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1. Publisher

IG Hanf Schweiz

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2. Areas of application

Commercial producers, processors, traders or suppliers of cannabis products in Switzerland. SCC certified products may also be exported abroad. The label may also be used abroad by authorized companies.

2.1. Producers of raw material

- CBD hemp (flowers, seeds and other plant parts)
- Industrial hemp
- Extracts, oils, isolates, etc.
- cuttings or seeds

2.2. Producers of ready-to-use products

- Tobacco substitutes
 - o CBD flowers and products THC content less than 1%
 - o Cannabis flowers and products THC content greater than 1% for pilot test BAG
- Food products
- Cosmetics
- commodities & chemicals

Manufacturers of ready-to-use products can also purchase non-SCC certified raw material (e.g. CBD flowers). However, must perform incoming inspection according to SCC standard and comply with all points of the guide during further processing (refinement). If the raw materials are purchased SCC certified, the incoming inspection is not required. However, random sampling is recommended to minimize risks. However, all other requirements must be met.

2.3. Vendors and trade

- Bulk Wholesale and Wholesale (B to B)
- Sale of raw material (B to B)
- Sale of ready-to-use products (B to B and B to C)

Sellers of ready-to-use products may also purchase non-SCC certified material (e.g. CBD tobacco substitute). However, they must carry out an incoming inspection according to the SCC standard and comply with all points of the guide regarding traceability and testing or release. It must also be proven that the material originates from Swiss production. If the raw materials are purchased SCC certified, the incoming inspection is not necessary. However,



random sampling is recommended to minimize risks. However, all other requirements must be met.

3. Description

This guideline describes basic minimum requirements for the production of cannabis products under the IG Hemp "Swiss Certified Cannabis" label. The products must be safe, hygienic and marketable.

4. Glossary

Lot. Number	a uniquely assignable number on a raw material (e.g. soil, fertilizer etc.)
Lot number	a uniquely assignable number of a production lot (e.g. a harvest of cannabis flowers)
Raw material	all raw materials which are used for the production of raw materials or for the further processing of the raw product to a consumer product (soil, fertilizer etc.)
Sampling	a certain sample from a production lot (batch). The way this is done must be standardized so that measured values from quality assurance (in the laboratory) are meaningful and the sample is representative for the whole batch.
Client	The client is the person who buys cannabis products for further processing and refinement.
Consumer	End users who consume the various cannabis products at the end of the production chain
VOC	volatile organic compound, volatile organic compounds such as organic solvents

5. Quality policy

The introduction and maintenance of a quality standard (Swiss Certified Cannabis) in cannabis production protects producers and consumers. It sets the prerequisite for the further professionalization of the industry and strengthens the cooperation with authorities and control bodies. The guideline will be continuously and sensibly developed with the aim of sustainably improving the quality of cannabis products in Switzerland.

5.1. Objectives

- Compliance with all legal requirements
- Guarantee of absolute traceability throughout the entire production chain
- Highest safety for consumers & customers
- Building trust with consumers, customers and authorities
- Protection against economic damage or loss of reputation

5.2. Legal basis & regulations

As mentioned in point 5.1. goals, all legal requirements have to be fulfilled to obtain the label Swiss Certified Cannabis SCC. For cosmetic products, the Good Manufacturing Practice for Cosmetics (Cosmetics GMP) also applies. Any serious deviations (product or consumer safety, occupational health and safety, environmental protection, etc.) must be reported to the relevant authorities.



5.3. Loss of the label

Violations of point "5.1. objectives" and "5.2. legal basis" and/or deviations from the guideline "Swiss Certified Cannabis SCC" can lead to the loss of the label.

6. Production

6.1. Incoming inspection of raw materials

- a) All raw materials and auxiliaries (such as soil, fertilizers, pesticides, herbicides, fungicides, cuttings, etc.) must be checked upon receipt/delivery. All raw materials and auxiliary materials must be approved in Switzerland.
 - correct substance?
 - correct quality?
 - packaging ok?
 - conspicuousness?
 - Approval from the Federal Office for Agriculture? (mandatory)
- b) Documentation
 - Filing of certificates, safety data sheets and delivery bills (if available)

6.2. Batchnumbers

Batch numbers are used to uniquely identify a manufacturing batch and are used for traceability purposes. These numbers do not have to have any further information character, they must be unique and may only be assigned once.

- a) It must be ensured that a batch number is assigned only once

6.2.1. Breeding / hemp production

Producer as raw material for customers (also internal) for further processing or cuttings

- a) Each packed unit must be labeled with the corresponding batch number and must be clearly identifiable.
- b) It must be traceable which cuttings or seeds have been used

6.2.2. Production of ready-to-use products

Each subsequent product (e.g. tobacco substitute, isolates, extracts, oils, cosmetics, etc.) receives its own batch number for each production lot. It must be ensured that this is only assigned once and that it can be clearly traced with which raw material/batch the product was manufactured.

- a) Each container must be labeled with the corresponding content
- b) Each production lot must be labeled with its own batch number
- c) Each batch number may only be used once

7. Packaging

A prepackage is the quantity of a good that has been measured and packed in the absence of the Buyer. A prepackage generally includes the goods and their individual wrapping in which they are packed.



- Prepackages of the same nominal quantity (e.g. tobacco substitute)
 - Prepackages of unequal nominal quantities (e.g. big bags of cannabis flowers, bulk products)
- ➔ In principle, the "Ordinance on the Indication of Quantities in Open Sales and on Prepackages" (Quantitative Indication Ordinance, MeAV) applies
- a) Premises must be
 - a. be clean, dry and dust-free
 - b. have a temperature of 20 °C to 25 °C
 - b) the scales used must correspond to the weight of the nominal filling quantity
 - c) the scales used must be maintained and calibrated (basic calibration test report) and registered with the relevant calibration office
 - d) employees must observe hygiene
 - a. Hair nets
 - b. Gloves

8. Storage

- e) Storage areas must be clean and dry
 - c) No solvents, fuels (gasoline, diesel), fertilizers, pesticides must be stored together with the products
- ➔ avoid direct sunlight
- ➔ avoid temperature fluctuations

9. Quality assurance

9.1. Sampling

Cannabis as a natural product (even in industrial cultivation) is not homogeneous. A single flower is not representative of e.g. 100 kg of crop, as the content (of CBD, THC etc.) is subject to natural variations. The distribution of undesirable pollutants such as pesticides is also affected. To absorb and minimize this fluctuation, several plant parts per harvest or production must be mixed and sent together to quality assurance. The batch number and date must be visible on the collected sample.

- a) A sample shall include 10 randomly selected samples from the batch. These shall be submitted to the laboratory together as one sample.
- b) The plant parts used must be sampled (e.g. flowers)
- c) the sample must be taken as it will be sold or processed (e.g. flowers dried)
- d) the samples must be dry
- e) the sample container must be labeled with date and lot
- f) the samples must be analyzed in a quality assurance laboratory certified by IG Hemp.
- g) For each batch, a complete list of all plant protection products used must be included



Oils, extracts and crystals are usually homogeneous, here it is sufficient to take a random sample. The sampling plan has been defined on a risk basis. The risks are assessed on an ongoing basis by the auditors of IG Hemp.

Produktionsart	Probennahme Schlüssel	Risikobewertung
Indoor & Greenhouse	<ul style="list-style-type: none"> - 1 sample per 30 kg of material (ID level 3) - 1 sample per 50 kg of material (ID level 2) - 1 sample per 100 kg of material (ID level 1) 	Very high risk of pest and fungal infestation and use of pesticides.
Outdoor	<ul style="list-style-type: none"> - 1 sample per 500 kg of material (OD level 3) - 1 sample per 1000 kg of material (OD level 2) - 1 sample per 2000 kg of material (OD level 1) 	Low risk of pest and fungal infestation and use of pesticides, or low risk of carryover. High risk for microbiological contamination

Classification into the appropriate level is carried out by the auditor on the basis of the on-site risk assessment. In case of positive samples, a company can also be downgraded.

9.2. Retention samples

Retention samples serve as security with regard to later queries concerning the batch in question. Sample retention samples are generated by the producer or distributor by splitting the sample from the drawn samples to be analyzed.

- a) Samples are stored for 1 year longer than the expiration date of the product (after which they may be destroyed)
- b) For each batch (both for each Grow and for each individual subsequent product) at least 3 reserve samples shall be stored
- c) Each sample shall be packaged and labeled identically to the product and stored under identical conditions
- d) A photo must be taken of each product

9.3. Analytics & Limit values

9.3.1. Analytics Table

Produkt	Analytik
CBD hemp flowers	<ul style="list-style-type: none"> - THC, CBD - Pesticides - Mycotoxins - Nicotine* - Microbiology in outdoor production - Loss on drying <p>Recommended:</p> <ul style="list-style-type: none"> - Terpenes - Microbiology for Indoor & Greenhouse



Extracts	<ul style="list-style-type: none"> - THC, CBD - Pesticides - Mycotoxins - Solvents (VOC)
Oils	<ul style="list-style-type: none"> - THC, CBD - Solvents (VOC)
Crystals	<ul style="list-style-type: none"> - THC, CBD and Terpenes - Solvents (VOC)
Raw materials (fertilizers, soil, etc.)	Recommended: <ul style="list-style-type: none"> - Pesticides - Mycotoxins (Not every batch)

* for tobacco - substitutes for notification to the FOPH

9.3.2. Limit Values

Analyses	Parameters	Limits
Cannabinoides	THC	<1%
Pestizide		<0.1ppm recommended <0.01ppm
Mycotoxins		<0.002ppm
Nicotine		<50ppm
Microbiology	TAMC	<10'000'000 KBE/g
	TYMC	<100'000 KBE/g
	E. Coli	<1'000 KBE/g
	Salmonella/25g	absent
Loss on dry		<13% recommended <10%
Terpenes		phenomenological
Solvent		<50ppm



9.3.3. Analysis laboratories

In order to meet the high quality requirements of IG Hemp, analysis laboratories must fulfill certain conditions in order to be recommended as quality assurance laboratories.

- a) The whole company must be certified according to ISO9001
- b) Methods must be explicitly validated for the intended use
- c) The ring test program of the IG Hemp must be fulfilled

→ List of approved laboratories can be found on the website of IG Hemp

10. Release

The release of a product may only take place when the laboratory results of the batch are available. The release has to be documented and the laboratory results have to be filed.

- a) Release protocol with documentation of quality assurance (analyses)
- b) It must be defined who is allowed to make releases
- c) It must be defined how non-conforming products are to be handled

11. Test and operating equipment

All company testing and operating equipment must function properly and safely and be regularly maintained according to manufacturer's instructions.

Definition:

Testing equipment

must be monitored and maintained/calibrated.

- Scales, pipettes, thermometers, torque wrenches, etc.

Operating equipment

Type I:

Equipment and devices which do not provide a measurement result but have a direct influence on the result. These devices and equipment must be checked periodically.

- Freezers and refrigerators
- Dryig ovens

Type II:

Auxiliary equipment, general glassware or plasticware, and consumables, etc., are not required to have an equipment specification or to be maintained.

- a) Inventory of test and operating equipment
- b) Inspection plan for test equipment
- c) Maintenance journal for each device (test equipment, operating equipment type I & II)
- d) Manufacturer's instructions (user manual, handbook) for each device (test equipment, operating equipment type I & II)



12. Occupational safety & hygiene

Depending on the size of the company and the industry, an expert for occupational safety must be consulted; this must be clarified. In principle, the regulations of the EKAS (<https://www.ekas.ch/index-de.php?frameset=208>) apply to the relevant industry.

- ➔ In order to avoid severe penalties or consequential costs, it is advisable to have your own company assessed once by an expert for occupational safety.

- a) all employees must be provided with the required protective equipment free of charge
- b) employees are obliged to wear the protective equipment
- c) stationary protective equipment must be easily available and clearly marked
- d) first aid kit must be easily accessible
- e) hygiene articles (mouth guards, gloves, hoods, etc.) must be available in sufficient quantity and easily accessible
- f) hand washing with soap must be easily available

13. Personnel

The staff has a great influence on the products and the success of the business. Well trained and educated employees reduce damages or failures in production. The Swiss Code of Obligations and cantonal regulations apply.

- a) Employees must be trained for the work assigned (documented) and receive regular training
 - b) time recording according to the Swiss Code of Obligations (law)
 - c) complete personnel file
- ➔ Staff appraisals are valuable and recommended
 - ➔ Errors in personnel management are very expensive and have far-reaching consequences

14. environmental protection & disposal

All chemicals and waste must be disposed of properly and in an environmentally friendly manner and recycled where possible. Care is taken to use non-toxic or safe chemicals and raw materials whenever possible, and to procure, use and store only the amount needed.

- a) lockable chemical room or chemical cabinet
- b) Collection facilities appropriate to the quantity stored
- c) Correct labeling and safety instructions for rooms and chemicals
 - <https://www.anmeldestelle.admin.ch/chem/de/home/themen/pflicht-hersteller/selbstkontrolle/kennzeichnung/gefahrepiktogramme.html>



15. Infrastructure & premises

Requirements for infrastructure and premises

- a) clean (general cleanliness, no pests, etc.)
- b) neat
- c) free of tripping hazards
- d) dust-free (control of particles if necessary)
- e) electrical installations are carried out only by qualified installers