

## Self-evaluation participant foodservice head office

This self-evaluation checklist is intended for foodservice head office considering participation in the Better Life label. The checklist aims to provide a quick assessment of the feasibility of participating in the Better Life label for your business. As a participant, it is your responsibility to comply with the complete list of Better Life criteria for your company type. In order to proceed with the application for participation in the Better Life label, please complete this self-evaluation checklist and confirm that you have read it. Additionally, ensure that all required information is filled out in the Better Life portal.

Upon approval from the Better Life Certification Body, the Certification Body of your choice will be notified. The Certification Body will conduct an Entry Check and, upon successful completion, will issue a certificate valid for a specific duration. Once you have obtained the Better Life certificate from your chosen Certification Body, you are allowed to receive, process, and distribute Better Life raw materials. Within four months following the approval and the entry check, the Certification Body will conduct an unannounced check of the new secondary participant. The Certification Body must have unrestricted access to your business at all times. Any business location that is considered a product owner of Better Life products, must be registered for participation in the Better Life label.

Disclaimer: Please be aware that this is an abridged version of the complete list of criteria. It is essential to meet all criteria relevant to your business type. You can find them on our website at [betterlife.dierenbescherming.nl/zakelijk](http://betterlife.dierenbescherming.nl/zakelijk). Your quality manual/work instructions should demonstrate that your business operates in accordance with the Better Life criteria.

| Code   | Criteria   | Interpretation   | Reference to quality manual |
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| S3.2.3 | The head office has implemented a procedure and monitors that before processing the branches verify whether all purchased/delivered raw materials/products with BLL comply with the corresponding Better Life scope. | The received product must be physically identifiable (packaging/labelling) and identifiable in the accompanying documents (delivery note) as BLL eligible, including the corresponding Better Life scope. The head office selects and assesses the suppliers of BLL products. BLL products are only purchased from companies that are certified for the production or sale of the Better Life scope concerned. The head office instructs the branches how to perform the entry inspection of products with BLL and how to record the results. The head office instructs the branches how to deal with BLL product that are not recognisable as BLL eligible when supplied. The BLLF assesses whether product type is eligible for certification as a raw material. |                             |

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| <p><b>S3.2.10</b></p> | <p>All (bulk) products with the BLL that are supplied/are present demonstrably comply with the registered Better Life scope. Suppliers of Better Life products to the branches are known to and registered at the head office, and the branches are informed who these suppliers are.</p>   | <p>Bulk meat and/or meat products are not supplied in final/consumer packaging to the branch. These products still have to be processed at the branch (cut, seasoned, heated etc.) and/or packed in the final/ consumer packaging. In consultation with the BLLF, switching to a certain Better Life scope for each species of animal, or within a species of animal for each product category, is possible as long as BLL and non-BLL products are not interchangeable. N/A with raw material certification</p>   |  |
| <p><b>S6.2.2</b></p>  | <p>The participant has a procedure for cross-checking/mass balance. The cross-check/mass balance is performed at regular intervals. Downgrading and re-work must be visible if applicable in connection with traceability and/or the mass balance. Participant cannot sell more BLL products than it has purchased or has in stock in a period of time. The number of products sold and/or dispatched may not exceed the number received.</p> | <p>The cross-check /mass balance is performed separately for each Better Life scope (see glossary). For all variants of the product (purchase and sale item numbers), the meat proportion (including cutting losses, moisture loss, waste, loss due to cooking and/or downgrading, and so on) is included in the cross-check/mass balance. Any non-Better Life ingredients that are added (e.g. marinade, batter, breadcrumbs, herbs, water, and so on) are not included in the cross-check/mass balance. BLL products that are downgraded to a lower number of stars must be included in the mass balance. The cross-check/mass balance is calculated as follows: <math>(Y - X) / X * 100\%</math> X = initial BLL stock + purchased BLL + BLL product downgraded to this number of stars Y = final BLL stock + sales of BLL + BLL product downgraded to fewer or no stars + any residual flows/lost BLL The outcome of the cross-check/mass balance should be zero or negative. Frequency of the cross-check/mass balance: If production occurs more than once a month: conduct a cross-check/mass balance of the entire previous month once a month. If production occurs once a month or less: conduct a cross-check/mass balance of the entire previous quarter at least once a quarter</p> |  |

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| <b>S9.2.1</b>  | The head office ensures that each communication item that refers to BLL corresponds to the actual Better Life scope (see glossary) of the head office/branch. The BLL may only be displayed on products approved by the BLLF with the correct, corresponding Better Life scope. Ground meat products (e.g. mince, fresh sausage, etc.) still to be produced at the branch are not eligible for BLL. | The BLL is attached based on a product overview approved by the BLLF for each Better Life scope. Ground meat products (e.g. mince, fresh sausage, etc.) still to be produced at the branch are not eligible for BLL because there is the possibility of confusion with/ the addition of non-BLL-eligible animal ingredients. N/A in case of raw material certification.  |  |
| <b>S9.2.2</b>  | There is a system for each participating branch and each Better Life scope that demonstrates the correspondence between the quantity of purchased bulk products with the BLL and the quantity of BLL products traded.   | Purchased: Bulk meat and/or meat products that are not (yet) packed in the final/consumer packaging and that will be processed at the branch (cut, marinated or seasoned, etc.) and/or packed. Sold: Better Life products packed in final/consumer packaging. The correspondence between the two is demonstrated by linking the quantity of purchased Better Life scope per branch (e.g. based on delivery notes) and the quantity of Better Life products traded per branch (e.g. based on printed labels). The quantity of Better Life scope products traded may never exceed the quantity of purchased Better Life scope (with the exception of any added non-animal ingredients such as seasoning, marinade etc.). |  |
| <b>S9.4.1</b>  | Only Better Life label products that have been approved by the BLLF are supplied with a BLL logo. A product specification for all BLL products (including compound products) must be submitted to the BLLF for approval   | All new or amended compositions of BLL products are always assessed by the participant (head office or branch/site) and then submitted to the BLLF for approval. N/A with Food service raw material certification.   |  |
| <b>S10.2.1</b> | An internal audit has verified whether activities relating to the Better Life label scheme comply with the set requirements and the effectiveness of the quality assurance system has been established. Any findings stated in the internal   | An internal audit must be performed at each department at least once a year. The frequency of internal audits is established in an annual plan. This frequency may be altered if a particular department has to be audited more often. The audit must be performed by an independent, qualified and trained auditor. The audit programme (day plan) is drawn up  |  |

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|                | audit report have been demonstrably followed up.   | in consultation with the auditor. The information necessary to assess the quality assurance system can be obtained by asking questions, observations of the auditor and verification of the information supplied.                                   |  |
| <b>S10.3.2</b> | The head office analyses and compares the internal audits and the audit results of the Certification Body. This analysis is part of the internal audit performed by the head office. Differences and discrepancies revealed by the analysis are used to improve the system.  | When differences are revealed, the participant determines whether the internal audits need to be modified or whether the quality assurance system need to be improved. A root cause analysis can be used to determine the cause of the differences. |  |
| <b>S10.4</b>   | The management must ensure that the management system applied for the Better Life criteria is reviewed at regular, planned intervals, but at least once every 12 months. The review must address whether the management system is suitable, appropriate and effective. Records of management reviews are maintained. | This assessment must also include investigating possible improvements. The board must provide resources to enable appropriate corrective/preventive measures to be taken  |  |