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A INTRODUCTION

A 1 Registration or Approval

Clause	Requirement	Guidance
A 1.1	There must be evidence of current Local Authority Registration or Approval.	The Local Authority registration or approval is that required by the Feed Hygiene Regulation (EC 183/2005).
A 1.2	Premises where fishmeal is handled must show proof of registration as required by the TSE regulations.	
A 1.3	Where combinable crops are traded for food use, there must be evidence of registration under the Food Hygiene Regulation (EC No 852/2004)	

A 2 Control of Hazards

	A HACCP study must be carried out to identify and control hazards to feed or food safety in accordance with recognised HACCP implementation techniques, e.g. Codex Alimentarius Commission Code of Practice General Principles of Food Hygiene. CAC/RCP 1 1969 Rev. 4 2003 (www.codexalimentarius.net), or CCFRA Guideline No. 42 HACCP A Practical Guide (www.campden.co.uk). This must be applied to all stages of the merchant business from selection of feedingstuffs to delivery to the customer, including storage, transport, and packaging. Where combinable crops are traded for food use this must also be within the scope of the HACCP plan. (See APPENDIX 1 Application of HACCP)(R)	If a merchant sells combinable crops for non-feed uses, the requirements of this Code of Practice must be observed.
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A 3 Internal Auditing Procedures

	Internal audits must be carried out at least annually by competent personnel to confirm that company procedures and this Code of Practice are complied with. (R)	
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A 4 Information and Claims

	Information regarding the feedingstuffs (including instructions for use) provided to customers, potential customers and their appointed advisers must be accurate, and neither misleading nor open to misinterpretation. Conditions of storage a premises and any hazards or limitations in use must be communicated to users.	0
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A 5 Legal Requirements

	All current legal requirements must be complied with.	Merchants selling combinable crops intended for human food use must comply with food relevant legislation including the Food Hygiene Regulation.
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A 6 Sales Agents

	Sales Agents appointed by the company who do not hold title to the goods traded and who are not themselves independent merchants must act under the control of the UFAS certificated company in accordance with this Code of Practice.	
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A 7 Management Responsibilities

	The Management must: - Define the scope of the HACCP management system by identifying products/product categories and production sites covered by the system and by establishing of feed safety objectives, and formally state and ensure that feed safety requirements are part of the business goals of the company. (R)	There should be a simple formal statement that ensuring feed safety is a company business goal either as a forward to the HACCP document, or in notices and/or documents available to company employees. The statement should be signed by a senior manager or company director.
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A 8 Liquid and/or Moist Feed Materials

	Merchants supplying liquid and/or moist feed materials to farms must comply with APPENDIX 2 Special Provisions for the Supply of Liquid and Moist Feed Materials, in addition to the other requirements of this Code.	
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A 9 Rail or Water Transport

	If a merchant owns or is responsible for feed ingredients during water and rail transport or for loading or discharge from or to water or rail transport, Appendix 3 must be complied with.	
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A 10 Identification

	Confirmation of the merchant's UFAS Certification must be provided to recipients by being included on or accompanying the label or delivery document or contract or invoice. The information to be provided must be as follows:- "UFAS* Merchants - Certificate End Date dd/mm/yy"	*UFAS may be either the written acronym or the UFAS logo. Where cash sales are made and the information is provided on a till receipt it is acceptable to provide the AIC web address instead of the certificate end date.
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A11 Corrective Actions

	Corrective actions in response to previous non-conformances must be implemented and must be effective.	
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A 12 Electronic Communication

	The participant must provide the certification body and AIC with an up to date electronic means of communication.	This is preferably an email address, but where this is not possible, a fax number or mobile number should be provided.
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B FEED INGREDIENTS AND COMPOUND FEEDINGSTUFFS

B 1 Selection and Approval of Feed Ingredients

	Feed ingredients must be selected and approved as being suitable for use as animal feedingstuffs.	
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B 2 Specifications of Feed Ingredients

	Each feed ingredient (other than farm produced bulky feeds) must have a written specification including details of identified hazards and acceptable limits of analytical variation. (R)	Merchants should obtain information from their suppliers regarding any known hazards, and may also consult the AIC Feed Ingredient Templates, available from AIC or via the AIC website.
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B 3 Supply of Feed Ingredients and Compound Feedingstuffs to UFAS Merchants

B 3.1 Permitted Feed Ingredients and Compound Feedingstuffs		
	UFAS Merchants must purchase only assured feed ingredients and compound feedingstuffs i.e. ingredients and/or compound feeds which have been produced by assured producers(see B 4 Feed Ingredients and Compound Feeds which May be Supplied to UFAS Merchants by Approved Suppliers) ,and these must be supplied by Approved Suppliers.(See also B 9 Non-assured Feed Materials)	Feed Ingredient Assurance It is recommended that there is a complete list of feed materials, additives, medicinal substances, compound feeds and premixtures which are purchased. This should link to the list of approved suppliers, which should also show which assurance scheme each supplier belongs to. There may also be a link to the ingredient specification.
B 3.2 Assured Chain		
	Assured feed ingredients must be supplied via a chain of suppliers who are each members of the relevant assurance scheme listed in B 3.4 Approved Suppliers	Assured feed ingredients can only retain assurance if supplied via an assured chain.

B 3.3 Approved Suppliers Listing and Approval	
<p>There must be a list of Approved Suppliers which must be subject to a recorded review for compliance with the requirements of B 3.4 Approved Suppliers at intervals of no more than 12 months and where an ingredient shows significant deviation from the specification, particularly where hazards may be increased. (R)</p>	<p>When reviewing the list, the merchant should obtain confirmation that each supplier is a member of an assurance scheme listed in B 3.4 Approved Suppliers. Only suppliers who are members of one of these assurance schemes can be approved suppliers, and can therefore supply the merchant with assured feed ingredients or compound feedingstuffs. Confirmation of the assured status of UFAS Compound Feed Producers and UFAS Merchants can be obtained by accessing the AIC website, and the UFAS Certificate end date is on the product label or other documentation.</p>
B 3.4 Approved Suppliers	
<p>Approved Suppliers must be full current members of one of the following:-</p> <ul style="list-style-type: none"> < UFAS Merchants (for UK and Ireland Inland Merchants) < AIC TASCC Scheme for Combinable Crop Merchants (for UK and Ireland inland Merchants of Combinable Crops) < COCERAL GTP Scheme (for all businesses supplying assured feed ingredients where import and shipping forms the major part of their activities). < UFAS Compound Feeds (for assured feed ingredients originally purchased for use by a UFAS manufacturer, and conforming to the procedures above), or feed ingredients produced by a UFAS manufacturer. < a UK or Ireland farm assurance scheme for the production of combinable crops recognised by AIC, i.e. listed in B 4.2 Combinable crops produced in Great Britain, Northern Ireland and Eire (for farmer producers of combinable crops in UK or Ireland supplying these direct to the feed producer). < IGAS (for merchants of combinable 	<p>Direct Supply from Assured Feed Ingredient Producers:</p> <p>If a feed ingredient producer is assured by a recognised scheme listed in Para B 4, and supplies direct to the manufacturer, they may be listed as an Approved Supplier without further certification being needed</p>

	<p>crops produced in the Republic of Ireland)</p> <ul style="list-style-type: none"> < FEMAS or FEMAS Intermediate Suppliers < Dutch PDV GMP+ Regulation B 3 (Trade in Feed for Livestock), or Regulation B 1 (Production and processing of Feed for Productive Livestock). < GTAS (Trading Module) < QS 	
<p>B 3.5 Communication of Assurance Requirements</p>		
	<p>The assurance requirements for compliance with this Code of Practice must be communicated to suppliers. (R)</p>	<p>Membership of a supplier assurance scheme listed in B 3.4 Approved Suppliers does not by itself guarantee that the feed ingredients which are supplied have been produced by assured producers. UFAS merchants should inform their suppliers that they must supply feed ingredients which have been produced in accordance with the requirements of B 4 Feed Ingredients and Compound Feeds which May be Supplied to UFAS Merchants by Approved Suppliers, and that the supply chain must be assured in conformance with B 3.2 Assured Chain and B 3.4 Approved Suppliers. This should be done periodically at intervals of not more than 3 years.</p> <p>This might be accomplished by a letter to suppliers, such as (sample letter):-</p> <p style="text-align: center;">U</p> <p>Please note that all animal feed ingredients which you supply to this company must be assured feed ingredients supplied via an assured chain in conformance with the requirement of the AIC Universal Feed Assurance Scheme (UFAS) Code of Practice for Merchants, paras B 3.4 and B 4.1 to B 4.7 inclusive.</p> <p>The text of the UFAS Codes of Practice may be found on the AIC website; www.agindustries.org.uk.</p> <p>Please acknowledge receipt by returning the tear -</p> <p>Where the supplier is a member of an AIC Assurance scheme (UFAS, FEMAS, TASCC) or a UK/Ireland combinable crop assurance scheme listed in B 4.2 Combinable crops</p>

		<p>produced in Great Britain, Northern Ireland and Eire, verbal communication of the assurance requirement is satisfactory and should be confirmed by purchase note, contract or similar and/or incorporated as part of a formal written purchasing and ordering procedure, operated only by trained staff. For these suppliers it is only necessary to state that the feed ingredient must be assured as required by UFAS.</p> <p>Where the supplier is not a member of an AIC assurance scheme (UFAS, FEMAS, TASCC) or a UK/Ireland combinable crop assurance scheme the assurance requirements should be specified in more detail, as in the model letter above.</p> <p>Although it would be possible for this to be communicated verbally, it is difficult to show that this had been carried out in all cases, thus written communication is recommended.</p>
<p>B 3.6 Traceability Checks</p>		
	<p>During a UFAS audit merchants must assist the auditor in carrying out traceability checks on a sample of their suppliers to check that the ingredients supplied comply with the assurance requirements in B 3.4 Approved Suppliers and/or B 4 Feed Ingredients and Compound Feeds which May be Supplied to UFAS Merchants by Approved Suppliers. (R)</p>	<p>Traceability checks should identify each company involved in the supply chain, up to and including the producer(s) of the feed ingredient, and confirm that they are full current members of an appropriate assurance scheme listed in the UFAS Codes of Practice.</p> <p>Paperwork concerning movements between producers, stores, docks etc. is not required.</p> <p>Checks may be targeted according to degree of risk, and thus mainly involve suppliers who are not members of AIC Assurance schemes or members of UK/Ireland Combinable Crop Assurance schemes, and wherever any doubt arises as to robustness of the assurance chain, particularly where this may extend beyond the E.U.</p> <p>The UFAS auditor will not carry out traceability checks on the ingredients of compound feeds or premixes produced by UFAS certificated feed manufacturers or by manufacturers belonging to an assurance scheme listed in B 4 Feed Ingredients and Compound Feeds which May be Supplied to UFAS Merchants by Approved Suppliers.</p>

		A 3 Internal Auditing Procedures should include checks of the assurance status of suppliers.
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B 4 Feed Ingredients and Compound Feeds which May be Supplied to UFAS Merchants by Approved Suppliers

	Approved suppliers may only supply feed ingredients or compound feeds to UFAS merchants which have been produced in accordance with the following requirements for assurance relating to the types of ingredients	
B 4.1 Additives and Medicinal Products		
B 4.1.1	Veterinary Medicinal Products and Specified Feed Additives: Products must be licensed in accordance with current legislation. The manufacturer must be officially authorised.	
B 4.1.2	Medicated Premixtures and Premixtures containing Specified Feed Additives: The manufacturer must have AMI/DARD authorization (or other official authorization if non-UK) and be a full current member of one of the following: <ul style="list-style-type: none"> < UFAS Compound Feeds certification covering the manufacture of premixtures < Dutch PDV GMP+ Regulation B1 (Production and Processing of Feed for Productive Livestock) < Belgian OVOCOM < FEMAS < FAMIQS 	
B 4.1.3	Additives other than Specified Feed Additives: The manufacturer must have official registration, authorisation or approval as required by current legislation and be full current members of one of the following: <ul style="list-style-type: none"> < FEMAS < FAMIQS < Dutch PDV GMP + Regulation B1 	
B 4.1.4	Premixtures other than Medicated Premixes or those containing Specified Feed Additives The manufacturer must have official	

	<p>registration, authorization or approval as required by current legislation and be full current members of one of the following:</p> <ul style="list-style-type: none"> < UFAS Compound Feeds < Dutch PDV GMP+ Regulation B1 < Belgian OVOCOM < FEMAS < FAMIQS 	
B 4.1.5	<p>Additives Produced by Non-Assured Producers</p> <p>Additives (other than Specified Feed Additives) produced by non-assured producers may be traded if they are sourced from a supplier placing them on the market as animal feed additives and who is certificated in accordance with FEMAS (Intermediate Suppliers) or FAMIQS to place on the market the specific additive related to a named producer of the additive.</p>	
B 4.2 Combinable crops produced in Great Britain, Northern Ireland and Eire		
	<p>All combinable crops produced in Great Britain or Ireland must be farm assured, i.e. produced by full current members of one of the following:</p> <ul style="list-style-type: none"> < Assured Combinable Crops Scheme < Scottish Quality Cereals < Northern Ireland Farm Quality Assured Cereals Scheme < Irish Grain Assurance Scheme < Genesis Cereals Assurance Scheme < FABBL Combinable Crop Assurance Scheme < Soil Association Farm Assurance Scheme < Globalgap Integrated Farm Assurance Scheme, Combinable Crops Module < A combinable crop assurance scheme recognised by AIC and listed on the AIC website. (www.agindustries.org.uk) 	
B 4.3 Imported whole combinable crops (originating from outside the UK or Ireland)		
	<p>Farmer producers must be farm assured so that the combinable crop has been produced by members of a farm assurance scheme recognised by AIC and listed in</p>	

	<p>B 3.3 Approved Suppliers Listing and Approval</p> <p>or on the AIC website (www.agindustries.org.uk) Or:</p> <ul style="list-style-type: none"> ◁ the point of first collection and/or storage of the combinable crop (i.e. central, merchants or co-operative store) is a fully certificated current member of an assurance scheme recognised by AIC (e.g. FEMAS). Or: ◁ the combinable crop must be supplied by a member of an assurance scheme recognized by AIC and listed in paragraph D 2.4, and the mill must obtain specific evidence from the supplier relating to <u>each purchase</u> (including analytical data where appropriate) regarding <u>all of the following</u>: <ul style="list-style-type: none"> a) All pesticides used pre and post harvest are approved for use in the EU and; b) All pesticides used pre and post harvest have been applied both singly and cumulatively at levels approved for use in the EU; and c) All storage used (beginning at the point of first collection or storage) meets the standards required by the TASCC Stores Scheme relating to hygiene and cleaning, pest control and prevention of contamination. 	
<p>B 4.4 Processed Cereals</p>		
	<p>Processed cereals produced by simple processing (see D 5 Simple Processing of Cereals) may be supplied if these have been produced by a certificated member of UFAS Compound Feeds or UFAS Merchants.</p>	
<p>B 4.5 Cleanings or Screenings from Assured Cereals</p>		
	<p>Cleanings or screenings from UK or Ireland produced assured cereals may be supplied if these have been produced by a certificated member of the AIC TASCC Storage Scheme or FEMAS, and the</p>	

	production of the cleanings or screenings has been included within the scope of certification.	
B 4.6 All other Feed Materials		
	<p>All feed materials traded by UFAS certificated merchants must be sourced from assured producers who are full current members of one of the following:</p> <ul style="list-style-type: none"> < IFIS current fully certificated status where IFIS forms a part of a FEMAS, OVOCOM, QS or PDV assurance scheme < FEMAS relating to the producer and the individual feed material < OVOCOM GMP < Dutch PDV GMP+ Regulation B1 (Production and Processing of Feed for Productive Livestock) < the Dutch PDV GMP+ Regulation B2 (Quality Control of Raw Materials) < UFAS Compound Feeds < QS 	<p>Feed Ingredients Supplied by Companies holding FEMAS Intermediate Suppliers Certification</p> <p>Feed Ingredients produced by non-assured producers may be used if they are included within the scope of FEMAS Intermediate Suppliers Certification</p>
B 4.6.1	<p>Feed Materials supplied by food producers</p> <p>Confirmation must be obtained that the ingredient is a human food product, produced by a food factory which is a full current member of either the BRC or GFSI certification schemes, and that all stages of production, packaging, handling and loading are encompassed within the scope of the BRC audit and certification, and that no event has occurred which would cause the ingredient to lose its status or certification as a human food product. This does not apply to co-products or by-products intended as animal feed materials.</p>	<p>Food factories producing co-products or by-products not intended or produced as human food, or products not encompassed in the BRC/GFSI certification, or products which have lost or failed to gain BRC/GFSI assured status by reason of downgrading, out of date, or differing from the human food specification must obtain certification to an appropriate scheme recognized by AIC, such as FEMAS, in addition to any certification which may be held relating to their food products.</p>
B 4.7 Compound Feedingstuffs		
	<p>All compound feedingstuffs (other than those for pets and equines) sold or distributed by the feedingstuffs manufacturer must be produced by a currently certificated UFAS feed manufacturer, or a member of a AIC recognised scheme for assurance of compound feed producers e.g. Dutch PDV</p>	

	GMP B1, QS or Belgian OVOCOM.	
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B 5 Provision of Information to Purchasers

	<p>Information regarding the assurance status referred to in B 4 Feed Ingredients and Compound Feeds which May be Supplied to UFAS Merchants by Approved Suppliers and the specification referred to in B 2 Specifications of Feed Ingredients must be made available to the recipient on request. (R)</p>	<p>Example templates for specifications and provision of information to recipients have been produced by AIC and are available on the AIC website.</p>
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B 6 Post Harvest Declarations (Passports)

	<p>Those animal feed ingredients (grain, pulse and oilseeds) which are covered by the Post Harvest Declaration Scheme must be accompanied by a correctly completed and signed Passport, or, (for members of IGAS), an IGAS delivery docket.</p>	
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B 7 Transport

<p>B 7.1</p>	<p>Road hauliers carrying feed ingredients, compound feedingstuffs or premixtures at any stage must conform to the AIC TASCC Code of Practice for Road Haulage or GTAS (Road Transport module). This includes all deliveries, e.g.</p> <ul style="list-style-type: none"> ◁ Dock, farm or producer to store (own or third party) ◁ Store to Store ◁ Farm, store, dock or producer to feed mill ◁ Direct imports (unless evidence can be shown of membership of a recognized assurance scheme such as Dutch PDV GMP Regulation B4.1 or of cleaning/sanitising prior to the delivered load for non GB/Ireland vehicles). 	
<p>B 7.2</p>	<p>Hauliers hired by a UFAS participant to carry bulk feed ingredients must be full current members of the AIC TASCC Road Haulage Scheme, or a UFAS Merchants or UFAS Compound Feeds certificated company or GTAS (Road Transport module) certificated company. These hauliers must not be allowed to sub-contract to a haulier which is not a member of one of these assurance schemes. (R)</p> <p>Where a bulk haulier is wholly contracted to a single UFAS feed Manufacturer, they may be included within the UFAS</p>	<p>A register of approved hired bulk hauliers should be kept. This should include the expiry date and the scheme identification number.</p>

	company's procedures and controls in order to ensure that the requirements of the AIC TASC Code of Practice for Road Haulage are complied with, thus further assurance scheme membership is not required.	
B 7.3	Each site must have a copy of the current issue of the AIC TASC Code of Practice for Road Haulage.	
B 7.4 Previous Loads		
	Bulk vehicles delivering feed ingredients or compound feeds must show evidence of the three previous loads carried on the vehicle or trailer together with details of any relevant cleaning/ sanitising operations, at the point of acceptance to the merchant premises. Vehicles presented without such evidence must not be accepted.	Evidence and details presented by hauliers not belonging to an assurance scheme list in Para B 7.2 should be scrutinised in detail, and where necessary verified before unloading is permitted. Hauliers claiming to belong to one of the assurance schemes listed in B 7.2 should show or quote their scheme identification number.
B 7.5 Exclusion List and Contaminant Sensitive List		
	Vehicles or trailers which have previously carried materials specified in the AIC TASC Road Haulage Code of Practice Haulage Exclusion List must not be allowed to unload. Vehicles or trailers which have previously carried materials specified in the AIC TASC Road Haulage Code of Practice Haulage Contaminant Sensitive List must show evidence of being cleaned and or sanitised in accordance with the requirements of the Road Haulage Code of Practice before being allowed to unload.	
B 7.6 Sweepings		
	Vehicles delivering feed must be allowed to sweep out on the merchant site, and the site must provide facilities for reception of the sweepings. Subsequent handling and management or disposal of the sweepings is the responsibility of the merchant, and must be undertaken in a non-hazardous manner.	Feed ingredients swept from vehicles for the purpose of emptying them at intake may be used only if they are uncontaminated. All other sweepings should be treated as waste in accordance with C 4 Waste.

B 8 Feed Ingredient Stores (Third Party)

B 8.1	<p>Feed material stores must be inspected and approved at least annually unless: (R)</p> <ul style="list-style-type: none"> ◁ They are futures stores, storing only UK or Eire produced assured combinable crops. ◁ The store owner is a registered current member of the AIC Trade Assurance Scheme for Combinable Crops (TASCC) ◁ or ◁ They are members of GTAS (Bulk Storage module) ◁ The store is an official Intervention Store. ◁ The store owner is a farmer who is storing only combinable crops produced on his own holding and is a registered current member of a farm assurance combinable scheme listed in B 4.2 Combinable crops produced in Great Britain, Northern Ireland and Eire and the handling and storage of assured combinable crops within the store is carried out in accordance with the appropriate standards ◁ (Northern Ireland) the store complies with the UFU/DARD/NIGTA Code of Practice for Northern Ireland Farm Quality Assured Cereal Scheme. ◁ (Eire) the store is a member of the IGAS Merchant Store scheme. ◁ the store is a current member of the Dutch PDV GMP B5 for storage and transshipment of feed materials or PDV GMP B3 for trade in feed for livestock. 	<p>A record should be kept of any stores inspected and approved by the merchant. Stores approved by merchants should reach at least the standards required by the appropriate recognized scheme, e.g. TASCC.</p> <p>Personnel carrying out stores inspections should have at least two years experience within either the animal feedingstuffs or food industries which included bulk storage operations and also be trained in:-</p> <ul style="list-style-type: none"> ◁ Verification; and ◁ The hazards which can arise within storage; and ◁ The requirements of this Code of Practice and ◁ The standards required by the relevant recognised assurance schemes.
B 8.2 Salmonella Codes of Practice		
	<p>Storekeepers must operate their stores in accordance with the appropriate national codes for the control of salmonella.</p>	<p>This is the Code of Practice for the Control of Salmonella During the Production, Storage and Transport of Compound Feeds, Premixtures, Feed Materials and Feed Additives</p> <p>www.defra.gov.uk/animalh/diseases/zoonoses/salmonella-cop.htm. (For Northern Ireland) the DARD Code of Practice for the Control of Salmonella during the storage and transport of raw materials and animal feedingstuffs and the manufacture of</p>

	animal feedingstuffs, (or other National Code of Practice).
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B 9 Non-assured Feed Materials

B 9.1 Non-Approved Supplier Listing	
	Suppliers of non-assured feed materials are listed in the UFAS (R) Non-Assured Supplier Listing. No feed ingredient other than those listed in B 9.2 Non-Assured Combinable Crops Produced in Great Britain or Ireland and B 9.3 Farm Produced Bulky Feeds and Some Equine Feeds may be supplied to a UFAS merchant by a non-approved supplier.
	Listing of suppliers is required for traceability. Pet food suppliers do not need to be listed.
B 9.2 Non-Assured Combinable Crops Produced in Great Britain or Ireland	
	UFAS Merchants can be supplied with and trade in non-assured combinable crops produced in the UK or Ireland provided that those merchants who trade both assured and non-assured combinable crops ensure that these are clearly identified as assured or non-assured in all records and documents. Non-assured cereals must be physically separated from assured cereals and full traceability from seller through store and/or transport to the recipient must be demonstrated. Non-assured combinable crops produced in Great Britain or Ireland cannot be used by UFAS certificated feed mills.
	Assured cereals may be identified by stickers (ACCS, TASCC) or passports (SQC) as is current practice.
B 9.3 Farm Produced Bulky Feeds and Some Equine Feeds	
	UFAS merchants may be supplied with and trade in non-assured farm produced bulky feeds such as hay, straw, stockfeed carrots and potatoes etc, and also equine chops, forages and haylage.
	Farm assurance schemes may require warranty letters for these materials.

C MERCHANTS PREMISES:

C 1 General

C 1.1	Buildings, facilities and/or equipment (as applicable) must be located, designed, constructed and maintained to suit the functions undertaken.	Layout, design and the operation of all facilities and equipment should be such that they: <ul style="list-style-type: none"> < Permit effective cleaning and maintenance < Avoid contamination < Minimise condensation < Allow the disposal of sewage, waste and rain water without contamination of the feeds
C 1.2	The site and buildings must be maintained in a clean and tidy condition throughout.	
C 1.3	There must be a written plan for routine inspection and cleaning of all areas and equipment, which must take place at regular pre-determined intervals. Both inspection and cleaning must be recorded. (R)	The plan should cover plant and packaging equipment as well as areas and structures, and must include both frequent routine site and machinery cleaning, and the necessity to inspect and, if necessary, clean storage bins at frequent intervals. Records should show actions taken where inspection reveals an unsatisfactory level of cleanliness. Cleaning and disinfection agents should be feed compatible and stored separately from feeds.
C 1.4	The floors, walls and ceilings in the premises and the surfaces of exterior access areas in close proximity must be included in the inspection and cleaning plan and be maintained in a good state of repair.	Floors in the merchant premises and in close proximity should be maintained in a good state of repair so that material cannot accumulate on uneven surfaces.
C 1.5	Drains must be adequate.	Standing water can contaminate feedingstuffs and have an adverse effect on feed safety.
C 1.6	The building must be effectively lit.	
C 1.7	Where possible packaging and storage areas should not be used as a general right of way.	
C 1.8	Extraneous contamination of feed ingredients or feedingstuffs by glass or other serious hazards must be prevented.	Lights and windows should have protective covers or have Perspex instead of glass where possible contamination of feedingstuffs or feed ingredients is identified by the risk assessment. Extraneous contamination by any solid or liquid should be prevented (e.g. wood, metal, building materials, rain or other water etc.)
C 1.9	Control measures must prevent the presence of all animals within the premises.	

C 1.10	Premises must be operated in accordance with appropriate national Codes of Practice for the Control of Salmonella.	These are the DEFRA Code of Practice for the Control of Salmonella during the Storage, Handling and Transport of Raw Materials Intended for Incorporation into, or direct use as, Animal Feedingstuffs www.defra.gov.uk/animalh/diseases/zoonoses/salmonella-cop.htm . (For Northern Ireland) the DARD Code of Practice for the Control of Salmonella during the storage and transport of raw materials and animal feedingstuffs and the manufacture of animal feedingstuffs, (or other National Code of Practice).
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C 2 Storage

C 2.1	All intake, outloading and storage facilities must be secure.	The premises should be secure in order to prevent unauthorised access and to maintain the safety of the feedingstuffs.
C 2.2	Fertilisers, all chemicals, dressed seed, products covered by the TSE Regulations and other potential contaminants must be stored safely so that they cannot contaminate feed ingredients or compound feedingstuffs.	○ chemicals, dressed seed, products containing PAP (pet foods) and other potential contaminants should be in unopened and undamaged packages and stored so that accidental breakage cannot cause contamination of feed ingredients or feedingstuffs. Bags which have been opened or penetrated for inspection and /or sampling may be taken into stock after they have been resealed.
C 2.3	Any special instructions regarding conditions of storage of feed ingredients must be complied with.	
C 2.4	Feed ingredients and feedingstuffs must be stored in suitable containers or in areas designed, constructed and maintained so that they are stored in clean and dry condition, and cross-contamination is prevented.	
C 2.5	All feed ingredients, compound feedingstuffs and packaging materials in storage must be clearly identifiable.	The feed ingredients and compound feedingstuffs should be stored so that they are easily identifiable. (For compound feeds, it is necessary to have access to the product name, number, date and time of manufacture as appropriate to the product type and as recorded on the feed label).
C 2.6	For flat stores there must be a floor plan of the storage areas.	
C 2.7	Bulk storage must be designed to minimise the possibility of stale material accumulating, i.e. design must permit effective inspection and cleaning	

C 2.8	There must be sufficient hard standing at store entrances to limit the tracking of wet and mud into the store.	Vehicles tipping feed ingredients should be prevented from contaminating these or other ingredients either by running over them or by mud or water tracked into the storage area, so that feed ingredients are protected from contamination. This requires adequate hard standing outside the storage area so that vehicles can turn and manoeuvre without moving onto a dirty area. The hard standing should be capable of being adequately cleaned, thus concrete or tarmac are likely to be necessary.
C 2.9	When there is a change of type of feed ingredient or feedingstuff to be stored in a particular bulk bin or container, the bin or container must be checked to ensure it is empty and if necessary cleaned.	
C 2.10	If ingredients are stored in a partitioned flat store, there must be stock rotation, with storage bays being cleaned between batches and records kept of emptying and cleaning. When a change of ingredients occurs, the partitioned sections must be checked and if necessary cleaned. (R)	Separation of feedingstuffs in storage bays or bunkers should be such that contamination between different feedingstuffs is kept to a minimum during both storage and loading/unloading. Separating walls should be sufficiently tall and extend adequately relating to the content of the bay or bunker. Hygiene and cleaning should be considered within the risk assessment. The store structure, including walls, ceilings, joints etc. should be inspected and cleaned accordingly to a planned and recorded cleaning schedule. These measures aim to ensure that contamination is minimised.
C 2.11	If compound feedingstuffs are stored in bulk there must be a record of the deliveries into each separate storage area, which should be emptied completely at frequent intervals. The records kept should make it possible to relate deliveries out to a batch or group of batches of manufactured feed for traceability, and in order to define the extent of any recall. (R)	
C 2.12	Feed ingredients or feedingstuffs which have been rejected, recalled, returned, or whose shelf life or product licence has expired or been withdrawn, must be identified so as to prevent confusion with other materials and products whilst their destination or disposal is considered. Records relating to disposal or destination	Records relating to disposal or destination should be retained for stock reconciliation.

	must be kept. (R)	
C 2.13 Packaged Feedingstuffs and Feed Ingredients		
C 2.13.1	A stock rotation system must be in place.	
C 2.13.2	A system must exist in to identify out of date stock, and to segregate it so that it cannot be inadvertently put into circulation.	
C 2.13.3	Forklift truck operators must be instructed regarding the importance of avoiding breakages.	
C 2.13.4	Store staff must be instructed how to deal with breakages in a safe and hygienic manner.	
C 2.13.5	Storage areas must be checked when empty and cleaned if necessary	
C 2.14 Fish Meals, Processed Animal Proteins and Mixtures Containing These Products		
	Fishmeal, processed animal protein and mixtures containing PAP must not be present on premises where feed ingredients are stored or packaged unless in accordance with current EU legislation and DEFRA or DARD or other national Guidance.	
C 2.15 Equipment		
C 2.15.1	Each item of feed related fixed equipment and (if applicable) associated bulk storage must be shown on a flow diagram which is updated when any changes take place. (R)	
C 2.15.2	All equipment must be constructed so that feed ingredients and compound feeds are protected from contamination.	<p>Equipment should permit effective cleaning and maintenance.</p> <p>Where necessary, facilities and equipment must be cleaned and/or flushed so as to avoid contamination between batches. Any ingredient so obtained must be collected into clearly labelled containers and dealt with in accordance with written procedures.</p> <p>Dust Emissions Dust emissions within the plant can cause contamination.</p> <p>Metal Detection Metal detection equipment and magnets should be included where necessary and regularly checked for their effective operation.</p> <p>Bulk Intake and Loading Intake and loading facilities should be</p>

		designed and constructed to maintain the safety of incoming and finished feeds. Contamination and cross contamination through weather (including wind borne contamination), bird access, etc. should be avoided e.g. intake pits should be covered when not in regular use.
C 2.15.3	There must be a maintenance plan and record for any equipment related to feedingstuffs. (R)	Regular scheduled and recorded checks should be carried out in accordance with written procedures to ensure that the essential elements of the equipment operate as required.
C 2.15.4	Weighing and measuring equipment, including weighbridges, must be calibrated to recognised national standards at intervals not exceeding 12 months. Regular and recorded cleaning and calibration must take place according to a written schedule. (R)	
C 2.15.5	All equipment which is used to handle feed ingredients must be kept clean. Records of cleaning and sanitising must be maintained. (R)	Conveyors and handling equipment should be maintained in a sufficiently clean and hygienic condition to avoid them adversely affecting feeds.
C 2.15.6	Equipment used for the handling of feed ingredients or compound feedingstuffs must never be used for the handling of mammalian meat and bone meal, toxic, or hazardous materials.	

C 3 Pest Control

C 3.1	The buildings must be adequately proofed to prevent the ingress of birds and rodents.	
C 3.2	The immediate area around the building must be free from harbourage for vermin.	
C 3.3	There must be a written plan covering:- <ul style="list-style-type: none"> < the control of insects, rodents and wild birds, < regular cleaning and inspection at predetermined intervals < sampling and testing. < baiting station location plan.(R) 	See APPENDIX 4Pest Control Guidance
C 3.4	Results of inspections must be recorded. (R)	
C 3.5	If the presence of harmful organisms is detected, remedial actions must be taken immediately. (R)	
C 3.6	If pesticides are used, these must be approved under the current Food and Environment Protection Act legislation. Records must be kept of any fumigation, and of use of chemicals such as pesticides,	

	insecticides or rodenticides. (R)	
C 3.7	Any control treatment required must be carried out by trained personnel and must not contaminate the goods in the building.	See APPENDIX 4Pest Control Guidance
C 3.8	Material used as vermin bait must not be capable of being confused with feed ingredients or feedingstuffs.	The routine use of grain bait is not good practice and should only occur when all other measures have failed to give control. If it is necessary to use grain bait or any other bait material which resembles a feed ingredient within the premises, this should be confined to bait boxes at specified and recorded bait stations and should be distinctively coloured. In siting baiting stations attention must be paid to the possibility of contamination of feeds.

C 4 Waste

C 4.1	Waste material including packaging waste must be collected into suitable and clearly identified receptacles for removal to identified collection points away from the production areas.	Waste containers should be sited so that they do not cause feed hazards or contamination, and should not be accessible to rodents, birds or other pests.
C 4.2	Containers containing edible waste, such as skips and bins, must be covered to prevent access to birds, unless in bird-proofed buildings.	
C 4.3	Waste must be safely disposed of at regular and frequent intervals by operators who are licensed to dispose of the material. (R)	

C 5 Off-site Stores

	<p>Where a merchant uses sites not owned by the company where compound feeds and/or feed ingredients are stored, and the goods in the store are owned by the company, the store must be either:</p> <ul style="list-style-type: none"> ◁ a full current member of AIC TASCC Storage scheme or GTAS (Storage module), or; ◁ each site must be audited by the company at intervals not exceeding 12 months. Audit personnel in charge of carrying out these audits must have at least 2 years experience within either the feed or food industries, including storage operations. The audit must cover the feed safety and traceability requirements contained within the TASCC 	Audits should be supplemented by management controls to ensure that the requirements of this Code of Practice are adhered to and are being fully implemented at each site.
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	Storage code. Records of these audits, including non-conformances, rectification and approval must be kept. (R)	
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D PACKAGING, LABELLING AND SIMPLE PROCESSING

D 1 Packaging Operations

D 1.1	When feeds are being packaged, care must be taken to avoid contamination during the packaging process.	Particular care is required when changing from medicated or feedingstuffs containing Specified Feed Additives to feedingstuffs which are not intended to contain these.
D 1.2	Packaging must be appropriate to product type and to maintain contents for their intended shelf life.	
D 1.3	Weighing machines and other equipment must be clean when changing between feeds.	
D 1.4	Where paper or plastic sacks are used these must not have had any previous use.	

D 2 Labelling

D 2.1	Care must be taken to use the correct labels on all packages, and label details must conform to current legislation.	
D 2.2	Information given on packages, labels, leaflets and by other means must be correct and not misleading.	
D 2.3	Unused labels must be disposed of safely so that mislabelling or confusion between batches is avoided.	
D 2.4	Each package must be labelled in such a way that the batch or run in the packaging operation to which it belongs can subsequently be identified. (R)	
D 2.5	Records must be kept which link the package label to an identified batch or batches of feed material or compound feed which has been packaged, in order to retain traceability and to aid in defining the scope of any recall. (R)	
D 2.6 Labelling of Compound Feeds		
	If compound feedingstuffs are packaged by the merchant, the label must identify the packaging merchant and show their Certificate end date. The feed Establishment Number or AMI (or appropriate national authority) approval number must also be shown on	

	the label.	
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D 3 Big Bags and Other Re-usable Bulk Containers

D 3.1	@ it is permissible to use clean containers which have been previously used for human food ingredients provided that these are inspected and seen to be free from residue and that the food ingredient is a ingredient which would be suitable for use in feedingstuffs for the species and applications for which the feed ingredient is suitable.	
D 3.2	Big bags which have been previously used for deliveries to farm cannot be re-used.	
D 3.3	Big bags which have been used for feed ingredients other than fishmeal or animal proteins but have not been used on farms, can be re-used after inspection.	
D 3.4	Big bags which have been used for medicated or feedingstuffs containing specified feed additives, cannot be re-used.	
D 3.5	Rigid bulk containers which can be @ " # cleaned before filling.	

D 4 Pallets

D 4.1	Pallets must be serviceable, clean and dry.	
D 4.2	All pallets which are returned must be inspected and if necessary cleaned before re use.	Preferably, pallets should not be left on farms.

D 5 Simple Processing of Cereals

D 5.1	The merchant may process UK produced assured cereals (see B 4.2 Combinable crops produced in Great Britain, Northern Ireland and Eire) (wheat, barley, and oats only) and assured maize from assured sources and suppliers provided that:	
D 5.1.1	Processing is by simple rolling, cutting, crimping or grinding without the use of heat, added moisture, extrusion, pelleting or mixing. No addition of other ingredients is allowed.	
D 5.1.2	The processing operation is be carried out by identified operators who have received appropriate training. A training record must be kept. (R)	
D 5.1.3	The processing operation is be considered	

	within the site HACCP study	
D 5.1.4	There is a written plan for routine inspection and cleaning of the processing plant which must take place at regular pre-determined intervals. Records of inspection and cleaning must be kept. (R)	
D 5.1.5	Records of processing of each batch are kept, to show: (R) <ul style="list-style-type: none"> < Date of processing < Quantity processed 	
D 5.1.6	Records of the processed cereals are to be kept as required by K 4 Feed Ingredient Records (R) and K 3 Packaging Records. Packaging records must allow identification of the specific processed batch and conform to current legal requirements as well as to D 2 Labelling. (R)	
D 5.2 Mixed Poultry Corn		
	Mixed Poultry Corn may be produced provided that:	
D 5.2.1	Mixing of cereals for animal feeds is restricted to the production of mixed poultry corn only, and only wheat, barley, oats and maize may be incorporated, without any additives, and paras. D 5.1.2 D 5.1.6 apply to the mixing process	
D 5.2.2	Where mixing, packaging or other operations are carried out to produce a product which is not a complete animal feed (e.g. bird food), and the equipment is subsequently used for mixed corn, all ingredients used in any product mixed, other than those used in the mixed poultry corn, must be assessed for hazards and must be shown to be fit for use in animal feedingstuffs. The process must be subject to a HACCP study and thorough recorded cleaning must be undertaken of all equipment so used prior to mixed corn production. (R) All ingredients used in any product mixed must be assessed for hazards and must be shown to be fit for the purpose of incorporation in animal feedingstuffs. (R)	

D 6 Contract Simple Processing of Cereals

D 6.1	Farm assured cereals produced in UK or Ireland (wheat, barley, oats only) and maize from assured sources and suppliers may be processed for sale as assured feed	FEMAS Certification is required if;- <ul style="list-style-type: none"> < There is steam addition, pelleting, micronising, extrusion, or any addition other than water to the
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	<p>materials by a third party contractor on a separate premise on behalf of the individual UFAS Merchant without requiring FEMAS Certification in respect of these products, provided that:</p> <ul style="list-style-type: none"> ◁ Processing is without the use of additions other than water (including steam or other processing aids are not permitted), ◁ The contractor processes and markets only assured cereals which are either produced on his own holding or owned by the UFAS Merchant ◁ All the appropriate requirements of this Code of Practice, including inclusion in the HACCP study, labelling and batch records, are shown to be complied with. (R) 	<p>cereals by the Contractor, or</p> <ul style="list-style-type: none"> ◁ The cereals which are processed are not either grown by the Contractor on the farm holding or owned by a UFAS Merchant. <p>Mobile Contractors If a contractor operating mobile cereal processing equipment carries out simple cereal processing on a UFAS Merchant's site, the contractor and the equipment should operate under the control of the UFAS Merchant in accordance with the requirements of UFAS. Appropriate operating instructions should be provided. The UFAS Merchant should inspect records of the previous use of the equipment (including location), and carry out a recorded inspection for cleanliness and hygiene before processing begins.</p>
D 6.2	The contractor's processes, procedures, HACCP study and records are audited for compliance with these requirements by the UFAS Merchant at intervals of no more than 12 months and supplemented by management controls to ensure that the requirements of this Code of Practice are adhered to. Such audits must be carried out on the contractor's premises by the UFAS merchant's nominated staff who have appropriate and recorded training and experience.	
D 6.3	Detailed records of audits and correction of non-conformances must be kept by the UFAS Merchant. (R)	
D 6.4	Contractors must consent to be audited by the UFAS auditor if this is required by the Certification Body.	

E ORDER TAKING AND FULFILMENT

E 1 Customer Specification

	<p>There must be a clear understanding between the merchant and the customer/recipient of the specification of feed ingredients or compound feeds to be supplied. This must include not only analytical specification and physical form, but also such specifications as "organic" or specifying absence or limitations of GM events as indicated by labelling, which may</p>	
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	Distributors of organic compound feedingstuffs and/or feed ingredients must apply any specific requirements relating to these. (R)	
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E 2 "GM Status"

E 2.1	Where the tolerance levels for adventitious contamination are different from those specified in legislation in a compound feed, then the merchant may discharge this obligation by informing the customer in writing of the specification of the feed which will be supplied, prior to delivery taking place. (R)	
E 2.2	The known or intentional presence of a GM event in any feedingstuff not labelled as GM is illegal. Merchants must undertake controls to avoid or minimize the presence of such materials.	If a merchant supplies ingredients and ingredients which are labelled as GM, it is necessary to carry out a risk assessment, e.g. HACCP, treating the possibility of supply of GM ingredients to avoid potential hazards. (R)

E 3 Customer Requirements

	There must be a system which records information regarding customers own specific requirements, to ensure that the correct product is supplied. (R)	
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E 4 Order Recording and Tracking

E 4.1	All orders must be recorded in detail, with particular attention to the detail of the specification, and notified reliably to all interested departments (production, delivery, etc.), as well as to suppliers where appropriate. (R)	
E 4.2	The separate identity of each feed must be traceable throughout ordering, processing, storage, packaging loading, transport and delivery, and in instructions and records. These instructions and records must be retained for traceability and audit purposes. (R)	

F LOADING, TRANSPORT AND DELIVERY

F 1 AIC TASCC Code of Practice for Road Haulage

	Road hauliers and vehicles carrying feedingstuffs at any stage (including a company's own vehicles), must conform to	Principles of Transport and Delivery: Feed ingredients and compound feeds should be delivered with the protection of
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	<p>the relevant sections of the AIC TASC Code of Practice for Road Haulage or GTAS (Road Transport module), including the requirements of the AIC TASC Haulage Exclusion List and the Haulage Contaminant Sensitive List.</p>	<p>animal and human health as prime considerations, together with customer satisfaction. Working Practices: Merchants should adopt working practices which achieve:-</p> <ul style="list-style-type: none"> Vehicle hygiene and cleanliness Correct loading Avoidance of contamination and cross contamination Delivery to correct destination, so that the feed is received by the intended recipient. Delivery to correct farm facilities so that the feed is received by the intended livestock. Prevention of contamination by medicated or zootechnical feedingstuffs during loading, transport and delivery.
<p>F 1.1 Hauliers carrying Bulk feedingstuffs</p>		
	<p>Hauliers hired by the UFAS participant to carry bulk feedingstuffs must be full current members of the AIC TASC Road Haulage Scheme, a UFAS Merchants or UFAS Compound Feeds certificated company, or GTAS (Road Transport module). These hauliers must not be allowed to sub-contract to a haulier which is not a member of one of these assurance schemes. (R) Where a bulk haulier is wholly contracted to a single UFAS Merchant, they may be included within the UFAS company's procedures and controls in order to ensure that the requirements of the AIC TASC code of Practice for Road Haulage are complied with, thus further assurance scheme membership is not required.</p>	<p>A register of approved hired bulk hauliers should be kept. This should include the expiry date and the scheme identification number.</p>
<p>F 1.2 Hauliers carrying Packaged feedingstuffs</p>		
	<p>Where a haulier of packaged feedingstuffs is not a full current member of the AIC TASC Road Haulage Scheme or GTAS (Road Transport module), and is not a UFAS Merchants or UFAS Compound Feeds certificated company, the Merchant must either carry out an annual haulier audit to confirm adherence to the AIC TASC Code of Practice for Road Haulage.</p>	

	(R) or obtain a signed declaration at intervals not exceeding 12 months that the haulier has the AIC TASC Road Haulage Code of Practice and the haulier's operations conform to this in all respects.(R)	
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F 2 Distribution Companies

	Where it is necessary to use specialist distribution companies which are not participants in the AIC TASC Road Haulage Scheme or GTAS (Road Transport module) for small deliveries of packaged feedingstuffs, the companies must be selected as safe and reliable distributors.	
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F 3 Third Party Vehicles and Customer Vehicles

	The requirements of this Code regarding pre-loading inspection and vehicle cleanliness and hygiene apply to all vehicles and trailers being presented for loading with compound feedingstuffs or feed materials, including those operated by direct customers of the merchant.	
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F 4 Previous Loads

F 4.1	All bulk vehicles and trailers presented for loading other than farmers own vehicles collecting for the farmers own use, must present concise evidence of the three previous loads carried on the vehicle or trailer prior to loading together with details of any cleansing/sanitising operations. (R) Vehicles not presenting such evidence must not be loaded.	Evidence and details presented by hauliers not belonging to an assurance scheme list in F 1.1 Hauliers carrying Bulk feedingstuffs should be scrutinised in detail, and where necessary verified before loading is permitted. Hauliers claiming to belong to one of the assurances schemes listed in F 1.1 Hauliers carrying Bulk feedingstuffs should show or quote their scheme identification number.
F 4.2	Bulk vehicles or trailers which have previously carried materials specified in the AIC TASC Code of Practice for Road Haulage Exclusion List since July 1998 must not be loaded.	
F 4.3	Vehicles or trailers which have previously carried materials specified in the AIC TASC Code of Practice for Road Haulage Contaminant Sensitive List must show evidence of being cleaned and/or sanitised in accordance with the requirements of the Road Haulage Code of Practice before being loaded. (R)	

F 4.4	Cleansing operations in accordance with the AIC TASCC Code of Practice for Road Haulage must be carried out after carrying medicated feedingstuffs.	
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F 5 Vehicle Inspection

	Bulk vehicles must not be loaded until an inspection has been made at the collection point by a designated person and the vehicle's load compartment and sheet passed as being visually clean and fit for loading. (R)	<p>Evidence and details presented by hauliers not belonging to an assurance scheme list in F 1.1 Hauliers carrying Bulk feedingstuffs should be scrutinised in detail, and where necessary verified before loading is permitted.</p> <p>Hauliers claiming to belong to one of the assurances schemes listed in F 1.1 Hauliers carrying Bulk feedingstuffs should show or quote their scheme identification number.</p> <p>Bulk vehicle covers should be included in the inspection and should be maintained in a clean condition.</p> <p>Where the company operates its own haulage the designated person may be the driver.</p>
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F 6 Loading from Bulk Storage

F 6.1	Bulk bins, flat stores or other containers from which bulk vehicles are loaded must be easily identifiable in order to minimise the possibility of incorrect loading.	
F 6.2	Bulk vehicles must not be left uncovered for longer than necessary when being loaded.	
F 6.3	A system must exist which:	
F 6.3.1	Incorporates procedures so that orders are correctly linked to the loading and delivery instructions for both bulk and packaged feeds.(R)	
F 6.3.2	Identifies the feed ingredient or compound feedingstuff contained in each bin, container or storage area and visually inspects it for absence of contamination. (R)	
F 6.3.3	Issues vehicle drivers or other identified responsible persons with instructions which identify the type(s) of feed ingredients or compound feeds which are to be loaded. (R)	
F 6.3.4	Ensures by adequate supervision or other means that the vehicle is loaded with the correct feed ingredient or compound feedingstuff according to the instructions	

	given.	
F 6.3.5	Instructs that any contamination which occurs during loading, transport or delivery is reported to the designated person responsible for quality assurance in the supplying company, and that delivery does not proceed until an instruction has been issued by that designated person.	

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	<p>u ingredients (i.e. loading a single bulk vehicle compartment with two or more different feed ingredients) is permitted only if the following conditions are fulfilled:-</p> <ul style="list-style-type: none"> ◁ The supplier has a written instruction to load designated feed ingredients into a single vehicle compartment from the recipient to whom the feed ingredients are to be supplied.(R) ◁ Accurate documentation of the feed ingredients loaded is supplied in accordance with current legislation. ◁ Special care is taken during the loading of the final feed ingredient to ensure that the loaded vehicle is not overweight (as it is not possible to separate ingredients once loaded). <p>If it becomes necessary to take off some of the feed ingredients subsequent to loading, this must be recorded, and the subsequent disposal of the off-loaded ingredient must also be recorded.(R)</p> <p>No more than three feed materials may be loaded in a single bulk vehicle compartment.</p>	<p>AIC have been advised that more than three feed ingredients loaded in a single bulk vehicle compartment may result in the content of the compartment being legally regarded as a compound feedingstuff. Each ingredient should be individually weighed and labelled in accordance with legislation.</p> <p>Merchants who require further guidance on legally permitted layering and /or labelling should consult their local authority Trading Standards department</p>
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F 8 Documentation

	Drivers must always carry the documentation detailing the feedingstuffs with which the vehicle has been loaded.	
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F 9 Delivery

	Delivery must take place in accordance with the requirements of the AIC TASCC Road Haulage Code of Practice.	
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F 10 Products containing PAP

	Products containing PAP (pet foods) may be carried on the same vehicle as feedingstuffs provided that they are in unopened and undamaged packages.	
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G QUALITY SYSTEM**G 1 Designated Person**

	A designated person must have responsibility for the Quality System. (R)	The merchant is responsible for assuring that the feed ingredients which are merchanted are safe and conform to the current legal requirements and to written specifications.
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G 2 Scope of Quality System

	The Quality System must include:	
G 2.1	Spot checks according to a written quality control plan to verify that feed materials conform to specifications, using data provided by suppliers, and where necessary the merchants own analyses, and	Spot checks on compound feedingstuffs or premixtures are not required by UFAS. A company may voluntarily carry these out as part of their due diligence procedures.
G 2.2	Implementation of the HACCP study.	

G 3 Quality Control Plan

	<p>The written quality control plan for feed ingredients which are stored in bulk and/or packaged on the merchants site, must include:-</p> <ul style="list-style-type: none"> < Visual inspections (procedure and frequencies) < Sampling (procedure and frequencies) < The period of time for which samples are to be retained < Testing frequencies < Analysis method or title (not detail) < Reporting procedures and areas of responsibility. 	<p>Factors which should be considered in constructing the written quality plan for spot checks, and which can be used to decide on the amount of inspection, sampling, and testing. Include:-</p> <ul style="list-style-type: none"> < HACCP implementation < Quantity of ingredient stored and/or packaged < Hazards likely to be associated with the activities carried out < Analytical variability of the ingredients (ingredients from different sources or origins) <p>N.B. Relevant and up to date analytical and other relevant information and data provided by suppliers and/or producers of feed ingredients may be utilised by merchants in their Quality Plan. Where this information is regularly and adequately provided, the requirement for merchants own analysis will be minimal</p> <p>The amount of sampling and of testing may differ, as samples taken for visual</p>
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		inspection may not be subject to analysis, and some samples may only be analysed if other analysis results of products from the same source give rise to concern.
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G 4 Sampling and Inspection Resources

	Where bulk storage and/or packaging operations are carried out, there must be adequate facilities and staff available for sampling and inspection of feed ingredients as required by the HACCP study and the Quality Plan. All bulk feed materials delivered to the merchants site must be visually inspected and sampled.	
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G 5 Sampling of Feed Ingredients Outloaded in Bulk or Packaged on Site

G 5.1	Samples must be taken from each load of bulk feed ingredients at outloading, and from every batch or run of feed ingredients packaged on site.	
G 5.2	Samples taken in accordance with Para G 5.1 must be retained for a minimum period of three months, or as indicated by the risk assessment.	

G 6 Testing Facilities

	There must be access to a competent quality control laboratory which has adequate staff and equipment and can carry out analyses as required by the quality control plan. (R)	The relevant methods of analysis employed in laboratories must be: <ul style="list-style-type: none"> ◁ Be approved by a recognized body such as UKAS or ◁ Be validated by participation in ring tests or ◁ Be validated by other recognized means and confirmed by comparison with results of a competent or recognized laboratory with verified quality control procedures.
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G 7 Combinable Crops

	For combinable crops, the AIC Code of Practice for the Testing Facilities of Combinable Crops must be complied with.	
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G 8 Assessment

	The results of inspection and testing must be formally assessed against specified limits, and where appropriate, legal declarations, and records kept. Where results fall outside the statutory limits or limits of variation specified within the	
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	product specification, relevant action must be taken. (R)	
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G 9 Human and Animal Health

	A designated person must be responsible for notifying the FSA, the Certification Body and the appropriate authority (e.g. Defra, Local Authority, AMI, DoH,) in the event of any occurrence which could potentially affect human health, or in the event of any occurrence potentially resulting in a wide-scale threat to animal health, and if appropriate, ensuring that information concerning food safety hazards is communicated throughout the food chain so that any hazard to human or animal health is prevented. (R)	<p>Extract from Regulation. (EC) 178/2002</p> <ol style="list-style-type: none"> 1. Feed shall not be placed upon the market or fed to any food producing animal if it is unsafe. 2. Feed shall be deemed to be unsafe if it is considered to: <ul style="list-style-type: none"> - have an adverse effect on human or animal health - make the food derived from food producing animals unsafe
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H COMPLAINTS

	There must be a formal system for registering and processing complaints relating to feed ingredient, compound feed or packaging quality, with clear lines of reporting and defined responsibilities. (R) Complaints must be assessed and corrective action taken as necessary.	
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I MARKET RECALL

I 1 Recall Procedure

	There must be a system for recall of feed ingredients or compound feedingstuffs from the market, should this prove necessary.	
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I 2 Responsibility

	A responsible person with suitable deputies must be nominated to initiate and co-ordinate all recall activities. There must be a written recall procedure which is capable of being put into operation at any time, inside or outside normal working hours. (R)	
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I 3 Storage

	Goods which have been rejected, recalled or returned must be clearly identified and placed in storage in accordance with C 2 Storage until a decision has been	
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	taken as to their destination or disposal. Goods designated as waste must be disposed of in accordance with C 4 Waste	
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I 4 Assessment, Destination and Disposal

I 4.1	Recalled or returned products must undergo a quality control re-assessment before they are put back into circulation or disposed of.	
I 4.2	The destination of any recalled goods must be recorded. (R)	
I 4.3	If product recall becomes necessary the reasons for recall must be recorded and assessed and corrective action taken as necessary. (R)	
I 4.4	The operation of any product recall must be reviewed after it has been carried out so that procedures can be modified if necessary. (R)	

J PERSONNEL

J 1 Key Personnel

	Suitably qualified people must be designated as having responsibility for storage, packaging, and simple processing (where appropriate) and for the quality system. These are key personnel.	Key personnel should have designated deputies. They should also be provided with adequate and appropriately trained supporting staff.
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J 2 Organisational Chart

	There must be an organisational chart setting out the supervisory staff titles. The job title must link to the job description and to the training records, which demonstrate that they have the appropriate education, training and/or experience to carry out the designated tasks and responsibilities. This must be available to appropriate authorities for inspection. (R)	
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J 3 Job Descriptions

	All staff must be informed in writing of their duties, powers and responsibilities, which must be recorded as written job descriptions or within company procedures. (R)	
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J 4 Training

J 4.1	Management must ensure that all staff are	See APPENDIX 5 Staff Training Guidance.
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	adequately trained in the tasks they may be required to perform.	
J 4.2	The required levels of knowledge and skills must be maintained by ongoing training.	
J 4.3	Training must cover not only specific tasks but also good feed safety practice generally and the importance of feed safety and personal hygiene.	
J.4.4	Training must be provided both for new employees and the retraining of established staff when necessary.	
J 4.5	The training programme must be carried out in accordance with written procedures. (R)	

J5 Hygiene

J 5.1	Good working practice regarding hygiene, including company instructions and this Code of practice must be followed.	
J 5.2	Visitors to storage, packaging or processing premises (including contractors) must be informed of hygiene requirements.	
J 5.3	Cloakrooms with washing facilities and toilets must be provided. They should be conveniently available to, but separate from, packaging, storage or processing areas.	
J 5.4	Eating, drinking and smoking must not be permitted within packaging, storage or processing areas.	
J 5.5	Operatives working in loading, storage, packaging or processing areas must wear protective garments. The garments must be regularly and frequently cleaned.	
J 5.6	Persons not regularly employed in a loading area, storage, packaging or processing area, whether employees of the feedingstuffs manufacturer or not, must wear protective garments where contamination is possible.	
J 5.7	No person known to be suffering from a serious disease in a communicable form, or with open lesions on the exposed surface of the body, shall be employed in processing or packaging. Personnel suffering from an enteric disease must not be employed in processing or packaging	
J 5.8	Warning statements on product labels must be noted and appropriate precautions taken.	

K DOCUMENTATION AND RECORDS

<p>K 1</p>	<p>Documentation and records must define and record the procedures and controls throughout the merchant's operations.</p>	<p>Documentation and records are needed for quality assurance and traceability. Their main purpose is to define the system of control required to reduce the risk of error. They should also ensure that personnel are instructed in the details of the necessary procedures and permit investigation and tracing of defective products.</p> <p>Records should be both adequate and systematic.</p> <p>General</p> <p>To facilitate proper and effective use of documents and records they should be designed and prepared with attention to the following points:</p> <p>The title, nature and purpose of the documents and records should be clearly stated.</p> <p>The document or record should be laid out in an orderly fashion and be easy to check and complete.</p> <p>Where a document has been revised, systems should be operated to prevent inadvertent use of superseded documents, e.g. by a controlled document system.</p> <p>Entries should be legible and be confirmed by initials or signatures.</p> <p>Manuscript entries should be made in ink or other indelible medium.</p> <p>If an error is made, or detected, on a record it should be corrected in such a manner that the original entry is not lost and the correction initialled and dated. Where not readily apparent the reason for the correction should be recorded.</p> <p>Documents and records should be kept up to date.</p> <p>Amendments should be formally authorised. In the case of permanent amendments, the amended document should be replaced at the earliest opportunity by a newly prepared document.</p> <p>Documents and records should be dated</p> <p>Computer Systems</p> <p>It is permissible to hold records or documentation in computer systems, provided that safeguards are introduced into the systems to ensure that:-</p> <p>Documents, records or information to be</p>
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		<p>held for a specific period of time cannot be accidentally deleted.</p> <p>Only authorised persons have access to the systems.</p> <p>The person making any entry, alteration or deletion is both authorised to do so, and is subsequently identifiable. Dates and times of actions should be recorded.</p> <p>Records are available to auditors or regulatory authorities when required.</p>
K 2	<p>All relevant records including those referring to quality assurance , risk assessments, HACCP, internal inspections, checks, audits and verification procedures, must be retained for a defined period of time not less than twelve months, or as required by legislation, and in order to be available to auditors for the next external audit.</p>	

K 3 Packaging Records

	<p>The following information must be recorded for each batch of feed ingredient, compound feedingstuff or processed cereal packaged, as an aid to traceability.</p> <ul style="list-style-type: none"> < Ingredient or product name < Origin/Manufacturer /Supplier < Quantity Packaged < Date of Packaging < Batch Record/Number (as shown on the package label). 	<p>See also D 2 Labelling.</p>
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K 4 Feed Ingredient Records (R)

	<p>The following information regarding each individual delivery of feed ingredients to a recipient or to the merchants own premises must be recorded as an aid to traceability:-</p> <ul style="list-style-type: none"> < Quantity < Ingredient name < Haulier (name/ vehicle registration/ trailer reference) < Date and time of intake or despatch < Supplier < Delivery order or fixing reference where available for ex-store ingredients < Store < Ship(if direct ex ship) < Manufacturer (if UK produced) 	
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	<ul style="list-style-type: none"> ◁ Country of origin 	
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K 5 Compound Feedingstuffs Records (R)

K 5.1	The following information regarding each delivery of compound feedingstuff either customer must be recorded as aids to traceability: <ul style="list-style-type: none"> ◁ Type/ name/ designation of feedingstuff ◁ Date(s) of delivery 	
K 5.2 Medicated feedingstuffs, and feedingstuffs containing Specified Feed Additives		
	For medicated feedingstuffs, and feedingstuffs containing Specified Feed Additives the following specific daily records must be kept in addition to the above: <ul style="list-style-type: none"> ◁ Names and addresses of persons to whom each batch, blend or run has been delivered 	
K 5.3 Medicated Feedingstuffs manufactured in accordance with a MFS Prescription(R)		
	For medicated feedingstuffs manufactured in accordance with a MFS Prescription(R) the following specific daily records must be kept in addition to the above: <ul style="list-style-type: none"> ◁ Quantity delivered ◁ Name and address of prescribing veterinarian 	

APPENDIX 1 Application of HACCP

1. Application of HACCP Technique

The supply, storage, packaging, transport and delivery of feed ingredients and compound feeds must be carried out according to written procedures which define, check and control the critical points in the entire process. Records must be kept which confirm that procedures are followed and/or identify any departure from them.

The whole process must be examined in detail to identify potential hazards with particular attention to those which may affect human or animal health, by carrying out a HACCP study (HACCP = Hazard Analysis Critical Control Point).

2. Definitions

HACCP - A systematic approach to the identification and assessment of hazards associated with all stages of feed production, the definition of means for their control, and the identification of critical control points.

CCP - A point, step or procedure where control is possible and a failure cannot subsequently be corrected. At a CCP a danger to the safety of the feedingstuff can be prevented, eliminated or reduced to an acceptable level.

3. Hazards

The potential hazards must be identified and recorded, and will include:-

Biological Hazards

Physical Hazards including extraneous contamination.

Chemical Hazards

4. HACCP Implementation - Summary

4.1 HACCP studies must be carried out in accordance with recognised HACCP implementation techniques, e.g. Codex Alimentarius Commission Code of Practice General Principles of Food Hygiene. CAC/RCP 1 1969, Rev. 4 2003 (www.codexalimentarius.net), or CCFRA Guideline No. 42 HACCP A Practical Guide

- A practical

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- General Principles of Food Hygiene: h

CAC/RCP 1-1969.

4.2 A nominated competent person must be appointed to lead HACCP technique implementation. If possible they should lead a team who have the skills to identify hazards at all stages, including transport, feed materials, nutrition, microbiology and storage operations where applicable.

4.3 There must be a comprehensive hazard related specification for each feed ingredient.

4.4 Each step in the merchant business from purchase to delivery, including transport, storage and packaging if applicable, must be defined. A recorded hazard analysis must be carried out on each step.

4.5 Where a hazard presents a significant risk to product safety, it is necessary to establish and document control measures to reduce it to an acceptable level or to eliminate it.

4.6 Critical control points for these hazards must be identified and particular emphasis must be placed upon documenting the control procedures, monitoring, and corrective actions at these points. Critical limits must be defined for each hazard at each CCP, and the suitability of these must be verified to ensure that the HACCP system is working effectively.

- 4.7 There must be a system to monitor control of the hazard at the CCP. If monitoring shows that the hazard at the CCP is not under control, effective corrective action must be taken. Where regular cleaning of particular equipment is not possible, this must be considered in the HACCP study, and also improved or eliminated where possible.

5. HACCP Review

The HACCP study must be formally reviewed according to a pre-determined schedule (at least annually) and when there is a change in the storage, packaging or business operations, and the review must be recorded.

End of Appendix 1

APPENDIX 2 Special Provisions for the Supply of Liquid and Moist Feed Materials

Acknowledgements

The Brewing, Food and Beverage Suppliers Association and AIC gratefully acknowledge the contribution which the following UK Merchants have made in the preparation of these special provisions.

List of UK co - product feeds merchants

Argrain UFAS ID 853
UFAS ID 407
James & Son (Grain Merchants) Ltd UFAS ID 1084
AB Agri Ltd (KW Alternative Feeds (North)) UFAS ID 31
AB Agri Ltd (KW Alternative Feeds (South)) UFAS ID 30

Further information may be obtained from the BFBi
Brewing, Food and Beverage Industry Suppliers Association (BFBi)
85 Tettenhall Road
Wolverhampton
West Midlands
WV3 9NE
Tel 01902 422303
Fax 01902 795744
Email info@bfbi.org.uk
www.bfbi.org.uk

i. FOREWORD

Feed materials derived from the human food and drink industries have significant value as animal feedingstuffs and have been recognised for many years as valuable components of farm rations. Organisations representing major sources including British Beer & Pub Association (BBPA) and the Malt Distillers Association (MDA) have responded to the requirements of the assurance schemes relating to animal feedingstuffs by introducing guidelines, which cover the safe production and storage of feed materials prior to despatch. This code interlinks with the BBPA and MDA Codes of Practice for the Safe Production and Storage of Co-products at source. These special provisions are necessary because of the substantial differences in the merchandising of liquid and moist feed materials compared with dry feed materials.

ii. DEFINITIONS

For the purpose of these special provisions, any reference to the following in the text relates to the description in this definition.

LIQUID and MOIST feed materials are the undried and partially dried materials, which derive from various human food and drink industries.

PRODUCTION SOURCES are the production units in the human food and drink industry from which liquid and moist feed materials derive. If moist or liquid feed materials are stored in intermediary transit stores, the relevant parts of this Code apply to such stores.

MERCHANTS are those companies or individuals that have procurement agreements with Production Sources.

HAULIERS are those Merchants who use their own vehicles or independent haulage contractors and owner drivers contracted by Merchants to collect liquid or moist feed materials from Production Sources to farm.

VEHICLES are those rigid or articulated vehicles, trailers and non-commercial vehicles, which may be used in the transportation of liquid or moist feed materials.

1. INTRODUCTION

- 1.1 These special provisions form part of the AIC UFAS Code of Practice for Merchants, Covering the Merchanting, Supply, Storage, and Packaging of Animal Feed Ingredients (including Feed U Premixtures), and of Compound Feedingstuffs.
- 1.2 These special provisions must be read, considered and implemented in conjunction with the main text of the Code of Practice, which must be adhered to in addition to the requirements of these special provisions.
- 1.3 These special provisions apply to the supply of liquid and moist feed materials.
- 1.4 Merchants will apply only those portions of this Code of Practice and special provisions which are relevant to the activities in which they are involved. For example, those who handle only liquid feed materials will omit those sections relating to moist feed materials, and vice versa.

2. MERCHANT APPROVAL OF PRODUCTION SOURCES OF LIQUID AND MOIST FEED MATERIALS

- 2.1 Merchants can obtain liquid and/or moist feed materials only from Production Sources which have been formally approved by the Merchant as safe and satisfactory sources of feed materials.

3. MERCHANT QUALITY SYSTEMS

- 3.1 The quality system and/or quality control plan may be operated jointly by the merchant and production source. Where this takes place, the responsibilities of both the merchant and the production source must be clearly defined in writing. The merchant cannot devolve all the quality system requirements to the production source and must always assess all analytical results obtained as a result of a jointly operated system.

4. STORAGE ON MERCHANTS PREMISES

- 4.1 Liquid Feed Materials Storage
 - 4.1.1 Tanks must be constructed of liquid-proof material, free from taint. All openings such as manholes, outlets, drainage points, etc. must be sealed effectively.
 - 4.1.2 If heating coils are used, they must be kept in good repair and free from leaks. Their operation must be controlled and regularly monitored.
 - 4.1.3 Thermometers and liquid measuring equipment should be verified for accuracy. Sampling equipment should be kept clean and dry.
 - 4.1.4 Filters and strainers must be inspected at regular intervals and cleaned when shown to be necessary.
 - 4.1.5 Liquid storage tanks must be inspected and cleaned on a prescribed, recorded basis, depending on the nature of the liquid being stored and whether a tank is dedicated to the storage of a particular type of material. The frequency of complete emptying and cleaning will depend on the physical and microbiological storage stability of the material.
 - 4.1.6 Tanks must be emptied and cleaned between vegetable liquid feed materials, marine liquid feed materials, and animal fats.

- 4.1.7 Where common plant or equipment is used to handle different types of liquids, an efficient provided.
- 4.1.8 Exposed ends of flexible hoses must be kept capped when not in use.
- 4.2 Moist Feed Materials Storage
 - 4.2.1 Under normal market conditions storage of moist feed materials on Merchant or third party facilities is unlikely but the following measures must be adopted if storage is necessary.
 - 4.2.2 Where moist feed materials are stored in open bays precautions must be taken to discourage birds from the vicinity and to prevent entry into stores. Wire masks must be fitted on windows and ventilators. Plastic covers should also be used if necessary to prevent contamination.
 - 4.2.3 On sites where more than one moist feed material is stored in bays, measures must be taken to prevent cross-contamination.
 - 4.2.4 Stock rotation must be practised so that bays are regularly emptied for cleaning, and to prevent build up of old stock.
- 4.3 Drainage and Effluent/Washings
 - 4.3.1 Storage facilities for both liquid and moist feed materials must be provided with drainage so that efficient removal of effluent and washings is possible.
 - 4.3.2 Liquid storage tanks must be fully drained of any wash medium prior to refilling.
 - 4.3.3 Effluents and washings must be collected and disposed of in accordance with a written procedure. Records of disposal must be kept.

5. TRANSPORT

- 5.1 Merchants and Hauliers must present a suitable vehicle at the collection point on the appointed day as agreed with the Production Source. Where any failure to meet the agreed loading schedule is likely, the Production Source must be informed as soon as practicable.

6. TRAINING

- 6.1 Merchant and Production Sources personnel must be trained in the special characteristics of the liquid and/or moist feed materials, and in particular where differences between these and dry feed materials may give rise to hazards.

7. DELIVERY

- 7.1 Drivers must only discharge into the tankage or reception areas directed by the farm staff or in accordance with specific delivery instructions.
- 7.2 Disposal of sweepings, washings and similar residues from delivery vehicles must not be made on delivery premises except with the specific consent of a responsible person on the delivery premises. Where consent is given disposal must be made as directed by the site authority and into a suitable receptacle or in some other environmentally acceptable manner in accordance with current legislation.

End of Appendix 2

APPENDIX 3 Requirements for Water and Rail Transport and Handling

1. Transport (Rail and Water)

- 1.1 All means of rail and water transport used to carry feed ingredients or compound feedingstuffs must be appropriate and adequately controlled with specific attention to hygiene and to avoidance of contamination. It must be encompassed within the scope of the merchants HACCP study.
- 1.2 The following criteria are the minimum requirements:-
 - 1.2.1 There must be a record of the last three loads carried and of any cleaning and/or sanitising subsequently carried out.
 - 1.2.2 Merchants procedures must include mechanisms for confirming that declarations of previous materials carried by third parties are valid.
 - 1.2.3 Physical checks of rail and water transport must be undertaken by an authorised person to confirm cleanliness prior to loading. Records of these checks must be kept.
 - 1.2.4 Terms for hiring transport must specify the controls required and include the same obligations for any such contractors.
 - 1.2.5 All transport must provide security against contamination of the feed ingredients by other products and materials, inclement weather, insects, vermin and birds, and any other hazards identified in the HACCP or risk management study.

2. Water Transport

- 2.1 In the case of ships (including coasters and barges) there must be a competent and identified person at both loading and discharge of feed ingredients and/or compound feedingstuffs in order to ensure that the integrity of the feed is maintained. The duties of the competent person are to include:-
 - 2.1.1 Recorded hold inspections for all holds used.
 - 2.1.2 Recorded confirmation from the ships log of previous three cargoes carried in each hold used.
 - 2.1.3 Recorded inspections of handling equipment (grabs, conveyors, dock transport etc.) to confirm their cleanliness and suitability prior to use.

3. Intake and loading facilities (Water and Rail)

- 3.1 Merchants must ensure that all intake and loading facilities are designed and constructed in a manner which maintain the quality and safety of the feed ingredients or compound feedingstuffs.
- 3.2 Neither discharge nor loading may be carried out in conditions such that inclement weather or risk of contamination may affect the feeds being handled.
- 3.3 Intake and loading facilities must be designed so that access by birds and other pests is kept to an absolute minimum.
- 3.4 Flat store facilities must be organised to ensure that mud, snow and other contaminants carried by vehicles cannot adversely affect stored feeds. There must be sufficient a hard standing (e.g. concreted) area at store entrances to limit the tracking of water and mud into the store.

All conveyors and handling equipment must be maintained in a clean and hygienic condition so that the feed ingredients which they contact are not adversely affected. Risk assessment procedures must be used to identify and control hazards. Records must be kept detailing cleaning and/or sanitising including the time, date and nature of the cleaning and/or sanitising.

End of Appendix 3

APPENDIX 4 Pest Control Guidance

Control of Insects

Insect control should be related to the fabric of the building and storage. Hence, for example, wooden partitions may need regular insecticide treatment.

Control of Birds

Vermin, such as birds, can be carried by wild, game, domestic and feral birds. In addition, birds can be carriers of salmonellae 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.

The presence of birds in the vicinity of goods should be considered in risk assessment studies.

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 should be denied these.

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.

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

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

Circumstances will vary with individual situations, but in general terms the following guidelines should be applied:-

- ◁ The presence of birds, or evidence of nesting or roosting sites in process and storage buildings is not acceptable.
- ◁ Where birds are a problem, active programmes should be in place to reduce access to food and shelter.
- ◁ Doors should be kept closed whenever possible. It is recognised 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.
- ◁ Where necessary, the eaves of buildings should be proofed against bird access.
- ◁ Windows that are habitually left open should be screened or caged to prevent access by birds.
- ◁ Spillages of goods should be promptly removed to avoid attracting birds.

Competence of pest control operatives

Legislation requires competence of pest control operatives to be demonstrated. In order to demonstrate competence pest control operatives should:

- ◁ show evidence of formal training in pest control, or
- ◁ show evidence of experience and formal training which has included an awareness of the hazards which arise from incorrect use of chemicals or from contamination with these (e.g. AHDA training, animal nutrition or quality control and/or HACCP training), or
- ◁ be persons trained by the above and be working under their close supervision.

Pest Control Contractors should show evidence that pest control operators under their control have received appropriate training and have a formal pest control qualification.

Personnel should act in accordance with product use instructions and data sheets.

End of Appendix 4

APPENDIX 5 **Staff Training Guidance**

Merchant Staff

Training of Merchant Staff should include (where relevant):-

- ⟨ An understanding of this Code of Practice and of company procedures.
- ⟨ An understanding of any plant operating on the site. The accuracy and use of equipment.
- ⟨ The maintenance of accurate records and documentation.
- ⟨ Implementation of the HACCP Plan (where relevant to the individual operative's duties and job description) relating to CCPs including monitoring, recording, reporting and taking appropriate action as detailed within the Plan and company procedures.
- ⟨ The significance of the feed materials, veterinary medicinal products and additives that are handled and particular precautions to be observed in use and dangers of misuse.
- ⟨ Safety precautions to be taken in handling additives, veterinary medicinal products and medicated premixtures as indicated by their manufacturer.
- ⟨ The significance of potentially hazardous substances and the special requirements of handling feedingstuffs from feed materials containing these.
- ⟨ The need for careful and accurate labelling at all stages of storage.
- ⟨ The importance of correct loading.
- ⟨ Pest control and use of pesticides (when appropriate).

Delivery Drivers

Training of Delivery Drivers should include (where relevant):-

- ⟨ Relevant sections of this Code of Practice and the AIC TASC Code of Practice for Road Haulage.
- ⟨ Company procedures and instructions.
- ⟨ The significance of different types of animal feedingstuffs.
- ⟨ The particular significance of feedingstuffs containing specified feed additives and medicated feedingstuffs.
- ⟨ Hazards which can arise from contamination or incorrect feeding.
- ⟨ Maintenance of adequate and correct records.

End of Appendix 5