Transport by Road

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Gafta Promoting international trade

Code of Practice for Transport by Road

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Code of Practice for the Carriage of Combinable Crops and Animal Feed Materials by Road

GTAS Transport by Road Manual.
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A	**Introduction** In the process of moving goods from farm to end user it is likely that all goods will be transported by road at least once. The loading and discharge of goods into and from a road vehicle are critical control points. It is vital that the quality and condition of goods whilst being transported are maintained and that the risk of contamination is eliminated or at least minimised and controlled.
B	**Scope** This Manual aims to provide a set of minimum standards in the form of a Code of Best Practice for the transport of goods by road at all stages in the supply chain from the farm in the country of origin through to the end destination. The best practice should help ensure that the quality and condition of the goods during the transportation operations are maintained, and that the risk of contamination is eliminated, and where not possible, minimised and controlled.
C	**Definitions** Definitions relating to this Manual are set out in the Scheme Overview or are available separately in Part 3 of the scheme documentation.
D	**General** Carriers must display due diligence and exercise appropriate care when transporting goods under this Code and must adhere to all current applicable legislation and relevant industry codes of practice. Carriers must demonstrate the actions taken to meet legislative and customer requirements. This Code of Practice comprises a set of minimum standards of best practice that are intended to help carriers become aware of the risks involved in carrying goods destined for human and or animal consumption. Risks of contamination, deterioration of goods and wilful damage can be minimised by operation of a HACCP system (Hazard Analysis Critical Control Points). This standard is based on HACCP principles and operators must demonstrate an awareness of the principles of HACCP. Carriers are responsible for delivering goods in the same condition as they were received and therefore must be aware of the risks to the integrity of the goods arising from: • the risk of contamination from residues of previous loads and between goods/materials where sectionalised • the effects of weather during loading, transport and delivery

1.0	**HACCP**
1.1	Hauliers must have a HACCP plan in place covering all aspects of their operations (see Scheme Manual and Part 3 Guidance Notes on HACCP). The Code applies to the carriage of combinable crops, animal feed materials, compound feedingstuffs and as-grown seed, intended either for human consumption after processing, for direct feeding to livestock or for incorporation into animal feedingstuffs.
1.2	In the event that a carrier is contracted to transport goods or materials with which they are not familiar, they must obtain written details of the handling and transport characteristics, and details of control measures resulting from any risk assessments. Such risk assessments must take into account the requirements set out in the Exclusion and Contaminant Sensitive lists of this Code of Practice. [R]
2.0	**Control of notifiable diseases and materials which must not be carried with the goods covered by this Code of Practice.**
2.1	Where any notifiable disease restrictions are in force, (e.g. Foot and Mouth Disease, Swine Fever, etc.) any instructions issued by the proper authorities must be adhered to and notified to the Company. Prior to proceeding onto any such restricted sites to collect or deliver goods the operator must obtain permission and notify his office. This must be recorded on collection/delivery note. [R]
2.2 K	Materials on the Exclusion List must never have been carried on vehicles used to carry goods covered by this Code of Practice.
3.0	**Vehicles**
3.1 K	Hauliers must be in possession of a valid operating licence or other permission enabling them to operate as a road haulage company, as required by the applicable national and/or regional rules and regulations. [R]
3.2	Vehicles and trailers must be clearly identifiable with a simple but unique number/letter mark system which must be displayed on each side of the trailer and on the rear, and must be visible from a distance to the human eye. The recommended height for numbering and lettering should be a minimum of 10 cms. The unique identification number should be referred to on all records.
3.3	This identification number should cross-reference with the chassis number. [R]
3.4 K	All bulk tipping vehicles and trailers must be fitted with a sheet that completely covers the load and can be operated from ground level.
3.5	All bulk tipping vehicles must be equipped with a well maintained dust 'sock' over the grain hatch, to reduce dust at the tipping point.
3.6	Hauliers must maintain an inventory of vehicles, units and trailers whether owned, hired, leased or borrowed. Details of the vehicle registration number, chassis number, trailer identification numbers and date of acquisition, disposal or removal from the scheme must be recorded. [R]
3.7	Where vehicles and trailers are acquired second hand a declaration of the history of that vehicle, trailer and previous use must be kept for audit purposes. The minimum history required is the name of the previous operator, details of the last three loads carried, records of the cleaning and disinfecting operations relating to those loads and a statement confirming that no materials from the Exclusion List have been carried. [R]
3.8 K	New trailers, trailers acquired second hand and any trailers hired (in all cases to include their covering sheets) must be thoroughly cleaned, pressure washed and disinfected with a hot (70-80c) solution of any combined food grade detergent/disinfectant diluted in accordance with manufacturer's recommendations before being able to carry goods under this Code. After carrying out such operations the vehicle must be inspected and the operation recorded. [R]
3.9 K	Before hiring a vehicle or trailer, details of the last three loads carried and records of the cleaning and disinfecting operations relating to those loads must be obtained, together with a statement confirming that no materials from the Exclusion list have been carried. [R]
3.10 NEW	Details relating to any acquisitions of new trailers, trailers acquired second hand and any trailers hired (see 3.6, 3.7 and 3.8) must be notified to the scheme Certification Body before first use. [R]

3.11	History of previous use of the vehicle and proof of the appropriate cleaning and inspection should be kept for audit purposes. [R]
3.12	When a vehicle is sold, a history of the loads carried and records of the cleaning and disinfecting operations relating to those loads must be made available to the buyer.
3.13	Vehicles with sectionalised interiors must be able to clearly identify each section for the purposes of identification for loading and unloading.
3.14 K	Vehicles and trailers must be fit for the purpose of the transport of goods under this Code, be regularly serviced, maintained and kept clean. [R]
4.0	**Driver Training and General Safety** The successful operation of this Code of Practice cannot be achieved without proper training of personnel. Haulage operators (including those that own and drive their own vehicles) should identify training needs and ensure that the appropriate training is undertaken and/or provided. Such training should include as a minimum: a full understanding of the purpose and detailed requirements of this Code of Practice, any in-house procedures for the implementation of this Code, basic awareness of food safety and hygiene disciplines and personal hygiene. Training may be carried out on an in-house basis. 4.1 A designated person within the business must be responsible for the implementation of this Code of Practice and also for staff training and any required records. [R]
4.2	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.
4.3	Procedures must be periodically reviewed, amended where necessary and re-issued to ensure that they remain current and effective.
4.4 K	All new drivers must receive induction training on their vehicle and the goods being carried and food safety and hygiene issues relating to the goods. All drivers must be aware of this Code. [R]
4.5 K	Drivers must be trained in, and have awareness of, health and safety issues related to their work; in particular for their personal safety, the safety of others working in proximity, and to prevent damage to plant and equipment, at the sites they visit. Training must take place regularly (normally on an annual basis), be kept up-to-date and documented. [R]
4.6	All personnel should wear overalls or other appropriate garments in work areas. These should be regularly and frequently cleaned as necessary.
4.7	Eating, drinking and smoking are not permitted within storage areas or near to raw materials.
4.8 K	No person known to be suffering from a communicable enteric disease should handle goods.
4.9	Drivers must observe any specific site health and safety requirements which they attend.
4.10	The driver is responsible for and must remain in charge of his vehicle at all times during loading and discharge operations.
4.11	The driver must be aware of guidelines relating to the safe operation of tipping vehicles.
4.12	Walking on loads is prohibited unless absolutely necessary and then only after an assessment is made of health and safety and food/feed hygiene requirements. In any event drivers must be suitably attired to prevent contamination of the goods.
4.13 K	All drivers must have a training file for initial and on-going training and be in possession of the required licence for the class of vehicle that they are driving. [R]
4.14	Drivers must only smoke in designated areas.

4.15	Before carrying out any form of maintenance, cleaning or repair work on vehicles - whilst on a third party site - drivers must seek permission from the site owner/operator.
5.0 K	**Safety Equipment** Drivers of vehicles must have access to the necessary Personal Protective Equipment to enable them to undertake their work safely. This should include at least: high visibility jacket or waistcoat, protective boots, overalls, dust masks, hard hat and suitable gloves. Drivers should also have access to a first aid kit and torch. Evidence is required of the driver's signature for this equipment. [R]
6.0 6.1	**EU only - Statutory Registration Requirements** **Food and Feed Hygiene Registration Regulations** Before carrying any goods which may be destined for human and/or animal consumption all hauliers operating within the EU must apply to register their businesses with the local authority. Hauliers located outside the European Union are advised to check with their local authorities whether such requirement exists. [R]
6.2	**Registration of Hauliers under EU TSE Regulations** Hauliers must register with their respective official authorities before carrying unpackaged (bulk) fishmeal, animal derived dicalcium phosphate, hydrolysed proteins or any processed animal protein, such as poultry meal or mammalian meat and bone meal not incorporated into pet food or fertiliser. Hauliers based outside the European Union are advised to check with their local authorities whether such requirement exists. [R]
7.0 K REV	**Salmonella Code of Practice** Hauliers must comply with the transport requirements of a recognised Code of Practice for the Control of Salmonella. In the UK the Defra Code of Practice for the Control of Salmonella applies. In the absence of a recognised Code of Practice, the Gafta Monitoring Code for the Control of Salmonella shall apply. Hauliers must demonstrate access to the applicable Code of Practice.
8.0 8.1 K	**Cleaning Requirements** Road vehicles presented for carriage of goods under this Code of Practice must be clean, dry, free from smell and generally in a fit condition to carry the goods. This requirement extends to the sheet that covers the load and any part of the vehicle that the goods will come in contact with during loading or discharge, for example grain socks, blower units, augers and discharge pipes.
8.2	Hauliers must have access to a designated cleaning area, water supply, steam cleaner, disinfectants, brushes and vacuum cleaner.
8.3	All vehicles must carry appropriate cleaning implements. The minimum of cleaning implements that should be carried are a brush and shovel. [R]
8.4	Cleaning waste should be disposed of responsibly and with due environmental consideration, i.e. must not be indiscriminately dumped.
8.5	Where cleaning operations take place at either the place of loading or the place of discharge/unloading, residues must be disposed of by permission of the site operator in accordance with the site protocols.
8.6	Where cleaning operations take place elsewhere and no disposal facilities are available, residues must be placed in a suitable receptacle for later disposal (in a safe, responsible and environmentally sound manner).
8.7	The goods must not be loaded until the vehicle has been inspected to establish that it is in a suitable condition to receive the goods. Where necessary, further cleaning and drying may take place. The inspection should be made jointly between the driver and the authorised person in charge of the loading operations. [R]
8.8 K	It is prohibited for any vehicle to load goods covered by this Code of Practice if they have carried any of the goods listed in the Exclusion List (Appendix 1).
8.9 K	If a vehicle has carried any of the goods/materials listed on the Contaminant Sensitive List, then that vehicle must be cleaned and disinfected before carrying goods under this Code of Practice (see Appendix 2). [R]

8.10 K	All vehicles and tankers, equipment and load carrying areas must be cleaned routinely and disinfected at least every six weeks (see Appendix 2). [R] Alternatively the frequency of cleaning and disinfecting can be determined under a carrier's risk assessment.
8.11 K	The exteriors of all vehicles must be cleaned routinely as dictated by road and weather conditions and should be considered as part of the carrier's risk assessment (see Appendix 3). [R]
8.12 K	For sanitising operations to be effective the vehicle must first be cleaned. Only food grade sanitisers should be used to avoid any residual smell or taint.
8.13 K REV	Vehicles and trailers carrying loads that have been rejected due to smell, taint, mould, contamination or infestation may require specialist cleaning with approved products. There must be a documented procedure for any specialist cleaning with approved products. [R]
8.14 K	Drivers must carry records of (at least) the previous three loads carried and records of the cleaning and sanitising operations carried out. These records should refer back to the last date at which exterior cleaning and sanitisation occurred. Drivers must make this information available on request to any authorised person at the loading or discharge point. [R]
8.15	Vehicles carrying goods under this Code of Practice must be sheeted at all times except when loading, discharging or during routine sampling.
9.0 NEW	**Customer Requirements** Within the trade there are a number of assurance schemes covering food and feed safety in operation. Requirements of food/feed safety schemes may vary in relation to specific conditions under which transport by road must take place. Carriers (hauliers) must ensure that they understand and comply with any specific requirements of the relevant food/feed safety scheme in which the goods are being transported. It is the responsibility of the principal in a contract for haulage (the customer) to give precise instructions regarding any specific requirements that exist if these are not already covered by this Code of Practice. (see also 10.0)
10.0 NEW	**Accepting a Transport Order** Hauliers must have a documented procedure for accepting a transport order. The procedure must include details of the type of goods to be transported (data sheets etc.) whether such goods are Exclusion or Contaminant Sensitive goods and any cleaning requirements. The order should also take into account any special requirements of the customer with regard to food and/or feed safety schemes or special buying terms that are relevant to the transport of the goods.
11.0	**Load Documentation** **Collection** References in this clause to "the Company" shall mean the consignee of the goods who has taken out a haulage contract for the collection of goods. At the loading point drivers of vehicles are required to follow a set of procedures which must include the following: • Present a vehicle in a clean, dry and fit state to load and on request provide evidence of the vehicle's last three loads and record of cleaning operations. Cleaning records should date back to the last record of exterior cleaning and sanitisation. Where a vehicle is divided into separate compartments evidence of the previous loads carried must be presented for each compartment, if different. • Report on arrival to the weighbridge or other authorised arrival point and await instructions. • Present a valid collection note identifying the collection and delivery addresses, customer information and references, quantity to be loaded and an exact description of the goods to be collected (to include description of variety where applicable). [R] • Receive directions/instructions on where the vehicle is to be loaded. • Oversee the correct and safe loading of the vehicle. • Ensure the tare weight of the vehicle is established. • Where segregated compartments are used for loading, checks must be made to ensure there is no leakage between compartments and that there is no cross contamination of goods. Where an order of loading of compartments is specified this must be followed accordingly.

	• Sheet the vehicle immediately after loading in order to depart in a safe, roadworthy condition. • Receive and sign as applicable the receipt of the goods loaded and weighed gross, tare and net. • Check that the net loaded weight matches the amount ordered. • Where no weighbridge exists on site the driver should notify his office for instructions and unless otherwise agreed should proceed to the nearest public weighbridge. • It is the responsibility of the driver/haulier to notify the relevant parties of any delay in agreed schedules. • Any losses or disputes arising should be referred by the driver/haulier to the Company he is operating for. • Where any doubt exists concerning the loading of the contractual goods this must be referred by the driver to his office and to the Company for further instructions/clarification. • Vehicles should go directly from the collection point to the delivery point. If an overnight stop is required or if it is necessary to leave the vehicle unattended for any reason, then all reasonable measures should be taken to ensure the security of the load and that the integrity of the goods being carried are maintained. Records should be kept of the place and duration of any stops en route. [R] • Any accidents and/or incidents occurring during transit should be reported to all interested parties. Any accident or incident that might affect the integrity of the goods being carried must be reported without delay to the Company and further instructions sought. [R]
12.0	**Delivery** References in this clause to "the Company" shall mean the consignor of the goods who has taken out a haulage contract for the delivery of goods. At the delivery point drivers of vehicles are required to follow a set of procedures which must include the following: • Immediately report to the weighbridge or other designated arrival point and present a valid delivery note. • On request provide evidence of the vehicle's last three loads carried and record of cleaning operations. • Ensure that the vehicle has been weighed (gross weighed before discharging and tared after discharging). • Ensure that sampling is complete before discharging the load. • Await clear instructions from an authorised person before proceeding to the discharged point for discharging. • Obtain instructions identifying the precise point designated for unloading and follow any instructions given by the intake operator. • Not commence tipping/unloading under any circumstances until instructed by an authorised person. • Attend the vehicle at all times and not leave the discharge place/area until the load is fully discharged as instructed by the intake staff, and when the vehicle is in a safe condition to move. • Obtain a signed weighbridge ticket/receipt note for the goods delivered (gross, tare and net weights are required). • Notify the Company of any significant/abnormal differences between the loaded and discharged weights. • Notify the Company of any delivery failures. [R] • Where samples are required to be drawn at the point of delivery this is the responsibility of the intake operators and in the case of bulk deliveries should be drawn prior to unloading. Drivers are not responsible for the drawing of samples. • Where no weighbridge exists at the discharge point the weighing operations must take place at the nearest approved weighbridge. Where applicable, drivers should clear any accumulations of water or snow from vehicle sheets prior to weighing.
13.0	**Deliveries to Farm** Deliveries to farms are in principle the same as to any other delivery point but this Code of Practice recognises that situations can vary considerably for on-farm deliveries. References in this clause to "the Company" shall mean the consignor of the goods who has taken out a haulage contract for the delivery of goods. At the delivery point drivers of vehicles are required to follow a set of procedures which must include the following: • When delivering to a farm, drivers should at all times seek to obtain the signature of the person responsible for receiving the goods on the receipt note/delivery ticket. • In the event that the driver is unsure regarding any aspect of the delivery, for example lack of weighing facilities, the correct place for unloading or difficulty in obtaining a signature for the delivery note he must contact the Company for instructions before proceeding any further. [R] • Where the goods are discharged into more than one facility on instruction of the receiver this must be noted on the delivery ticket which is returned to the Company. Drivers must record on the delivery note the approximate weight of any spillage that occurs during discharge. [R]

	• If any goods cannot be unloaded and are returned, or delivered by arrangement elsewhere, this must be recorded by the driver. [R]
14.0 REV	**UK only - Combinable Crops Passports** A Passport is a paper form that the farmer and/or storekeeper must have in his possession for completion and presentation to the driver of the vehicle collecting the goods prior to departure. The form must be completed and originally signed by the farmer and/or storekeeper with the relevant details for each individual load and must accompany the load to the point of delivery. This applies to imported goods as well as home grown goods. Drivers of vehicles are warned that a load that is not accompanied by a properly completed Passport is unlikely to be accepted at its destination/delivery point. The driver must check to ensure that the Passport is correctly completed and must not leave the loading premises without this fully completed and signed form. The completed Passport must be handed over with other relevant documents to the authorised person at the place of discharge/unloading. A section of the form relates to pre-loading inspection of the vehicle which must be jointly undertaken by the driver and the person responsible for the loading of the goods. Both parties are required to make a visual inspection only and the driver is required to sign to the effect that this has been satisfactorily completed. The driver must sign this section of the form and no other. [R] The farmer and/or storekeeper or his authorised representative is required to complete and sign the whole form, ensuring that the vehicle trailer identification is inserted and that any applicable assurance scheme stickers and/or identifying marks are applied to or appear in the space provided on the form. [R]
15.0 15.1 K	**Bulk Pressure Tankers Carrying Liquids and Powders** Hauliers must instruct drivers on safe methods of work where there is a need to enter the vehicle body. [R]
15.2 K	Liquid or dry materials must be cleaned from the upper sides of the tank interior and from all surfaces including interior ladders, seals, and crevices and under fluidising pads. [R]
15.3 K REV	Special attention must be paid to the cleaning of hoses for both dry and liquid materials. Blower unit outlet pipes must always be capped when not in use. Feed hoses must be stored in such a manner to minimise contamination from road spray. [R]
15.4	Tanker drivers must only couple up to the fixed intake pipes and only load/discharge when instructed by site personnel. Where intake pipes are locked off, drivers must ensure that site personnel unlock and re-lock them. Drivers must remain in the vicinity of the vehicle at all times during the discharge of the load.
15.5	If bulk tankers carrying dry goods have been washed out, they must be thoroughly dry before loading.
16.0 16.1 K	**Liquids (other than fats and oils)** Vehicles and 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.
16.2	Where appropriate, vehicles/containers must be cleaned between loads. [R]
17.0 17.1	**Dry goods** Where tankers have been used to carry liquids or have been washed out, they must be thoroughly dried, inspected and shown to be dry before loading dry goods into air pressure discharge vehicles. [R]
17.2	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 also be aware of silo level indicators or escape of dust as a result of overfilling.
17.3	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. In the event of any of these occurring, drivers must stop discharging immediately and refer to site personnel.

18.0	**Packaged Goods**
18.1	Damaged or leaking packages or other containers must not be loaded.
18.2	Packaged goods must not be loaded on pallets or directly into a vehicle in a manner that is likely to cause damage, breakage or contamination during loading, transport or unloading. Particular care must be taken where a mixed load contains strong smelling materials such as fishmeal.
18.3	Goods in bags must not be unloaded at the destination if they are thought to have become contaminated during loading, transport or delivery. In this event the driver must report the incident to the Company and receive appropriate instructions. [R]
18.4	If minor damage to the packaged goods takes place, not resulting in contamination, and the recipient accepts delivery of the goods in damaged bags, the driver must record the amount of damage and report the event to the Company. [R]
18.5 REV	Vehicles dedicated to the carriage of packaged goods are not required to maintain records of the three previous loads carried.
19.0	**Contracting out**
19.1 K REV	Only haulage companies that are certified under GTAS or a scheme recognised by GTAS can transport goods under this Code of Practice. It is not permitted to pass the obligation to fulfil a transport order to any other non-certified haulage contractor to work temporarily "on behalf" of the company. If a haulage company is unable to fulfil an obligation to transport goods for legitimate reasons they may contract out the obligation to another company that is certified under GTAS or a scheme recognised by GTAS. This is often referred to as sub-contracting. A transport obligation may be contracted out (sub-contracted) once only.
19.2 REV	Where an obligation to transport goods is contracted out, evidence must be retained by the company who is contracting out of the current certification/inspection/audit status of the company to whom the obligation has been passed. This evidence will be required for auditing purposes. [R]
19.3 K REV	Goods that are transported by a haulage contractor who is exclusively contracted to a certified haulage company shall not constitute contracting out (sub-contracting). For the purposes of this Code of Practice the definition of exclusively contracted is that the contractor works only for the main certified company and no other, including on their own behalf (i.e. operating to all intents and purposes as though they were fully employed by that company in all respects except name). The certified main company must retain all records and official registrations relating to the contractor and the audit of this contractor shall be part of the primary audit.
20.0	**Records** NB. Where an [R] appears in the scheme text this indicates that a record must be kept.
20.1	Internally produced records must be signed by the person carrying out the task/activity. If an electronic record is kept the name of the person may be recorded in place of a signature.
20.2	Records must be legible and kept in suitable conditions that allow ready retrieval and prevent deterioration.
20.3	Records must be kept for a minimum of five years unless there are additional requirements.
21.0 K NEW	**Register of Transported Goods** Road haulage companies must take appropriate measures to ensure that any goods transported under this Code can be effectively traced from collection to delivery. The Company must keep and accurately maintain a register of all goods transported with relevant details pertaining to each load so that in the event of a food or feed safety issue arising that goods can be traced back to the point of collection. [R]
22.0 K NEW	**Corrective Actions** Road haulage companies must ensure that non-conformances to the requirements of this standard are recorded and controlled in order to prevent re-occurence. A record of any non-conformances and steps to prevent them re-curring must be maintained. Controls, associated responsibilities and competences for dealing with non-conformances must be defined in a documented procedure. [R]

23.0	**Insurance** Hauliers must maintain adequate comprehensive insurance cover for their contingent liabilities which must cover Goods in Transit and Public and Product Liability. The extent of cover should be appropriate for the value and the nature of the goods being carried and should take account of customer terms and conditions where appropriate. [R]
24.0	**Complaints Procedure** The carrier must have a documented procedure for handling complaints. This procedure must include systems for: • The prompt documentation and investigation of complaints • The prompt feedback to the Company with findings • Deciding on internal actions required to prevent re-occurrence
25.0	**Arbitration** In the event of a problem, 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 the Gafta Simple Dispute Rules Form 126 (available as a separate document).

APPENDIX 1

Exclusion List

The following materials must never be carried with goods covered by this Code of Practice, due to their toxic nature and/or risk of contamination. Additionally the following materials must not have been carried in any vehicles used for the transportation of goods covered by this Code.

- Toxic and corrosive materials and any packaging used for these materials or any materials (e.g. timber) treated with these products
- Radioactive materials
- Livestock including poultry, including their carcasses
- Animal and poultry wastes
- Manures, litter and composts* see note below
- Mammalian protein, 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
- Mineral clays which have been used for detoxification purposes
- Cereal and other seeds treated with toxic dressing
- Glass (including cullet) and products thereof
- Hide treated with tanning substances, including its waste
- Scrap metal, including fragmented metal and "frag rubber"
- Used or 'old' tyres
- Solid urban waste, such as household waste, including products processed from this material
- All wastes obtained from the various phases of the urban, domestic and industrial waste water treatment process, irrespective of any further processing of these wastes and also irrespective of the origin of the waste waters
- Untreated waste from eating places, except food stuffs of vegetable origin considered unsuitable for human consumption for reasons of freshness
- Bituminous products e.g. tar chips, tarmac planings and some recycled aggregates
- Other products not responsive to normal detergent cleaning
- Processed animal protein, e.g. 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, including mixtures, feedingstuffs, feed additives and premixes containing these products
- Asbestos or materials containing asbestos
- Pharmaceutical waste
- Recycled materials e.g. aggregates containing (inter alia) bitumen, scrap metal, plastics and glass **

* Vehicles and trailers that have carried manures, litter and composts but no other materials on the Exclusion List may be able to re-enter the scheme by undertaking cleaning in accordance with Appendix 2. Please contact the scheme auditors for further information.

** Hauliers are strongly advised to obtain product data sheets relating to recycled materials to establish their make up before agreeing to carry those goods, in case they constitute a breach of this Code.

APPENDIX 2

Contaminant Sensitive List and Cleaning Instructions

Where vehicles are presented for the carriage of goods their load carrying areas must at all times be kept in a clean, dry and fit state to avoid harm to the goods being carried. Vehicles for carrying liquids should be in a condition fit for the purpose. Note: any surface which comes into contact with food must be clean.

1. Pressure Cleaning/Disinfecting

Lorries must be pressure cleaned with a hot (70-80c) solution of any combined food grade detegent/disinfectant diluted in accordance with manufacturer's recommendations 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. Spraying or 'fogging' disinfectants into vehicles which have not been previously cleaned is not effective. For health and safety reasons alcohol based sanitisers are not advisable.

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 [R]:-

- Tallows/used cooking oils
- Strong smelling materials, excluding fishmeals (see 5 below)
  Note: 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
- Animal-derived dicalcium phosphate and hydrolysed protein produced in plants authorised by the competent authority in accordance with Animal By-Products Regulations
- Any product known to be salmonella positive
- Food stuffs of vegetable origin considered unsuitable for human consumption for reasons of freshness
- Packaging and parts of packaging from products used in agriculture or the food industry
- Silage

NB. Hauliers are warned that some customers may not accept goods delivered 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 [R]:-

- First time quarried aggregates/stone - not including bituminous or recycled products (see Exclusion List).
- Coal/fly ash/coal by-products
- Fertiliser
- Medicated feed products
- Sheeted or unsheeted root crops and fruit (subject to risk assessment)
- Salt
- Untreated wood, sawdust or other materials derived from untreated wood
- Peat
- Clean and un-used rubber bedding (including playground and arena mixes)
- New tyres

3. Moist Co-Products

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

Vehicles used for the delivery of moist co-products must be cleaned and disinfected with a food grade disinfectant once a week. This cleaning must include load carrying areas and the sheet inside and out. [R]

Vehicles that carry moist co-products must also be cleaned and disinfected before carrying dry products. [R]

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 to be given 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 effective and is not recommended. [R]

5. Fishmeal

Where applicable, in accordance with EU Animal By-Products Regulations, only fishmeal which has been produced in plants authorised by the competent authority is permitted to be carried under this Code.

If a bulk vehicle is used for the transport of fishmeal and is subsequently used for the transport of other products, it must be thoroughly cleaned, in accordance with Appendix 3, and inspected before and after the transport of the fishmeal. [R]

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 2 on previous page, and inspected before and after the transport of the fishmeal. [R]

- All Other Purposes

It must be thoroughly cleaned and disinfected, in accordance with 1 on previous page, and inspected after the transport of the fishmeal. This is particularly important where the goods may be used for human consumption. [R]

6. Materials Causing Allergic Reaction

It is recognised that certain materials or goods can cause allergic reaction in humans which in extreme cases can be fatal. Carriers are advised to check the policy of the companies they carry goods for, before carrying such goods. Products recorded as causing allergic reaction include: molluscs/crustaceans/eggs/fish/nuts/celery/mustard/sesame seeds and lupin seeds. Note: this list is not intended to be exhaustive.

7. Naturally Occurring Prohibited Substances (NOPS)

NOPS are substances which can occur naturally in raw materials such as Hordenine from sprouting barley, Morphine from poppies and Atrophine (nightshade). NOPS are prohibited in race horse feeds with a no threshold policy.

Those involved in the production, storage or handling of equine feedingstuffs should inform their customers/suppliers if any of these products are being handled.

Those wishing to check the latest position regarding NOPS are advised to contact the British Equestrian Trade Association (BETA), www.beta-uk.org

APPENDIX 3

Cleaning Methods

Any surface which comes into contact with food or feed must be clean. The following methods are the acceptable options for cleaning that are required for surfaces which come into contact with goods. The circumstances will dictate the appropriate method which must be chosen from the following list of methods: -

1. Pressure Cleaning/Disinfecting

Pressure clean with a hot (70-80c) solution of any combined food grade detergent/disinfectant diluted in accordance with manufacturer's recommendations.

Vehicle sheets must also be pressure cleaned in this way and must be drained and dry before re-use for other loads.

2. Steam Cleaning and Disinfecting

Steam clean and treat surfaces with an approved non-phenolic food grade disinfectant. All surfaces must be dry before handling or coming into contact with goods.

3. Steam Cleaning

Steam clean and ensure that all surfaces are dry before handling or coming into contact with goods.

Where infested goods have been transported, handled or stored and it is not possible or feasible to fumigate or spray and allow sufficient time for the treatment to be effective, all surfaces, including vessel hatch covers and vehicle sheets, must be thoroughly steam cleaned.

4. Washing/Brushing/Vacuuming

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. All surfaces must be dry before handling or coming into contact with goods.

5. Washing and Disinfecting 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 disinfected with a food grade disinfectant once a week.

Vehicles that carry moist co-products must also be cleaned and disinfected before carrying dry goods.

6. Infested Products

Where infested goods have been transported, handled or stored and it is not possible or feasible to fumigate or spray and allow sufficient time for the treatment to be effective, all surfaces, including vehicle sheets, must be thoroughly steam cleaned. The use of smoke bombs is not effective and is not recommended.

APPENDIX 4

Guidance Note for the Control of Birds

1. Newcastle Disease ('Fowl Pest'), Avian Influenza, Avian Tuberculosis and other diseases may all be carried by wild, domestic and feral birds. In addition, birds can be carriers of salmonella and other pathogens harmful to both livestock and humans. It is therefore crucial to take all reasonable precautions to exclude birds from areas where goods are produced, handled, stored or consumed.

1.1 The presence of any species of bird in the vicinity of goods must be considered potentially hazardous in risk assessment studies.

1.2 Birds may be attracted to areas for three main reasons: availability of food; availability of shelter and roosting sites; availability of nesting sites. Wherever possible birds must be denied these.

1.3 Making a site unattractive to birds is likely to be more effective in the long-term than trying to control birds already active on the site.

1.4 Wherever possible, birds should be deterred rather than destroyed. Destruction of any bird species must always be a last resort and is not acceptable for any protected species. Where shooting is necessary as a last resort lead-free ammunition must be used.

1.5 Where netting is used to deter birds, wire netting is preferable to string netting, as it is less likely to tangle birds.

2. Circumstances will vary with individual situations, but in general terms the following guidelines will be applied by assurance schemes:

2.1 The presence of birds, or evidence of nesting or roosting sites in process and storage buildings is not acceptable.

2.2 Where birds are a problem, active programmes must be in place to reduce access to food and shelter.

2.3 Doors must be kept closed whenever possible. It is recognised by the industry that operators of flat stores may need to keep doors open for extended periods. Should birds enter stores at these times, they must not be allowed to settle and must be removed as promptly as possible.

2.4 Where necessary, the eaves of buildings must be proofed against bird access.

2.5 Windows that are habitually left open must be screened or caged to prevent access by birds.

2.6 Spillages of goods must be promptly removed to avoid attracting birds.

2.7 Containers utilised to hold edible waste, such as skips and bins, must be covered to prevent access to birds.

2.8 Any birds gaining access to buildings must not be allowed to settle and must be removed as promptly as possible. Access points must be discovered and effective remedial action taken.

2.9 Intakes and loading points must be enclosed or covered when not in use.

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