

 Bunge Polska Sp. z o.o. ul. Niepodległości 42 88 - 150 Kruszwica	Version : 2 / QFS / 2021	Date of introduction: 01 December 2021
	The document valid for the purchase of rapeseed by Bunge Polska Sp. z o.o. and concerns deliveries to the warehouses in Kruszwica and Brzeg, as well as to the warehouses of companies operating on its behalf. Valid from the day of introduction until further notice.	

INSTRUCTION FOR THE QUALITY ASSESSMENT OF RAPESEED

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Purpose

The purpose of this Instruction is to describe the quality assessment of rapeseed delivered by Suppliers (Sellers/Contractors) as part of the sale or service contracts concluded by the Company.

1. Sampling

For each delivery of rapeseeds (vehicle, wagon), a sample is taken in accordance with the PN-EN ISO 21294:2017 standard "Oilseeds. Manual and Automatic Discontinuous Sampling". Every effort must be made to ensure that the equipment used for sampling is always clean, dry, free from foreign odours and made of material that will not contaminate or change the quality and condition of the oilseeds. Sample devices for sampling are provided in Appendix B of this standard.

The following operations are specified in the course of sampling:

1.1. Primary sampling

Samples from vehicles are taken from bulk batches using the Rakoraf automatic probe according to section 7.2.3 of the above mentioned standard, with recommendations provided in sections from 7.2.3.1 to 7.2.3.4 of the standard. It is also possible to use other probes compliant with the standard. All samples are collected using the envelope method at 5, 8 or 11 points depending on the tonnage. In the case of rail deliveries, samples are taken from each wagon from the stream during unloading, using the instruments listed in item 5.3 of the above standard. . Sampling from the top or side of the wagon is permitted only to check the raw material for the presence of live storage pests (see Instructions, item 3.1).

If, during the unloading of the vehicle, contaminants not normally present during production, harvesting and storage (sand, construction debris, metal fragments, etc.) appear in the rapeseed delivery on the unloading hopper, a second sample will be taken from the stream during unloading in accordance with PN-EN ISO 21294:2017 in order to perform a second contaminant analysis. The sample will be taken in the presence of the driver. We reserve the right to change the final quality assessment of the rapeseed delivery.

1.2. Preparation of the laboratory sample from the pooled sample

Primary samples collected (see section 7.2 of the above standard) from each batch of seeds are combined and mixed thoroughly thus creating a pooled sample (see section 7.2.4 of the above-mentioned standard). Thus prepared a pooled sample is divided using appropriate equipment (see sections 7.2.5 and 7.2.6 of the above standard) in order to extract laboratory and arbitration samples.

1.3. The size of the laboratory sample

The size of laboratory samples divided into the types of oilseeds was determined in Table No.2. For rapeseeds, the minimum mass of a laboratory sample can be 1 kg - 2 kg.

1.4. The method of packing and labelling samples

This method is provided in sections 9.1 and 9.2 of the above-mentioned standard. Laboratory samples are packed in containers that retain the integrity of the sample (e.g. jars). The containers should be completely filled. If moisture has to be kept, the closures should be sealed to avoid any change in the original moisture content of the sample. Only in the case of aflatoxin analysis, the sample should be protected from light. In the absence of the type of packaging mentioned in section 9.1, it is recommended to use durable plastic bags (PE). The plastic bag should be tightly closed using a heat sealing machine, adhesive tape, string or any other effective protection against its opening, remembering to remove excess air from the inside of the packaging. After sealing the bag, stick a label on it containing full information about the delivery (do not put the labels into the bags together with rapeseed samples!).

1.5. Arbitration samples

- a duplicate (1 copy) with a weight of min. 0.5 kg (for the method of determining impurities in accordance with the PN-EN ISO 658 standard)
 - duplicates are stored for a period of 14 days after the delivery
- In the case of determining the presence of live pests and/or chemical odour caused by fumigation and/or exceeding the phosphine norm, the duplicate will not be secured. Thus, the complaint procedure is excluded.

Note:

An additional duplicate of the sample is not given to the supplier. In case of any doubts regarding quality parameters, the Supplier has the right to make a complaint, which will be considered based on the secured arbitration sample (duplicate).

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1.6. Additional sampling in accordance with the analysis plan in force at the Company

- for erucic acid content
- for BaP and 4 WWA (benzo(a)pyrene, benz(a)anthracene, benzo(b)fluoranthene and chrysene) content;
- for pesticide content;
- for GMO content;
- for other contaminants as defined in feed and food law in accordance with the Company's analysis plan.

The above-mentioned parameters are determined in a sample taken at random from a delivery and stored for 30 days after delivery. Exceeding of the permissible levels results in the application of the procedure specified in the contracts and current legislation.

2. Reduction of the laboratory sample to the test sample

The sample reduction is carried out in accordance with the PN-EN ISO 664: 2010 "Oil seeds. Reduction of the laboratory sample to the test sample" standard.

2.1. Preparation of the test sample

The laboratory sample is divided (see section 5.2 of the above-mentioned standard) in such a way as to obtain the necessary amount of the sample for the determination of impurities and moisture. The analysis is carried out immediately after sampling.

3. Sensory assessment

Sensory assessment is carried out in accordance with the PN - R - 66149: 1997 "Seed of oil plants. Sensory assessment" standard. In the laboratory sample provided, the odour, colour and gloss are determined, and it is checked whether the rapeseeds have been burned.

3.1. The presence of live and dead storage pests

Rapeseed is tested for the content of live and dead mites and other storage pests in accordance with the PN-R-66160: 1991 "Industrial oil plants. Determination of impurities and pests in rapeseeds and agrimony seeds" standard. A sample should be taken from the top or from the side of each means of transport (car, wagon), depending on its design, and it should be checked whether the given delivery is free from pests (live, dead). Should the amount of pests specified in the contract be exceeded, the acceptance of the delivery will be refused.

3.2. The presence of fumigant residues (phosphine)

Determining a chemical odour in a delivery may indicate the use of a chemical agent for the fumigation of rapeseeds and will be the basis for carrying out an analysis for the presence of phosphine. Exceeding the norm specified in the Regulation of the Minister of Family, Labour and Social Policy of June 12, 2018 regarding the highest permissible concentrations and intensities of factors harmful to health in the work environment is the basis for a refusal to accept a delivery. The possibility of considering complaints for this circumstance is also excluded due to the absence of legitimacy of preparing a duplicate sample.

The test is carried out using the Dräger X-am 5000 detector.

4. Determination of impurities content

Impurities are determined in accordance with the PN-EN ISO 658 standard. In addition, each delivery should be checked for the presence of mouldy, burnt, or sprouting seeds and cleavers.

4.1. Determination of impurities in accordance with the PN-EN ISO 658

4.1.1. The scope of the standard

The PN-EN ISO 658 standard specifies a method for the determination of impurities in oilseeds utilized as an industrial raw material. Different categories of impurities have also been defined.

4.1.2. Terms and definitions

The PN-EN ISO 658 standard uses the following definitions:

- Fine impurities of oilseeds - particles passing through a sieve with the mesh size depending on the tested species (0.5 mm for rapeseed)
- Non-oleaginous impurities - foreign, non-oleaginous bodies, fragments of stems, leaves and all other non-oleaginous parts belonging to the tested oilseeds, remaining on the respective sieves
- Oleaginous impurities - oilseeds other than the tested species.

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4.1.3. Principle of the method

Impurities are separated by sieving and sorting them into three categories:

- fine;
- non-oleaginous;
- oleaginous.

4.1.4. Small equipment and apparatus

- Sieves/screens with circular meshes of 0.5 mm and 3.15 mm in diameter;
- Tweezers, brushes and other useful instruments;
- Analytical balance with a readability of at least 0.005 g;
- Automatic divider making it possible to separate a sample weighing about 10 g;
- Automatic screen.

4.1.5. Sampling

The recommended sampling method is provided in the PN-EN ISO 21294 standard.

4.1.6. Carrying out a determination

A determination of impurities is performed quickly enough to avoid significant changes in the moisture of seeds.

4.1.6.1. Separation of fine impurities

A determination is performed in the analytical sample with a mass of min. 200 g. The whole sample is screened on a sieve with meshes of 0.5 mm in diameter, using an automatic screen or manually. The collected fine impurities are weighed with an error not exceeding 0.01 g.

4.1.6.2. Separation of oleaginous and non- oleaginous impurities

Oleaginous and non-oleaginous impurities larger than the diameter of tested rapeseed are separated from the seeds remaining on the sieve. This can be done using a sieve with the mesh diameter of 3.15 mm, and tweezers. Sorted impurities are weighed with an error not exceeding 0.01 g. In the case of presence of oleaginous and non-oleaginous impurities smaller than the diameter of the tested rapeseed, at least 10 g of seeds are taken with an error not exceeding 0.01 g from the fraction after the 3.15 mm sieve. Collected small oleaginous and non- oleaginous impurities are weighed separately with an error not exceeding 0.005 g.

4.2. Determination of mouldy seeds and cleavers content

A test sample of 10 g, with an accuracy of not less than 0.01 g, is separated from the collected rapeseed sample. For this purpose, an automatic divider of samples or a slot divider are used. Only mouldy seeds and cleavers are taken out from thus prepared a sample. Next, their percentage content is calculated (separately for each type of impurities) and added to the group of impurities which were determined in accordance with the PN-EN ISO 658 standard. In the case of exceeding the maximum levels specified in contracts, an appropriate refusal to receive rapeseed report is issued (see Appendix No. 1 to this Instruction).

Note: The determination is carried out without using a magnifying glass.

4.3. Determination of burned seeds content

Should the odour of burned seeds be found in the test sample, their presence should be confirmed according to section 2.2 of the PN-R-66160:1991 "Industrial oil plants. Determination of impurities and pests in rapeseeds and agrimony seeds" standard. Should the presence of burned seeds (with a charred interior) have been determined, their percentage content is added to the impurities, which were determined in accordance with the PN-EN ISO 658 standard. In the case of exceeding the maximum levels specified in contracts, an appropriate refusal to receive rapeseed report will be issued (see Appendix No.1 to this Instruction).

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4.4. Determination of sprouting seeds content

The determination of sprouting seeds content should be carried out immediately after sampling in accordance with the PN-R-66160: 1991 "Industrial oil plants. Determination of impurities and pests in rapeseeds and agrimony seeds" standard, according to sections 2.1.3 and 2.1.4 of the above-mentioned standard, but prior to the determination of impurities in line with the PN-EN ISO 658 standard.

The level specifying the acceptance/receipt of a delivery of rapeseed with sprouting seeds is max. 5.0 %. Should the content of sprouting seeds not exceed 5.0% in a given delivery of rapeseed, then they should not be added to the group of impurities in total. However, their presence must be indicated in the goods received document.

In the event of exceeding the maximum level specified in contracts, a delivery will not be accepted/received and an appropriate refusal to accept/receive rapeseed report will be issued (see Appendix No. 1 to this Instruction). The Buyer does not preclude the conditional acceptance/receipt of rapeseed deliveries with a content of sprouting seeds in excess of 5.0% (max. 8.0 %. In such a case, a conditional acceptance/receipt report shall be issued (see Appendix No. 2 to this Instruction)

4.5. Reporting results

Results are expressed as the sum of the individual categories of impurities (i.e. as specified in the standard for the so-called total impurities) in accordance with the formulas specified in the PN-EN ISO 658 standard. Mouldy, burned, and sprouting seeds as well as those with cleavers, if present in a delivery, are added to the impurities determined in accordance with the DIN EN ISO 658 standard. The result is provided as "impurities".

5. Determination of moisture content

The determination is performed immediately upon sampling and delivering the sample to the laboratory.

However, should this prove impossible, the sample of seeds must be secured in such a way so that no change to their moisture occurs during the storage.

Rapeseed moisture is determined using:

- a mq-one XL Seed Analyzer NMR spectrometer manufactured by Bruker according to EN ISO 10565:1999 'Oilseeds - Simultaneous determination of oil and water content - Pulsed nuclear magnetic resonance spectrometry method' based on the current calibration checked daily with a reference sample. The method has its limitations because it can be applied to rapeseed with a maximum moisture content of 10 %. Therefore, rapeseed with a moisture content of more than 10 % must be analysed using an electrical moisture meter.
- an electric hygrometer in accordance with the PN-A-74009: 1990 "Cereal grains, seeds of legumes and rape, and cereal products" standard. The determination of moisture content is carried out using electric hygrometers, having a valid certificate of validation/calibration. Rapeseed must be thoroughly pre-cleaned prior to the determination of moisture content using an electrical hygrometer. A perforated sieve with meshes of 2.8 mm in diameter can be used for this purpose.
- the drier method in accordance with the PN-EN ISO 665:2020 "Oilseeds - Determination of moisture and volatile matter content" standard. It is a reference method used also for end-point verification of NMR spectrometer and electric moisture meter readings (drying at 103oC ±2oC).

The calibration of hygrometers is performed at the Institute of Biotechnology of the Agro-Food Industry, Grain Processing Plant and Bakery, at Rakowiecka st. No. 36, 02-532 Warsaw, office phone 22/849-04-03. Driers should be checked (calibrated) in companies that are authorized to perform such activities.

6. Determination of oil content

The analysis of oil content is performed in a sample taken in accordance with the PN-EN ISO 21294:2017 "Oilseeds. Manual and Automatic Discontinuous Sampling" standard.

The analysis is carried out according to the arrangements made with the Seller in other contracts:

- in an accredited laboratory in Poland in accordance with the current version of the PN-EN ISO 659 standard;
- in quality and food safety laboratories at the Production Plant in Kruszwica using the SOXTEC 2050 system and at the Production Plant in Brzeg using the SOXTEC 8000 system;
- in laboratories for the quality assessment of rapeseed deliveries at the Kruszwica and Brzeg Production Plants using the mq-one XL Seed Analyzer NMR spectrometer manufactured by Bruker or the FOSS NIRS DS2500 analyzer, when the NMR spectrometer will be subject to a calibration procedure;
- in the laboratories of external companies carrying out acceptance and quality assessment of rapeseed on behalf of Bunge Polska Sp. z o.o. the following equipment may be used: Infratec 1241 grain analyser

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manufactured by Foss or Inframatic 8800 grain analyser manufactured by Perten Instruments. The equipment should be calibrated and verified for compliance with the reference method PN-EN ISO 659.

7. Determination of erucic acid content

The analysis is carried out in the food quality and safety laboratories at the Production Plants in Kruszwica and Brzeg, in accordance with the PN-EN ISO 5508 standard

The analysis is performed in randomly selected deliveries and the Supplier will not be provided with the result of the analysis directly at the delivery due to the time-consuming nature of the analysis.

In case of exceeding the max. 2.0% level, a deduction from the price in accordance with the contract shall apply.

8. Determination of free fatty acids (FFA) content

The FFA analysis is carried out using the FOSS NIRS DS2500 analyser calibrated with rapeseed samples prepared in accordance with the PN-EN ISO 660 standard.

The admissible level of the FFA is specified in the contracts and is max. 2%. If the acceptable level is exceeded, appropriate deductions from the price specified in the contract shall be applied.

9. Determination of BaPs, 4 PAHs and pesticides content

9.1. BaPs and 4 PAHs content

The test is carried out in accordance with the testing schedule adopted at the Company. The analyses will be performed in an external accredited laboratory.

In the case of exceeding the permissible level of 2,0 µg/kg (ppb) of benzo(a)pyrene, and 10 µg/kg (ppb) for the sum of benzo(a)pyrene, benzo(a)anthracene, benzo(b)fluoranthene and chrysene (expressed in oil content) the penalty stipulated in the contract shall be applied.

9.2. Pesticides content

The test is carried out in accordance with the schedule of analyses adopted at the Company. The analyses will be performed in an external accredited laboratory.

In case of exceeding the maximum permissible level of residues of the substances listed in the Regulation the penalty stipulated in the contract shall be applied.

10. Determination of Genetically Modified Organisms (GMOs) content

10.1. Checking deliveries of rapeseed for the presence of GMOs - an analysis using a qualitative test strip

The analysis is carried out using strips available on the Polish market, which determine the presence of the protein characteristic of genetically modified varieties - Liberty Link and Roundup Ready.

It is a qualitative test, so it can be used to determine whether a modification has occurred, or whether the raw material is free from it.

While delivering rapeseed (by car, train), a qualitative analysis for the presence of GMOs is performed, in accordance with the schedule of analyses currently in force in the Company. In the case of finding the presence of GMOs, a delivery will not be accepted/received. Should the presence of GMOs be found, the acceptance of such a delivery will be refused.

10.2. Checking deliveries of rapeseed for the presence of GMOs - the PCR analysis

Bunge Polska Sp. z o.o. conduct rapeseed analysis for GMO using PCR method, at an accredited external laboratory, recognized by VLOG, according to an approved plan of analysis.

11. Complaints

Pursuant to the contract and the General Terms and Conditions of Purchase, the Supplier has the right to lodge a complaint about the results of the analyses of the rapeseed in a given delivery conducted in the laboratory of Bunge Polska Sp. z o.o. or in the laboratories of external companies carrying out the acceptance and quality assessment of rapeseed commissioned by Bunge Polska Sp. z o.o. or in an accredited external laboratory (applies to oil content analysis in accordance with PN-EN ISO 659 standard). The complaint procedure shall be conducted on the basis of the secured duplicate sample taken after weighing the delivery. If the results of the laboratory analysis are questioned, the Supplier, within 7 days of receiving the results, has the right to indicate the questioned analysis in writing using the "Quality Complaint Form". (see Appendix No. 3) providing the required information. The form can be downloaded at <http://www.bunge.pl/>. In case the time limit for submitting a complaint is exceeded or the required information on the form is missing, or the complaint is addressed to a person other than the one indicated in this section, the complaint will not be considered.

The deliveries of rapeseed with the following quality parameters will not be covered by the subject of the complaint:

- with the presence of live mites and other live pests;

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- with the presence of dead mites and other dead pests, above 20 pieces/kg of seed;
- with a chemical odour;
- with residue of fumigant (hydrogen phosphide).

If the Supplier - as a result of a complaint - chooses a joint arbitration analysis, the parties shall agree on the date of its performance. If the analysis performed in an accredited laboratory is chosen, a duplicate sample will be sent within 5 working days from the date of receiving the complaint. The Supplier shall receive the results within 30 working days from the date of complaint receipt.

The quality complaint form should be sent by e-mail to the persons responsible at the Brzeg and Kruszwica sites for quality complaints regarding rapeseed deliveries specified below (the location where the delivery of rapeseed is directed is decisive); it also applies to complaints regarding deliveries directed to companies carrying out acceptance and quality assessment of rapeseed on behalf of Bunge Polska Sp. z o.o.

First name and Surname	Location	Position	Landline phone No.	Mobile phone No.	Fax No.	E-mail address
Piotr Teresiński	Plant in Kruszwica	Chief Analytics Expert	52/35-35-325	661 95 60 99	52/35-35-272	piotr.teresinski@bunge.com
Magdalena Kurdziel	Plant in Brzeg	Chief Analytics Expert	77/54-15-623	694 48 28 64	77/54-15-627	magdalena.kurdziel@bunge.com

In accordance with the agreement and the General Terms and Conditions of Purchase, the results of a joint arbitration analysis or an analysis performed by an independent accredited laboratory in Poland specified in the Claim Form shall be binding on the parties.

Complaints will be resolved by analysis in an accredited external laboratory indicated in the Complaint Form:

- If, after a complaint analysis in an accredited external laboratory indicated by the Supplier, it turns out that the result of the claimed quality parameter provided by this laboratory differs by less than ± 0.5 percentage point from the result of the claimed parameter indicated by the Supplier in the Complaint Form - the complaint shall not be considered valid and thus shall not be the basis for price adjustment, and the Supplier shall cover the cost of testing and the cost of sending the sample.
- In the case of complaints concerning quality parameters such as : 4 PAH (including benzo(a)pyrene), GMO, pesticides, seed odour, presence of live and dead pests and other contaminants included in the Company's analysis plan, the result determined and reported by an accredited laboratory indicated by the Supplier in the Complaint Form shall be decisive. The costs of the analysis and the costs of sending the sample to the laboratory shall be borne by the party losing the dispute.

Settlement of a complaint through joint analysis in the laboratory of Bunge Polska Sp. z o.o.:

- The result of the analysis made in the presence of the Supplier's representative shall be the result resolving the dispute.
- If the complaint refers to a quality assessment carried out in a laboratory of an external company commissioned by Bunge Polska Sp. z o.o. to perform acceptance and quality assessment of rapeseed, an arbitration analysis shall be conducted in the laboratory of Bunge Polska Sp. z o.o. in the presence of the Supplier's representative and a representative of the external company. Result of the analysis shall be the basis for price adjustment of the claimed delivery.

Disclaimer: it is not possible to make a complaint by way of a joint conciliatory analysis for the oil content analyses performed by an accredited external laboratory according to ISO 659 standard.

12. Required quality documentation

In accordance with the requirements of (EC) Regulation No. 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety (as amended), the Company keeps the documentation and necessary records that are used to identify the various stages of acceptance/receipt of rapeseed deliveries at their own warehouses, i.e.

- the register of samples taken - maintained by the Expert, unless it is in the electronic form, which records the consecutive number for a delivery of rapeseed and the necessary supplier's details. It is important that the information contained on the sample label be identical to the information in the relevant register;

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- the register of qualitative analyses (printouts from the computer system), lab technician's notebooks in which they perform the necessary calculations, and a register of the "Refusal to receive rapeseed reports.";
- the register of currently applied standards;
- calibration or legalization certificates for laboratory equipment;
- records of periodic checks of the lab drier and hygrometer.

13. List of applicable standards and regulations

List of applicable standards	
Standard symbol	Title
PN-EN ISO 21294:2017	Oilseeds. Manual and Automatic Discontinuous Sampling
PN-EN ISO 664:2010	Oilseeds. Reducing a laboratory sample to a test sample
PN-EN ISO 658:2004	Oilseeds. Determination of impurities content
PN-EN ISO 665:2020	Oilseeds - Determination of moisture and volatile matter content
PN-R-66160:1991	Industrial oil plants. Determination of impurities and pests content in rapeseed and agrimony seeds (as regards the determination of presence of burnt and sprouting seeds).
PN-R-66151:1990	Industrial oil plants. Rapeseed and double-improved agrimony seeds. (as regards the content of erucic acid).
PN-R-66149:1997	Oilseeds. Sensory assessment.
PN-A-74009:1990	Cereal grains, seeds of legumes and rape, and cereal products. Determination of moisture content by means of electric hygrometers. (including the amendment of the PN-90/A-74009/AZ1: 1998 standard).
List of applicable regulations	
(EC) REGULATION No. 396/2005 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 February 2005 on maximum levels of pesticide residues in food and feed of plant and animal origin on their surface, amending Directive of the Council Directive 91/414/EEC (as amended)	
(EC) COMMISSION REGULATION No. 1881/2006 of 19 December 2006 setting maximum levels for certain contaminants in foodstuffs	
(EC) REGULATION No. 1830/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2003 regarding the traceability and labelling of genetically modified organisms and the traceability of food and feed products produced from genetically modified organisms and amending Directive 2001/18/EC	
(EC) REGULATION No. 1829/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 22 September 2003 on genetically modified food and feed (Text with EEA relevance)	
ACT of 25 August 2006 on food and nutrition safety	
REGULATION OF THE MINISTER OF FAMILY, LABOUR AND SOCIAL POLICY of 12 June 2018 on maximum permissible concentrations and intensities of harmful factors in the work environment.	

A list of Polish standards and the possibility to check the current status of the standards are available on the Internet, at the website www.pkn.pl.

14. List of basic laboratory equipment

- A hygrometer with a valid attestation certificate or an electric drier (checked)
- Laboratory scales
- Equipment for sampling (an automatic or manual probe, a scoop)
- Equipment for sample preparation (a flat bottom tray with a cross to reduce samples, slot divider, automatic sample splitter)

15. List of appendixes

- Appendix No. 1 - Refusal to accept/receive rapeseed report
- Appendix No. 2 - Conditional rapeseed delivery acceptance/receipt report
- Appendix No. 3 - Quality complaint form

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16. Final remarks

- Only the instruments that are listed in the PN-EN ISO 21294:2017 standard should be used for sampling.
- Only general guidelines were provided for determining quality parameters. Detailed information can be found in the standards mentioned in section 13 of this Instruction.
- Qualitative test strips to determine protein specific for GMO rapeseed varieties can be purchased from the company NUSCANA, **ul. Poznańska 50, 62-090 Mrowino k. Poznania**, phone: 61/868-62-72,
- The technical condition of the electric driers used for the determination of moisture content in rapeseed should be checked in accordance with the PN-86/A-74011 "Cereal grains, legumes and cereal products. Determination of moisture content" standard (sections: 1.2a; 2.1; 2.2a; 2.2d and the part on the performance of the determination using semolina).
- The electric hygrometer used to determine the moisture content in rapeseed at procurement must undergo periodic checks (calibration) confirmed by the issuance of the relevant document.
- The standards mentioned in this Instruction can be purchased through the Internet at www.pkn.pl.
- The legislative acts mentioned in this Instruction can be found in the relevant Journals of Law and on the websites www.lex.pl or www.eur-lex.europa.eu/pl/index.htm.

Questions regarding the performance of qualitative assessment can be directed to the following persons:

First name and Surname	Location	Position	Landline phone No.	Mobile phone No.	Fax No.	E-mail address
Piotr Teresiński	Plant in Kruszwica	Chief Analytics Expert	52/35-35-325	661 95 60 99	52/35-35-272	piotr.teresinski@bunge.com
Magdalena Kurdziel	Plant in Brzeg	Chief Analytics Expert	77/54-15-650	694 48 28 65	77/54-15-650	dorota.siedlecka@bunge.com

Appendix No. 1

to the INSTRUCTION FOR THE QUALITY ASSESSMENT OF REAPESEED of Bunge Polska Sp. z o.o.

REPORT No. /RSR/
refusal to accept/receive a supply of rapeseed

SUPPLY PARAMETERS

Delivery date: _____

Supplier's name: _____

Supplier's No. _____

Supply No. _____

Vehicle Reg. No. _____

Gross weight [tonne]: _____

CONDITIONS FOR REFUSAL

Moisture in excess of 9.0% Result: %

Total impurities in excess of 4.0% Result: %

Mouldy seeds in excess of 0.4% Result: %

Burnt seeds (charred on the inside) in excess of 1.0% Result: %

Sprouting seeds in excess of 5.0% Result: %

Cleaver seeds in excess of 2.0% Result: %

Live mites and other live pests Result:

Dead mites and other dead pests in excess of 20 pieces/kg seeds Result:

GMO seeds (qualitative GMO SCAN test strip) : Liberty Link Positive result

Roundup Ready Positive result

Foreign odour: burnt , chemical , musty ,

other:

Other requirements under the terms of the contract:.....

SIGNATURES

REPRESENTATIVE:

of the Plant in Kruszwica/Plant in Brzeg/ Company
acting as commissioned by Bunge Polska Sp. z o.o.

1.

2.

SUPPLIER OR THEIR REPRESENTATIVE:

1.

2.

Appendix No. 2

to the INSTRUCTION FOR THE QUALITY ASSESSMENT OF REAPESEED of Bunge Polska Sp. z o.o.

REPORT No. /CSR/
conditional acceptance/receipt of a supply of rapeseed

SUPPLY PARAMETERS

Delivery date: _____

Supplier's name: _____

Supplier's No. _____

Supply No. _____

Vehicle Reg. No. _____

Gross weight [tonne]: _____

QUALITY PARAMETERS PERMITTING THE CONDITIONAL ACCEPTANCE/RECEIPT

Moisture max 10.0% Result: %

Total impurities max 6.0% Result: %

Sprouting seeds max 8.0% Result: %

Other requirements under the terms of the contract:

.....

SIGNATURES

REPRESENTATIVE:

Crushing Plant Manager or a person authorized by
them, or an authorized employee of a Company
acting as commissioned by Bunge Polska Sp. z o.o.

1.

2.

SUPPLIER OR THEIR REPRESENTATIVE:

1.

2.

QUALITY COMPLAINT FORM^(*)

GENERAL INFORMATION

Date of filing the complaint: _____

Supplier's name: _____

Supplier's No. _____

Address: _____

Tax Id. No. [NIP]: _____

Contact person and their telephone number: _____

Delivery to the Buyer's warehouse in:		Form of dealing with the complaint:	
Plant in Kruszwica	<input type="checkbox"/>	Joint analysis of conciliation	<input type="checkbox"/>
Plant in Brzeg	<input type="checkbox"/>	Accredited laboratory in Poland:	
Other warehouse:	<input type="checkbox"/>	POLCARGO Sp. z o.o. in Szczecin	<input type="checkbox"/>
		J.S. HAMILTON Poland S.A. in Gdynia	<input type="checkbox"/>
		Other:	<input type="checkbox"/>

SUPPLY PARAMETERS

Delivery date: _____

Goods Received Note No. _____

Type / Contract No. _____ / _____

Date of the contract: _____

Reg. No. of the means of transport: _____

Net weight of the supply [tonne] : _____

CHALLENGED PARAMETER

- Moisture, %
- Impurities, %
- Oil content, %
- Free fatty acids (FFA), %
- Erucic acid content, %
- Odour
- Other:

Signature

^(*)A complaint may be made only within the period specified in the contract. Should a complaint be made with regard to more than one supply, then each notification should be filled in on a separate form. A complaint shall not cover the supplies of rapeseed in which the presence of GMOs, live pests of at least 1 piece, or dead in excess of 20 pieces/kg and the presence of a chemical odour resulting from the performed fumigation and non-normative fumigant residue (phosphine) were determined).