

# TASCC Scheme

Effective from **February 2018**

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of combinable crops and animal feeds



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# Scheme Rules

Effective from February 2018

1	Introduction
1.1	The Trade Assurance Scheme for Combinable Crops (TASCC) is a voluntary scheme developed, owned and implemented by the Agricultural Industries Confederation (AIC).
1.2	TASCC aims to protect and build upon the integrity of farm assurance between the farmgate and delivery to the first processor. It provides a credible independent verification that the trade is meeting its legal obligations under food and feed legislation and associated codes of practice. Farm assurance schemes, food and feed manufacturers, other stakeholders and end users have been fully consulted during revisions of the scheme.
1.3	<p>TASCC requires an independent verification that the Participant fully complies with current versions of the following Codes of Practice, as applicable to a Participant's operations:</p> <ul style="list-style-type: none"> <li>• <i>AIC TASCC Code of Practice for Road Haulage of Combinable Crops and Animal Feeds</i></li> <li>• <i>AIC TASCC Code of Practice for the Storage of Combinable Crops and Animal Feeds</i></li> <li>• <i>AIC TASCC Code of Practice for Testing Facilities of Combinable Crops</i></li> <li>• <i>AIC TASCC Code of Practice for the Merchenting of Combinable Crops</i></li> </ul>
1.4	<p>TASCC approval demonstrates that a Participant meets the standards required by suppliers to:</p> <ul style="list-style-type: none"> <li>• Feed compounders belonging to the AIC Universal Feed Assurance Scheme (UFAS)</li> <li>• Millers, Maltsters, Crushers and other food manufacturers</li> </ul>
1.5	<p><b>Renewable Energy Directive (RED)</b></p> <p><b>1.5.1</b> The RED requirements as set out within TASCC apply to all Participants whose scope includes either the Merchenting and/ or Storage Modules. The Certification Body will confirm status and requirements with all Participants prior to Assessment.</p> <p><b>1.5.2</b> The Participant's certification status in relation to RED will be shown on the AIC Assurance Checker.</p>
1.6	<p>Complying with the scheme requirements by applying for approval to TASCC, the applicant agrees that, if approved, they will comply with the requirements of relevant TASCC Codes of Practice and the TASCC Scheme Rules.</p> <p><b>1.6.1</b> Applicants to the TASCC scheme must identify the scope of their activities on the scheme application form. Subsequent amendments to the scope of the Participant's business must be communicated to the scheme Certification Body.</p> <p><b>1.6.2</b> Applicants can choose the Codes of Practice they wish to have covered by the scope of their TASCC certification. Applicants cannot, however, omit Codes of Practice that are integral to activities that are included within the scope of certification.</p> <p>Any new or additional site/s operated by the TASCC Participant that is equipped to provide services as per the TASCC Participant's scope must be registered with the Certification Body.</p> <p>Where a business operates on more than one site, then each site must be assessed before it can be certified. In cases where multiple sites are assessed as part of a surveillance Assessment programme then a sample of sites may be assessed each year provided that all sites are assessed by the end of the third full year of certification and have identical scope of certification.</p> <p>Assessing a sample of sites is permitted where a company operates from more than one site operating a common quality system at each site and have identical scope of certification.</p>
1.7	The Applicant or Participant will have no claim against any officers, members or employees of AIC in the event of Expulsion, Suspension or a lesser punishment and/or the publication thereof as appropriate, nor have any claim against any of the above for any damages and/or compensation or costs for any financial loss occasioned thereby.
1.8	A register of Participants is on AIC's website at: <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a> .
1.9	<p><b>Electronic Communication</b></p> <p>The Participant must provide the Certification Body (Kiwa) with an up to date electronic means of communication. This is preferably an email address. Where this is not possible a fax number or mobile number must be provided.</p>

2	Confidentiality
2.1	<p>All information about Applicants and certified Participants will be treated in confidence. Specific information (such as details of individual inspection reports) will not be divulged to any third party without the written agreement of the Applicant/ Participant. The exceptions are:</p> <p><b>2.1.1</b> Kiwa and/ or AIC will confirm the Scheme ID number, name and address and confirm if the company is a certified Participant, along with the expiry date and scope of certification. These details are also available on the AIC website.</p> <p><b>2.1.2</b> The provision of information to AIC in relation to Assessment findings and Non-conformances as required to maintain the standards and credibility of the Scheme.</p> <p><b>2.1.3</b> In the event of a Participant being involved or implicated in a feed safety incident, details may be discussed in confidence between representatives of AIC and The Competent Authority.</p>
3	Scheme Rules
3.1	TASCC Codes of Practice are effective from February 1st 2018.
3.2	<p>In order to become a certified Participant, applicants shall:</p> <p><b>3.2.1</b> Apply for certification by completing an application form and returning it to the scheme Certification Body (Kiwa). At this point the Participant can nominate a preferred inspection body providing that inspection body has appropriately qualified assessors and is approved by Kiwa</p> <p><b>3.2.2</b> Confirm that they agree to comply with the Scheme Rules, the current TASCC Standard, and Kiwa Terms and Conditions by signing the Certification Agreement contained in the quotation and returning to Kiwa. The quotation will indicate the duration of the Initial and subsequent Routine assessments. The duration of Initial assessments is dictated by the time required to assess the systems and procedures of the Participant fully.</p> <p><b>3.2.3</b> Pay all relevant fees as published on the TASCC pages of the AIC website and as agreed with the Certification Body.</p> <p><b>3.2.4</b> Shall agree to an Initial assessment and complete action points within the timeline as specified in the scheme rules. Re-application within 12 months will only be permitted at the discretion of the Certification Body.</p>
3.3	When the Applicant has been audited, and has corrected any Non-conformance that may have been identified, Kiwa will issue a Certificate of Conformity and will supply the Participant's details to AIC for publication in the AIC assurance checker on the AIC website.
3.4	The initial certificate of conformity will be valid from the date on which the applicant demonstrated compliance with the Codes of Practice and expire annually on the 31st March.
3.5	Those companies that achieve TASCC certification are listed on the AIC assurance checker. The checker includes details of the scope under which TASCC certificates have been granted. Interested parties may view the checker via the Feed and Assurance links of the AIC website at <a href="http://www.aictradeassurance.org.uk">www.aictradeassurance.org.uk</a>
3.6	Participants that wish to continue in the scheme must settle the KIWA invoice which will be sent by the Kiwa prior to 1st April each year. The AIC registration fee must be sent to Kiwa by the 1st July annually.
3.7	Participants will be contacted prior to the anniversary of their assessment to arrange a surveillance visit which must take place at least 60 days prior to the anniversary of their initial assessment date.
3.8	Participants shall comply with the scheme requirements at all times as defined in this Scheme Rules and the Codes of Practice.
3.9	<p>Participants shall advise Kiwa of any changes to the business, typically but not limited to:</p> <ul style="list-style-type: none"> <li>• Company ownership</li> <li>• Scope of operations</li> <li>• Key management</li> </ul>
3.10	Participants and applicants shall immediately advise Kiwa in the event that they are the subject of legal action that relates to TASCC accredited activities.
3.11	<p>Where in order to determine whether there has been any breach of the TASCC rules it is necessary to conduct an immediate assessment, the cost of such an assessment (additional to the routine annual assessment) and also any further assessment(s) to check if any non-conformances identified by the verifier have been rectified or otherwise have been carried out, shall be at the sole cost of the applicant or Participant – in accordance with the provisions of sections 4 and 9 below.</p> <p>AIC reserve the right to visit TASCC Participants to investigate any food/feed safety instances which may occur.</p>

# Scheme Rules

## Effective from February 2018

4	Passport Stickers
4.1	TASCC Combinable Crops Passport stickers shall be available to Participants that hold a current and valid certificate of conformity for use where grain from assured producers is kept in a TASCC approved store.
4.2	The sticker enables farm and trade assurance to be easily identified at the end user intake. Stickers shall relate to one scheme year, and shall carry the Participant's individual TASCC reference and certificate expiry date.
4.3	Stickers must only be used for assured grain grown under approved schemes which are to be found on the AIC website.
4.4	If evidence is found that there has been misuse of TASCC stickers, or any other assurance sticker, then appropriate action will be taken by the Certification Body and this action may result in suspension.
4.5	New Participants to the TASCC scheme will receive 1000 Combinable Crops Passport stickers free of charge on completion and return of non-conformances and payment after the initial assessment. These stickers are only valid for the TASCC scheme year and do not relate to the harvest (crop) year. The Participant must make contact with AIC so that the stickers can be ordered and dispatched in time for use. Existing Participants will have to purchase new stickers relating to the dates on their certificate. To order the stickers, participants must contact Debbie Walker at AIC on 01733 385235 or email <a href="mailto:debbie.walker@agindustries.org.uk">debbie.walker@agindustries.org.uk</a> .
5	Assessment of Participant Compliance with the Scheme
5.1	<p>Kiwa or the nominated inspection body will assess a Participant's conformance with the Scheme. Kiwa shall be given access to all relevant information needed to confirm conformance with the Standard and the right to inspect third parties subcontracted to perform work covered by the Standard, at the Participant's cost. TASCC assessments are not of fixed duration but are determined on a case-by-case basis. The certifying body will ensure that the same assessor will not assess the same company beyond a consecutive 3 year period. An assessor should have a break of at least 1 year. This is at the discretion of the certification body.</p> <p>There are a number of types of assessment within the TASCC Scheme:</p> <ul style="list-style-type: none"> <li>• <b>Initial assessment</b> a formal assessment for new applicants to the TASCC Scheme on a date agreed with the business during the application process. Business to submit traceability documents 3 months after certification.</li> <li>• <b>Routine assessment</b> a formal annual assessment for certified participants of the TASCC Scheme.</li> <li>• <b>Short notice assessments</b> Kiwa will carry out Short notice assessments on at least 5% of TASCC certified sites. Participants will be informed of unannounced assessments the day before the visit. The unannounced assessment programme will be funded from a small levy included in the cost of all initial and routine assessments and no additional charges will be made for unannounced assessments.</li> <li>• <b>Extra/Immediate assessment</b> Kiwa PAI will carry out extra/immediate assessments at their discretion – these audits may incur a cost. Circumstances where they may be required include, but are not limited to: <ul style="list-style-type: none"> <li>– In response to reports or intelligence suggesting a significant feed/ food safety issue or breach of TASCC rules and requirements.</li> <li>– Signing off action points following an assessment, particularly if the action points related to Major or Critical Non-conformance</li> </ul> </li> <li>• <b>Desktop assessments</b> Scope extensions can be conducted in between annual audits by the Certification Body as a desk top assessment. This is for existing TASCC Participants who wish to add new activities on an existing TASCC certified site. There is a fee for conducting the desktop assessment, this can be found on the AIC website.</li> </ul>
5.2	Account is taken by the assessor during Unannounced assessments of the fact that key personnel may not be available however the continued operation of the business to TASCC requirements is always expected.



- 5.3** Refusal of entry to premises will result in the client being charged for the next Unannounced assessment which will take place within 2 months of the original planned date. Refusal to allow access may result in suspension of certification.

<b>6</b>	<b>Reporting</b>	
	Kiwa will produce a report for its own assessment purposes and identify any non-conformances to the Participant at the end of the assessment. Any Non-conformances will be classified as per 6.1 below, and acted upon as per 6.2. When a Participant has rectified their Non-conformances, Kiwa will notify the client of their continuing certification or issue a TASCC Certificate of Conformance whichever is appropriate.	
<b>6.1</b>	<b>Classification of Non-conformances</b>	
<b>Classification</b>	<b>Cause</b>	
<b>Critical</b>	A gross or deliberate food/feed safety regulatory violation, or; A food/feed safety failure resulting in unsafe products, or; A loss of traceability such that recall of unsafe goods would be impossible, or; A recurrence of a Major Non-conformance raised at the preceding assessment, or; A complete unwillingness to cooperate in the audit.	
<b>Major</b>	A complete failure to implement a requirement of TASCC or a failure that may result in unsafe food/feed, or; A recurrence of a Minor Non-conformance raised at the preceding assessment.	
<b>Minor</b>	A partial failure to implement a requirement of TASCC or Poor evidence to demonstrate implementation.	
<b>6.2</b>	<b>Response to Non-conformances</b>	
<b>Classification</b>	<b>Initial assessment</b>	<b>Surveillance assessment</b>
<b>Critical</b>	Certification refused. Full assessment required. Kiwa Scheme Manager to be contacted immediately.	Certification suspended with immediate effect. Certification will only be reinstated following the verification that the critical Non-conformances have been resolved. Extra assessments, at the cost of the Participant, may be required by the certification body in order to verify conformance with the TASCC Scheme.
<b>Major</b>	Certificate not granted until Non-conformances resolved. Plan of corrective actions to be submitted within 15 days of assessment, and timescales to resolve Non-conformances to be agreed with the Certification Body. Failure to resolve Non-conformances within agreed timescales will lead to a repeat Initial assessment or the application being archived by the Certification Body.	Certification continues. Plan of corrective actions to be submitted within 15 days of assessment, and timescales to be agreed with the Certification Body typically no more than 60 days from assessment. Failure to resolve Non-conformances within agreed timescales will lead to suspension.
<b>Minor</b>	Certificate not granted until Non-conformances rectified. Plan of corrective actions to be submitted within 30 days of assessment, and timescales to be agreed with Certification Body. Failure to resolve Non-conformances within agreed timescales will lead to a repeat Initial assessment or the application being archived by the Certification Body.	Certification continues. Plan of corrective actions to be submitted within 30 days of assessment, and timescales to be agreed with Scheme Manager, typically no more than 60 days from assessment. Failure to resolve Non-conformances within agreed timescales will lead to suspension.
<b>6.3</b>	<b>Observations</b>	
	Observations may be raised during TASCC assessments. These are points noted by an assessor that are not technical breaches of the Standard but could assist the Certification Body, Scheme Owner or Participant. Observations do not require a formal response to the Certification Body.	

# Scheme Rules

## Effective from February 2018

7	Certificate Suspension and Withdrawal
7.1	The scheme Certification Body, in conjunction with AIC, may suspend or withdraw a participant's certificate of conformity when the participant has:
7.1.1	Critical non-conformances that have, or are likely to have, an adverse effect on product safety or legality. Non-conformances against requirements printed in bold italics in each code will result in suspension.
7.1.2	Suspension/withdrawal following notification of potential feed/food safety issue.
7.1.3	<b>Revoking of Earned Recognition</b> If a participant has Earned Recognition revoked by the FSA (Food Standards Agency) then they must inform AIC and the Certification Body immediately.
7.1.4	Failed to pay the AIC annual registration or KIWA PAI certification fees.
7.2	Suspended Participants must demonstrate to the Certification Body that the non-conformances have been resolved in order to have certification re-instated. A follow up assessment by the scheme verifier to confirm this shall take place. The Participant will be invoiced for this follow up assessment.
7.3	Participants that do not demonstrate to the scheme Certification Body that Non-conformances have been resolved within 1 month of suspension will have their certificates of conformity withdrawn.
7.4	Participants that have their certification withdrawn would need to apply as new participants if they wish to regain certification. Withdrawn Participants will remain on the register for 18 months.
7.5	The scheme Certification Body will automatically update the register on the AIC website with details of a Participant's changed certification status which is confirmed as an AIC Assurance Alert.
7.6	Suspended or withdrawn Participants may not claim to be TASCC-approved, nor undertake contracts that specify TASCC registration without advising the customer.
7.7	Where a TASCC participant has their certification suspended or withdrawn, the scheme Certification Body will be entitled to provide an explanation of the reasons for suspension or withdrawal, on request, to other persons or organisations who own or have a contract with the suspended or withdrawn participant at the time of the suspension or withdrawal.
7.8	Where a TASCC Participant wishes to withdraw, this must be notified to the Certification Body in writing.
8	Complaints
8.1	Complaints about either a TASCC Participant or the scheme Certification Body should be directed to AIC and/or the scheme Certification Body where they will be acknowledged, reviewed and actions taken to resolve the cause of any problems.
8.2	The scheme Certification Body is accredited by the UK Accreditation Service (UKAS) and works to strict codes of conduct. If Participants are not satisfied with the way in which the scheme Certification Body handles the complaint, they should refer the matter to AIC.
9	Appeals
9.1	A Participant has the right of appeal against decisions made by certification body.
9.2	Appeals shall be made in writing to the certification body within 14 days of being advised of the decision that is the subject of the appeal.
9.3	The certification body will acknowledge the appeal and nominate a Manager independent of the decision to carry out an initial investigation to check the merits of the appeal.
9.4	If the nominated Manager concurs with the appeal then the certification body will correct the erroneous decision.

9.5	If the nominated Manager does not concur with the appeal then an independent panel will be convened within 30 days to handle the appeal.
9.6	The certification body, including the Scheme Manager, AIC and the Participant are entitled to attend the Appeals Panel and present information to the Panel.
9.7	The independent Appeals Panel will make a ruling based on the information supplied during the hearing.
9.8	The ruling of the Appeals Panel is binding and final on the certification body and the Participant.

10	<b>Assessor Qualifications and Requirements</b>
10.1	<b>Minimum requirements for Assessors</b> <ul style="list-style-type: none"> <li>• <b>Experience</b> Relevant experience within the feed/food industry</li> <li>• <b>HACCP Qualification</b></li> <li>• <b>Competence</b> Assessors must have the ability to demonstrate a current knowledge of industry issues and legislation and be able to communicate effectively. To be ascertained through training, examination, shadow and witnessed assessments</li> </ul>
10.2	<b>Confidentiality and Conflicts of Interest</b> <ul style="list-style-type: none"> <li><b>10.2.1 Confidentiality</b> Assessors are required to sign and comply with the confidentiality agreement provided by Kiwa. In particular assessors must not during any contact with a Participant, especially at an assessment, discuss or name other feed businesses that they may have either assessed or have any knowledge of their operations.</li> <li><b>10.2.2 Conflicts of Interest</b> Assessors must make Kiwa aware of any potential conflicts of interest (actual or perceived) relating to Participants they have been assigned to assess.</li> <li><b>10.2.3 Assessors</b> must maintain a current register of business interests and supply this to Kiwa at least every 3 months.</li> </ul>

11	<b>Arbitration</b>
11.1	In the event of a problem dispute, and in the absence of an arbitration agreement, recourse for settlement of claims will be to the appropriate court. Alternatively, the parties in dispute may agree to arbitration in accordance with another mutually agreed arbitration system.

## Introduction – Scope of TASCC

This Code of Practice comprises a set of minimum standards to ensure food/feed safety which the Participant must achieve when handling and transporting the following categories of goods. The list is not exhaustive but includes:

- All combinable crops for food and feed – UK produced (whether assured or non-assured) or imported crops
- Feed Materials
- Compound feeds & additives

**TASCC Participants must ensure that the Scheme Rules, General section and the relevant sections (Haulage, Merchants, Storage and Testing) as per their scope are adhered too.**

Where there is an **R** in the clause reference column, this refers providing records to meet the clause requirement.

An **i** in the Guidance column, indicates that further information is available from other sources than this book.

## Introduction

### Aim

This Code of Practice aims to combine food/feed safety legal requirements with recognised industry good practice and specific customer requirements to provide confidence in the food/feed chain.

Clause Ref	Requirement	Guidance
<b>G1</b>	<b>Introduction</b>	
<b>G1.1</b> <b>UPDATED</b>	All relevant current EU and National food/ feed safety legislation must be complied with. The Participant must demonstrate how knowledge of current legislation and food/feed safety issues is maintained. Any applicable terms and conditions must be communicated to, agreed and understood by all relevant staff and subcontractors.	Participants need to demonstrate how specific customer Terms and Conditions are understood. The Terms and Conditions may include Insurance, Health and Safety requirements, allergens, TACCP 'Threat Assessment & Critical Control Point', VACCP 'Vulnerability Assessment & Critical Control Point' and NOPs (Naturally Occurring Prohibited Substances). Transport companies may receive specific delivery point requirements contained in customer's instructions. These may be considered as terms and conditions.
<b>G1.2</b> <b>UPDATED</b> <b>R</b>	Any new or additional site/s operated by the TASCC Participant that is equipped to provide services as per the TASCC Participant's scope must be registered with the Certification Body.	Sites include stores, offices and testing facilities. See Scheme Rules section 1.6.2.

## Management commitment – Updated

### Aim

The Participant must provide resource to ensure compliance with legislation and TASCC Scheme requirements.

Clause Ref	Requirement	Guidance
<b>G2</b>	<b>Management commitment</b>	
<b>G2.1</b>	Management must be committed to the implementation of this Code of Practice and the operation of effective food/feed safety and quality systems.	
<b>G2.2</b> <b>UPDATED</b> <b>R</b>	Code of Practice dated policy statement committing the Participant to supplying safe and legal food/feed in compliance with this Code of Practice. The policy must be reviewed on an annual basis.	



Clause Ref	Requirement	Guidance
<b>G3</b>	<b>Management review</b>	
<b>G3.1</b> <b>NEW</b> <b>R</b>	<p>There must be an annual review including:</p> <ul style="list-style-type: none"> <li>• Review policy statement (see G2.2)</li> <li>• Internal and external audits (see G21)</li> <li>• Complaints (see G20)</li> <li>• HACCP (see G18.2)</li> <li>• Incident corrective action</li> <li>• Training and processes</li> <li>• Internal procedures</li> </ul> <p>Record of the management annual review meeting must be documented.</p>	
<b>G4</b>	<b>Designated Person</b>	
<b>G4.1</b> <b>R</b>	A designated person must have authority and responsibility for the implementation of the requirements of this Code of Practice.	
<b>G4.2</b>	Management controls must be effective during all hours the Participant operates to secure compliance with the Code of Practice.	
<b>G5</b>	<b>Procedures</b>	
<b>G5.1</b> <b>R</b>	The designated person must ensure that all staff covered by the scope of the Code of Practice are provided with written instructions that confirm their duties and the procedures.	<p>Written instructions can take the form of a flow chart.</p> <p>This refers to full time and temporary staff.</p>
<b>G6</b>	<b>Organisation Chart</b>	
<b>G6.1</b> <b>R</b>	The interrelation of staff and job functions within the Participants operation shall be defined in an organisation chart.	

## Records

### Aim

To ensure Participants keep adequate records for legal and assurance purposes

Clause Ref	Requirement	Guidance
<b>G7</b>	<b>Records</b>	
<b>G7.1</b> <b>NEW</b>	<p>There must be a system in place to ensure that procedures and records required by this Code of Practice and legislation are documented and controlled.</p> <p>The system of documentation and records must ensure that food/feed is traceable and can be made available when requested by the competent authority.</p>	<p>The Merchant and Storage Code of Practices have a product recall requirement. Haulage and Testing Participants may be required to provide records to assist with the product recall process.</p>

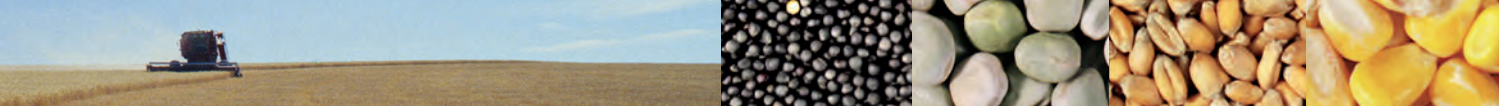
Clause Ref	Requirement	Guidance
<b>G7.2</b> <b>NEW</b>	Documents and records (handwritten or electronic) must be designed and prepared such that: <ul style="list-style-type: none"> <li>• The title and purpose is clear</li> <li>• They are dated</li> <li>• Inadvertent use of superseded documents is prevented</li> <li>• Records are legible</li> <li>• Handwritten records are in ink</li> <li>• The name of the person making any entry, alteration or deletion identifiable</li> </ul>	If access to a computer system is password controlled, a “signature” is not necessary provided traceability of record creation can be demonstrated.
<b>G7.3</b> <b>UPDATED</b> <b>R</b>	All records must be retained for a period not less than two years, or as required by legislation, and be available to auditors at the next TASC audit.	All records should be kept for a period which is sufficient to deal with any potential claims. For example, some food legislation requires that records need to be kept for 3 years.
<b>G7.4</b>	Records must be legible and kept in suitable conditions that allow ready retrieval and prevent deterioration.	These records will also be important if enforcement authorities wish to carry out an investigation. It is therefore important that records are accessible and kept in good condition.

## Legislative requirements

### Aim

To ensure that the Participant conforms to all legal food/feed requirements. See appendix 9 for further Legislation information.

Clause Ref	Requirement	Guidance
<b>G8</b>	<b>Legislative requirements</b>	
<b>G8.1</b> <b>NEW</b> <b>R</b>	A responsible person with deputies must be nominated to notify the relevant competent authority if the Participant has placed a food/feed on the market which could potentially cause a threat to human or animal health.  Where Participants do not place food/feed on the market they must notify their customer of any potential threat to human or animal health allowing information through the chain of custody.	Where a business is a sole operator then there is no need to appoint a deputy. Relevant parties will be: <ul style="list-style-type: none"> <li>• AIC</li> <li>• TASC Certification Body</li> <li>• FSA (Foods Standards Agency)</li> <li>• FSS (Food Standards Scotland)</li> <li>• FSANI (Food Standards Agency Northern Ireland)</li> <li>• FSAI (Foods Standard Agency Ireland)</li> <li>• APHA</li> <li>• Local Authorities</li> </ul> Participants not placing food/feed on the market include hauliers, storekeepers and testing facilities.
<b>G9</b>	<b>Code of Practice for the control of Salmonella</b>	
<b>G9.1</b> <b>R</b>	The current Defra Code of Practice for the Control of Salmonella must be complied with. The Participant must demonstrate they have access to the code.	Participants should consider the risk of Salmonella as part of their HACCP plan. Handling methods must minimise the production of dust to prevent the development of Salmonella.



Clause Ref	Requirement	Guidance
<b>G10</b>	<b>Registration of food for human consumption and feed for food producing animals</b>	
<b>G10.1</b> <b>R</b>	<p>Participants must apply to the competent authority, and receive confirmation of receipt, to register their premises if they are:</p> <ul style="list-style-type: none"> <li>transporting/storing/merchanting materials which may be destined for human consumption in accordance with the requirements of the Food Hygiene Regulation 2004, (EC No. 852/2004), and any subsequent amendments or regulations</li> <li>transporting/storing/merchanting materials which may be destined for food producing animals in accordance with the requirements of the Feed Hygiene Regulation 2005, (EC No. 183/2005), and any subsequent amendments or regulations</li> </ul> <p>Records must be kept to show that applications have been made and/or responses received from the local council or competent authority.</p>	<p>NB: Registration applies to all sites whether physically handling crops or solely managing the Participant's activity.</p>
<b>G11</b>	<b>Statutory declarations</b>	
<b>G11.1</b>	<p>Delivery documents or labels for crops/feed materials intended for feed use/feed materials must comply with the Feeding Stuffs (England) Regulations 2010 (SI 2010 No. 3281).</p>	<p>Example of label for crops which can be used to satisfy this legislation below and covers Store to End User. The example below fits on A4 labels Avery 7165 Parcel (4 x 2) or equivalent.</p> <p>For other feed materials compulsory declarations can be found on <a href="https://www.agindustries.org.uk/sectors/animal-feed/legislation-and-guidance/marketing-labelling-and-composition-of-feeds/">https://www.agindustries.org.uk/sectors/animal-feed/legislation-and-guidance/marketing-labelling-and-composition-of-feeds/</a>. <span style="float: right;">i</span></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Material:</b> Feed material  <b>Name:</b> As defined in Schedule 2  <b>Moisture:</b> X%  <b>Net weight:</b> see weighbridge ticket  <b>Batch:</b> Include reference to traceability info  <b>Name and address of Merchant</b></p> </div>
<b>G12</b>	<b>Registration of premises under TSE regulations</b>	
<b>G12.1</b> <b>R</b>	<p>Participants should note that under the Transmissible Spongiform Encephalopathies Regulations 2010 registration with Defra is required for storage/transport of bulk animal derived dicalcium phosphate and hydrolysed protein.</p> <p>The Participant must be able to show evidence of registration with Defra.</p>	<p>Defra <a href="http://www.defra.gov.uk">www.defra.gov.uk</a></p> <p>TSE legislation  <a href="http://www.legislation.gov.uk/ukxi/2010/801/contents/made">www.legislation.gov.uk/ukxi/2010/801/contents/made</a> <span style="float: right;">i</span></p>
<b>G13</b>	<b>Allergens</b>	
<b>G13.1</b>	<p>EU legislation (Directive 2007/68/EC) identifies groups of materials in certain food ingredients which can cause allergic reactions in some people. If received, the Participant must check and comply with individual customers policies/requirements/terms and conditions.</p>	<p>Allergic reactions can cause a severe anaphylactic shock in some individuals which can be fatal.</p> <p>The list of allergens is contained in EU Directive 2007/68/EC Annex IIIa. <span style="float: right;">i</span></p>

Clause Ref	Requirement	Guidance
<b>G14</b>	<b>Undesirable substances in food and feed stuffs</b>	
<b>G14.1</b>	<p>Commission Regulation (EC) No 1881/2006 of 19 December 2006 sets the maximum levels for certain contaminants in foodstuffs.</p> <p>Commission Regulation (EC) No. 2002/32 of 7 May 2002 sets the maximum levels for certain contaminants in feedstuffs.</p> <p>The Participant must check and comply with individual customers policies/requirements/terms and conditions.</p>	This includes mycotoxins.
<b>G15</b>	<b>Notifiable diseases</b>	
<b>G15.1</b>	<p>Where notifiable disease restrictions are in force, e.g. avian influenza, foot and mouth disease, fowl pest (Newcastle disease), swine fever, etc., Defra or other regulatory authorities' orders must be obeyed at all times. If a Participant discovers that there is an outbreak they must seek advice before entering the designated area. This is essential and must be understood by all staff.</p>	AIC has written a Feed Delivery to Livestock Farms Biosecurity Protocol outlining steps necessary during a notifiable disease outbreak. This is available from the Trade Assurance publications page of the AIC website.
<b>G16</b>	<b>Genetically modified crops</b>	
<b>G16.1</b> <b>NEW</b> <b>R</b>	<p>Legislation requires that Genetically Modified (GM) materials are clearly identified throughout the supply chain.</p> <p>GM crops must be segregated from non-GM crops; any mixing of GM and non-GM crops shall cause the whole bulk to lose its non-GM status.</p>	
<b>G17</b>	<b>Organic crops</b>	
<b>G17.1</b> <b>NEW</b> <b>R</b>	<p>Organic materials can only be handled if the Participant has the relevant organic assurance scheme certification.</p> <p>Organic crops must be segregated from non-organic crops; any mixing of organic and non-organic crops shall cause the whole bulk to lose its organic status.</p>	Customers may have additional requirements in relation to organic crops.



## Hazard analysis critical control point (HACCP)

### Aim

To ensure that Participants complete a formal HACCP in accordance with current legislation. HACCP is a system which identifies, evaluates, and controls hazards which are significant for food and feed safety.

Clause Ref	Requirement	Guidance
<b>G18</b>	<b>Records</b>	
<b>G18.1</b> <b>UPDATED</b> <b>R</b>	<p>A formal food/feed safety HACCP must be carried out with the aim of identifying and controlling any hazards that might adversely affect the integrity of food/feed. HACCPs must be carried out in accordance with recognised HACCP principles as summarised below:</p> <ul style="list-style-type: none"> <li>• establish a HACCP team</li> <li>• define process steps</li> <li>• carry out hazard analysis</li> <li>• establish prerequisites</li> <li>• establish critical limits</li> <li>• identify Critical Control Points</li> <li>• implement control measures</li> <li>• establish corrective actions</li> <li>• establish documentation required</li> </ul>	<p>Participants may use documented operating procedures or work instructions covering activities included in the HACCP study.</p> <p>Control measures may be encompassed within a prerequisite programme.</p> <p>Ref to HACCP Appendix 7.</p> <p>Where testing for a grain intake is the responsibility of the Testing Facility, staff should be made aware of the merchant/storekeeper HACCP plan with respect to temperature and moisture content.</p>
<b>G18.2</b>	The HACCP study must be reviewed at least annually and when there are significant changes to the business.	See G3.1

## Personnel and training

### Aim

To ensure the Participants understand the requirements for staff hygiene, training and facilities

Clause Ref	Requirement	Guidance
<b>G19</b>	<b>Personnel and training</b>	
<b>G19.1</b> <b>UPDATED</b>	<p>All personnel must have the appropriate training, experience and/or qualifications.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Agents purchasing/selling food/feed on behalf of the Merchant. Agents do not need to be independently certified but must form part of the Merchant's training programme</li> <li>• Drivers employed by hauliers on a traction only basis, must have the appropriate training, experience and/or qualifications before carrying out the TASCC work they undertake</li> </ul>	<p>Ensure that employees where English is not their first language are effectively trained.</p> <p>Traction only basis means tractor unit contracted to haul a Participant's trailer.</p>

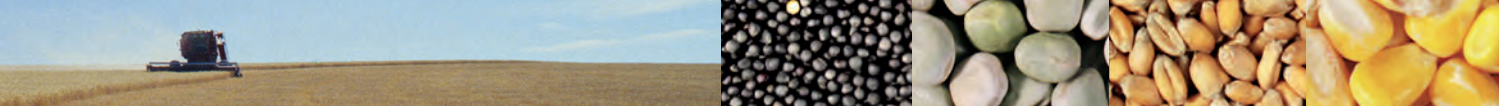
Clause Ref	Requirement	Guidance
<b>G19.2</b> <b>NEW</b> <b>R</b>	<p>Training and competence must be reviewed annually.</p> <p>Training records must be maintained for all relevant staff (permanent, temporary and occasional) within the business and include as a minimum:</p> <ul style="list-style-type: none"> <li>• An understanding of the purpose of this Code of Practice</li> <li>• Any in-house procedures implementing the detailed requirements of this Code of Practice</li> </ul> <p>Training records must show:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Signature and printed name of both trainer and trainee</li> <li>• Topics covered</li> <li>• Certificates (where held) obtained from internal/external training organisations</li> <li>• Self assessment reports where appropriate</li> <li>• Competency records</li> </ul>	<p>The interval between any training should reflect the complexity of the task, changes in the process and wherever a member of staff takes on a new role.</p> <p>Staff competence needs to be established through practical training and evaluation.</p> <p>Relevant staff means anyone who can affect food/feed safety or test results.</p> <p>A list format showing which members of staff are trained for each procedure can be used.</p> <p>There are online modules produced by the AHDB for Testing Facilities. Further information can be found in the TASCC Testing Code of Practice.</p>
<b>R</b>	<p>As a minimum, a designated person must complete the relevant AIC I-learning modules or equivalent training package (e.g. Driver CPC training in food/feed safety).</p>	<p>A designated person could be a Transport Manager, Store Manager, or Company Training Manager.</p>

## Complaints and corrective/preventive actions

### Aim

To ensure that all TASCC related complaints and corrective/preventive actions relating to the TASCC Code of Practice are managed effectively and consistently.

Clause Ref	Requirement	Guidance
<b>G20</b>	<b>Complaints and corrective/preventive actions</b>	
<b>G20.1</b> <b>UPDATED</b> <b>R</b>	<p>There must be a system for registering, recording and processing all complaints and corrective/preventive actions relating to the TASCC Code of Practice in a timely manner. Designated person must be informed of the complaint.</p> <p>Records must include:</p> <ul style="list-style-type: none"> <li>• Details of complainant</li> <li>• Nature of food/feed safety complaint</li> <li>• Investigation of cause</li> <li>• Correspondence with complainant</li> <li>• Corrective/Preventive actions taken</li> </ul> <p>Complaints must be reviewed, with attention to any trends, and corrective action taken as necessary.</p>	<p>Complaints can be from internal or external sources.</p> <p>Template documents are available on the AIC website at <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a></p>



## Internal auditing

### Aim

To ensure that the Participant is checking that the controls implemented are working effectively to protect food/feed safety.

Clause Ref	Requirement	Guidance
<b>G21</b>	<b>Internal auditing</b>	
<b>G21.1</b>	<p>The Participant must complete an internal audit covering:</p> <ul style="list-style-type: none"> <li>• The requirements of the Code of Practice</li> <li>• The Participants procedures including HACCP</li> <li>• Any 3rd Party Subcontractors listed on the Participant's schedule of registration</li> </ul> <p>This must be carried out annually as a minimum.</p>	<p>Audits should check that the Participant's procedures are effective and reflect any changes and that they are being followed.</p> <p>An internal audit maybe carried out by a competent person, either within the Participant's organisation or an external auditor. See G3.1</p>
<b>G21.2</b> <b>R</b>	<p>Internal audits must be recorded and any Non-conformances corrected within an appropriate timescale.</p> <p>Follow-up activities must be recorded and include verifying the corrective actions taken.</p>	<p>Appropriate must be relevant to the requirements of the Code of Practice and to food/feed safety.</p>

# Haulage

## Introduction

### Aim

This Code of Practice aims to combine food and feed safety legal requirements with recognised industry good practice and specific customer requirements to provide confidence in the food/feed chain.

Clause Ref	Requirement	Guidance
<b>H1</b>	<b>Haulier eligibility</b>	
<b>H1.1</b> <b>UPDATED</b> <b>R</b>	<p>This code applies to all goods carried in bulk by road transport.</p> <p>A grower's tractor and trailer or vehicle must not move goods for hire or reward unless they have the relevant "O" licence and TASCSC assured.</p>	<p>This can cover bulk tipping, blowing, walking floor and tanker vehicles.</p> <p>In this code, vehicle makes reference to a rigid or articulated bulk tipping, blowing, walking-floor and tanker vehicle or trailer.</p>

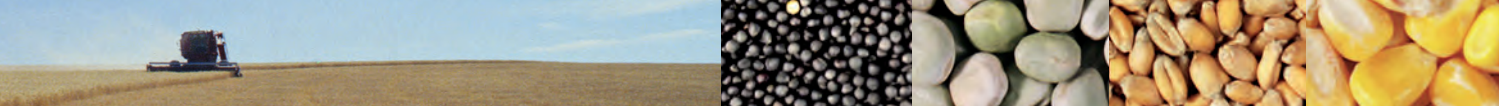
## Vehicle hygiene

### Aim

To ensure all vehicles are kept clean to maintain food/feed safety.

Clause Ref	Requirement	Guidance
<b>H2</b>	<b>General</b>	
<b>H2.1</b> <b>UPDATED</b> <b>R</b>	<p>The Haulier must demonstrate a clear understanding that the goods they carry are food or feed products and subject to the General Food Hygiene Requirements (EC178/2002), irrespective of whether they are destined for food or feed consumption. Individuals must be able to explain the measures they take to prevent contamination of the goods.</p> <p>Hauliers and their drivers must be aware that Food and Feed legislation requires that any surface which comes into contact with food or feed must be clean. Surfaces include the following:</p> <ul style="list-style-type: none"><li>• Load carrying interior</li><li>• Grain socks</li><li>• Sheets (both sides)</li><li>• Augers</li><li>• Blower units and discharge pipes</li></ul> <p>It is a requirement at audit for Hauliers to make available a TASCSC registered vehicle for inspection.</p>	<p>The vehicle can be presented at assessment loaded or unloaded.</p>
<b>H2.2</b> <b>UPDATED</b> <b>R</b>	<p>Vehicles, equipment and load carrying areas must be inspected and if necessary, cleaned to remove any residue of the previous load and allowed to dry internally before loading.</p>	
<b>H2.3</b> <b>UPDATED</b> <b>R</b>	<p>A record is to be made when the vehicle has been inspected even if cleaning is not required.</p>	
<b>H2.4</b> <b>R</b>	<p>Exteriors of all vehicles must not represent a contamination risk when presented for the carriage of goods. To ensure this, vehicles must be cleaned routinely depending on the operators procedures and road conditions.</p>	<p>It is important that the vehicles are kept suitably clean, even on the outside, as they are interacting with food/feed processors and therefore can present a source of contamination. Hauliers should note that dirty vehicles may not be loaded or accepted at the point of delivery.</p>

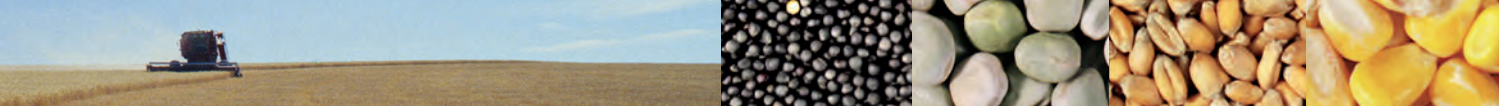




Clause Ref	Requirement	Guidance
<b>H2.5</b> <b>R</b>	All vehicles, their load carrying areas and equipment (see H2.1), must be cleaned routinely and sanitised at least every six weeks, or as required by International Database for Transport of Feed (IDTF) ( <a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a> ) – see Appendix 4 , 1 and 2 (refer to H3 and 4). Alternatively, the frequency of cleaning and sanitising can be determined by implementing a fully documented HACCP. (See Appendix 6 for addresses of Manufacturers of food grade sanitisers).	See Appendix 6 for guidance on appropriate cleaning chemicals. The Haulier should be able to demonstrate that the product is suitable, using the container label, product data sheet or other information from the supplier. Where a vehicle is not being used it is not necessary to clean and sanitise every six weeks.  Customers may require sanitising of the vehicles before loading certain products (e.g. Heat treated feed). See the Appendix 4 and 2 for further details.  Cleaning must be carried out before sanitising.
<b>R</b>	Inactive periods must be recorded, and the vehicle must be cleaned and sanitised prior to use if the inactive period is outside of the normal cleaning and sanitising cycles.	
<b>H3</b>	<b>Forbidden/excluded loads</b>	
<b>H3.1</b>	No vehicle that has carried Excluded material on the TASCC list or those in the list of differences as shown as Forbidden in the International Database for Transport of Feed (IDTF) ( <a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a> ) shall be presented for the carriage of goods.	If a TASCC Participant has any doubts over an unfamiliar product before loading, they must obtain a product data sheet and fax it to AIC on 01733 385270 or call the AIC Trade Assurance helpline on 0870 3000532 or email <a href="mailto:enquiries@agindustries.org.uk">enquiries@agindustries.org.uk</a> for further clarification and advice.
<b>H4</b>	<b>Previous load cleaning protocols</b>	
<b>H4.1</b> <b>UPDATED</b> <b>R</b>	All hauliers and drivers must ensure their vehicles comply with the IDTF ( <a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a> ) (see Appendix 4), which defines the required regime of cleaning and sanitising of the vehicle and its load carrying area/equipment to be carried out following carriage of the goods.	Cleaning will depend on the types of goods carried and the residues remaining.  The cleaning regimes as stipulated in the IDTF are:  <b>A Dry cleaning</b> In most cases where the material is dry, thorough brushing or vacuuming is sufficient, however if the material is caked or damp washing will be necessary.  <b>B Cleaning with water</b> Washing with hot water (70-80c) is recommended wherever possible. Where this is not practically possible cold water may suffice. All surfaces must be dry before handling or coming into contact with goods.  <b>C Cleaning with water and a cleansing agent</b> Washing with a hot water (70-80C) solution of any combined food grade cleansing agent (food grade sanitiser/disinfectant) diluted in accordance with manufacturer's recommendations. All surfaces must be dry before handling or coming into contact with goods.  <b>D Cleaning and disinfection</b> Pressure clean with a hot (70-80C) solution of any combined food grade sanitiser/disinfectant diluted in accordance with manufacturer's recommendations. All surfaces must be dry before handling or coming into contact with goods.  Further information can be found in Appendix 4.
<b>H4.2</b>	Cleaning protocols therefore vary and the haulier must be able to justify the cleaning methods selected. Before carrying goods on the International Database for Transport of Feed (IDTF) ( <a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a> ) (Appendix 4), hauliers should check with customer acceptance of the goods in question.	Some customers exclude otherwise sensitive materials from previous loads.

# Haulage

Clause Ref	Requirement	Guidance
<b>H5</b>	<b>Environmental considerations</b>	
<b>H5.1</b> <b>R</b>	Sweepings, washings and similar residues from vehicles should be disposed of in the designated place at collection or delivery premises with the consent of the site supervisor. Any cleanings and residues occurring from any journey in connection with the movement of goods must be disposed of in any suitable receptacle provided or in some other environmentally and ecologically acceptable manner (ie residues must not be indiscriminately discharged).	Intake sites should provide a safe area to clean out vehicles.  Where these are not provided the Haulier may wish to inform the intake site management and then AIC if this is not successful.
<b>H6</b>	<b>Subcontract haulage</b>	
<b>H6.1</b> <b>UPDATED</b> <b>R</b>	The TASCC Participant must only further sub-contract work to AIC recognised Road Transport schemes.  Hauliers must maintain a list of subcontractors detailing their assurance status.  Detailed information, including customer requirements, regarding delivery/collection must be effectively communicated to subcontract hauliers.	A list of AIC recognised schemes can be found on the TASCC pages of the AIC website: <a href="http://www.aictradeassurance.org.uk/latestdocuments/feed-food-schemes">www.aictradeassurance.org.uk/latestdocuments/feed-food-schemes</a> .  Hauliers of packaged or container transported feeds/crops do not need to be assured but must be included in the approved supplier/subcontractor list.  This may be evidence of TASCC approval or audit records. The AIC Assurance Checker can, by utilising the Saved Scheme Participants feature, be used for this and is found at <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a> .  Delivery/collection requirements are commonly referred to as fixings. Records of previous loads, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.
<b>H6.2</b> <b>NEW</b> <b>R</b>	<b>Traction only</b>  All personnel, including Subcontracted Hauliers drivers employed on a traction only basis, must have the appropriate training, experience and/or qualifications before carrying out the TASCC work they undertake.	Traction only basis means tractor unit contracted to haul a Participant's trailer.
<b>H7</b>	<b>Cleaning companies</b>	
<b>H7.1</b>	Sub-contract cleaning companies must produce records that comply with this code, including evidence of the use of chemicals suitable for use on food contact surfaces.  These records must be vehicle specific.	Product safety data sheets should be kept for all chemicals used.  A list of cleaning sites can be obtained from AIC. Telephone 01733 385230 or email <a href="mailto:enquiries@agindustries.org.uk">enquiries@agindustries.org.uk</a>



## Haulage operations

### Aim

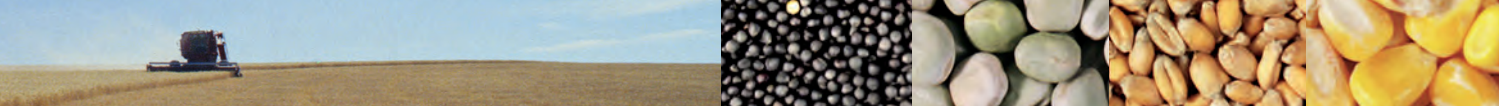
To ensure that the Participant operates their business with respect to food/feed safety.

Clause Ref	Requirement	Guidance
<b>H8</b>	<b>Haulage operations</b>	
<b>H8.1</b> <b>R</b>	<p>All TASCC/UFAS vehicles must be uniquely numbered or lettered, and must include the Participants TASCC/UFAS membership ID, for identification purposes and linked to chassis number.</p> <p>Whatever the method of identification it must appear on both sides and the rear of the trailer and be clearly visible from a distance.</p> <p>The identification must be used on all collection/delivery documentation.</p> <p>This is also applicable to hired trailers which operate under the TASCC/UFAS Participant's membership number.</p> <p>TASCC/UFAS membership ID must not be displayed on vehicles unless a current and valid certificate is held.</p>	<p>For example, the identification mark has to be capable of being seen by the weighbridge operator for the purposes of traceability.</p> <p>Recommended size is no smaller than number-plate lettering and in a durable form that will not be damaged or erased by normal operations or cleaning.</p> <p>For rigid vehicles the registration number will be sufficient for the ID.</p> <p>When removing the vehicle from the TASCC inventory, ensure that the TASCC numbers are removed.</p>
<b>H9</b>	<b>Vehicle inventory</b>	
<b>H9.1</b> <b>UPDATED</b>  <b>R</b>       <b>R</b>	<p>Hauliers must maintain an up to date inventory of vehicles owned or operated (including acquired second hand bulk vehicles), hired or leased detailing:</p> <ul style="list-style-type: none"> <li>the registration number</li> <li>type and use</li> <li>the TASCC membership ID</li> <li>manufacturer's chassis number</li> <li>date of purchase or hire</li> <li>date of disposal or removal from the scheme</li> </ul> <p>When a second hand, new or hired vehicle has been added to the Haulier's fleet, the Haulier must inform and gain approval from Kiwa either by fax, letter or email (see Guidance) with details of the vehicle before use within the TASCC scheme.</p> <p>The Participant must retain confirmation from Kiwa regarding approval of any new or additional vehicle.</p> <p>This inventory must include vehicles used for TASCC and non-TASCC work.</p>	<p>The inventory can be in written, electronic or via the AIC Vehicle Inventory module.</p> <p>This trailer ID only applies to TASCC/UFAS approved trailers.</p> <p>Templates are found on the AIC website and Kiwa will confirm receipt.</p> <p><a href="http://www.aictradeassurance.org.uk/tascc/documents/haulage-documents/">www.aictradeassurance.org.uk/tascc/documents/haulage-documents/</a></p> <p>Kiwa, The Inspire, Hornbeam Park, Harrogate HG2 8PA</p> <p>Email: <a href="mailto:feed@Kiwa.co.uk">feed@Kiwa.co.uk</a></p> <p>Tel: 01423 878873</p> <p>Fax: 01423 878870</p>

# Haulage

Clause Ref	Requirement	Guidance
<b>H10</b>	<b>New, hired and second hand rigid vehicles</b>	
<b>H10.1 UPDATED</b>	<p>New vehicles require documented confirmation of purchase including chassis/ministry number.</p> <p>Before hiring or purchasing second hand vehicles for carrying any goods covered by the TASCC code, the Haulier must have as a minimum:</p> <ul style="list-style-type: none"> <li>a signed declaration from the previous operator/s that no materials on the current forbidden/exclusion list of the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 4) have been carried</li> <li>details of the last three loads carried</li> <li>cleaning and sanitising operations relating to these loads</li> <li>Chassis number</li> <li>Date of sale</li> </ul> <p>Before using any vehicle (including new) it must be thoroughly pressure cleaned and sanitised (to include all surfaces that come into contact with food or feed) in accordance with the manufacturer of food grade sanitisers recommendations and inspected. Proof of appropriate cleaning and inspection must be kept for audit of the following:</p> <ul style="list-style-type: none"> <li>Grain socks,</li> <li>Vehicle sheets,</li> <li>Augers,</li> <li>Blower units and discharge pipes</li> <li>Cleaning equipment</li> </ul>	<p>The signed declaration from a commercial garage will not be sufficient. Hauliers hiring/ buying vehicles from non TASCC companies will need to demonstrate additional care to ensure that all records are available. To demonstrate full compliance with this clause, the company should have records available before they hire or sell the vehicle to the TASCC Participant. In order to hire or sell second hand vehicles to TASCC Scheme Participants, the company can become a Participant and comply with the AIC Hire and 2nd Hand Trailer Company Appendix on the AIC website – <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>.</p> <p>Hauliers cleaning new trailers should ensure the removal of fragments of swarf, weld etc. before use.</p>
<b>H11</b>	<b>Vehicle compartment identification</b>	
<b>H11.1 UPDATED</b>	<p>Vehicle compartments will be specified by numbers in loading instructions where the lowest number is nearest from the cab unless otherwise documented.</p>	<p>A clear means of identifying the compartments, whether a paper record, physical identification or other means is only needed if the convention of nearest cab = 1 is not followed.</p> <p>Design of vehicle compartments and blowing/ conveying equipment should aim to reduce the possibility of residues and hence contamination.</p>
<b>H12</b>	<b>Walking on loads</b>	
<b>H12.1 UPDATED</b>	<p>Drivers must not walk on their loads unless absolutely necessary and a suitable risk assessment has been carried out.</p>	<p>Walking on the load should only be done in extreme circumstances where it is unavoidable. Drivers must be aware of the potential risks to food/feed safety. As well as H&amp;S requirements associated with working at height most site procedures will forbid walking on loads and climbing on vehicles.</p>

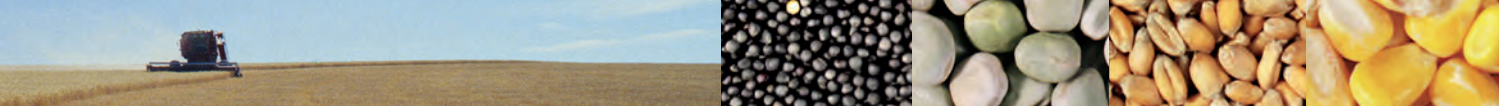




Clause Ref	Requirement	Guidance
<b>H13</b>	<b>Evidence of previous loads and cleaning</b>	
<b>H13.1 UPDATED</b>	At collection/delivery points, drivers must be able to show evidence of the current load and three previous loads carried on vehicle together with the cleaning or sanitising or inspecting operations relating to each load.  The vehicles must be inspected and be visually clean by both the person responsible for loading and the driver.  Where a vehicle has several compartments, the current load and previous three loads for each compartment must be declared.  Generic terms (e.g. biomass, fertiliser, ash, stone or dust) must not be used and descriptions must be as detailed as is necessary to accurately identify the goods.  Where the previous load has been rejected due to contamination, the trailer must be cleaned as per subsequent customer terms and conditions and/or IDTF.	Evidence of three previous loads can be on collection/delivery tickets, passports, load sheets, vehicles diaries but cannot be by word of mouth.  The most recent (last) load carried is normally regarded as the first load listed of the previous three carried. This is the industry standard.  Some generically named materials may be listed as Forbidden in the IDTF database.
<b>H14</b>	<b>Sheeted loads</b>	
<b>H14.1 UPDATED</b>	As a legal requirement and integral for load security and food/feed safety, vehicles must be kept sheeted/covered at all times except when loading or sampling is taking place.  Hauliers can operate unsheeted bulk vehicles whilst carrying some goods.	Sheeting is necessary even when empty. This is best practice. However, due to the site owners policy or infrastructure, it may not be possible to fully implement this requirement at some delivery sites.  After using unsheeted vehicles, customers may require additional sanitising as per International Database for Transport of Feed (IDTF) ( <a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a> ) (see Appendix 4).  Examples include of goods carried on unsheeted vehicles: <ul style="list-style-type: none"> <li>• root crops</li> <li>• fruit</li> <li>• sugar beet</li> <li>• peat</li> <li>• Untreated wood chip</li> </ul>
<b>R</b>		
<b>R</b>		

# Haulage

Clause Ref	Requirement	Guidance
<b>H15</b>	<b>Collection/delivery instructions</b>	
<b>H15.1</b> <b>UPDATED</b> <b>R</b>	<p>The Haulier and/or Driver must receive written instructions (e.g. email, SMS, fax) from the Customer or Transport office covering the full details of the collection and delivery requirements. If clear instructions have not been received, then the haulier must seek clarification from the customer in writing.</p>	<p>These instructions may include:</p> <ul style="list-style-type: none"> <li>• Collection/delivery address</li> <li>• Contact numbers</li> <li>• Collection/delivery reference</li> <li>• Goods to be transported (variety if applicable)</li> <li>• Specific delivery terms and conditions</li> <li>• Prohibited previous loads (e.g. NOPS, Allergens)</li> <li>• Specific cleaning required prior to loading</li> <li>• Assurance status (if applicable)</li> <li>• Dates/times/restrictions of</li> <li>• Collection/delivery</li> <li>• Weighing instructions on route (if applicable)</li> <li>• Other relevant collection/delivery information</li> </ul> <p>Instructions received by SMS should be followed up by written confirmation.</p>
<b>H15.2</b> <b>NEW</b> <b>R</b>	<p>Vehicle compartments will be specified by numbers in loading instructions where the lowest number is nearest from the cab unless otherwise documented.</p>	<p>Delivery/collection requirements are commonly referred to as fixings. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.</p>
<b>H16</b>	<b>Collection</b>	
<b>H16.1</b> <b>R</b>	<p>At the collection loading point, the driver must:</p> <ul style="list-style-type: none"> <li>• Supply a secure system incorporating a consignment note including references that contain sufficient information to identify, as appropriate, the type, grade and quantity of goods to be loaded</li> <li>• Declare the 3 previous loads and relevant inspection, cleaning or sanitisation records</li> <li>• Receive instructions on where the vehicle is to be inspected for cleanliness and be loaded</li> <li>• Ensure the vehicle is loaded correctly and safely</li> <li>• Sheet and secure the vehicle</li> <li>• Sign for the receipt of the goods where required</li> <li>• Collect any relevant documents e.g. Combinable Crops Passport (Grain Passport), animal feed statutory declaration</li> </ul>	<p>Drivers presenting an unclean vehicle with incorrect paperwork are likely to be rejected.</p> <p>A secure system means either an electronic or hard copy that provides the required amount of information to correctly identify the goods and give assurance that the collection has been approved.</p> <p>'Correctly and safely' means with due regard to maintain the integrity of the goods e.g. a secure and sealed tailgate to retain the goods and a sheet with no holes to allow ingress of water. Vehicles not fulfilling this criteria are likely to be rejected at the point of collection or delivery.</p>



Clause Ref	Requirement	Guidance
<b>H16.2</b>	<p>If the vehicle is divided into compartments then:</p> <ul style="list-style-type: none"> <li>The internal doors must be checked to ensure that there is no leakage between compartments</li> <li>The vehicle must be loaded in such a way that goods cannot leak over the top of the internal doors during transport or when the vehicle is tipped up to unload. Where the loading point instructs that compartments must be loaded in a particular sequence, drivers must follow the instructions and ask for guidance if they are unclear</li> </ul>	
<b>H16.3</b> <b>R</b>	<p>In case of any difficulties or doubts about the goods, the quantity or the condition that cannot be resolved at the collection point, the driver must notify the owner of the goods and/or the Haulier before loading and seek further instructions.</p>	
<b>H17</b>	<b>Combinable crop passports (grain passports)</b>	
<b>H17.1</b> <b>UPDATED</b> <b>R</b>	<p>When collecting UK combinable crops the driver must obtain a completed and signed passport including a valid farm assurance/TASCC sticker (if applicable) from the farmer/storekeeper at the point of loading.</p> <p>The passport includes a declaration that the vehicle has been inspected and found to be visually clean by both the person responsible for loading and the driver.</p> <p>The driver must ensure that the vehicle does not leave the collection point until a completed and signed Combinable Crop Passport has been obtained. Drivers must ensure that sections 2 and 3 of the Combinable Crop Passport have been completed and signed.</p> <p>The passport must accompany the load to the point of delivery. Any load that arrives at a delivery point without a fully completed passport will not be accepted.</p>	<p>Electronic versions of the Combinable Crop Passport may be available and acceptable.</p> <p>A passport contains details of the vehicle number, the goods carried, date and year of sowing, a declaration of post harvest pesticides applied, a cleanliness declaration from the grower/storekeeper and the driver and a record of whether the crop is assured or not. A passport is still required for non-assured Combinable crop movements.</p> <p>Incomplete or incorrectly completed Combinable Crop Passports may lead to rejections and delays at delivery destinations.</p> <p>Where the driver is also the owner/grower of the crop, it is acceptable for all sections to be completed by the driver.</p> <p>Mycotoxins: drivers should check that the mycotoxin section of the Combinable Crop Passports (Grain Passports) has been completed by the grower/storekeeper to avoid delays at intake.</p> <p>A mycotoxin (DON and ZON) risk assessment score with a test result dependent on the processor requirements for wheat deliveries is a year round requirement.</p> <p>Requirements of the completion of Section 8 (RED) may vary.</p> <p>Hauliers should confirm with their customers whether a Combinable Crop Passport is required for imported combinable crops.</p>

# Haulage

Clause Ref	Requirement	Guidance
<b>H18</b>	<b>Transportation</b>	
<b>H18.1</b> <b>R</b>	When it is necessary to park or leave a loaded vehicle unattended, the haulier/driver must take all reasonable precautions to ensure that the load is protected from deliberate or accidental contamination or damage. Hauliers must provide drivers with a list of checks to be made on the vehicle before leaving and returning to it.	Ideally, vehicles should be routed directly from collection point to delivery point - wherever practical. There should also be clear guidance of emergency out of office hours contact numbers.
<b>H18.2</b> <b>R</b>	If any incident occurs during loading, transportation or unloading which could result in contamination or loss of the goods, the circumstances must be reported to the owner of the goods or customer, and work must not proceed until clearance has been given by the owner of the goods or customer.	Delivery/collection requirements are commonly referred to as 'fixings'. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.
<b>R</b>	If any such incident does occur then the owner of the goods or customer must confirm what actions to take. If the owner of the goods or customer is unwilling to confirm this then the haulier must at least be able to prove that the owner of the goods or customer has been informed of the incident.	
<b>H19</b>	<b>Delivery</b>	
<b>H19.1</b>	Where samples are required, they must be taken before un-loading commences except for some liquids, moist co-products and bags where special sampling arrangements may apply.	
<b>H19.2</b>	Drivers must attend their vehicles while unloading.	Attend means to stay in control of their vehicle.
<b>H19.3</b> <b>R</b>	If there are any excess goods left on the vehicle due to the bulk facility being full, this must not be put into any other bulk facility unless directed by the recipient.  If this occurs, the driver must note what has happened on the delivery receipt note which will be returned to the owner of the goods or customer and the delivery note left with the recipient.	Drivers should seek instructions and not make these decisions on their own.
<b>H19.4</b> <b>R</b>	If any goods are spilled during unloading the approximate quantity of the spillage must be noted by the driver. This estimated quantity should be noted both on the delivery receipt note to be returned to the owner of the goods or customer and on the delivery note left with the recipient.	
<b>H19.5</b> <b>R</b>	If any goods cannot be unloaded and are returned or re-routed, the driver must record the destination of the goods.	



Clause Ref	Requirement	Guidance
<b>H19.6</b> <b>UPDATED</b>	<b>Delivery to non-farm premises</b> On arrival at the delivery destination drivers must: <ul style="list-style-type: none"> <li>Operate safely and follow explicitly all relevant site rules</li> <li>Report to the weighbridge or other site-designated point, handing over the delivery note or Combinable Crops Passport for the load and evidence of the vehicle's three previous loads/cleaning records</li> <li>Under no circumstances discharge their load before the documentation has been checked, sampling completed and the vehicle weighed</li> <li>Obtain instructions identifying where to unload. Drivers should only discharge bulk materials in a designated area, as instructed by intake staff, and should ensure that they leave the intake area in an acceptable and clean state</li> <li>Obtain copies of signed receipt notes and weighbridge ticket if applicable and check they are accurate</li> </ul>	A signed weighbridge ticket is accepted in lieu of a receipt note. If drivers are unsure about where to unload and cannot obtain advice at the destination, they should contact the Transport Office and not commence unloading until they have had instructions that identify the correct facility into which to unload.  A 'non-farm premises' means a mill, crush, maltings, distillery, port or commercial store.
<b>R</b>		
<b>H19.7</b> <b>UPDATED</b>	<b>Deliveries to farm premises</b> On arrival at the destination drivers must: <ul style="list-style-type: none"> <li>Operate safely and follow explicitly all relevant site rules</li> <li>When present, ensure the farmer or farm employee signs for the receipt of goods</li> <li>When the farmer is not present, sign the receipt/delivery note ticket stating the time and date</li> </ul> When present, the farmer or farm employee must sign for the receipt of goods. Otherwise the driver must sign the receipt/delivery note ticket stating the time and date.  If drivers are unsure about where to unload and cannot obtain advice at the destination, they must contact the Transport Office and not commence unloading until they have had instructions that identify the correct facility into which to unload.	See also the AIC Feed Delivery to Livestock Farms Biosecurity Protocol on the AIC website. <a href="http://www.aictradeassurance.org.uk/tascc/documents/feed-guidance/">www.aictradeassurance.org.uk/tascc/documents/feed-guidance/</a> <div> <i>i</i> </div> A farm premise means a farm where the goods delivered would be fed to livestock.
<b>R</b>		



Clause Ref	Requirement	Guidance
<b>H20</b>	<b>Weighbridges</b>	
<b>H20.1</b> <b>UPDATED</b>	<p>Where the goods are weighed at either the collection or delivery points, the driver must:</p> <ul style="list-style-type: none"> <li>• Position vehicle correctly on the weighbridge</li> <li>• Ensure that the gross, tare and net weights or other measurements/calculations agree with the amount ordered and are accurate</li> <li>• Seek guidance from the delivery point regarding the clearance of any significant quantity of water or snow from the sheet before weighing</li> <li>• Draw the attention of the weighbridge operator to the presence of any passengers and follow instructions</li> <li>• Check and confirm the tare weight of the vehicle before loading or after discharge</li> <li>• Check and confirm the gross weight of the vehicle before discharge or after loading</li> <li>• Obtain a copy of the weighbridge ticket</li> </ul> <p>Where a loss greater than 150kg occurs between the collected and delivered weight of a bulk load, the driver must report the loss to the haulier/customer so that an investigation can take place.</p>	<p>Drivers must make every effort to ensure that weights are accurate by eliminating any sources of error.</p> <p>The driver should be aware of the tare weight of their vehicle and the expected gross weight. Some sites do not allow passengers on site without prior agreement with the owner.</p>

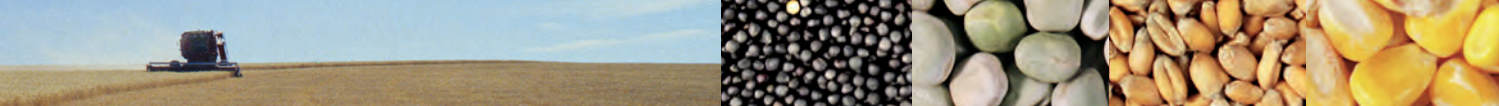
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## Bulk blowers and bulk pressure tankers carrying liquids and powders

### Aim

To ensure that the Participant operates bulk blowers and bulk pressure tankers carrying liquids and powders with respect to food/feed safety.

Clause Ref	Requirement	Guidance
<b>H21</b>	<b>Introduction</b>	
<b>H21.1</b> <b>R</b>	Liquid or dry materials must be cleaned from the upper sides of the tank interior, from all surfaces including interior ladders, seals, crevices and under fluidising pads.	
<b>H21.2</b> <b>R</b>	Special attention must be paid to the cleaning and overall condition of hoses for both dry and liquid materials. Details of cleaning must be specifically noted in cleaning records. Blower unit outlet pipes must always be capped when not in use. All hoses must be stored on the vehicle so that they are kept as free as possible from contamination from road spray.	
<b>H21.3</b>	Drivers must only couple up to the fixed intake pipes and only load/discharge when instructed by site personnel. Drivers must remain in the vicinity of the vehicle at all times during the discharge of their load.	



Clause Ref	Requirement	Guidance
<b>H22</b>	<b>Fats and oils</b>	
<b>H22.1</b>	<p>Vehicles used for the conveyance of bulk fats and oils must conform to the SCOPA Code of Practice for the Transport of Edible Oils for the carriage of animal feed fat, or the Feed Fat Association Regulations.</p> <p>The SCOPA Code of Practice refers to FOSFA lists. The SCOPA website is <a href="http://www.scopa.org.uk">www.scopa.org.uk</a>.</p>	<p>If the HACCP dictates, tankers must be cleaned and sanitised more frequently than the six week minimum. The Carriage of Oils and Fats includes a protocol for preventing contamination during the transport of oils in bulk. This protocol includes the FOSFA lists of banned and acceptable previous cargoes.</p> <p>The lists of Banned Immediate Previous Cargoes and Acceptable Previous Cargoes are available via the FOSFA website: <a href="http://www.fosfa.org">www.fosfa.org</a>.</p> <p>For the carriage of used cooking oils, go to the Animal Health website (see below). <a href="http://animalhealth.defra.gov.uk/managingdisease/animalbyproducts/food-and-feed-businesses/use-of-oils-and-fats-in-farm-animalfeed.htm">animalhealth.defra.gov.uk/managingdisease/animalbyproducts/food-and-feed-businesses/use-of-oils-and-fats-in-farm-animalfeed.htm</a>.</p>
<b>H22.2</b> <b>R</b>	Where mill sampling of oils/fats tankers discloses that 'free' water may be present at the bottom of the tank, drivers must co-operate in draining off into drums/receptacles before discharge commences. The weight of any water drained off must be recorded on the weighbridge ticket.	
<b>H23</b>	<b>Liquids other than fats and oils</b>	
<b>H23.1</b> <b>R</b>	Vehicles and demountable containers used for the transport of bulk liquid animal feed materials must be assessed for the likelihood of microbial or chemical contamination as well as oxidation potential. Where appropriate, vehicles/containers must be cleaned between loads.	
<b>H24</b>	<b>Dry goods</b>	
<b>H24.1</b> <b>R</b>	Where tankers have been washed out, they must be thoroughly dried, inspected and shown to be dry before loading dry goods.	
<b>H24.2</b>	Drivers must remain in the vicinity of the vehicle at all times during loading and discharge and must also be aware of dust emissions from filters, pipes and hoses, or from the operation of silo pressure relief valves. They must monitor silo level indicators to avoid overfilling and any resulting escape of dust.	
<b>H24.3</b>	Care must be taken when blowing off powder tankers to avoid excess pressure at the end of the blow in order to avoid over-pressure in silos. Where any of these events occur drivers must stop discharge immediately and refer to site personnel.	



# Merchants

This Code of Practice is intended for the merchanting of both imported and exported combinable crops (whether assured or non-assured), assured feed materials and assured compound feeds. Businesses whose activities include the import, export or shipping of combinable crops can also obtain certification by using mutually recognised schemes which are listed on the AIC website.

Merchants applying for TASCC certification who operate haulage, storage, import, export, shipping or testing facilities operations must also obtain, or have obtained, certification to the appropriate TASCC codes of practice.

This Code of Practice enables Merchants to maintain the assured status of combinable crops, assured feed materials and assured compound feeds that have been supplied by members of recognised source-assured schemes. Adherence to this Code of Practice does not allow Merchants to describe or claim combinable crops as 'assured' unless the combinable crop has been sourced from a recognised source-assured scheme. A list of mutually recognised schemes can be found on the AIC website.

## Merchant operations

### Aim

This section covers the requirements to ensure that merchanting operations are carried out with regard to food/feed safety and satisfying customer requirements.

Clause Ref	Requirement	Guidance
<b>M1</b>	<b>Contract confirmations</b>	
<b>M1.1</b> <b>UPDATED</b> <b>R</b>	<p>The Merchant must send or receive a contract confirmation to suppliers or customers confirming details of the sale/purchase. Such confirmations must include the assurance, Organic, GM status and RED where applicable.</p> <p>Where there is a difference in the contract confirmation, this must be resolved prior to receipt.</p>	<p>NB: Brokers' confirmations are acceptable.</p> <p>The AIC, Gafta and FOSFA contracts contain the requirements of contract confirmations.</p>
<b>M2</b>	<b>Delivery/collection requirements and allocations</b>	
<b>M2.1</b> <b>UPDATED</b> <b>R</b>	<p>There must be a system which records detailed information regarding delivery/collection requirements to all parties. This information must be effectively communicated to all relevant staff and third parties (merchants, hauliers, storekeepers etc).</p>	<p>Delivery/collection requirements are commonly referred to as fixings. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.</p>
<b>M2.2</b> <b>UPDATED</b> <b>R</b>	<p>Crops must be allocated correctly to meet all customer/recipient requirements. Merchants must be able to demonstrate that the assurance status of crops is maintained during the allocation/delivery process.</p> <p>When a customer of the Participant collects goods on non-assured vehicles, the Merchant must obtain written confirmation from the customer and inform the storekeeper/supplier.</p> <p>If the goods to be collected are crops, the storekeeper/supplier must be instructed not to attach an assurance sticker on the Combinable Crops Passport.</p>	<p>Records of allocations are required for traceability purposes under food and feed legislation.</p> <p>Participants must only use assured vehicles but the Participants customer may transport on non-assured (e.g. their own fleet).</p>
<b>M2.3</b> <b>UPDATED</b> <b>R</b>	<p>Merchants contracting Crop Producers to deliver their own crops, either assured or non-assured, on their own vehicles must communicate that the operation of the Vehicle (including Tractor &amp; Trailers) complies with the current AIC TASCC Road Haulage Code of Practice or equivalent.</p> <p>Further subcontracting of these deliveries can only take place with the written consent of the Merchant.</p>	<p>This consent is a requirement of all contracts and terms and conditions.</p> <p>A list of mutually recognised schemes can be found on the AIC website.</p> <p><a href="http://www.aictradeassurance.org.uk/tascc/documents/recognised-schemes/">www.aictradeassurance.org.uk/tascc/documents/recognised-schemes/</a></p>



## Renewable Energy Directive (RED)

### Aim

This section outlines requirements to comply with the Renewable Energy Directive (RED)

Clause Ref	Requirement	Guidance
<b>M3</b>	<b>Renewable Energy Directive</b>	
<b>M3.1</b> <b>UPDATED</b> <b>R</b>	<p>When trading RED crops, the Merchant must comply with the EU Renewable Energy Directive (RED) (EC 2009/28).</p> <p>TASCC Merchants must ensure they have been certified to the AIC RED module or equivalent recognised scheme. Failure to do so will mean the crops cannot be sold as RED compliant.</p>	<p>The AIC RED module can be found on the AIC website.</p> <p>The RED certification status of the Merchants can be found on the AIC Assurance Checker or other recognised RED Certificated Websites.</p> <p><a href="http://www.aictradeassurance.org.uk/home">www.aictradeassurance.org.uk/home</a></p> <p>Merchants do not need to employ RED certified stores provided that they maintain the traceability/ mass balance records.</p>

## Purchasing, selection and approval of suppliers and sub-contractors

### Aim

This section outlines the requirements for selecting and approving suppliers.

Clause Ref	Requirement	Guidance
<b>M4</b>	<b>Supplier/sub-contractor assurance status</b>	
<b>M4.1</b> <b>UPDATED</b> <b>R</b>	<p>The Merchant must have systems to demonstrate that supplier/sub-contractor current assured status has been verified.</p> <p>If a supplier/subcontractor has their certification suspended or withdrawn during the execution of a contract or agreement, the Participant must establish the reason with the supplier/subcontractor and take steps to ensure that food/feed safety has not been compromised.</p> <p>The Participant's certification body must be consulted if food/feed safety is compromised.</p>	<p>See the AIC website for a list of recognised source assurance schemes.</p> <p>See Red Tractor. SQC or ROI farm assurance websites, Merchant terms and conditions, purchase acknowledgements, supplier database etc.</p> <p>For the purpose of this section, the definitions of a producer, supplier and sub-contractor are contained in the list of definitions (Appendix 5).</p>

# Merchants

Clause Ref	Requirement	Guidance
<b>M5</b>	<b>Source-assured suppliers/producers</b>	
<b>M5.1</b> <b>UPDATED</b> <b>R</b>	<p>Only crops which have been produced by a member of a UK or Republic of Ireland (ROI) farm source-assured scheme recognised by AIC can be described as assured.</p> <p>There must be a system in place to ensure the assured supplier approval is up to date.</p> <p>Crops supplied must only be collected from approved sites listed on the relevant assurance checker.</p> <p>Merchants must demonstrate that their assured supplier information matches the relevant farm assurance checker.</p> <p>Producer assurance status information must contain the trading name and/or farm name, the assurance number, site/collection address and postcode.</p>	<p>See the AIC website for a list of recognised source assurance schemes.</p> <p><b>Red Tractor Assurance Checker</b>  <a href="http://www.assurance.redtractor.org.uk/rtassurance/services.eb">www.assurance.redtractor.org.uk/rtassurance/services.eb</a></p> <p><b>SQC Checker</b>  <a href="http://www.sqcrops.co.uk">www.sqcrops.co.uk</a></p> <p>The two options below outline the Contract Farming scenarios provided by the farm assurance schemes.</p> <p><b>Option 1</b> – Contractor undertakes all farming and storage, holds all pesticide &amp; fertiliser records etc and markets the grain under his (the contractors name) and pays the farmer for tonnage sold – In this case the farm is added as an additional site to the contact farmers scheme registration.</p> <p><b>Option 2</b> - Contractor undertakes all farming and storage, holds all pesticide &amp; fertiliser records. Farmer markets the grain on behalf of XXX Farms Ltd (his farm/business name) and Merchant has contract with and makes payment direct to XXX Farms Ltd. In this case the farmer needs to have a separate farm membership registration and number for his business XXX Farms Ltd so that the Merchant (and anyone else in the supply chain) can confirm that the grain traded under the name of XXX Farms Ltd is assured.</p> <p>NB: TASCC Participants should be aware of 'production only' or 'P' stickers. See the Red Tractor Farm Assurance website for further details.</p> <p>Merchants are encouraged to contact Red Tractor, SQC or schemes in ROI if they are having difficulties establishing the assurance status of producers and their satellite sites.</p>
<b>M6</b>	<b>Merchant suppliers</b>	
<b>M6.1</b>	<p><b>Source assured crops</b></p> <p>Where crops are not purchased direct from the producer, the Merchant must only purchase from suppliers who are certified to a merchanting/trading assurance scheme recognised by AIC – see website.</p>	<p>Agents purchasing crops on behalf of the Merchant need not be assured but should form part of the Merchant's training programme.</p>
<b>M6.2</b>	<p><b>Non assured crops</b></p> <p>Where non assured crops are merchanting, the Merchant can purchase from suppliers who are non-assured. Details of a full auditable trail of all non-assured purchases must be retained.</p> <p>Non assured goods must be stored /transported with assured Participants.</p> <p>Assurance stickers must not be used for these crops on the accompanying Combinable Crops Passport.</p>	<p>Traction only basis means tractor unit contracted to haul a Participants trailer.</p>



Clause Ref	Requirement	Guidance
<b>M6.3</b> <b>NEW</b> <b>R</b>	<b>Approval of feed materials/compound feeds/crop</b>  There must be a documented description of each feed material/compound feed/crop with sufficient information available to support the identification of potential feed safety hazards and limitations on sale or intended use.	This information can be provided by the producer/supplier of the feed material/compound feed/crop in the form of a product data sheet.
<b>M7</b>	<b>Approval of subcontractors</b>	
<b>M7.1</b> <b>R</b>	A list of approved subcontractors must be maintained.	The AIC Assurance Checker and Saved Scheme Members enables Merchants to create individual supplier databases. The frequency of review can be determined by a risk assessment.
<b>M8</b>	<b>Haulage – subcontracted</b>	
<b>M8.1</b> <b>UPDATED</b> <b>R</b>	Where a haulier is contracted by the Merchant to perform a service with its customer for the carriage of goods within the scope of this code, the Merchant must ensure that the haulier must be TASCC Haulage assured or equivalent.	Hauliers of packaged or container transported feeds/crops do not need to be assured but must be included in the approved supplier/subcontractor list.
<b>M9</b>	<b>Containers</b>	
<b>M9.1</b> <b>UPDATED</b> <b>R</b>	<p>If the Merchant operates their own containers, then they must maintain an up to date inventory or containers used for TASCC products.</p> <p>Operated containers including hired or leased must have records detailing the ID Number, date of use and/or hire period.</p> <p>The Merchant must produce, or obtain, a documented risk assessment.</p> <p>The Merchant must forward instructions of actions to be carried out prior to receiving and loading/stuffing.</p> <p>Before loading/stuffing containers, an inspection by the Merchant, or competent person, to verify that the container is clean or adequately lined must be completed.</p> <p>Proof of appropriate cleaning and inspection must be maintained.</p> <p>When loading/stuffing containers supplied by the customer the Merchant must ensure that customer requirements are obtained detailing the controls required for loading/stuffing, inspection, cleaning, disinfecting, lining etc. A record of the Customer requirements must be maintained.</p>	<p>Merchants who operate both TASCC and non TASCC containers should clearly identify those containers not to be used for food and feed.</p> <p>When prior usage is food or feed products cleaning should be in accordance with the Merchant's risk assessment. To ensure food and feed safety is maintained the risk assessment should consider some or all of the following:</p> <ul style="list-style-type: none"> <li>the container's previous use</li> <li>the container's construction</li> <li>inspection required prior to loading/stuffing</li> <li>pressure cleaning and disinfection prior to loading/stuffing</li> <li>the use of liners to protect the crops/animal feed carried</li> <li>customer's specific requirements</li> </ul> <p>Customers may require adherence to the GAFTA 89 Contract.</p>

# Merchants

Clause Ref	Requirement	Guidance
<b>M10</b>	<b>Storage, elevation and port subcontractors</b>	
<b>M10.1</b> <b>UPDATED</b>	Where a storage sub-contractor is employed by the Merchant to undertake work there must be a written agreement between both parties. The store must either be: <ul style="list-style-type: none"> <li>TASCC (or equivalent) approved or</li> <li>listed on the Merchant's schedule of registration</li> </ul> TASCC Merchant Participants must notify the TASCC Certification Body (CB) of any new stores (including owned, contracted stores and temporary holding) they wish to use for assured or non-assured crops. The notification must be in writing to the CB and a response received detailing the CB's requirements before the store is used. The notification must include the store identification, full address and postcode. Once approved, the store details will appear on the AIC web listing. <p>Prior to using the store, the Merchant must carry out a risk assessment. A full audit must be carried out before the goods leave the store.</p> <p>For temporary holding of crops in stores the Merchant must ensure that the temporary holding has been approved by the certification body.</p> <p>If a subcontract store is not used during the scheme year, and a Merchant wishes to use the store in a subsequent year, the store must be audited as part of TASCC.</p>	<p>The written agreement may take the form of the AIC Contract No. 9.</p> <p>The CB will respond to the Participant and indicate how they may proceed and it may be necessary that the store be inspected prior to use by the TASCC Certification Body. The TASCC Certification Body shall undertake to audit the stores over a three year period.</p> <p>A subcontractor audited by the Merchant shall not claim to be TASCC assured, and shall only carry out TASCC work for the Merchant who has audited them. The store should use the Merchant's TASCC stickers on grain passports where appropriate.</p>
<b>R</b>		
<b>R</b>		
<b>M11</b>	<b>Temporary holding of combinable crops</b>	
<b>M11.1</b> <b>NEW</b>	Where goods cannot be moved into store on their arrival, the crops may be held in a temporary holding site. Temporary holding must be regarded as 'exceptional' and grain can only be held in this way for a maximum of 5 days before being moved into the permanent store. <p>The Merchant must ensure that the storekeeper has its temporary holding sites approved by the TASCC Certification Body and agree the actions to be taken with the storekeeper in writing.</p> <p>Processors receiving crops that have been held in this way must be notified during contract negotiations relating to the sale of the crops.</p> <p>The Merchant must agree in writing the actions to be taken with the owner of the goods/customer prior to using the temporary holding area.</p>	Owner of the goods may include the grower, Merchant, eventual customer/processor etc.
<b>R</b>		
<b>R</b>		
<b>M12</b>	<b>Testing facility sub-contractors</b>	
<b>M12.1</b> <b>UPDATED</b>	When external laboratories are employed to undertake analysis, the laboratory must be certified to a relevant laboratory accreditation. See guidance. <p>The laboratory must only carry out contractual tests that are included within the scope of their certification.</p>	<p>Salmonella analysis is completed by laboratories approved under the Animal By-Products Regulations 2005.</p> <p>The recognised laboratory accreditation could be TASCC, UKAS (ISO/EC 17025), GTAS, FOSFA.</p>
<b>R</b>		

Clause Ref	Requirement	Guidance
<b>M13</b>	<b>Superintendents, subcontractors, imports/exports</b>	
<b>M13.1</b> <b>UPDATED</b> <b>R</b>	<b>Contract</b> Where a Merchant employs a superintendent, they must be approved under the GAFTA Approved Superintendent scheme.	Stevedores should be trained to handle goods covered by this code. Further information can be found on the AIC TASCC website in the AIC International Trading & Shipping Module. <a href="http://www.aictradeassurance.org.uk/latest-documents/aic-international-trading-and-shipping-module">www.aictradeassurance.org.uk/latest-documents/aic-international-trading-and-shipping-module</a>
<b>H13.2</b> <b>R</b>	<b>Administration</b> Where the Merchant employs a superintendent for the purpose of intake/out loading administration, instructions must be issued by the Merchant and be documented. Instructions to a superintendent must include the appropriate TASCC requirements.	These instructions cover all activities not covered by the GAFTA contract. Administration may include trailer inspection, storage facility, combinable crops passport, 3 previous loads.
<b>H13.3</b> <b>R</b>	<b>Supplier testing</b> Where a Merchant employs a superintendent subcontractor for the purpose of supplier contractual testing and a dispute arises the superintendent must submit the sample to a TASCC approved Testing Facility or equivalent. See S10.3 of the Storage Code.	

## Traceability

### Aim

This section outlines requirements for retaining traceability records.

Clause Ref	Requirement	Guidance
<b>M14</b>	<b>Traceability</b>	
<b>M14.1</b> <b>R</b>	Merchants must ensure that storekeepers keep traceability records. When the owner of the crops gives instructions to store crops from one specifically identifiable parcel with crops from other parcels, this must be confirmed in writing. Details of a full auditable trail of all purchases and sales must be retained.	Legislation requires 'one up/one down' traceability as a minimum, i.e. details of where the commodity came from, and where it was sent to. Written confirmation required – can be part of formal agreement. Passports (originals or copies) should be kept at the store.
<b>M14.2</b> <b>UPDATED</b> <b>R</b>	The following information about combinable crops for each individual delivery must be recorded as an aid to traceability: <ul style="list-style-type: none"> <li>Quantity</li> <li>Crop/animal feed description</li> <li>Haulier name</li> <li>Date of intake or despatch</li> <li>Supplier</li> <li>Delivery order or fixing reference where available for ex-store crops/animal feed</li> <li>Supplying store or farm</li> <li>Through stores – where crops/animal feeds are moved within the storage facility</li> <li>Ship/vessel (if applicable)</li> </ul>	Haulier will be able to provide the vehicle registration and trailer number details for traceability purposes. It is a legal requirement that relevant documents are readily available in the event of a food/feed safety issue.

Clause Ref	Requirement	Guidance
<b>M14.2</b> <b>UPDATED</b> <b>Continued</b>	<ul style="list-style-type: none"> <li>Country of origin (if non-UK)</li> <li>Assured status</li> <li>Mycotoxin information/levels as per AHDB guidance (if applicable)</li> <li>GM status (if applicable)</li> <li>Organic status (if applicable)</li> <li>Compliance with the Renewable Energy Directive (RED)</li> </ul> <p>The above traceability Information must be available to the competent authorities where it is believed a potential risk to food/feed safety exists.</p>	
<b>M15</b>	<b>Combinable Crops Passport</b>	
<b>M15.1</b> <b>UPDATED</b> <b>R</b>	<p>All combinable crops of UK or Republic of Ireland origin must be accompanied on receipt by a correctly completed Combinable Crops Passport (Grain Passport). Assured crops will be accompanied with a completed Combinable Crops Passport together with a valid assurance scheme sticker in the right hand corner.</p> <p>Assured crops must be segregated from non-assured crops; any mixing of assured and non-assured crops shall cause the whole bulk to lose its assured status.</p> <p>Merchants must supply confirmation to the storekeeper of their requirements relating to the Mycotoxin section (5) of the Combinable Crops Passport (Grain Passport).</p> <p>Merchants must confirm with their customers whether a Combinable Crop Passport is required for imported combinable crops.</p> <p>Only crops produced under a recognised United Kingdom farm source assured scheme or from a recognised Merchant supplier's store and identified by the appropriate Combinable Crops Passport (Grain Passport) with sticker are eligible for storage and outloading as assured crops.</p> <p>Assurance stickers must not be used for:</p> <ul style="list-style-type: none"> <li>non-assured crops delivered from TASCC stores</li> <li>for assured crops delivered from a TASCC Participant's store that has not been audited</li> <li>assured crops outloaded onto a non-assured vehicle</li> <li>for combinable crops imported from outside the United Kingdom, even where these are produced under an AICTASCC recognised scheme. Where crops are imported, then the word "IMPORTED" must be written across the top right hand sticker section of the Combinable Crops Passport (Grain Passport)</li> </ul>	<p>The Combinable Crops Passport should indicate vehicle ID (as per H 7.1 of the Haulage code), pesticides and other treatments used, completion of vehicle inspection, farm assurance status and GM status (in the case of oilseed rape). Some assurance schemes issue stickers to members to identify assured crops, others issue coloured Combinable Crops Passport (Grain Passport). SQC issue passports with pre-printed stickers.</p> <p>Mycotoxin instructions should relate to intake and outloading. Merchants should be aware of individual customer requirements but it is recommended that when outloading crops from a commingled stock (central stores) that this is stated and the range of risk assessments and any analysis recorded on the Combinable Crops Passport (Grain Passport).</p> <p>Vessels loaded for export outside the United Kingdom or for discharge elsewhere within the United Kingdom do not need to carry a Combinable Crops Passport unless requested by a customer.</p> <p>For the current Combinable Crops Passport (Grain Passport), see the AIC website. Incomplete or incorrectly completed Combinable Crops Passports (Grain Passport) may lead to rejections and delays at delivery destinations.</p> <p>Generic terms (e.g. biomass, fertiliser, ash, stone or dust) must not be used as a previous load and descriptions must be as detailed as is necessary to accurately identify the goods.</p>
<b>R</b>		

## Sampling, testing and inspection

### Aim

This section outlines the results to which the Merchant must have access to show compliance with maximum levels of contaminants laid down in current legislation.

Clause Ref	Requirement	Guidance
<b>M16</b>	<b>Sampling and testing plan</b>	
<b>M16.1</b> <b>UPDATED</b> <b>R</b>	<p>There must be a documented selection and approval procedure prior to supply to assess the potential food/feed safety hazards of each material/crop.</p> <p>The Merchant must ensure that sufficient testing, based on a risk assessment for each material/crop supplied, is carried out to demonstrate control of any hazards and to confirm adherence to food/feed safety legislation.</p> <p>Where materials/crops are to be analysed, there must be a written sampling procedure.</p>	<p>The Merchant may wish to use information from external sources such as AHDB Cereals and Oilseeds, AIC, GAFTA, FSA or Customers as part of their test plan.</p> <p>Merchants may also wish to use the AIC's 'FEMAS calculator' and FEMAS Sector Notes 15 Maize Aflatoxin Monitoring Protocol. In developing the testing schedule, the Participant should consider:</p> <ul style="list-style-type: none"> <li>• Supplier's assurance status</li> <li>• Transport, storage and conditioning</li> <li>• Feed materials intended use</li> <li>• Food materials intended use</li> <li>• Due diligence and legal compliance</li> <li>• The variability of the materials e.g. seasonal, geographical</li> </ul>
<b>M17</b>	<b>Testing facilities</b>	
<b>M17.1</b> <b>R</b>	<p>When testing for hazardous impurities the Merchant must have access to a competent testing facility to conform with the Sampling and Testing Plan.</p>	<p>The competent testing facility will be able to demonstrate accreditation to an appropriate standard for the tests/inspection completed e.g. TASC Testing Facilities Code of Practice, Defra Approved Laboratory etc.</p>
<b>R</b>	<p>Alternatively the Merchant may have a written agreement with suppliers or customers to have access to relevant data.</p>	
<b>M18</b>	<b>Hazardous impurities</b>	
<b>M18.1</b> <b>R</b>	<p>Merchants must have a procedure in place to ensure that when crops/animal feeds contain hazardous impurities, details of these are communicated to merchanting staff and effective corrective action taken.</p>	<p>A physical inspection may be completed by company staff, sub-contract testing facility, storage facility or customer.</p>
<b>M19</b>	<b>Review of test results</b>	
<b>M19.1</b> <b>R</b>	<p>Where test results for hazardous impurities fall outside the statutory limits, internal control limits or customer specified requirements within the crop specification, the Merchant must be able to demonstrate the corrective action taken.</p>	<p>Evidence that results are acted upon could form part of a due diligence defence in case of a food/feed safety issue.</p>
<b>M20</b>	<b>Monitoring crops in store</b>	
<b>M20.1</b> <b>R</b>	<p>Stored crops/animal feed must be monitored in accordance with the TASC Storage code.</p> <p>When monitored by the storekeeper the Merchant may wish to receive the monitoring records. This must be confirmed in writing.</p> <p>Any records received by the Merchant must be reviewed and corrective action taken where required.</p>	<p>The responsibility to comply with storage code should be clearly defined in writing between the Merchant and storekeeper via terms and conditions or written instructions.</p> <p>The Merchant may choose to do additional monitoring and this must also be recorded and reported to the storekeeper.</p>



## Non-conforming product

### Aim

This section outlines the procedures required to deal with non-conforming product.

Clause Ref	Requirement	Guidance
<b>M21</b>	<b>Rejected product</b>	
<b>M21.1</b> <b>R</b>	Procedures and records produced by the Merchant must describe how crops/animal feeds rejected for hazardous impurities are managed after rejection.  In certain cases crops/animal feeds may be safely processed to remove impurity. Actions of this type must be recorded.	
<b>M21.2</b> <b>UPDATED</b> <b>R</b>	The Merchant must be able to demonstrate that destinations accepting crops that have been rejected for impurities have been advised of the impurity contained within the delivered crop unless the crop has been processed to remove the impurity. Crops/animal feeds containing impurities must not be directed to food/feed destinations, unless customer/ recipients terms and conditions, or contract, allow.  The Merchant must have evidence that the destinations have been advised accordingly unless receivers terms and conditions, or contract, allow.	It is a criminal offence to knowingly sell food or feed containing substances injurious to health.  If the rejection of the crops/animal feeds is a potential feed/ food risk, the Merchant may wish to complete a DPR form (Delivery Point Rejection) and this should be sent to the Certification Body.

## Human and animal health

### Aim

This section outlines arrangements that must be in place in case of a food/feed safety issue.

Clause Ref	Requirement	Guidance
<b>M22</b>	<b>Human and animal health</b>	
<b>M22.1</b> <b>UPDATED</b> <b>R</b>	A person must be designated to report any adverse reaction thought to be associated with any food/ feed to the supplier and/or the manufacturer of the food/feed.	Extract from General Food Law Regulation (EC)178/2002:-  <b>Article 14</b> 1. Food shall not be placed on the market if it is unsafe. 2. Food shall be deemed to be unsafe if it is considered to be: (a) injurious to health; (b) unfit for human consumption.  <b>Article 15</b> 1. Feed shall not be placed on the market or fed to any food-producing animal if it is unsafe. 2. Feed shall be deemed to be unsafe for its intended use if it is considered to: – have an adverse effect on human or animal health; – make the food derived from food-producing animals unsafe for human consumption.

Clause Ref	Requirement	Guidance
<b>M22.2</b> <b>R</b>	<p>The designated person must immediately notify AIC, the Certification Body and the appropriate authority (e.g. FSA, Defra, Local Authority) of any other occurrence which</p> <ul style="list-style-type: none"> <li>could potentially affect human health, or</li> <li>could result in a threat to animal health</li> </ul> <p>Contact details of Local Authorities, DEFRA, FSA, Certification Body and AIC must be documented.</p>	Occurrences which have been caused, identified and dealt with by the Merchant Participant so that the food/feed is made safe need not be notified.
<b>M22.3</b> <b>UPDATED</b> <b>R</b>	Any notifications and/ or investigations by a local or national authority of matters which could affect human or animal health must be immediately notified to the Certification Body and AIC in writing.	

## Product recall

### Aim

This section outlines the type of records to be retained to allow recall/tracing of goods as required by current food and feed hygiene regulations.

Clause Ref	Requirement	Guidance
<b>M23</b>	<b>Product recall</b>	
<b>M23.1</b> <b>UPDATED</b> <b>R</b>	<p>There must be a written recall procedure which is capable of being put into operation at any time, inside or outside normal working hours.</p> <p>A responsible person with deputies must be nominated to initiate and co-ordinate all recall activities.</p> <p>If product recall becomes necessary the reasons for recall must be recorded and assessed and corrective action taken as necessary.</p> <p>Recalled or returned products must undergo a quality control reassessment before they are put back into circulation or disposed of.</p> <p>The destination of any recalled products must be recorded.</p> <p>The operation of any product recall must be reviewed after it has been carried out so that procedures can be modified if necessary.</p> <p>Traceability must be tested at least annually for adequacy. Records of tests must be kept and any corrective actions that arise must be implemented and recorded.</p> <p>Contact details of Local Authorities, DEFRA, FSA, KIWA and AIC must be documented.</p>	<p>This applies to food/feed which the Participant has become aware of could cause a food or feed safety incident.</p> <p>This could form part of the internal audits/HACCP review process.</p>
<b>R</b>		

# Storage

## Introduction

### Aim

This Code of Practice aims to combine food/feed safety legal requirements with recognised industry good practice and specific customer requirements to provide confidence in the food/feed chain. This covers stores and temporary holding areas.

Clause Ref	Requirement	Guidance
<b>S1</b> <b>NEW</b>	<b>Storage approval</b> Before registering a store, refer to the Storage Eligibility Requirements (Appendix 10) on the AIC website.	
<b>S1.1</b> <b>UPDATED</b> <b>R</b>	Before using a non-certified store or Temporary Holding, including additional store(s) in a certified facility, for assured and non-assured crops and feed materials. Storekeepers must notify the TASCC Certification Body (CB). The notification must be in writing to the CB and a response received detailing the CB's requirements before the store/temporary holding is used.  The CB will respond to the Participant and indicate how they may proceed.  Materials stored before the CB approves the store/temporary holding must not be despatched as TASCC assured.  Once approved, the store/temporary holding details will appear on the AIC Assurance Checker.	The contact details for the TASCC Certification Body, Kiwa, is:-  Kiwa Email: feed@kiwa.co.uk Tel: 01423 878873 Fax: 01423 878870
<b>S1.2</b> <b>R</b>	There must be a written agreement between the Storekeeper and merchant.	Refer to AIC Contract 9.
<b>S2</b>	<b>Renewable Energy Directive (RED)</b>	
<b>S2.1</b> <b>UPDATED</b> <b>R</b>	When Storekeepers are carrying out mass balance calculations themselves or have been requested to do so by their customer, to comply with the EU Renewable Energy Directive (RED) appendix, TASCC Storekeepers must ensure they have been certified with the TASCC Certification body for RED.	The RED certification status of Participants can be found on the AIC Assurance Checker.  The AIC RED module can be found on the AIC website.  Storekeepers should ensure that the owner of the goods/customer gives instructions on whether to sign section 8 (RED declaration) of the Combinable Crops Passport.


## Store construction/management

### Aim

This section covers the requirements for the construction and maintenance of the store.

Clause Ref	Requirement	Guidance
<b>S3</b>	<b>Store construction/management</b>	
<b>S3.1</b> <b>UPDATED</b> <b>R</b>	There must be an up to date plan of the storage facilities on site which corresponds with the TASCC scope.  Individual store/temporary holding areas must be clearly identified by name, initial, or number on the plan. Where the store is subdivided into bays, each bay must also be separately and clearly identified.	The plan may also contain other information, e.g. pest control bait points.



Clause Ref	Requirement	Guidance
<b>S3.2</b> <b>UPDATED</b>	<p>The store must protect the materials from damage, deterioration and contamination. All openings such as manholes, ventilation ducts, inlets, outlets, drainage points, etc., must be sealed effectively. Floors, walls and roofs must be impervious to liquids.</p> <p>The surroundings of the store must be designed and maintained to limit contamination of stored materials.</p> <p>Floor and wall seals which come into contact with the stored product must not contain bitumen.</p>	<p>Contamination sources include pests, animals, humans and weather.</p> <p>Store layout should avoid creating uncleanable recesses.</p> <p>Bituminous products are carcinogenic and can be detrimental to food and feed safety.</p> <p>Chlorpropham (CIPC) is widely used by potato growers which can contaminate the store.</p> <p>Refer to the Storage Eligibility Requirements (Appendix 10) on the AIC website for further information. </p>
<b>S3.3</b>	<p>There must be adequate and effective drainage. Gutters/down-pipes must be sound to allow water to drain effectively away from the store.</p> <p>There must be sufficient clean hard standing at the store entrances to prevent tracking of water and mud into the store.</p>	
<b>S3.4</b> <b>UPDATED</b> <b>R</b>	<p>The risks of sources of ignition must be considered.</p>	<p>Switches, wiring, lighting, etc., should be sited clear of all stored materials.</p> <p>'Clear' means there is no potential to be in contact with stored materials.</p> <p>Flammable materials should not be stored near stored goods. Use of explosive bird scaring devices should not be allowed within stores.</p> <p>This applies to work carried out by contractors, as well as the Storekeeper and their staff.</p> <p>Welding or other "hot work", e.g. burning or riveting, should not be allowed in the store where goods are present unless full precautions are taken to avoid the risk of fire or explosion.</p>
<b>S3.5</b> <b>UPDATED</b>	<p>Ventilation must be adequate to prevent the build-up of hot air or condensation.</p> <p>External ventilation and aeration openings must be proofed against the entry of birds, vermin and domestic animals.</p>	
<b>S3.6</b>  <b>R</b>	<p>Light bulbs and fluorescent tubes must be covered with non-glass fittings or approved protective coating and any windows and/or glass roof lights which could contaminate the stored goods if broken, must be guarded.</p> <p>Control of glass and brittle plastics must be covered within the HACCP plan, and must consider hazards during loading/ discharge, sampling, storage and any other handling/processes carried out by the Storekeeper.</p> <p>If there is a glass breakage incident it must be investigated and actions recorded by the designated person and reported to the owner of the goods/customer.</p>	<p>Glass may enter the store through handling equipment, wing mirrors, windscreens, etc.</p>
<b>S3.7</b> <b>UPDATED</b> <b>R</b>	<p>Vehicles and equipment in the store must not present any hazards to all stored goods. Essential handling equipment kept in a store where goods are stored must be checked for fluid leaks and shall be clean.</p>	

# Storage

Clause Ref	Requirement	Guidance
<b>S3.8</b> <b>NEW</b> <b>R</b>	Where heating facilities are required for liquid feed materials, heating equipment must be maintained in a safe and effective working manner.	

## Storage cleaning

### Aim

This section outlines the requirements for maintaining acceptable hygiene standards within the store.

Clause Ref	Requirement	Guidance
<b>S4 Storage cleaning</b>		
<b>S4.1</b> <b>UPDATED</b> <b>R</b>	<p>To minimise the risk of cross-contamination, storage must be visually inspected and thoroughly cleaned if required before use and between differing commodities.</p> <p>Storage must be maintained in a clean, dry state, free from cross contamination, taint and abnormal odour.</p> <p>Storage which has been used to hold goods contaminated with Salmonella must be sanitised, swabbed and tested before further use.</p>	
<b>S4.2</b> <b>R</b>	<p>Storekeepers must employ a planned routine cleaning programme covering all parts of the storage in accordance with the current Defra Code of Practice for the Control of Salmonella.</p> <p>Storage and disposal of waste produced during cleaning must be considered as part of the HACCP.</p>	Storekeepers will be expected to understand and explain how they apply the relevant requirements of the Defra Code of Practice for the Control of Salmonella.
<b>S5 Cleaning of equipment</b>		
<b>S5.1</b> <b>R</b>	<p>Any equipment used within a storage facility or to load, unload or handle or sample goods must be suitable for the purpose and must be cleaned and maintained. Attention must be paid to cross contamination and leaks from handling equipment and vehicles.</p> <p>Shunter vehicles must be based on site. Vehicles used for shunting which operate on the public highway must be TASC Road Haulage Code of Practice assured or equivalent.</p>	<p>Equipment includes loaders, buckets, shunter vehicles, trailers, vehicles, conveyors, pipe work, pumps, augers etc.</p> <p>Sites may include Port facilities where the Shunter Operator may operate for more than one company as long as previous use of equipment and cleaning records are maintained by each TASC certified Participant.</p>
<b>S5.2</b> <b>R</b>	<p>Equipment used to handle other material must be thoroughly cleaned, disinfected where appropriate, and dry before handling goods.</p> <p>Forbidden/excluded materials contained in International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) must not be handled with this equipment.</p>	Other materials means a switch between crops/feed materials and sensitive list materials.
<b>S5.3</b> <b>R</b>	Cleaning records for all equipment must be available. Only sanitisers suitable for use on food contact surfaces can be used to clean equipment.	The Storekeeper should obtain written confirmation from the sanitisers manufacturer that the product is suitable for use on food contact surfaces. This information may be found on product labels or data sheets.



Clause Ref	Requirement	Guidance
<b>S6</b>	<b>Cleaning of liquid storage tanks</b>	
<b>S6.1</b> <b>R</b>	Liquid storage tanks must be inspected and cleaned in accordance with a formal cleaning programme. The frequency of complete emptying and cleaning will depend on the physical and microbiological storage stability of the material. The tank must be emptied and cleaned between vegetable and marine commodities.  Following the cleaning, the tank must be fully drained of wash medium prior to refilling and the wash water must be disposed of in an environmentally acceptable manner.	The Storekeeper will be expected to explain and demonstrate the cleaning methods used for tanks in relation to the liquids stored.  Staff will be expected to understand and explain how they apply current Defra Code of Practice for Control of Salmonella.
<b>S6.2</b> <b>R</b>	Liquid filters and strainers must be inspected at regular intervals and cleaned in accordance with a documented cleaning programme.  There must be an inspection and cleaning plan with a record of action taken.	
<b>S6.3</b>	Where common plant and equipment (pipelines, pumps etc.) is used for handling different liquid goods, an efficient 'pigging' or line cleaning system must be used. Exposed ends of flexible hoses must be kept capped when not in use.	

## Facilities and hygiene

### Aim

This section outlines the requirements for maintaining acceptable hygiene standards within the store.

Clause Ref	Requirement	Guidance
<b>S7</b>	<b>Facilities and hygiene</b>	
<b>S7.1</b> <b>UPDATED</b> <b>R</b>	The Storekeeper must have site hygiene rules. Staff, visitors and contractors must read a copy of the site's hygiene rules and sign a record to confirm their understanding of these rules.  Eating, drinking, smoking or naked lights must not be allowed within storage areas and only permitted in designated areas.  The Storekeeper must place signs easily seen prior to entry to each store that inform staff and visitors of these site hygiene rules relating to eating, drinking and smoking as a minimum.	No person known to be suffering from a communicable enteric disease should enter the storage areas.  <b>Visitor rules</b> Communicable diseases are those that are transmissible from one person, or animal, to another. The disease may be spread directly, via another species (vector) or via the environment.
<b>S7.2</b> <b>UPDATED</b>	Adequate toilet and washing facilities must be near to staff workplaces and must be kept clean.	
<b>S7.3</b> <b>UPDATED</b>	To reduce the risk of contamination, clean work wear and foot wear must be worn when entering a store.	See section 9 of the current Defra Code of Practice for the Control of Salmonella.

# Storage

## Security

### Aim

This section outlines the requirements to ensure that stored goods are protected from theft and malicious contamination.

Clause Ref	Requirement	Guidance
<b>S8</b>	<b>Security</b>	
<b>S8.1</b> <b>UPDATED</b> <b>R</b>	<p>The store must be secure during non-operational periods to avoid theft and malicious contamination. Doors must be kept shut at all times unless loading, ventilation (see S3.5) or other operations are taking place.</p> <p>If the Storekeeper suspects malicious damage to goods then the owner of the goods/customer must be informed.</p>	Where doors are required to be kept open for ventilation, the HACCP should consider the increased risks to stored crops.
<b>S8.2</b> <b>UPDATED</b>	There must be no deliberate admixture or contamination of the goods. The accidental admixture or cross-contamination of the goods must be prevented.	<p>Cleaning should take place between different groups of commodities being stored. See S4.</p> <p>Attention should be paid to risk of contamination between assured/non-assured and GM/'non-GM' commodities.</p>

## Temporary holding of combinable crops

### Aim

Procedures required when goods need to be stored temporarily before permanent storage.

Clause Ref	Requirement	Guidance
<b>S9</b>	<b>Temporary holding of combinable crops</b>	
<b>S9.1</b> <b>NEW</b> <b>R</b>	<p>Where goods cannot be moved into store on their arrival, the crops may be held in a temporary holding. Temporary storage must be regarded as 'exceptional' and grain must be held in this way for a maximum of 5 days before being moved into the permanent store or delivered to a vessel/vehicle.</p> <p>The construction of the temporary holding must protect the crops from damage and contamination. Floors must be cleaned before use and be of a suitable construction to prevent contamination of crops with soil, stones, debris and other materials. They must be sealed impervious concrete with appropriate drainage. If walls or panels are used, these must be made of concrete. Bituminous tarmac surfaces are not permitted.</p> <p>If the temporary holding does not have a roof or walls the goods must be covered at all times when the stock is not being rotated with a weatherproof covering that prevents the ingress of any water/rain onto the stored goods.</p> <p>Controls must be in place to protect crops from contamination with broken glass, hard plastic, diesel or hydraulic fuel residues or spillages, vermin or bird droppings. Rodent control systems must be in place similar to those used in permanent stores.</p>	<p>The Owner of the goods may include the grower, merchant, eventual customer/processor etc.</p> <p>The HACCP plan will include –</p> <ul style="list-style-type: none"> <li>• Intended use of the goods (there may be limitations)</li> <li>• Opportunity for further conditioning (e.g. drying, cleaning etc.)</li> <li>• Monitoring, sampling and analysis</li> <li>• Timescales</li> <li>• Location, base construction and potential physical contamination</li> <li>• Unauthorised access/security of the goods</li> <li>• Environmental/External Factors</li> <li>• Pest control</li> <li>• Weather</li> </ul> <p>Reference can also be made to the AHDB Cereals &amp; Oilseeds Safe Storage Time Calculator.</p>

Clause Ref	Requirement	Guidance
<b>S9.1</b> <b>NEW</b> <b>Continued</b>	The Storekeeper must agree in writing the actions to be taken with the owner of the goods/customer prior to using the temporary holding area.	
<b>R</b>	The Storekeeper and the owner of the goods/customer must establish the controls in the HACCP Plan prior to movement.	
<b>R</b>	A copy of the agreement, HACCP Plan, photographic evidence of the holding arrangements must be notified to the TASCC Certification Body before any temporary holding is undertaken.	
<b>R</b>	Confirmation of receipt from the Certification Body must be retained for the audit.	
	To maintain traceability, all movements of the goods must be recorded.	

## Intake

### Aim

This section covers the requirements for the intake of the goods.

Clause Ref	Requirement	Guidance
<b>S10</b>	<b>Intake</b>	
<b>S10.1</b> <b>UPDATED</b>	All delivery vehicles must be visually inspected for cleanliness upon arrival. Vehicles must be sheeted upon arrival. The previous 3 loads must be checked against the Forbidden/ Sensitive list / International Database for Transport of Feed (IDTF) (see Appendix 4).	In this code, vehicle makes reference to a rigid or articulated bulk tipping, blowing, walking-floor and tanker vehicle/trailer.
<b>R</b>	All UK based vehicles need to be uniquely identified (to include the vehicle/trailer number and Participant's scheme ID) and this must be checked against the delivery note/combinable crops passport supplied by the driver.	Details need to be sufficient to uniquely identify the vehicle (whatever the method of identification it must appear on both sides and the rear of the vehicle and be clearly visible from the weighbridge/reception).
	Vehicles with incorrect identification must be rejected unless written confirmation of approval can be produced.	The Delivery Document/Combinable Crop Passport may state either swept, washed, steamed, disinfected or inspected and acceptable after carrying the 3 previous loads.
	Where Forbidden List materials have been carried the load must be rejected. The Storekeeper must immediately notify the owner of the goods, AIC and the TASCC Certification Body.	Any queries regarding the assurance of the vehicle/trailer can either be checked via the AIC website ( <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a> ) or contact the TASCC Certification Body,
<b>R</b>	Where sensitive list goods have been carried and the vehicle has not been cleaned as detailed in the IDTF, the Storekeeper must reject the load until written clarification of the action to be taken has been received by the owner of the goods/customer.	Kiwa, on:- Kiwa Email: <a href="mailto:feed@kiwa.co.uk">feed@kiwa.co.uk</a> Tel: 01423 878873 Fax: 01423 878870
<b>R</b>	Generic terms (e.g. Biomass, stone, fertiliser and dust) must not be accepted, the description should be as precise and detailed as possible to accurately identify the product.	If crops are to be held in Temporary Holding, then refer to Requirement S9.  Where testing for a grain intake is the responsibility of the Testing Facility, staff should be made aware of the merchant/Storekeeper HACCP plan with respect to temperature and moisture content.

# Storage

Clause Ref	Requirement	Guidance
<b>S10.2</b> <b>UPDATED</b>	<p>All combinable crops of UK or Republic of Ireland (ROI) origin must be accompanied on receipt by a correctly completed Combinable Crops Passport (Grain Passport). Storekeepers must confirm with the owner of the goods/customer whether a Combinable Crop Passport is required for imported combinable crops.</p> <p>Assured crops must have a valid farm assurance or trade assurance sticker attached (or pre-printed for Scotland).</p>	<p>A list of recognised schemes can be found on the TASCC pages of the AIC web site.</p> <p>The Combinable Crops Passport (Grain Passport) should confirm vehicle ID (whatever the method of identification it must appear on both sides and the rear of the trailer and be clearly visible from a distance), pesticides and other treatment used, confirmation of vehicle inspection, farm assurance status and GM status (in the case of oilseed rape).</p> <p>Some assurance schemes issue stickers to members to identify assured crops, others issue coloured passports.</p> <p>For FEMAS, stickers are not available but written confirmation of the valid certificate and scope is sufficient to be included with the Combinable Crops Passport.</p>
<b>R</b>	Any post harvest pesticide treatment recorded on the Combinable Crops Passport (Grain Passport) must be checked against the current Defra approved pesticides and fumigants. Storekeepers must confirm that the pesticides and fumigants used are also approved by the owner of the goods.	For vehicles delivering from field to store continuously, one passport per commodity per vehicle per farm per day is acceptable (subject to individual weighbridge tickets/other intake records and approval of customer). If there is a break in deliveries, then a new passport is required.
<b>R</b>	For cereals, Storekeepers must ensure that the information required in the Mycotoxin section (5) of the Combinable Crops Passport (Grain Passport) has been confirmed with the owner of the crops.	<p>NB: Storekeepers should be made aware of Red Tractor Farm Assurance Crops 'production only' or 'P' stickers. The stickers can only be used by producers during the period stated in the current Red Tractor Farm Assurance Combinable Crops &amp; Sugar Beet Scheme. AIC advises Participants to check the assurance status of growers to ensure that Production Crops are collected/delivered before the end of the required period.</p> <p>This information can be obtained on the Red Tractor Assurance Checker on <a href="http://www.assurance.redtractor.org.uk/rtassurance/services/cr_services/checking.eb">www.assurance.redtractor.org.uk/rtassurance/services/cr_services/checking.eb</a></p> <p>Only Defra approved pesticides and fumigants can be used and applied according to the manufacturer's instructions/legal restrictions on usage.</p> <p>Mycotoxin instructions from the owner of the goods should be followed for intake and outloading. It is recommended that when outloading crops from a co-mingled stock (e.g. central stores) that this is stated along with the range of risk assessments and any analysis recorded on the Combinable Crops Passport (Grain Passport).</p>
<b>S10.3</b> <b>UPDATED</b>	<p>Where sampling is the responsibility of the store or testing facility there must be a written sampling procedure. The sampling procedure must consider contractual standards and the owner of the goods/customer's specific requirements or instructions.</p> <p>Samples taken from each delivery must be analysed and retained by the facility in accordance with instructions from the owner of the goods/customer.</p>	<p>AIC grain and pulse contracts require sampling to comply with BS EN ISO 24333 (for Oil Seed Rape use BS EN ISO 542).</p> <p>Owner of the goods/customer requirements may vary with different crops or between harvest years as quality or risk varies e.g. mycotoxins.</p> <p>It is good practice to have written agreement or confirmation with customers confirming their acceptance of the sampling procedure.</p>
<b>R</b>		



Clause Ref	Requirement	Guidance
<b>S10.3</b> <b>UPDATED</b> <b>Continued</b> <b>R</b> <b>R</b> <b>R</b> <b>R</b>	<p>Sampling can present a hazard and must be considered in the HACCP plan.</p> <p>Crops sampled and equipment used for Salmonella testing must be in accordance with the Defra Code of Practice for the Control of Salmonella publication PB 13303.</p> <p>If analysis is for contractual purpose (including charging for drying), this must be covered by the TASCC Testing Facilities Code, or other recognised scheme.</p> <p>The Storekeeper must check all samples for the presence and identification of :</p> <ul style="list-style-type: none"> <li>• Hazardous impurities,</li> <li>• Abnormal smell and / or appearance</li> <li>• Infestation</li> </ul> <p>This check must be recorded and the presence of any of the above must be reported to the owner of the goods/customer. Staff involved in the inspection of goods must be trained in the identification of hazardous contaminants.</p> <p>Goods which contain a potential food or feed safety hazard, identified at Intake, must be immediately notified to the owner of the goods or customer.</p> <p>The Storekeeper must receive notification from the owner of the goods/customer for one of the following:</p> <p><b>Rejection:</b> The hazard cannot be removed and the goods are not fit to enter the food or feed chain and the goods are therefore removed from the store. The owner or the customer remains responsible for the goods.</p> <p><b>Further processing:</b> The hazard can be removed or reduced to an acceptable level by processing at the store e.g. screening or cleaning, colour sorting, gravity separating and drying. The Storekeeper takes custody of the goods and is responsible for their processing before placing into the store or food or feed chain.</p> <p><b>Downgrading:</b> The goods can be accepted into the store but are downgraded as they are not fit for their intended purpose.</p> <p>The Storekeeper must keep records to demonstrate that any of the above actions have been performed.</p>	<p>Detailed advice appears in the AHDB Cereals and Oilseeds 2013. "Grain sampling from field to buyer".</p> <p>Consideration should be given to: sampling equipment, method of sampling and waste samples in the HACCP plan.</p> <p>Guidance on the Defra Code of Practice for the Control of Salmonella is given in Appendix 12, and Storekeepers need to be familiar with the Code's requirements.</p> <p>Critical sampling sites are given in the Code.</p> <p>For further information on hazards and impurities, insects and mites refer to the AHDB website. <b>i</b></p> <p>The following contaminants may be found in cereals, pulses, oilseeds and feed materials. The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Diseased grains (bunt, fusarium)</li> <li>• Ergot</li> <li>• Mouldy grains</li> <li>• Injurious storage pests</li> <li>• Stones</li> <li>• Faeces</li> <li>• Glass</li> <li>• Metal fragments</li> <li>• Chemically-dressed seed</li> <li>• Rodenticide</li> <li>• Allergens</li> </ul> <p>Moisture is not a food or feed safety hazard but can cause a hazard due to Ochratoxin A production therefore the Storekeeper may treat high moisture as a hazard in itself.</p> <p>Normally this is from food e.g. malting or milling to feed due to incorrect specification. There may be quality specifications e.g. incorrect nitrogen and or protein or potential food or feed safety specifications e.g. mycotoxin levels, but can also include variety or provenance e.g. organic or Scottish.</p> <p>This may be traceability records through the store, intake sheets detailing rejections/actions.</p>
<b>S10.4</b> <b>R</b>	<p>The Storekeeper must instruct the driver where to unload the goods and record the store/silo/bay ID into which it is delivered.</p>	<p>This is important to prove traceability and segregation of assured and non-assured crops.</p>



## Containers

### Aim

This section outlines the requirements to ensure that stored goods are protected from theft and malicious contamination.

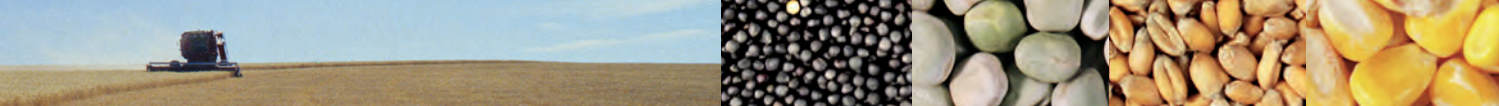
Clause Ref	Requirement	Guidance
<b>S11</b>	<b>Containers</b>	
<b>S11.1</b> <b>R</b>	Before receiving deliveries of crops or feed materials from containers, the Storekeeper must receive and comply with the instructions of the customer.	Instructions may include: <ul style="list-style-type: none"> <li>inspection of the container's construction</li> <li>seal number and integrity</li> <li>the use of liners</li> <li>other customer's specific requirements</li> </ul>
<b>S11.2</b> <b>NEW</b> <b>R</b>	Before loading/stuffing crops or feed materials into containers, the Storekeeper must receive and comply with the requirements of the merchant/customer that may include: <ul style="list-style-type: none"> <li>inspection of the container's construction, cleanliness and previous use</li> <li>pressure cleaning and disinfection</li> <li>the use of liners to protect the crops/animal feed carried</li> <li>other customer's specific requirements</li> </ul> Records of Inspection, Cleaning, Disinfection etc. as detailed by the risk assessment must be maintained.	Containers which have holes must not be used.

## Traceability

### Aim

This section covers the requirements to ensure all good are traceable.



Clause Ref	Requirement	Guidance
<b>S12</b>	<b>Traceability</b>	
<b>S12.1</b> <b>R</b>	Storekeepers must keep traceability records. Traceability must include all internal movement of goods. When the owner of the goods/customer instructs the Storekeeper to store goods from one identifiable parcel with goods from other parcels this must be in writing. Originals or copies of the Combinable Crops Passport (Grain Passport) must be kept at the store.	Legislation requires 'one up/one down' traceability as a minimum, i.e. details of where the goods originated, and where they were sent to. FSA guidance states this type of record should be retained for 5 years. This includes intake, temporary holding, drying, cleaning, transfers and out-loading.
<b>S12.2</b> <b>R</b>	If assured and non-assured goods are mixed for storage, the whole bulk must be treated as non-assured. Records must be available to demonstrate that all goods going into an assured bulk store are assured if they are to be finally sold as assured.	
<b>S12.3</b> <b>R</b>	If GM and non-GM crops are mixed for storage, the whole bulk must be treated as being genetically modified. (For SCIMAC Guidelines, see Appendix 8).	



## Store monitoring for animal feed materials and combinable crops

### Aim

This section covers the procedures to monitor goods in store.

Clause Ref	Requirement	Guidance
<b>S13</b>	<b>Store monitoring for animal feed materials and combinable crops</b>	
<b>S13.1</b>	Unless shown otherwise through risk assessment, weekly checks shall be made and recorded for each store/silo/bay of goods, either combinable crops or animal feed materials. Evidence of any action taken to be recorded and reported to the owners of the goods.	Where possible checks should record temperatures and a visual assessment of the condition of the goods. For flat stores use a grid system to enable easy temperature monitoring.
<b>R</b>	Once combinable crops temperatures are stabilised as specified in the AHDB publication 'Grain storage guide for cereals and oilseeds, 3rd edition' (AHDB Cereals & Oilseeds, 2011), temperature checks may be made fortnightly. Alternatively, the frequency of monitoring can be determined by effective implementation of the AHDB Cereals & Oilseeds Safe Storage Time Calculator.	A safe storage risk assessment should show the likelihood of development of mould, insects, mites or deterioration in germination based on historic trends and intake testing or other controls to minimise any risk. An ongoing assessment should include a record of temperature and condition of outgoing loads.
<b>R</b>	Where temperature monitoring of combinable crops or animal feed materials is a requirement but not possible due to the structure of the store or Health and Safety reasons (e.g. confined spaces), the store shall provide a risk assessment for safe storage and an ongoing assessment showing continued safe storage. The store shall provide documentary evidence showing that the owner of the goods being stored accept storage without temperature monitoring but with ongoing safe storage risk assessment.	Further guidance can be found in the AHDB publication 'Grain storage guide for cereals and oilseeds, 3rd edition' (AHDB Cereals & Oilseeds, 2011). <a href="http://www.cereals.ahdb.org.uk/publications/2011/october/28/grain-storage-guide-for-cereals-and-oilseeds.aspx">www.cereals.ahdb.org.uk/publications/2011/october/28/grain-storage-guide-for-cereals-and-oilseeds.aspx</a>  See AHDB Cereals & Oilseeds Safe Storage Time Calculator.
<b>R</b>	Where a risk of rising temperature or deteriorating condition is identified (including unusual odours and visual signs such as mould, steam, insect migration (or foaming, lumps or crusts in liquids)) this shall be reported to the owner of the goods and any appropriate corrective action recorded and reported. The Storekeeper must demonstrate that monitoring of crops is robust. The Storekeeper may be audited by their Merchant customer as part of the terms and conditions of storage. If a food or feed safety hazard is identified once the goods are in store then the customer or owner of the goods must be immediately notified. The Storekeeper must implement one of the procedures in S10.3. The Product Recall procedure must be actioned by the Storekeeper if food/feed safety is compromised.	<a href="http://www.cereals.ahdb.org.uk/tools/safe-storage-time-calculator.aspx">www.cereals.ahdb.org.uk/tools/safe-storage-time-calculator.aspx</a>  The customer or owner will often be the responsible party for instigating any product recall.

## Store monitoring for liquids

Clause Ref	Requirement	Guidance
<b>S14</b>	<b>Store monitoring for liquids</b>	
<b>S14.1</b> <b>R</b>	Heating equipment must not leak, be periodically checked for accuracy and regularly maintained in a safe working manner.	Faulty heating equipment could represent a fire or food safety risk.
<b>S14.2</b> <b>R</b>	Thermometers, sampling equipment and tank content gauges designed for the purpose must be maintained.	

## Calibration

Clause Ref	Requirement	Guidance
<b>S15</b>	<b>Calibration</b>	
<b>S15.1</b> <b>R</b>	Weighbridge(s) must be calibrated annually by a recognised external company. Calibration certificates must be retained.	For public weighbridges, the interval of Trading Standards or HM Revenue & Customs checks mean that a 12 month interval is not possible but a calibration would be expected annually.
<b>S15.2</b> <b>UPDATED</b> <b>R</b>	Store monitoring equipment must be checked as per manufacturer's guidance or calibrated annually.	Internal checks are only acceptable where records are maintained.




## Drying, cleaning, conditioning and blending of combinable crops

Participants conducting testing of grain, pulses and oilseeds on which contractual decisions are based (including charges for drying) must be certified to the AIC Code of Practice for Testing Facilities of Combinable Crops. Facilities which only carry out testing for store monitoring purposes must include their grain testing activities within TASC storage or merchants scope.

Clause Ref	Requirement	Guidance
<b>S16</b>	<b>Drying, cleaning, conditioning and blending of combinable crops</b>	
<b>S16.1</b> <b>R</b> <b>R</b> <b>R</b>	<p>The HACCP plan must consider hazards associated with drying, cleaning, conditioning and blending of crops.</p> <p>Drying equipment must be regularly maintained in line with manufacturers' instructions by competent staff to ensure that burners operate efficiently.</p> <p>Fuel used in oil-fired driers must meet commercial fuel standards. The origin and specification of fuel used must be verified. Waste oil must not be used under any circumstances.</p> <p>Operators must be trained and a copy of the drier manual available to the operator. Product Safety Data Sheets and supplier quality declarations are readily available from oil companies and must be requested at regular intervals with copies retained in the site record system.</p>	<p>Typical hazards include:</p> <ul style="list-style-type: none"> <li>• Combustion gases in contact with crops (consider fuel types and drier maintenance)</li> <li>• Possible crop damage by overheating or other possible adverse effects.</li> <li>• Composition/ traceability of screenings</li> <li>• Possible concentration of hazardous impurities in screenings</li> <li>• Prevention of dressed seed entering the food/ feed chain</li> </ul> <p>This is covered as part of the 'Grain storage guide for cereals and oilseeds, 3rd edition' (AHDB Cereals &amp; Oilseeds, 2011).</p>

Clause Ref	Requirement	Guidance
<b>S16.1</b> <b>Continued</b>	Any aeration fans should be run when conditions are suitable to prevent the heating of combinable crops in store, and/or the build up of anaerobic conditions.  Where aeration is not available the store shall notify the customer/owner of the goods.	
<b>S16.2</b> <b>R</b>	Only screenings or cleanings produced solely from combinable crops from an assured source are to be identified or sold as TASCC Assured. If the Storekeeper/seed plant/processor sell the screenings or whole crops to companies other than the owner of the goods, they must be accredited to the TASCC Merchants Code of Practice.	Any screenings/cleanings produced wholly, or in part, from non-assured farms should be stored separately and sold without TASCC assurance status.
<b>S16.3</b>	The site producing screenings must retain a sample and retained by the facility in accordance with instructions from the owner of the goods/customer.	This is covered as part of the 'Grain storage guide for cereals and oilseeds, 3rd edition' (AHDB Cereals & Oilseeds, 2011).

## Use of pesticides, fumigants and post-harvest treatments

Clause Ref	Requirement	Guidance
<b>S17</b>	<b>Use of pesticides, fumigants and post-harvest treatments</b>	
<b>S17.1</b> <b>R</b>	Insect infestation must be reported to the owner of the goods/customer immediately on discovery. An agreement on action to be taken must be obtained from the owner of the goods.	Desiccant dusts/Diatomaceous earth are not Classified as pesticides and many consumers do not allow their use. It is vital that a Storekeeper complies with the customer's requirements before tackling any infestation.  This information will need to be recorded on the Combinable Crops Passport (see S10.2).
<b>S17.2</b> <b>R</b>	Where treatment of goods or the store is required, Storekeepers must:- <ul style="list-style-type: none"> <li>• obtain approval from the owner of the goods</li> <li>• use an operator holding the relevant certificate of competence</li> <li>• use pesticides including fumigants or biocides approved for use in the UK by the Chemicals Regulation Division or HSE</li> <li>• apply as per manufacturer instructions and legal limits</li> </ul>	Further information can be found on the HSE's Chemicals Regulation Division (CRD) website: <a href="http://www.hse.gov.uk/pesticides/">/www.hse.gov.uk/pesticides/</a>   From the 26th November 2015, it has been a legal requirement for all users of professional pesticides in any situation to hold the relevant certificate of competence.  These can be found on the following link. <a href="http://www.nptc.org.uk/assets/documents/c3f2adabe57f4893a058af0c49042632.pdf">www.nptc.org.uk/assets/documents/c3f2adabe57f4893a058af0c49042632.pdf</a> 
<b>S17.3</b> <b>UPDATED</b> <b>R</b>	Users must keep records of pesticides used for at least 3 years. Pesticide use must be recorded and declared on the Combinable Crops Passport (Grain Passport). Although not classified as a pesticide, use of desiccant dusts must be recorded, and declared on Combinable Crops Passport (Grain Passport).	Some consumers ban the use of diatomaceous earth.
<b>S17.4</b>	If pesticides are stored on site they must be stored in a manner prevents leaks and spills and contamination and environmental pollution.  The Storekeeper must follow the HSE Guidance on Storing Pesticides for Farmers and Other Professional Users (Annex H of the Code of Practice for using Plant Protection Products).	These guidelines aim to ensure that exposure to pesticides is minimised.  <a href="http://www.hse.gov.uk/pubns/ais16.pdf">www.hse.gov.uk/pubns/ais16.pdf</a> 

## Pest and vermin control

### Aim

This section outlines the measures to be taken to control pests, vermin and other animals in and around the store.

Clause Ref	Requirement	Guidance
<b>S18</b>	<b>Pest and vermin control</b>	
<b>S18.1</b> <b>R</b>	<p>There must be an effective pest control programme. This must include:</p> <ul style="list-style-type: none"> <li>• A plan of the site including locations of all bait stations</li> <li>• All bait stations must be fixed securely</li> <li>• Details of frequency of checks, with records of findings and actions</li> <li>• Details of any baits/chemicals used including Product Safety Data Sheets</li> </ul>	<p>Denying birds and rodents sources of food and harbourage/roosting sites is considered best practice. Proactive prevention is more effective than corrective action.</p> <p>The site plan can be the same document as required in S3.1 if all required information is present.</p> <p>Numbering of bait stations is considered good practice.</p>
<b>S18.2</b>	All animals must be excluded from stores.	Domestic animals can carry harmful bacteria.
<b>S18.3</b> <b>UPDATED</b> <b>R</b>	<p>The Storekeeper must either:</p> <ul style="list-style-type: none"> <li>• employ a suitably qualified person on site, (e.g. holding a British Pest Control Association (BPCA) or National Pest Technicians Association (NPTA) equivalent qualification</li> <li>• or have a vermin control contract with a BPCA or NPTA registered company</li> </ul>	
<b>S18.4</b> <b>UPDATED</b> <b>R</b>	<p>Control measures must ensure that poison baits cannot contaminate the goods. Grain based baits must only be used outside of the bulk store.</p> <p>Storekeepers must make every effort to ensure all traces of the bait have been removed from the site and disposed of according to the label instructions.</p>	
<b>S18.5</b> <b>UPDATED</b>	<p>Waste and scrap materials, old pallets or other materials which can encourage and harbour rodents must be removed from the proximity of the store. The whole site must remain tidy to discourage pests.</p> <p>When the Storekeeper has achieved adequate control, on-site evidence of proofing measures, absence of food spillages and reduced rodent harbourages e.g. lack of vegetation cover at building perimeters, must be maintained.</p>	
<b>S18.6</b> <b>UPDATED</b>	<p>The Storekeeper must dispose of dying and dead rodents safely.</p> <p>The Storekeeper must be able to demonstrate how they comply with Appendix 11 'Guidance note for the control of birds'.</p>	



## Outloading

### Aim

This section covers the requirements for the out loading of the goods.

Clause Ref	Requirement	Guidance
<b>S19</b>	<b>Outloading</b>	
<b>S19.1</b> <b>UPDATED</b> <b>R</b>	<p>The Storekeeper must ensure that a release is received and collection documents presented before the goods are released.</p> <p>Vehicles arriving on site to collect goods must be sheeted.</p> <p>The checks carried out must include:</p> <ul style="list-style-type: none"> <li>Ensuring that the vehicle is in a clean and dry state before loading</li> <li>The previous three loads are assessed with appropriate cleaning (no Generic terms)</li> <li>Vehicles must be uniquely identified (to include the vehicles number and Participant's scheme number)</li> </ul> <p>When the vehicle be deemed unfit to load the goods, the Storekeeper must immediately contact the owner of the goods/customer.</p> <p>Vehicles without or incorrect identification must be rejected unless</p> <ul style="list-style-type: none"> <li>written confirmation of TASCC or equivalent scheme approval can be produced or</li> <li>there is written confirmation from the owner of the goods that the vehicle can be loaded</li> </ul>	<p>The haulage document may state either swept, washed, steamed, disinfected or inspected and acceptable after carrying the 3 previous loads.</p> <p>Any queries regarding the assurance of the vehicles can either be checked via the AIC website (<a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>) or by contacting the TASCC Certification Body,</p> <p>Kiwa, on:- Kiwa Email: <a href="mailto:feed@kiwa.co.uk">feed@kiwa.co.uk</a> Tel: 01423 878873 Fax: 01423 878870</p> <p>The previous three loads should be checked against the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 4).</p> <p>Where forbidden/exclusion list materials have been carried the load should be rejected and the Storekeeper should immediately notify the owner of the goods/customer.</p> <p>Generic terms (e.g. fertilisers, biomass, stone, and dust) should not be accepted and the descriptions should be as precise and detailed as is necessary to accurately identify the product.</p>
<b>S19.2</b> <b>R</b>	<p>The Storekeeper must instruct the loading operative which store/silo/bay ID to load the goods from. The source of the stored goods shall be recorded.</p>	<p>This is important to prove traceability and segregation of assured and non-assured goods.</p>
<b>S19.3</b> <b>NEW</b>	<p>Samples taken must be retained by the facility in accordance with instructions from the owner of the goods/customer.</p>	
<b>S19.4</b> <b>UPDATED</b> <b>R</b>	<p>All combinable crops of UK or Republic of Ireland (ROI) origin must be accompanied on dispatch by a correctly completed Combinable Crops Passport (Grain Passport).</p> <p>Storekeepers must ensure that the relevant sections of the Combinable Crops Passport are completed accurately.</p> <p>Valid TASCC stickers must only be applied to a Combinable Crops Passport (Grain Passport) for combinable crops grown under a recognised United Kingdom or ROI farm source-assured scheme and loaded on to a TASCC or equivalent assured vehicle.</p> <p>If the customer/owner of the goods is collecting goods on non-assured vehicles, the Storekeeper must obtain written confirmation from the customer before loading the goods.</p> <p>Storekeepers must confirm with their customers whether a Combinable Crop Passport is required for dispatch of imported combinable crops.</p>	<p>Electronic Versions of the Combinable Crop Passport may be acceptable.</p> <p>Vessels loaded for export outside the United Kingdom or ROI or for discharge elsewhere within the United Kingdom or ROI do not need to carry a Combinable Crops Passport unless requested by a customer.</p> <p>Incomplete or incorrectly completed Combinable Crops Passports may lead to rejections and delays at delivery destinations. For the current Combinable Crops Passport (Grain Passport), see the AIC website.</p> <p>Participants must only use assured vehicles but the Participants customer may transport on non-assured (e.g. their own fleet).</p>

# Storage

Clause Ref	Requirement	Guidance
<b>S19.5</b>	Loaded vehicles/trailers must not be allowed to leave the site until covered with sound, clean and dry sheets. On vehicles/trailers carrying liquids, tank lids must be securely closed prior to leaving the site.	This is to prevent contamination and or loss of goods during transit.

## Sub-contracted storage

### Aim

This section outlines the controls upon a Storekeeper who wishes to sub-contract storage activities.

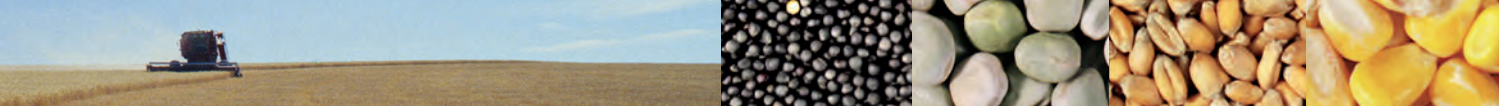
Clause Ref	Requirement	Guidance
<b>S20</b>	<b>Sub-contracted storage</b>	
<b>S20.1</b> <b>UPDATED</b> <b>R</b>	Storekeepers shall not have the right to subcontract storage without written approval from the owner of the goods. The sub-contracted store must be either, a TASCC Approved or a scheme recognised by AIC.	Approved stores can be found on the AIC website or mutually recognised trade assurance websites.

## Product recall

### Aim

This section outlines the type of records to be retained to allow recall/tracing of goods as required by current food and feed hygiene regulations.

Clause Ref	Requirement	Guidance
<b>S21</b>	<b>Product recall</b>	
<b>S21.1</b> <b>UPDATED</b> <b>R</b>	<p>There must be a written recall procedure which is capable of being put into operation at any time, inside or outside normal working hours.</p> <p>A responsible person with deputies must be nominated to initiate and co-ordinate all recall activities.</p> <p>If product recall becomes necessary the reasons for recall must be recorded and assessed and corrective action taken as necessary.</p> <p>Recalled or returned products must undergo a quality control reassessment before they are put back into circulation or disposed of.</p> <p>The destination of any recalled products must be recorded.</p> <p>The operation of any product recall must be reviewed after it has been carried out so that procedures can be modified if necessary.</p> <p>Traceability must be tested at least annually for adequacy. Records of tests must be kept and any corrective actions that arise must be implemented and recorded.</p> <p>Contact details of Local Authorities, DEFRA, FSA, DoH, Kiwa and AIC must be documented.</p>	<p>This applies to food/feed which the Participant has become aware of could cause a food or feed safety incident.</p> <p>This could form part of the internal audits/HACCP review process.</p>



# Testing

The AIC Code of Practice for Testing Facilities of Combinable Crops is offered to any facility carrying out testing of grain, pulses and oilseeds on which contractual decisions are based (including charges for drying). The scope of this Code of Practice extends to those tests required to define the quality of combinable crops for contractual and legislative requirements. Facilities which only carry out testing for store monitoring purposes must include their grain testing activities within TASC storage or merchants scope. This includes facilities which who charge for their Testing services unless otherwise registered under UKAS (The United Kingdom Accreditation Service).

## Introduction

### Aim

This Code of Practice aims to establish common standards of testing and to increase confidence in the accuracy of test results to minimise time, money and effort spent resolving disputes.

Clause Ref	Requirement	Guidance
<b>T1</b>	<b>Introduction</b>	
<b>T1.1</b> <b>R</b>	Participating testing facilities/group of testing facilities must compile a collection of documents/ electronic records detailing the way the facility is managed and operated.  These documents/records form the basis of the independent assessment.  These records must be available to all staff carrying out testing.	These documents/records are taken to be the collection of methods, procedures or instructions used by the Testing Facility. These can take the form of flowcharts, written instructions, etc and include the following; <ul style="list-style-type: none"><li>• Equipment/service calibration records</li><li>• Responsibilities of Testing Facility staff</li><li>• Staff training records</li><li>• Procedures for handling test samples</li><li>• Testing methods</li><li>• IQC records</li><li>• Proficiency Testing reports</li></ul>

## Facilities

### Aim

This section outlines the facilities required for accurate and repeatable testing.

Clause Ref	Requirement	Guidance
<b>T2</b>	<b>Facilities</b>	
<b>T2.1</b>	The Testing Facility accommodation, test areas, lighting, heating, ventilation equipment and supplies must be sufficient to allow testing to be performed accurately and effectively.	Lighting should enable samples to be seen clearly. Heating and ventilation should maintain comfort and allow equipment to work satisfactorily.
<b>T2.2</b>	Corrective action must be taken to remedy any external factors that could compromise accurate results.	Attention should be paid to external factors which may affect test results, e.g. dust, electromagnetic interference, humidity, voltage fluctuations, water pressure, temperature and vibration.

## Equipment

### Aim

Each piece of equipment used for testing must be fit for the purpose for which it is used.

Clause Ref	Requirement	Guidance
<b>T3</b>	<b>Equipment</b>	
<b>T3.1</b> <b>R</b>	The equipment must be maintained and serviced according to manufacturer's instructions or in-house procedures, and protected from deterioration and/or mishandling.	The Testing Facility should use equipment for the purpose for which it was designed and within its operating range.
<b>T3.2</b> <b>UPDATED</b> <b>R</b>	The Testing Facility must be able to demonstrate that each piece of equipment is operating accurately.	<p>This is usually done by:</p> <ul style="list-style-type: none"> <li>• An annual calibration check</li> <li>• Internal Quality Control (IQC) check (see section T11)</li> <li>• Proficiency Testing (Ring Check) (PT) schemes (see section T12)</li> </ul> <p>Annual calibration checks could be demonstrated by calibration certificates (e.g. from manufacturer) or in-house calibration using reference values from proficiency tests results or other samples with reference values (for a 1 litre Kern Chondrometer a calibration is performed every two years according to ISO7971 Pt 2).</p> <p>Calibration is only required if equipment is in use.</p>
<b>T3.3</b> <b>UPDATED</b>	Alterations to calibrations must only be carried out by an appropriately trained and authorised person. On equipment where passwords protect the calibrations, these must be initiated.	See Staff Training (see section T5).
<b>T3.4</b> <b>R</b>	Each item of testing equipment must be uniquely identified, and have its own records which include: <ul style="list-style-type: none"> <li>• Servicing and maintenance records, as well as details of any repairs carried out</li> <li>• Calibration details, methods and frequencies</li> <li>• Manufacturer's or in-house operating instructions</li> </ul>	<p>'Uniquely identified' means a reference number such as equipment serial number which needs to be cross-referenced on all records relating to the equipment.</p> <p>Calibration details should include calibration date, certificates, evidence of alterations and verification of sample data where appropriate etc.</p>
<b>T3.5</b>	Equipment, not in use, must be clearly identified as such. Before equipment is returned to use, it must be checked to ensure it is in calibration.	<p>A simple 'Do Not Use' sticker could be attached to not in use equipment to prevent accidental use of non-calibrated equipment.</p> <p>Known samples or other appropriate calibration method should be used to check equipment prior to reinstatement.</p>

## Testing Facility management

### Aim

This section outlines management systems which must be in place.

Clause Ref	Requirement	Guidance
<b>T4</b>	<b>Testing Facility management</b>	
<b>T4.1</b> <b>R</b>	A permanent member of staff (Designated Person) must be available at each site, who is responsible for the organisation of the testing facility, its day-to-day operation and the implementation of this Code of Practice.	In a small business this may be the owner; in a merchant Testing Facility this may be the technical manager.



# Testing

Clause Ref	Requirement	Guidance
<b>T4.1</b> <b>Continued</b> <b>R</b>	Where a number of testing facilities are operated within one organisation, an overall Designated Person must be responsible for implementing policy and checking performance across the group, with a person designated as responsible for the day-to-day operation based at each site.  Companies must demonstrate responsibilities by means of an organisation chart.	
<b>T4.2</b>	Testing Facility personnel should be independent of day-to-day trading pressures.	When Testing Facility staff are not independent of trading pressures, this should be identified by the company and potential conflicts managed.
<b>T4.3</b> <b>R</b>	A record of approved providers of critical supplies and services to the testing facility must be maintained.  A regular review of these suppliers must be documented.	'Critical suppliers' are those whose products or services may directly affect test accuracy or consistency.  These may include calibration companies, proficiency test scheme suppliers, and equipment/spares/consumable suppliers. It is good practice to review supplier performance annually.
<b>T4.4</b> <b>UPDATED</b>	Hygiene control measures in line with requirements of the Personnel section of the current DEFRA Code of Practice for the Control of Salmonella must be in place for a testing facility where waste grain is returned to the food/feed chain.	Refer to DEFRA Code of Practice for the Control of Salmonella publication PB 13303. The aim is to prevent contaminated grain entering the food chain. This includes pest control, personnel eating and clothing, personal hygiene and enteric diseases.  This activity must be covered by the store HACCP plan.

## Staff training

### Aim

This section outlines the facilities required for accurate and repeatable testing.

Clause Ref	Requirement	Guidance
<b>T5</b>	<b>Staff training</b>	
<b>T5.1</b> <b>UPDATED</b> <b>R</b>	Staff competency must be demonstrated by repeat testing of a range of samples of known value or ongoing evaluation of Proficiency Testing results.	Samples for demonstrating staff competency need to cover a typical range of analysis results for each parameter.  Acceptable tolerances for competency can be found in Appendix 17.
<b>T5.2</b> <b>UPDATED</b> <b>R</b>	All permanent staff carrying out testing must complete the relevant AHDB Cereals & Oilseeds on-line training modules for those tests undertaken.  Although not compulsory for other testing staff, the use of this on-line training is strongly recommended.	AHDB Cereals & Oilseeds on-line training contains detailed modules on wheat, barley and oilseed rape quality tests, including guidance on Internal Quality Control and contaminant identification.  Each module has an accompanying self-assessment, consisting of multiple-choice questions, accessible on-line from the AHDB Cereals & Oilseeds website.  Although not all commodities are included in the AHDB Cereals & Oilseeds training tools they do provide useful information about testing principles and Internal Quality control.

## Testing Facility operation

### Aim

This section outlines the operational requirements for a Testing Facility.

Clause Ref	Requirement	Guidance
T6 Sampling		
T6.1 UPDATED	Where sampling is the responsibility of the testing facility there must be a written sampling procedure.	AIC 1 & 2 and FOSFA 9A &26A contracts require sampling to comply with BS EN ISO 24333 and BS EN ISO 542 respectively. Detailed advice appears in the 'Grain sampling guide' (AHDB Cereals & Oilseeds, 2013). Customer requirements may vary with different crops or between harvest years as quality or risk varies e.g. mycotoxins. It is good practice to have written agreement or confirmation with customers confirming their acceptance of the sampling procedure.  Sampling can present a hazard and therefore should be considered in the store HACCP plan.  Refer to Defra Code of Practice for the Control of Salmonella publication PB 13303.
R	The sampling procedure must consider contractual and owner of the goods/customer specific requirements or instructions.	
R	Where sampling of grain for Salmonella testing is the responsibility of the Testing Facility it must be in accordance with the Defra Code of Practice for the Control of Salmonella.	
R		
T7 Procedures for handling test samples		
T7.1	The testing facility must have a written procedure for the handling of test samples, from entry into the facility, reporting of results, storage and disposal.	This may be in the form of a flowchart showing the stages of processing a sample though a Testing Facility.
R	This procedure must also consider specific contractual requirements or instructions of the owner of the goods, or the customer.	
T7.2	To ensure that no contaminants enter the food/feed chain, the procedure must cover the segregation and disposal of any samples or waste grain that are contaminated with hazardous material. (see T9).	
R		
T7.3 UPDATED	Test samples must be placed in clean containers, uniquely identified (material name, customer, date etc.) and retained for an appropriate period of time as deemed necessary by the Designated Person considering relevant instructions from the owner of the goods/customer.	Container lids should not be labelled as they can be swapped over.  The retention period should be determined bearing in mind the likely storage periods and product use. It is important to retain samples for long enough to be of value if problems occur in subsequent use of the material.
T8 Testing methods		
T8.1	The Testing Facility must have written methods for all tests carried out. These methods must be available to all staff carrying out testing.	It is acceptable for these methods to be in the manufacturer's instruction manual or a simple flow chart.  Testing Facilities using only in-house methods are not required to have copies of the reference methods, but should be able to demonstrate how each method relates to the reference method.
R	These methods must be capable of giving results within the AHDB Cereals & Oilseeds Grain testing figures in Appendix 17 and must be traceable to the reference methods listed in Appendix 16.	

# Testing

Clause Ref	Requirement	Guidance
T9		
Contaminants		
T9.1 UPDATED	The sample must be checked for the presence and identification of: <ul style="list-style-type: none"><li>Hazardous impurities</li><li>Abnormal smell and/or appearance</li><li>Infestation</li></ul> This check must be recorded and reported in the same way as other tests and include the identification of any contaminants found.	The following contaminants may be found in cereals, pulses and oilseeds. The list is not exhaustive. <ul style="list-style-type: none"><li>Diseased grains (bunt, fusarium)</li><li>Ergot</li><li>Mouldy grains</li><li>Injurious storage pests</li><li>Stones</li><li>Faeces</li><li>Glass</li><li>Metal fragments</li><li>Chemically-dressed seed</li><li>Rodenticide</li><li>Allergens</li></ul>
R		
T10		
Recording and reporting results		
T10.1	Test results must be reported accurately, clearly, and in such a way that the information is easily understood.	Units and methods should be stated where absence may lead to misinterpretation. e.g. protein at dry matter, oil at 9% moisture, number in 100 seeds.
T11		
Internal quality control		
Internal QC aims to demonstrate that results are consistent and the method is under control.		
T11.1	An internal quality control (IQC) system must cover each commodity and parameter tested. Checks must be performed daily where contractual testing is taking place, and testing of samples can only commence when satisfactory IQC results are obtained.	Tests for moisture, specific weight, nitrogen, protein, Hagberg and oil content should be checked. Records should be available demonstrating: <ul style="list-style-type: none"><li>when checks were made</li><li>which commodities and parameters were checked</li><li>what tolerances have been set</li><li>actions taken when results fall outside tolerances</li></ul>
R	IQC checks must be carried out weekly as a minimum where non contractual testing takes place, and facilities must be able to demonstrate, through historical data, the reliability and consistency of equipment and method. Where more than one item of equipment is used for tests, IQC checks must be carried out on each item of equipment.	
T11.2 UPDATED	Samples used for IQC checks may either be prepared in-house in accordance with documented procedures or obtained from an accredited third party Testing Facility (e.g. UKAS, ISO, TASCC). When preparing samples in-house, replicate testing of check samples is required to generate the established value and standard deviation, with warning and action lines on control charts or other types of record (where that record is capable of showing any outliers or trends) being set to a minimum of those given in AHDB Cereals & Oilseeds Grain Testing – Standards for testing for repeatability (see Appendix 17).	IQC established values, action and warning limits can be calculated by reference to the AHDB Cereals & Oilseeds training tools and the AHDB Cereals & Oilseeds Grain Testing – Standards for testing (see Appendix 17). Samples obtained from third party testing facilities should be supplied with traceability to the relevant reference method (see Appendix 16) and ideally with action and warning limits.
R		



Clause Ref	Requirement	Guidance
<b>T11.3</b> <b>UPDATED</b> <div>R</div>	Accuracy of balances/dispensers/measuring cylinders must be checked weekly when in use.	<p>Balances should be checked with a weight of a known value at least weekly when in use (ideally daily). Weights used should reflect the procedural requirements used on the balance.</p> <p>Dispensers/measuring cylinders should be checked at least weekly when in use (ideally daily).</p> <p>1ml of water = 1 gram, therefore a balance can be used to check the volume dispensed.</p>
<b>T11.4</b> <div>R</div>	Where IQC results fall outside the warning and action lines, the testing facility must have procedures in place to ensure that corrective action is taken.	<p>The procedure should ensure that the Designated Person is involved and the validity of previous test results is reviewed.</p> <p>Further information can be found on the AHDB Cereals &amp; Oilseeds training tools. <span>i</span></p>
<b>T12 Proficiency ('ring') tests</b> <i>Proficiency, or ring, tests provide an independent external check that the Testing Facility is achieving a consistent level of results that are in line with others performing the same tests.</i>		
<b>T12.1</b> <b>UPDATED</b> <div>R</div> <div>R</div> <div>R</div>	<p>Testing facilities must participate in proficiency schemes at least monthly whilst testing is taking place. All relevant tests must be undertaken on each occasion.</p> <p>Where testing is only undertaken infrequently throughout the year, with the written permission from the owner of the goods, it is not necessary to complete ring tests monthly. However, the testing facility must demonstrate results are accurate and traceable to reference methods.</p>	
<b>T12.2</b> <b>UPDATED</b>	<p>Each Testing Facility must participate in a proficiency testing scheme for each commodity and parameter tested where one is available.</p> <p>If the scheme is not operated by an organisation listed by AIC, the Testing Facility must obtain written confirmation from the proficiency testing scheme operator that it complies with Appendix 15.</p> <p>Where no proficiency scheme exists or where atypical commodities are encountered, the testing facility must demonstrate results are accurate and traceable to reference methods.</p>	<p>A list of proficiency testing organisations and commodities covered can be found in Appendix 15 of this code.</p>
<b>T12.3</b> <b>UPDATED</b> <div>R</div>	<p>The designated person must review reports from the proficiency scheme on receipt.</p> <p>Appropriate corrective actions must be implemented and recorded typically when z-scores exceeding 2 are reported or when adverse trends are observed.</p>	<p>If necessary refer to proficiency scheme provider for interpretation of results.</p> <p>Review can be demonstrated by signing and dating the report.</p> <p><b>Z-scores:</b> (Regardless of the sign (+/-))</p> <ul style="list-style-type: none"> <li>Less than or equal to 2 is considered to be <b>satisfactory</b></li> <li>Greater than 2 but less than or equal to 3 is considered to be <b>questionable</b> and suggests some attention to equipment and/or procedure may be required</li> <li>Greater than 3 is considered to be <b>unsatisfactory</b> and requires examination of the equipment and/or procedure</li> </ul>

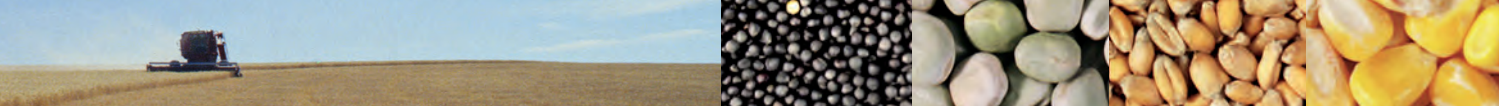
# Appendix 1

## AIC Haulage Exclusion List

If a TASC Participant has any doubts over an unfamiliar product before loading, they must obtain a product data sheet and email it to AIC [enquiries@agindustries.org.uk](mailto:enquiries@agindustries.org.uk) or fax it to AIC on 01733 385270, or email [enquiries@agindustries.org.uk](mailto:enquiries@agindustries.org.uk) or call the AIC Trade Assurance helpline on 0870 3000532 for further clarification and advice. To be read in conjunction with the TASC Code of Practice for Road Haulage.

1 Bulk carrying vehicles (tipper, tankers, walking floors, rigid and trailers etc)	
<b>Category 1, 2 and 3 animal by-products except processed pasteurised milk and products thereof, pasteurised egg and products thereof, animal derived dicalcium phosphate, hydrolysed proteins, fish meals, fish oils, fish protein concentrate, fish and fish by-products and tallow produced in plants authorised for use into animal feed in accordance with the EU 1069/2009 Animal By-products Regulations (see Sensitive List).</b>	Excluded materials are, for example, meat and bone meal, meat meal, bone meal, blood meal, dried plasma and other blood products, hoof meal, horn meal, poultry offal meal, feather meal, dry greaves, and any other similar products, and includes mixtures, feedingstuffs, feed additives and premixes containing these products. This is not an exhaustive list.
<b>All wastes obtained from the various phases of the urban, domestic and industrial waste water treatment process.</b>	Irrespective of any further processing of these wastes and also irrespective of the origin of the waste waters unsuitable for human consumption for reasons of freshness.
<b>Animal &amp; poultry wastes</b>	
<b>Asbestos</b>	or materials containing asbestos.
<b>Bituminous products</b>	e.g. tar chips, tarmac planings, rag and recycled aggregates.
<b>Cereal and other seeds treated with toxic dressing</b>	
<b>Glass</b>	(including cullet) and products thereof.
<b>Hide treated with tanning substances</b>	including its waste.
<b>Livestock, including poultry</b>	also including carcasses.
<b>Mammalian protein</b>	Including any feed containing these materials e.g. (a) mammalian protein (including greaves), other than processed animal protein (see below), derived from the whole or part of any dead mammal by the process of rendering; or (b) any material derived from mammalian protein, and for this purpose 'protein' means any proteinaceous material which is derived from a carcass but does not include milk or other milk products.
<b>Manures, litter and composts (including Green Waste)</b>	AIC Code of Practice for Deep Cleaning of Road Haulage Vehicles.  Bulk tipping vehicles which have carried manures, litter or composts but no other Exclusion List materials may be eligible to re-enter the TASC Scheme by cleaning in accordance with the above Code of Practice. For more details see the TASC Codes of Practice page on the AIC website, or contact Kiwa on 01423 878878.





<b>Mineral clays</b>	which have been used for detoxification purposes.
<b>Old tyres</b>	
<b>Other products not responsive to normal detergent cleaning</b>	
<b>Pharmaceutical waste</b>	
<b>Radio-active materials</b>	
<b>Recycled sand</b>	Under the prefix 'Eco' – could be, for example, crushed glass or tarmac planings or used equine sand from livery yards.
<b>Refuse Derived Fuels (RDF)</b>	Check product data sheet.
<b>Scrap metal</b>	including fragmented metal and 'frag rubber'.
<b>Solid urban waste</b>	such as household waste, including products processed from this material.
<b>Toxic &amp; corrosive materials</b>	and any packaging used for these materials or any materials (e.g. timber) treated with these products.
<b>Untreated waste from eating places</b>	except certain food stuffs of vegetable origin considered. Check with Kiwa or AIC for clarification before commitment.

NB: Many products now are of a recycled nature (or pre-fixed 'Eco' or 'Green') (e.g. recycled aggregates which can contain bitumen, scrap metal and glass) so ensure that a product data sheet is obtained and, if in doubt, contact AIC for clarification.

NB: Generic terms (e.g. biomass, fertiliser and ash) should not be used and descriptions should be as detailed as is necessary to accurately identify the product.

# Appendix 2

## AIC Haulage Contaminant Sensitive List

If a TASCC Participant has any doubts over an unfamiliar product, they must - **before loading** - obtain a product data sheet and email it to [AIC\\_enquiries@agindustries.org.uk](mailto:AIC_enquiries@agindustries.org.uk) or fax it to AIC on 01733 385270 or call the AIC Trade Assurance helpline on 0870 3000532 for further clarification and advice. To be read in conjunction with the TASCC Code of Practice for Road Haulage.

**Before handling any goods contained within the contaminant sensitive list, TASCC Participants are advised to check customer terms and conditions.**

### 1 Pressure cleaning/sanitising

Lorries must be pressure cleaned with a 1% hot (70-80C) solution of a combined detergent/sanitiser suitable for use on food contact surfaces after they are used for carrying the goods listed below. The vehicle sheet must also be pressure cleaned in this way. The vehicle and sheet must be drained and dry before re-use for other loads. Proof will be required to be given that appropriate cleaning operations have been undertaken and they must be recorded on the consignment note of a subsequent load.

<b>Animal-derived dicalcium phosphate and hydrolysed protein (some Category 3 materials)</b>	produced in plants authorised by the competent authority in accordance with the Animal By-Products Regulations 2011.
<b>Any product known to be Salmonella positive</b>	
<b>Food stuffs of vegetable origin considered unsuitable for human consumption</b>	for reasons of freshness.
<b>Packaging and parts of packaging from products used in agriculture or the food industry</b>	
<b>Silage</b>	
<b>Strong smelling materials</b>	excluding fishmeals (see 7 – Fishmeal) – Strong smelling materials should normally be carried in dedicated vehicles which are not used for transporting other goods, because cross-contamination or taint of subsequent loads can lead to rejection and substantial claims for which the haulier may be held liable.
<b>Tallows/Used cooking oils</b>	

NB: Hauliers may find that some customers may not accept goods in vehicles which have carried these materials.

### 2 Washing/brushing/vacuuming

Proof will be required to be given that appropriate cleaning operations have been undertaken when the following materials have been carried prior to the carriage of goods covered by this Code. In most cases where the material is dry thorough brushing or vacuuming will be sufficient. However, if the material is caked or damp, washing will be necessary

<b>Clean and un-used rubber bedding</b>	including playground and arena mixes.
<b>Coal/fly ash/coal by-products</b>	Before delivering or collecting oil seed rape, check with customer the correct cleaning regime. Ash may contain Mammalian Protein and would be classified as Forbidden Material.
<b>Fertiliser</b>	Fertiliser may contain Mammalian Protein and would be classified as Forbidden Material.
<b>First time quarried aggregates/stone</b>	not including bitumous or recycled products (see Exclusion List).
<b>Medicated feed products</b>	
<b>New tyres</b>	
<b>Peat</b>	
<b>Sand (First time quarried/clean/builders sand)</b>	
<b>Salt</b>	
<b>Sheeted/Unsheeted root crops and fruit</b>	
<b>Untreated wood, sawdust or other materials derived from wood</b>	

### 3 Moist co-products

Vehicles that carry moist co-products must be clean and have any excess moisture removed before loading.

Vehicles used for the delivery of moist co-products must be cleaned and sanitised with a food grade sanitiser every three weeks as a minimum. This cleaning must include load carrying areas and the sheet inside and out.

Vehicles that carry moist co-products must be washed/brushed/dried before carrying dry products.

### 4 Infested products

Vehicles which have carried infested products must be thoroughly steam cleaned. The vehicle sheet must also be steam cleaned in this way. The vehicle's load carrying area and sheet must be drained and dry before re-use for other loads. Proof will be required that appropriate cleaning operations have been undertaken and they must be recorded on the consignment note of a subsequent load. The use of smoke bombs is not likely to be effective and is not recommended.

### 5 Materials causing allergic reactions

EU legislation (Directive 2007/68/EC) identifies several groups of materials as causing allergic reactions in some people. In certain cases these reactions can cause severe anaphylactic shock, which can be fatal.

Participants must check and comply with individual customers policies/requirements/terms and conditions before handling any of the following products:

- Crustacean and products thereof
- Fish and products thereof
- Milk and products thereof
- Eggs and products thereof
- Peanuts and products thereof
- Nuts

i.e. Almond (*Amygdalus communis* L.), Hazelnut (*Corylus avellana*), Walnut (*Juglans regia*), Cashew (*Anacardium occidentale*), Pecan (*Carya illinoensis* (Wangenh.) K. Koch), Brazil (*Bertholletia excelsa*), Pistachio (*Pistacia vera*), Macadamia/Queensland (*Macadamia ternifolia*) and products thereof.

For example, Peanuts, Nuts and Sesame Seeds can be found in products such as confectionary waste, biscuit meal, animal feed blends, chocolate bars, cereal bars and some bread products) (Be aware that products described as nuts (e.g. 'Sugar Beet Nuts') must not be confused with nuts as defined above as they are not necessarily allergens. As part of their due diligence, Hauliers must provide clear evidence to customers of the difference)

- Celery and products thereof
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/litre expressed as SO<sub>2</sub>
- Lupin seeds and products thereof
- Mustard and products thereof
- Molluscs and products thereof
- Sesame seeds and products thereof

(Cereals containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut and their hybridized strains) and Soya are also identified in EU legislation as causing allergic reaction)

### 6 Organic and genetically modified goods

#### 6.1 Organic goods

Hauliers must check individual companies' policies before carrying organic goods.

#### 6.2 Genetically modified goods

Hauliers must check individual companies' policies before carrying genetically modified goods.

### 7 Fishmeal/fish oil

Only fishmeal/fish oil which has been produced in plants authorised by the competent authority, in accordance with the Animal By-Products Regulations 2005, is permitted to be carried under this Code.

(NB: Attitudes towards and acceptance of fishmeal differ between end-user companies. Hauliers must check individual company policies before carrying this commodity).

If a vehicle is used for the transport of fishmeal and is subsequently used for the transport of other goods intended for:-

- **Non-ruminant animal feed materials or finished feeds** - It must be thoroughly cleaned, in accordance with section 2 of this list and inspected before and after the transport of fishmeal.
- **All other purposes** - It must be thoroughly cleaned and sanitised, in accordance with section 1 of this list and inspected after the transport of the fishmeal. This is particularly important where the goods may be used for human consumption.

### 8 Naturally Occurring Prohibited Substances (NOPS)

Naturally Occurring Prohibited Substances (NOPS) are defined as 'either naturally present within certain feed ingredients or occur as a result of inadvertent cross contamination during growing (as weed seeds) or processing, and are listed in the BETA NOPS Code'.

Examples of materials in which NOPS are commonly found include bakery and biscuit products, confectionary and poppies (seeds, heads and straw). The NOPS Code aims to reduce the risk of contamination of horse feed from NOPS at every stage of the supply chain, from field to finished product. Hauliers must confirm with their customers the compatibility of previous loads transported to ensure requirements of BETA customers regarding NOPS are met.

Further details can be found from BETA – <http://www.beta-uk.org/pages/feed-safety/beta-nops-scheme.php>

# Appendix 3

## TASCC Sensitive list matrix

NB: This matrix is shown as a guide only – a full description can be found in the IDTF (International Database Transport (for) Feed) [www.icrt-idtf.com/en/index.php](http://www.icrt-idtf.com/en/index.php)

Material	Pressure Cleaning AND Sanitising	Washing OR Brushing OR Vacuuming
Aggregates including first time quarried aggregates/stone – not including bituminous or recycled products.		✓
Animal-derived dicalcium phosphate and hydrolysed protein produced in plants authorised by the competent authority in accordance with the Animal By-Products Regulations 2009.	✓	
Clean and un-used rubber bedding.		✓
Coal/fly ash/coal by-products. Ash may contain Mammalian Protein and be classed as an exclusion list material.		✓
Fertiliser. May contain Mammalian Protein and be classed as an exclusion list material.		✓
Fishmeal/fish oil – when next load is non ruminant animal feed materials or finished feeds.		✓
Fishmeal/fish oil – when next load is any other material.	✓	
Foodstuffs of vegetable origin considered unsuitable for human consumption for reasons of freshness.	✓	
Infested products.	Steam clean	
Medicated feed products.		✓
Moist co-products.	3 weeks maximum	✓
Packaging and parts of packaging from products used in agriculture or the food industry (excepting where there is a risk of contamination from Forbidden/Exclusion List materials).	✓	
Peat and some top soil.		✓
Sheeted/unsheeted root crops and fruit.		✓
Salmonella positive products.	✓	
Salt.		✓
Sand (First time quarried/clean/builders sand).		✓
Silage.	✓	
Strong smelling materials, excluding fishmeals.	✓	
Tallows/Used cooking oils.	✓	
New tyres.		✓
Untreated wood, sawdust or other materials derived from wood.		✓
<b>Check customer's company policy regarding cross contamination</b>		
Allergy causing materials.		
Organic and genetically modified goods.		
Naturally Occurring Prohibited Substances (NOPS).		



This document supersedes any information on TASCC published in earlier AIC member briefings and other documents. An update will be published for February 1st 2018.

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# Notes







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