane or shoot that will develop into a new plant when grown under favorable conditions.

**Cuvee** - A specific blend of wines, often of different varieties, combined in the final lot; generally used in making sparkling wine but occasionally also in producing table wine.

**Dessert Wine** - Wine of more than 14 percent but not more than 24 percent alcohol.

**Diatomaceous Earth** - A light, friable material derived from fossilized microscopic algae (diatoms) used as a filter in clarifying wine.

**Disgorge** - In the making of sparkling wine, to eliminate the accumulated sediment in the neck of the bottle by freezing it, uncorking the bottle, and using the pressure of the gas in the wine to eject the sediment.

**Dosage** - In the making of sparkling wine, usually brandy and wine, mixed with sugar, used to replace the wine lost in the disgorging of sediment.

**Enology** - The science of viticulture or winemaking.

**Extraction** - In winemaking, drawing out and dissolving the pigments and other solubles in the skins, seeds, pulp, and occasionally stems, which are kept in continuous contact with the juice.

**Fermentation** - The conversion by yeast enzymes of the grape sugar in the must or juice into alcohol and carbon dioxide.

**Fermentor** - A large container in which fermentation takes place.

**Field-Budded** - See Field-grafted.

**Field-Grafted** - Budwood grafted to rootstock in the vineyard in late summer or early fall. Also called field-budded.

**Filter** - To clarify wine after fermentation by removing suspended matter such as yeast cells with the aid of porous membranes; also, the porous material used in the process. Filtration is the process of clarifying wine with filters.

**Fining** - The process of clarifying wine by employing such agents as gelatin, egg whites, bentonite (clay), or isinglass, that absorb or carry along most of the other suspended matter with them as they settle to the bottom.

**Finishing** - The processes involved in clarifying wine before it is bottled.

**Foil** - The molded plastic or metallic material that fits over the cork and part of the neck of a wine bottle.

**Fortified** - Any wine, but most frequently sherry, port, and so-called dessert wine, in which, by the addition of spirits or brandy, the alcohol content has been increased to more than 14 percent and not more than 24 percent and the fermentation halted before all of the sugar has been converted. Normally, wines on the retail market are well below 24 percent.



# GLOSSARY OF TERMS

## *Alcohol Audit*



**Free-Run** - In pressing, the crush juice that runs free from the press before force is used.

**Fumigation** - Chemically sterilizing the soil prior to planting.

**Generic** - Wines named after general categories (red or white table wine) and place-names (Burgundy, Rhine, Champagne)

**Graft** - To splice a varietal vine to a rootstock of another type, usually one that is resistant to particular predators or diseases; sometimes used to change the variety. Also, the union or splice portion of a plant so treated.

**Hardening** - When applied to canes, the state of dormancy.

**Hybrid** - A new grape variety developed by crossing two or more varieties or species.

**Hydrometer** - An instrument used to measure the amount of sugar in grape juice.

**Inoculation** - The addition of yeast starter to wine must to begin fermentation; or of a bacterium to cause a malolactic fermentation.

**Jug Wines** - Generally less expensive, generic wines sold in large containers, although varietals are more and more frequently included.

**Lees** - The yeast residue that settles to the bottom during fermentation. Wines that are left too long before racking can pick up the odor of lees

**Made and Bottled By** - Legally only designates that at least 10 percent of the wine in the bottle was fermented at the winery.

**Magnum** - A large wine bottle that holds the same as two normal bottles. The larger the bottle, the slower the wine ages.

**Malic Acid** - The acid in wine that converts to lactic acid during a secondary, or malolactic fermentation.

**Malolactic Fermentation** - A secondary fermentation, often occurring naturally, that converts malic to lactic acid and carbon dioxide, adding complexity to red wines and to some Chardonnays; undesirable if it occurs or continues in the bottle, trapping gas and off-odors.

**Marriage** - A blending, or marrying, of two or more lots of still wine.

**Meritage** - Red or white wines solely from specific noble Bordeaux grape varieties and are considered to be the very best wines of the vintage.

**Method Champenoise** - The classic method of making Champagne by completing the second fermentation, clarification, and other processes in the same bottle in which it is marketed.

**Microclimate** - The climate within a small area that differs from the climate in the larger area around it.

**Mildew** - A fungus that is a major problem in quality vineyard control. The odor from heavily mildewed grapes is often transmitted to the wine.

**Mold** - A fungus growth usually detrimental to grapes.

**Must** - The juice and pulp produced by crushing or pressing grapes before fermentation.

**Negociant** - A shipper of wine.

**Overcropping** - In viticulture, encouraging too large a yield per acre, thereby having a detrimental effect on quality.

**Oxidation** - The changes in wine caused by exposure to air, sometimes beneficial, but often undesirable, especially when excessive.

# GLOSSARY OF TERMS

## *Alcohol Audit*



**Pomace** - The solid residue after pressing.

**Press** - To exert pressure on crushed grapes to extract their juices. Also, a hand-operated or mechanical device used in the process. The four common types are: 1) a vertical, hand-operated, wooden basket press; 2) a horizontal, mechanical, metal basket press; 3) a horizontal, pneumatic air-pressure (or bladder) press, including a tank press; and 4) a continuous press that allows uninterrupted feeding and juice removal.

**Press Wine** - The wine obtained by pressing in a machine.

**Private Reserve** - Because there is no legal definition, this term on a label generally, but not necessarily, indicates that the wine is of special quality, above the ordinary run. Same as Special Select or Proprietor's Reserve.

**Produced and Bottle By** - Legally designates that 75 percent or more of the wine was fermented and clarified at the winery named on the label

**Proprietary Wines** - Those bearing fanciful names such as Rhine Castle, Rubion, or Ripple, usually registered as a trademark by the brand owner.

**Pruning** - Cutting back the vegetative part of the vine after it has become dormant, a process that affects the size, and, therefore, the quality of the next year's crop. In California, the three most frequently used systems are head training (with spurs), cane pruning, and cordon pruning.

**Pulp** - The flesh of the grape or other fruit.

**Puncheon** - A large wooden cask for storing wine.

**Punt** - The indentation in the bottom of some wine bottles. Also called the kick.

**Racking** - Siphoning or pumping wine from one container to another to clarify it by leaving the sediment behind.

**Residual Sugar** - Sugar that remains unconverted in the wine after fermentation.

**Riddling** - A method used at the end of the bottle fermentation of sparkling wine to encourage the yeast sediment toward the cork for later disgorgement. The process, which can take between a week and a month, consists of placing the bottles neck down in special racks and rotating them individually about one-eighth of a turn daily. This historically has been done by hand, but now is often done mechanically.

**Rootstock** - The part of the grapevine that is planted directly in the soil. A different bearing variety is often later grafted to rootstock resistant to disease.

**Secondary-Fermentation** - A fermentation that takes place either spontaneously or by design after the completion of the primary fermentation. In the making of sparkling wine, the gas produced gives the wine its bubbles.

**Sediment** - Particulates that form deposits in some wines stored in containers, or, with age, in some bottled wines.

**Select** - Generally implying something special about a wine, but meaningless since there is no precise legal definition.

**Settling** - The natural precipitation of the solid matter in wine.

**Shoot** - A new growth of the vine.

**Skin Contact** - The process of holding grapes and juice together for a period of time before pressing to obtain an extraction of color.

# GLOSSARY OF TERMS

## *Alcohol Audit*



**Sommelier** - A wine steward.

**Sparkling Wines** - Wines whose effervescence is produced by carbon dioxide captured during a second fermentation in the bottle or container in which it is made. The term applies to all champagne-style wines made outside the Champagne district in France.

**Split** - A wine bottle containing 6.4 ounces.

**Starter** - Yeast used to start or ensure fermentation.

**Stemmer** - A machine that separates the stems from the grapes; when combined with a crusher, it is called a stemmer-crusher.

**Still Wines** - All wines made without effervescence.

**Stuck Fermentation** - An incomplete fermentation that stops before all the sugar has been converted to alcohol.

**Sulfur** - Used to dust vineyards as a control for powdery mildew.

**Table Wine** - In general, still, dry wine meant to accompany food, as opposed to special wines such as sparkling, appetizer, or dessert wines.

**Tannin** - A polyphenolic compound derived from the skins, seeds, and stems of grapes which gives young red wine an astringent, puckery quality, but contributes to its longevity and normally ameliorates as the wine ages. In excess, it causes a bitter taste.

**Tirage** - In making sparkling wine, the mixture of still or cuvee wine, yeast culture, and sugar drawn off into bottles or larger containers to undergo the secondary fermentation and allow the spent yeasts to settle out.

**Topping** - A technique to control oxidation in containers by replacing wine lost through evaporation.

**Transfer Process** - A champagne and sparkling wine process that removes the wine from the bottle after fermentation for filtering in pressurized tanks before rebottling. Such wines are labeled “bottle fermented” or “fermented in the bottle” as opposed to “fermented in this bottle,” often used on the more expensive methode champenoise wines.

**Ullage** - Leakage or evaporation of wine from its container, resulting in oxidation and often spoilage.

**Varietal Wine** - Since January 1, 1983, any wine named after and containing 75 percent or more of a *Vitis vinifera* grape variety, and grown in the appellation of origin appearing on the label.

**Vignerons** - A French term for a vineyardist.

**Vintage** - Applied in the United States to wine in which at least 95 percent of the grapes come from the harvest of the year designated on the label. A vintage year is also one worthy of being specified on the label.

**Vintner** - A person who makes or sells wine.

**Viticultural Area** - Since January 1, 1983, a region described as having distinguishable geographic features and governmentally recognized and defined boundaries. Wines bearing a viticultural area designation on their labels must contain 85 percent grapes grown from that area.

**Viticulture** - The science of growing grapes.

**Vitis Vinifera** - The European-Middle Eastern grapevine from which most of the world's fine table wine are made.

# ACKNOWLEDGEMENTS



The BeVeg Vegan Standard was produced in association with industry experts and lawyers. The standard was developed and is managed by the Law Offices of Carissa Kranz. BeVeg founding attorney Carissa Kranz is a vegan from birth.

BeVeg gives thanks to attorney Nicole Rawling, BeVeg Chief Compliance Advisor of Fashion and Textiles, for her expert input on the BeVeg standard development for textiles. Nicole is the founding attorney of Material Innovation Initiative (MII). MII accelerates the development of next-generation sustainable materials for the fashion, automotive, and home goods industries, with a focus on replacing animal-based materials.

BeVeg gives thanks to David McGee, BeVeg Chief Compliance Officer of Food Safety, and Hayfields Consultancy director, for his contribution to the BeVeg technical standard for manufacturing facilities. Dave is a twenty-year veteran BRC/GFSI auditor with a background in food science and technology. David is a leading vegan food safety consultant in the UK.

BeVeg gives thanks to Heather Landex, BeVeg Chief Compliance Officer for Restaurants and Hospitality Sector, for her contribution to the vegan restaurant/business services standard. Heather is a vegan restaurant auditor and advisor with extensive experience in food safety. Heather has worked with over 1,000 food service businesses in 8 countries.

BeVeg gives thanks to Priam Vineyards founder and award-winning winemaker, Ruann Viljoen, for advisor input on the BeVeg vegan alcohol standard development.

BeVeg is grateful to other industry experts (too many to name) for their ongoing advice, expertise, and commitment to the integrity, accuracy, and legitimacy of vegan label law claims.

