

# Trade Assurance Scheme for Combinable Crops

## SCHEME RULES

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Effective from **February 2021**

### 1

#### Introduction

##### 1.1

The Trade Assurance Scheme for Combinable Crops (TASCC) is a voluntary scheme developed, owned and implemented by the Agricultural Industries Confederation (AIC)

##### 1.2

TASCC aims to protect and build upon the integrity of farm assurance between the farmgate and delivery to the first processor. It provides a credible independent verification that the trade is meeting its legal obligations under food and feed legislation and associated codes of practice. Farm assurance schemes, food and feed manufacturers, other stakeholders and end users have been fully consulted during revisions of the scheme.

##### 1.3

TASCC requires an independent verification that the participant fully complies with current versions of the following Codes of Practice, as applicable to a participant's operations:

- *AIC TASCC Code of Practice for Road Haulage of Combinable Crops and Animal Feeds*
- *AIC TASCC Code of Practice for the Storage of Combinable Crops and Animal Feeds*
- *AIC TASCC Code of Practice for Testing Facilities of Combinable Crops*
- *AIC TASCC Code of Practice for the Merchanting of Combinable Crops*

##### 1.4

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

##### 1.5

If the Storekeeper/seed plant/processor sell the screenings or whole crops to companies other than the owner of the goods, they must be certified to the TASCC Merchants code of practice.

##### 1.6

TASCC approval demonstrates that a participant meets the standards required by suppliers to

- Feed compounders belonging to the AIC Universal Feed Assurance Scheme (UFAS)
- Millers, Maltsters, Crushers and other food manufacturers.

## 1.7

Complying with the scheme requirements by applying for approval to TASCC, the applicant agrees that, if approved, they will comply with the requirements of relevant TASCC Codes of Practice and the TASCC Scheme Rules.

**1.7.1** Applicants to the TASCC scheme must identify the scope of their activities on the scheme application form. Subsequent amendments to the scope of the participant's business must be communicated to the scheme Certification Body.

**1.7.2** Applicants can choose the Codes of Practice they wish to have covered by the scope of their TASCC certification. Applicants cannot, however, omit Codes of Practice that are integral to activities that are included within the scope of certification.

The Participant must inform and obtain approval from the Certification Body prior to any change of activities/scope.

Where a business operates on more than one site, then each site must be assessed before it can be certified. In cases where multiple sites are assessed as part of a surveillance Assessment programme then a sample of sites may be assessed each year provided that all sites are assessed by the end of the third full year of certification and have identical scope of certification

## 1.8

The Applicant or Participant will have no claim against any officers, members or employees of AIC in the event of Expulsion, Suspension or a lesser punishment and/or the publication thereof as appropriate, nor have any claim against any of the above for any damages and/or compensation or costs for any financial loss occasioned thereby.

## 1.9

A register of participants is on AIC's website at: [www.agindustries.org.uk](http://www.agindustries.org.uk).

## 1.10

### Electronic Communication

The participant must provide the Certification Body with an up to date electronic means of communication. This is preferably an email address. Where this is not possible a mobile number must be provided.

## 2

### Confidentiality

#### 2.1

All information about Applicants and certified participants will be treated in confidence. Specific information (such as details of individual inspection reports) will not be divulged to any third party without the written agreement of the Applicant/ Participant. The exceptions are:

**2.1.1** The Certification Body and/ or AIC will confirm the Scheme ID number, name and address and confirm if the company is a certified participant, along with the expiry date and scope of certification. These details are also available on the AIC website.

**2.1.2** The provision of information to AIC in relation to assessment findings and Non-conformances as required to maintain the standards and credibility of the Scheme.

**2.1.3** In the event of a participant being involved or implicated in a feed safety incident, details may be discussed in confidence between representatives of AIC and The Competent Authority.

### 3

#### Scheme Rules

##### 3.1

TASCC Code of Practice are effective from February 1st 2021.

##### 3.2

In order to become a certified participant, applicants shall:

**3.2.1 Apply** for certification by completing an application form and returning it to the scheme Certification Body.

**3.2.2** Confirm that they agree to comply with the Scheme Rules, the current TASCC Standard, and the Certification Body Terms and Conditions by signing the Certification Agreement contained in the quotation and returning to the Certification Body. The quotation will indicate the duration of the Initial and subsequent Routine Assessments. The duration of Initial Assessments is dictated by the time required to assess the systems and procedures of the participant fully.

**3.2.3 Pay** all relevant fees as published on the TASCC pages of the AIC website and as agreed with the Certification Body. The fees structure is listed below: -

- Pay the AIC annual registration fee which covers the cost of maintaining the scheme.
- Pay the Certification Body certification fee which covers the cost of the audit.

**3.2.4** Shall agree to an Initial Assessment and complete action points within the timeline as specified in the scheme rules. Re-application within 12 months will only be permitted at the discretion of the Certification Body.

##### 3.3

When the Applicant has been audited, and has corrected any Non-conformance that may have been identified, the Certification Body will issue a Certificate of Conformity and will supply the participant's details to AIC for publication in the AIC assurance checker on the AIC website.

##### 3.4

The initial certificate of conformity will be valid from the date on which the applicant demonstrated compliance with the Codes of Practice and expire annually on the 31st March.

**3.5** Those companies that achieve TASCC certification are listed on the AIC assurance checker. The checker includes details of the scope under which TASCC certificates have been granted. Interested parties may view the checker via the Feed and Assurance links of the AIC website at [www.aictradeassurance.org.uk](http://www.aictradeassurance.org.uk)

##### 3.6

Participants that wish to continue in the scheme must settle the Certification Body invoice which will be sent by the Certification Body prior to 1st April each year. The AIC registration fee must be sent to the Certification Body by the 1st July annually.

**3.7**

Participants will be contacted prior to the anniversary of their assessment to arrange a surveillance visit which must take place at +/- 6 weeks prior to the anniversary of their initial assessment date.

**3.8**

Participants shall comply with the scheme requirements at all times as defined in this Scheme Rules and the Codes of Practice.

**3.9**

Participants shall advise the Certification Body of any changes to the business, typically but not limited to:

- Company ownership
- Scope of operations
- Key management

**3.10**

Participants and applicants shall immediately advise the Certification Body in the event that they are the subject of legal action that relates to TASCC accredited activities.

**3.11**

Where in order to determine whether there has been any breach of the TASCC rules it is necessary to conduct an immediate assessment, the cost of such an assessment (additional to the routine annual assessment) and also any further assessment(s) to check if any non-conformances identified by the verifier have been rectified or otherwise have been carried out, shall be at the sole cost of the applicant or participant – in accordance with the provisions of sections 4 and 9 below.

AIC reserve the right to visit TASCC participants to investigate any food/feed safety instances which may occur.

**4****Passport Stickers****4.1**

TASCC Combinable Crops Passport stickers shall be available to participants that hold a current and valid certificate of conformity for use where grain from assured producers is kept in a TASCC approved store.

**4.2**

The sticker enables farm and trade assurance to be easily identified at the end user intake. Stickers shall relate to one scheme year and shall carry the participant's individual TASCC reference and certificate expiry date.

**4.3**

Stickers must only be used for assured grain grown under approved schemes which are to be found on the AIC website.

**4.4**

If evidence is found that there has been misuse of TASCC stickers, or any other assurance sticker, then appropriate action will be taken by the Certification Body and this action may result in suspension.

#### 4.5

New participants to the TASCC scheme will receive 1000 stickers free of charge on completion and return of non-conformances and payment after the initial assessment. These stickers are only valid for the TASCC scheme year and do not relate to the harvest (crop) year. The participant must make contact with AIC so that the stickers can be ordered and dispatched in time for use. Existing participants will have to purchase new stickers relating to the dates on their certificate. To order the stickers, participants must contact Debbie Walker at AIC on 01733 385235 or email [debbie.walker@agindustries.org.uk](mailto:debbie.walker@agindustries.org.uk).

### 5

#### Assessment of Participant Compliance with the Scheme

##### 5.1

The Certification Body will assess a Participant's conformance with the Scheme.

The Certification Body shall be given access to all relevant information needed to confirm conformance with the Standard and the right to inspect third parties subcontracted to perform work covered by the Standard, at the Participant's cost. TASCC assessments are not of fixed duration but are determined on a case-by-case basis. The certifying body will ensure that the same assessor will not assess the same company beyond a consecutive 3 year period. An assessor should have a break of at least 1 year.

There are a number of types of assessment within the TASCC Scheme:

- **Initial assessment** a formal assessment for new applicants to the TASCC Scheme on a date agreed with the business during the application process. Business to submit traceability documents 3 months after certification.
- **Annual Surveillance and Short Notice Surveillance Audit for Storage, Testing and Merchant participants**

Over a three year period, one audit will be a Short Notice Surveillance Audit. The Certification Body (CB) will give a maximum of 1 working day notice. The Short Notice Surveillance Audit will cover all areas of the code of practice/s displayed on the participant's certificate. The other two audits in the cycle will be Surveillance Audits.

Hauliers will still have annual surveillance audits.

- **Spot Audits for Haulage participants**  
At least 10% of Hauliers will be subject to Spot Audits at intake/outloading sites. Haulage participants will be subject to paperwork and vehicle hygiene checks at various intake sites which will include feed and flour mills, maltings and ports.
- **Short Notice Hygiene Audit for Storage participants**  
At least 10% of Storage participants will be subject to Short Notice Hygiene Audits. The Certification Body will give a maximum of 24 hours' notice.
- **Short Notice Traceability Audit for Merchant participants**  
At least 10% of Merchant participants will be subject to Short Notice Traceability. This will cover a desktop traceability exercise. The Certification Body will send an email requesting basic information (e.g. Sales records for specific date range) and the merchant will have a

specific time to respond. From records supplied, the Certification Body chooses product for traceability exercise and the merchant will have 24 hours to supply this information as per the records section of the TASCC code of practice.

- **Extra/Immediate assessment** The Certification Body will carry out extra/immediate assessments at their discretion – these audits may incur a cost. Circumstances where they may be required include, but are not limited to:
  - In response to reports or intelligence suggesting a significant feed/ food safety issue or breach of TASCC rules and requirements.
  - Signing off action points following an assessment, particularly if the action points related to Major or Critical Non-conformance
- **Desktop assessments** Scope extensions can be conducted in between annual audits by the Certification Body as a desk top assessment. This is for existing TASCC Participants who wish to add new activities on an existing TASCC certified site. There is a fee for conducting the desktop assessment, this can be found on the AIC website.

## 5.2

Refusal of entry to premises for a Surveillance or Short Notice Audit will result in the participant being charge a cancellation fee and a rearranged audit will normally take place within 2 months of the original planned date. Refusal to allow access may also result in suspension/withdrawal of certification.

## 5.3

Where a participant finds it necessary to cancel an audit, they must contact the Certification Body as soon as possible. Depending on the circumstances, a cancellation fee may be charged to cover irrecoverable costs incurred by the auditor if cancelled within 7 days of the date of the audit.

## 6

### Reporting

The Certification Body will produce a report for its own assessment purposes and identify any non-conformances to the Participant at the end of the assessment. Any Non-conformances will be classified as per 6.1 below and acted upon as per 6.2. When a Participant has rectified their Non-conformances, The Certification Body will notify the client of their continuing certification or issue a TASCC Certificate of Conformance whichever is appropriate.

### 6.1

#### Classification of non-conformances

Classification	Cause
Critical	A gross or deliberate food/feed safety regulatory violation, or; A food/feed safety failure resulting in unsafe products, or; A loss of traceability such that recall of unsafe goods would be impossible, or; A recurrence of a Major Non-conformance raised at the preceding assessment, or; A complete unwillingness to cooperate in the audit.
Major	A complete failure to implement a requirement of TASCC or a failure that may result in unsafe food/feed,

	or; A recurrence of a Minor Non-conformance raised at the preceding assessment.
Minor	A partial failure to implement a requirement of TASCC or Poor evidence to demonstrate implementation.

## 6.2

### Response to Non-conformances

Classification	Initial assessment	Surveillance assessment
Critical	Certification refused. Full assessment required. The Certification Body Scheme Manager to be contacted immediately.	Certification suspended with immediate effect. Certification will only be reinstated following the verification that the critical Non-conformances have been resolved. Extra Assessments, at the cost of the participant, may be required by the certification body to verify conformance with the TASCC Scheme.
Major	Certificate not granted until Non-conformances resolved. Plan of corrective actions to be submitted within 15 days of assessment, and timescales to resolve Non-conformances to be agreed with the Certification Body.  Failure to resolve Non-conformances within agreed timescales will lead to a repeat Initial Assessment or the application being archived by the Certification Body	Certification continues. Plan of corrective actions to be submitted within 15 days of assessment, and timescales to be agreed with the Certification Body typically no more than 60 days from assessment. Failure to resolve Non-conformances within agreed timescales will lead to suspension.
Minor	Certificate not granted until Non-conformances rectified. Plan of corrective actions to be submitted within 30 days of assessment, and timescales to be agreed with Certification Body. Failure to resolve Non-conformances within agreed timescales will lead to a repeat Initial Assessment or the application being archived by the Certification Body	Certification continues. Plan of corrective actions to be submitted within 30 days of assessment, and timescales to be agreed with Scheme Manager, typically no more than 60 days from assessment. Failure to resolve Non-conformances within agreed timescales will lead to suspension.

### 6.3

#### Observations

Observations may be raised during TASCC assessments. These are points noted by an assessor that are not technical breaches of the Standard but could assist the Certification Body, Scheme Owner or Participant. Observations do not require a formal response to the Certification Body.

## 7

### Certificate Suspension and Withdrawal

#### 7.1

The scheme Certification Body, in conjunction with AIC, may suspend or withdraw a participant's certificate of conformity when the participant has:

**7.1.1** Critical non-conformances that have, or are likely to have, an adverse effect on product safety or legality.

**7.1.2** Suspension/withdrawal following notification of potential feed/food safety issue.

**7.1.3** Suspension/withdrawal if documents/evidence is not submitted to the certifying body within the agreed timescale to correct any non-conformances raised.

**7.1.4 Revoking of Earned Recognition**

If a participant has Earned Recognition revoked by the FSA (Food Standards Agency) or the VMD (Veterinary Medicines Directorate) they must inform AIC and the Certification Body immediately.

**7.1.5** Failed to pay the AIC annual registration or the Certification Body certification fees.

#### 7.2

Suspended participants must demonstrate to the Certification Body that the non-conformances have been resolved in order to have certification re-instated. A follow up assessment by the scheme verifier to confirm this shall take place. The Participant will be invoiced for this follow up assessment.

#### 7.3

Participants that do not demonstrate to the scheme Certification Body that non-conformances have been resolved within 1 month of suspension will have their certificates of conformity withdrawn.

#### 7.4

Participants that have their certification withdrawn would need to apply as new participants if they wish to regain certification. Withdrawn participants will remain on the register for 18 months.

#### 7.5

The scheme Certification Body will automatically update the register on the AIC website with details of a participant's changed certification status.

#### 7.6

Suspended or withdrawn participants may not claim to be TASCC-approved, nor undertake contracts that specify TASCC registration without advising the customer.

#### 7.7

Where a TASCC participant has their certification suspended or withdrawn, the scheme Certification Body will be entitled to provide an explanation of the reasons for suspension or withdrawal, on request, to other persons or organisations who own or have a contract with the suspended or withdrawn participant at the time of the suspension or withdrawal.

#### 7.8



Where a TASCC Participant wishes to withdraw, this must be notified to the Certification Body in writing.

## **8**

### **Complaints**

#### **8.1**

Complaints about either a TASCC participant or the scheme Certification Body should be directed to AIC and/or the scheme Certification Body where they will be acknowledged, reviewed and actions taken to resolve the cause of any problems.

#### **8.2**

The scheme Certification Body is accredited by the UK Accreditation Service (UKAS) and works to strict codes of conduct. If participants are not satisfied with the way in which the scheme Certification Body handles the complaint, they should refer the matter to AIC.

## **9**

### **Appeals**

#### **9.1**

A participant has the right of appeal against decisions made by certification body.

#### **9.2**

Appeals shall be made in writing to the certification body within 14 days of being advised of the decision that is the subject of the appeal.

#### **9.3**

The certification body will acknowledge the appeal and nominate a manager independent of the decision to carry out an initial investigation to check the merits of the appeal.

#### **9.4**

If the nominated Manager concurs with the appeal then the certification body will correct the erroneous decision.

#### **9.5**

If the nominated Manager does not concur with the appeal then an independent panel will be convened within 30 days to handle the appeal.

#### **9.6**

The certification body, including the Scheme Manager, AIC and the Participant are entitled to attend the Appeals Panel and present information to the Panel.

#### **9.7**

The independent Appeals Panel will make a ruling based on the information supplied during the hearing.

#### **9.8**

The ruling of the Appeals Panel is binding and final on the certification body and the Participant.

## **10**

### **Assessor Qualifications and Requirements**

#### **10.1**

##### **Minimum requirements for Assessors**

- **Experience** - Relevant experience within the feed / food industry

- **HACCP Qualification**
- **Competence** - Assessors must have the ability to demonstrate a current knowledge of industry issues and legislation and be able to communicate effectively. To be ascertained through training, examination, shadow and witnessed assessments.

## 10.2

### Confidentiality and Conflicts of Interest

**10.2.1 Confidentiality** - Assessors are required to sign and comply with the confidentiality agreement provided by the Certification Body. Assessors must not during any contact with a Participant, especially at an assessment, discuss or name other feed /food? businesses that they may have either assessed or have any knowledge of their operations.

**10.2.2 Conflicts of Interest** - Assessors must make the Certification Body aware of any potential conflicts of interest (actual or perceived) relating to participants they have been assigned to assess.

**10.2.3** Assessors must maintain a current register of business interests and supply this to the Certification Body at least every 3 months.

## 11

### Arbitration

#### 11.1

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

This document supersedes any information on TASCC published in earlier AIC member briefings and other documents.  
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AIC and its officers, employees, agents and subcontractors accept no liability whether in contract, tort (including negligence), breach of statutory duty or otherwise for any loss (including indirect or consequential losses) by a participant or other third party arising under or in connection with the scheme and its administration save only to the extent that statute prohibits exclusion.

## General Information

### Introduction - Scope of TASCC

The TASCC Assurance Scheme comprises a set of four Codes of Practice which detail the requirements that Participants must achieve, to comply with food/feed safety legislation and ensure food/feed safety when transporting, storing, merchandising and testing the following categories of goods and services in the table below.

**Table of TASCC Scopes**

	<u>Haulage</u>	<u>Storage</u>	<u>Merchants</u>	<u>Testing</u>
<b>Combinable Crops</b>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
<b>Feed Materials</b>	<u>Y</u>	<u>Y</u>	<u>Y</u>	
<b>Compound feeds (non-medicated)</b>	<u>Y</u>	<u>Y</u>	<u>Y</u>	
<b>Compound feeds (Medicated)</b>	<u>Y</u>	<u>Y (packaged only)</u>		

**Participant** Where there is an “R” in the clause reference column, a record is required to demonstrate compliance.

All appendices can be found on the AIC website. An “A” indicates where an appendix is applicable.

An “i” in the Guidance column, indicates that further information is available from other sources

TASCC Scheme

Clause Ref	Requirement	Guidance
<b>G1</b>	<b>Scheme and Legislative Requirements</b>	
G1.1 R	The Participant must have access to a copy of the TASCC Scheme and relevant food/feed legislation	
G1.2 R	Participants must comply with the General section and the relevant sections as per their scope.	If the Participant is engaged in an activity that is covered in the TASCC scheme, it will be included in their scope and audited annually.
G1.3 R	The Participant must inform and obtain approval from the Certification Body prior to any change of activities/scope.	Activities/scope could include additional or changes to stores (see requirement S1), offices, vehicles (see requirement H9) and testing facilities.

	See Scheme Rules section 1.6	
G1.4 R NEW	Participants must communicate specific Terms and Conditions to all relevant employees and subcontractors.	<p>Participants need to demonstrate how specific Terms and Conditions are communicated. The Terms and Conditions may include Insurance, Health and Safety requirements, allergens, TACCP 'Threat Assessment &amp; Critical Control Point', VACCP 'Vulnerability Assessment &amp; Critical Control Point', NOPs (Naturally Occurring Prohibited Substances) and testing requirements.</p> <p>Transport companies may receive specific collection/delivery requirements contained in instructions. These may be considered as Terms and Conditions.</p>

### **MANAGEMENT COMMITMENT**

#### **Aim**

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

Clause Ref	Requirement	Guidance
<b>G2</b>	<b>MANAGEMENT COMMITMENT</b>	
G2.1 R	Management must be committed to the implementation of the TASCC Scheme and the operation of effective food/feed safety and quality systems.	
G2.2 R	There must be a dated Policy Statement signed by Senior Management committing the Participant to provide all resources necessary in order to comply with the TASCC Scheme.	The Policy Statement does not need reissuing annually provided that annual review can be evidenced.
G2.3 R	The Policy Statement must be reviewed on an annual basis.	
<b>G3</b>	<b>DESIGNATED PERSON/S</b>	
G3.1 R	A designated person/s (including deputies) must have authority and	Where a Participant is a sole operator then there is no need to appoint a deputy.

	<p>responsibility for the implementation of the requirements of the TASCC Scheme.</p> <p>A designated person/s (including deputies) must have authority and responsibility for reporting food/feed safety incidents to the authorities.</p>	
G3.2 R	The designated person/s must be named on the organisation chart.	
<b>G4</b>	<b>MANAGEMENT REVIEW</b>	
G4.1 R	<p>The Management team must review the performance of the business against the requirements of the TASCC Scheme and its continuing effectiveness at least every 12 months.</p> <p>There must be a documented annual review including:</p> <ul style="list-style-type: none"> <li>• Policy Statement</li> <li>• Internal and external audits</li> <li>• Complaints</li> <li>• HACCP</li> <li>• Incident corrective action</li> <li>• Training and processes</li> <li>• Internal procedures</li> </ul>	<p>This can be carried out at the same time as the HACCP review and will provide an overarching view of the business operation and identify opportunities for improvement.</p> <p>The Management review could be used to assess business opportunities, procedures, communication, relationship with suppliers/customers etc.</p>
G4.2 R	Management controls must be effective during all hours the Participant operates to secure compliance with the Scheme.	
<b>G5</b>	<b>ORGANISATION CHART</b>	
G5.1 R Updated	The interrelation of employee (permanent and temporary) and job functions within the Participants operation shall be defined in an organisation chart.	
G5.2 R	The organisational chart must be kept up to date with any changes within the business.	

G5.3 R	The designated person/s must be named on the organisation chart.	

## **PERSONNEL AND TRAINING**

### **Aim**

To ensure the Participants understand the requirements of the TASCC scheme.

Clause Ref	Requirement	Guidance
<b>G6</b>	<b>PERSONNEL AND TRAINING</b>	
G6.1 R	<p>All personnel, permanent and temporary, must be informed of their duties, authority and responsibilities in documented job descriptions or written instructions.</p> <p>These must be reviewed when there are any changes to written instructions, processes, authority, or responsibilities.</p>	
G6.2 R	<p>All personnel must have the appropriate training, experience and/or qualifications.</p> <p>Training and competence must be reviewed annually and must include:</p> <ul style="list-style-type: none"> <li>• An understanding of the purpose of the TASCC Scheme</li> <li>• Any in house procedures implementing the detailed requirements of the TASCC Scheme</li> </ul>	<p>Consideration should be given to:-</p> <ul style="list-style-type: none"> <li>• Agents purchasing/selling food/feed on behalf of the Merchant. Agents do not need to be independently certified but should form part of the Merchant's training programme.</li> <li>• Drivers employed by hauliers on a traction only basis, should have the appropriate training, experience and/or qualifications before carrying out the TASCC work they undertake. Traction only basis means tractor unit contracted to haul a Participant's trailer.</li> <li>• Ensuring that employees where English is not their first language are effectively trained.</li> </ul>

G6.3 R	<p>Training records must be maintained for all relevant staff (permanent, temporary and occasional) within the business and include as a minimum:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Signature and printed name of both trainer and trainee</li> <li>• Topics covered</li> <li>• Certificates (where held) obtained from internal/external training organisations</li> <li>• Self-assessment reports where appropriate</li> <li>• Competency records</li> </ul> <p>Staff must be retrained to new or updated TASCC Scheme within 3 months.</p>	<p>The interval between any training should reflect the complexity of the task, changes in the process and wherever a member of staff takes on a new role.</p> <p>Staff competence needs to be established through practical training and evaluation.</p> <p>Relevant staff means anyone who can affect food/feed safety or test results.</p> <p>A list format showing which members of staff are trained for each procedure can be used.</p> <p>There are online modules produced by the AHDB for Testing Facilities. Further information can be found in the Testing TASCC Scheme.</p>
G6.4 R	<p>As a minimum, a designated person must complete the relevant AIC I-learning modules or equivalent training package (e.g. Driver CPC training in food/feed safety).</p>	<p>A designated person could be a Transport manager, Store Manager, or company training manager.</p>

## **PROCEDURES, DOCUMENTS AND RECORDS**

### **Aim**

To ensure Participants processes, procedures and records meet the requirements of this Scheme.

Clause Ref	Requirement	Guidance
<b>G7</b>	<b>PROCEDURES AND DOCUMENTS</b>	
G7.1 R Updated	<p>The Participant must establish, document, implement and maintain procedures in accordance with the requirements of this Scheme.</p>	<p><b>Procedure</b> Agreed method of carrying out an activity or process which is implemented and documented in the form of a written instruction or process description (e.g. a flow chart).</p>

G7.1.1 R	Procedures must be available to employees to enable them to carry out their role effectively	
G7.1.2 R	Changes to the procedures must only be made by authorised personnel and communicated to all relevant staff	
G7.1.3 R	Procedures must be titled and dated. Participants must ensure that the current versions of documents are in use.	
G7.1.1 New	<p>The Participant must ensure that data and IT systems are secure and protected from both internal and external unauthorised access.</p> <p>The system of documentation and records must ensure that food/feed is traceable and can be made available when requested.</p>	
	<b>RECORDS</b>	
G7.2 R Updated	<p>Records (handwritten or electronic) must be designed and prepared such that:</p> <ul style="list-style-type: none"> <li>• The title and purpose is clear.</li> <li>• Inadvertent use of superseded records is prevented.</li> <li>• Records are dated and legible.</li> <li>• Handwritten records are in ink.</li> <li>• The name of the person making any entry, alteration or deletion identifiable.</li> </ul>	<p><b>Record</b></p> <p>A record, whether electronic or physical in format, that provides evidence of a necessary action having been carried out.</p> <p>If access to a computer system is password controlled, a “signature” is not necessary provided traceability of record creation can be demonstrated.</p>
G7.3 R Updated	<p>All records must be retained for a period not less than three years, or as required by legislation.</p> <p>Records must be kept in suitable conditions that allow ready retrieval and prevent deterioration.</p>	<p>The TASCC Merchant and Storage Codes of Practice have a product recall requirement. Haulage and Testing Code of Practice</p> <p>Participants may be required to provide records to assist with the product recall process.</p> <p>These records will be required if enforcement authorities/customers wish to carry out an investigation.</p> <p>Food safety legislation requires that traceability records may need to be kept by the merchant for five years. See the Traceability section of the TASCC Merchants Code of Practice for further information.</p>



## LEGISLATIVE REQUIREMENTS

### Aim

To ensure that the Participant complies with all food/feed legislative requirements. See Appendix 9 for further Legislation information.

Clause Ref	Requirement	Guidance
<b>G8</b>	<b>LEGISLATIVE REQUIREMENTS – FOR BOTH FOOD AND FEED</b>	
G8.1 Updated  R	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>Participants must demonstrate that they have systems and procedures in place that ensure they remain up-to-date with regulatory requirements and any food / feed safety issues relevant to the food/feed they supply.</p> <p>All relevant food/feed legislation must be reviewed at least every 12 months.</p>	<p>Details of current applicable feed legislation can be found on the AIC website.</p> <p><a href="https://www.agindustries.org.uk/sectors/animal-feed/legislation-and-guidance/">https://www.agindustries.org.uk/sectors/animal-feed/legislation-and-guidance/</a></p>
G8.2 R Updated	<p>If the Participant has placed a food/feed product on the market which could potentially cause a threat to human or animal health, the designated person must notify the relevant parties.</p> <p>Participant</p> <p>Where hauliers, storekeepers and testing facilities do not place food/feed on the market they must notify their customer of any potential threat to human or animal health allowing information through the chain of custody.</p>	
<b>G9</b>	<b>DEFRA CODE OF PRACTICE FOR THE CONTROL OF <i>SALMONELLA</i></b>	
G9.1 R Updated	The current Defra Code of Practice for the Control of <i>Salmonella</i> must be complied with. The Participant must demonstrate they have access to and their activities comply with the above code for both food and feed.	Refer to DEFRA Code of Practice for the Control of <i>Salmonella</i> publication PB 13303.
G9.2 R	Participants must consider the risk of <i>Salmonella</i> as part of their HACCP plan.	

<b>G10</b>	<b>UNDESIRABLE SUBSTANCES IN FOOD AND FEEDS</b>	
G10.1 R Updated	<p><b>This requirement is not applicable for Haulage and Testing Facility Participants.</b></p> <p>COMMISSION REGULATION (EC) No 1881/2006 of 19 December 2006 sets the maximum levels for certain contaminants in foodstuffs.</p> <p>Commission Regulation (EC) No. 2002/32 of 7 May 2002 sets the maximum levels for certain contaminants in feeds.</p> <p>The Participant must check and comply with legislation and individual customers policies/requirements/terms and conditions.</p> <p>Participants must consider the risk of Undesirable Substances as part of their HACCP plan.</p>	This includes mycotoxins.
<b>G11</b>	<b>Genetically modified Combinable Crops and feed materials</b>	
G11.1 R Updated	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>Legislation requires that Genetically Modified (GM) Combinable Crops and feed materials are clearly identified throughout the supply chain.</p> <p>GM Combinable Crops and feed materials must be segregated from non-GM Combinable Crops and feed materials.</p> <p>Combinable Crops; any mixing of GM and non-GM Combinable Crops and feed materials shall cause the whole bulk to lose its non-GM status.</p>	
	<b>LEGISLATIVE REQUIREMENTS – FOR FOOD ONLY</b>	
<b>G12</b>	<b>REGISTRATION OF ESTABLISHMENTS TO THE FOOD HYGIENE REGULATIONS</b>	

<p>G12.1 R Updated</p>	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>Participants must apply to the competent authority to register their establishments if they are:-</p> <ul style="list-style-type: none"> <li>transporting/storing/merchanting materials which may be destined for human consumption in accordance with the requirements of the Food Hygiene Regulation 2004, (EC No. 852/2004), and any subsequent amendments or regulations.</li> </ul> <p>Records must be kept to show that applications have been made and/or responses received from the local council or competent authority.</p>	<p>Registration applies to all sites whether physically handling Combinable Crops or solely managing the Participant's activity.</p> <p>Participants must ensure that authorities are informed of any changes to the location of operating centres.</p> <p>Hauliers are only required to register the management centre where records of vehicle operations are held and do not need to register other sites where records are not held.</p>
<p><b>G13</b></p>	<p><b>ALLERGENS</b></p>	
<p>G13.1 R Updated</p>	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>EU legislation (Directive 2007/68/EC) identifies groups of materials in certain food ingredients which can cause allergic reactions in some people.</p> <p>The Participant must comply with individual customers policies/requirements/terms and conditions with respect to allergens.</p> <p>Participants must consider the risk of Allergens as part of their HACCP plan.</p>	<p>Allergic reactions can cause a severe anaphylactic shock in some individuals which can be fatal.</p> <p>The list of allergens is contained in EU Directive 2007/68/EC Annex IIIa</p> <p>Please refer to Appendix 2, section 5 of the AIC Contaminant Sensitive list.</p> <p>Some products such as confectionary waste, biscuit meal, animal feed blends, chocolate bars, cereal bars and some bread products may contain allergens.</p> <p>Products described as nuts (e.g. "Sugar Beet Nuts") should not be confused with nuts as defined above as they are not necessarily allergens.</p>
	<p><b>LEGISLATIVE REQUIREMENTS – FOR FEED ONLY</b></p>	

<b>G14</b>	<b>REGISTRATION OF ESTABLISHMENTS TO THE FEED HYGIENE REGULATIONS</b>	
G14.1 R Updated	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>Participants must apply to the competent authority to register their establishments if they are:-</p> <ul style="list-style-type: none"> <li>transporting/storing/merchandising materials which may be destined for food producing animals in accordance with the requirements of the Feed Hygiene Regulation 2005, (EC No. 1831/2003), and any subsequent amendments or regulations.</li> </ul> <p>Records must be kept to show that applications have been made and/or responses received from the local council or competent authority.</p>	<p>Registration applies to all sites whether physically handling Combinable Crops or solely managing the Participant's activity.</p> <p>Participants must ensure that authorities are informed of any changes to the location of operating centres.</p> <p>Hauliers are only required to register the management centre where records of vehicle operations are held and do not need to register other sites where records are not held.</p>
<b>G15</b>	<b>Statutory Declarations</b>	
G15.1 Updated	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>Delivery documents or labels for Combinable Crops intended for feed use must comply with the Feeding Stuffs (England) Regulations 2010 (SI 2010 No. 3281).</p>	<p>Further guidance can be found on <a href="https://www.aictradeassurance.org.uk/la-test-documents/feedingstuffs-declarations-guidance/">https://www.aictradeassurance.org.uk/la-test-documents/feedingstuffs-declarations-guidance/</a></p>
<b>G16</b>	<b>REGISTRATION UNDER TSE REGULATIONS</b>	
G16.1 R Updated	<p><b>This requirement is not applicable for Testing Facility Participants.</b></p> <p>Participants must comply with the Transmissible Spongiform Encephalopathies Regulations 2010 and registration with Defra is required for storage/transport of bulk animal derived dicalcium phosphate and hydrolysed protein.</p>	<p>Further information can be found on the following links:-</p> <p>Defra <a href="http://www.defra.gov.uk">www.defra.gov.uk</a></p> <p>TSE legislation <a href="http://www.legislation.gov.uk/uksi/2010/801/contents/made">www.legislation.gov.uk/uksi/2010/801/contents/made</a></p>

	The Participant must be able to show evidence of registration with Defra.	
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### **HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)**

#### **Aim**

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

**This section may not be applicable for some Testing Facility Participants (see G18.2).**

Clause Ref	Requirement	Guidance
<b>G17</b>	<b>HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)</b>	
G17.1 R Updated	<p>There must be a formal food/feed safety HACCP risk assessment which identifies, monitors and controls hazards that may adversely affect the safety of any food/feed supplied. HACCP risk assessments must be carried out in accordance with recognised HACCP principles as summarised below:</p> <ul style="list-style-type: none"> <li>• establish a HACCP team</li> <li>• define process steps</li> <li>• carry out hazard analysis</li> <li>• establish prerequisites</li> <li>• establish critical limits</li> <li>• identify Critical Control Points</li> <li>• implement control measures</li> <li>• establish corrective actions</li> <li>• establish documentation required</li> </ul>	<p>Refer to TASCC Appendix 7 HACCP for further information on the principles of HACCP.</p> <p>The Participant may use Prerequisite Programmes (PRP) to provide controls over a Participant's activities, which may include documented operating procedures or work instructions.</p>
G17.2 New R	There must be a defined scope for the HACCP risk assessment study. Where activities are provided as services to third parties (including storage and transport of combinable crops for food) these must be included in the HACCP scope.	The HACCP scope must include all processes which could affect the safety of the food/feed being supplied.
G17.2 New R	There must be an effective multi-disciplinary risk assessment team, with members of the team having received appropriate HACCP training.	There does not need to be formal external training, as long as the HACCP team is demonstrably effective.

G17.4 New R	The Participant must define the process flow / steps from food/feed supply to the point the food/feed is transferred to the customer / recipient.	
G17.5 New R	The Participant must carry out a hazard analysis identifying, as a minimum, chemical, physical and biological and allergen risks as appropriate.	This will include hazards arising from any non-feed activities on site. For Participants providing transport and storage to third parties, food allergens may need to be considered.
G17.6 New R	The Participant must identify control measures that can be applied for each identified hazard.	
G17.7 New R	The Participant must establish critical control points where appropriate.	
G17.8 New R	For all critical control points, there must be defined critical limits which are measurable or observable in real time and can be quantified.	
G17.9 New R	The Participant must establish a monitoring system for all critical control points.	
G17.10 New R	The Participant must establish corrective action for when critical limits have been exceeded.	
G17.11 New R	The Participant must establish documentation to detail the controls and monitoring of hazards identified in the HACCP study.	
G17.12 New R	If PRPs are used, documentation must be established to detail the controls and monitoring of the programmes.	

G17.13 R	The HACCP team must carry out a review of the HACCP study at least every 12 months or sooner if there are any changes to processes or procedures, or incidents that could affect food/feed safety.	For additional guidance see the HACCP pages on the AIC website: <a href="https://www.aictradeassurance.org.uk/haccp/">https://www.aictradeassurance.org.uk/haccp/</a>
G17.14 R New	The HACCP review must also include any PRPs where they are used.	

## TRACEABILITY

### Aim

This section outlines requirements for retaining traceability records.

G18	TRACEABILITY	
G18.1 New R	Merchants, Storekeepers and Hauliers must keep traceability records.	Legislation requires 'one up/one down' traceability as a minimum, i.e. details of where the commodity came from, and where it was sent to.
G18.2	When the owner of the crops gives instructions to store crops from one specifically identifiable parcel with crops from other parcels, this must be confirmed in writing.  Details of a full auditable trail of all purchases and sales must be retained.	Written confirmation required – can be part of formal agreement.
G18.3	Grain Passports (originals or copies) must be kept at the store.	
G18.2 New R	The following information for each individual delivery must be recorded as an aid to traceability: <ul style="list-style-type: none"><li>• Quantity</li><li>• Crop/animal feed description</li><li>• Haulier name</li><li>• Date of intake or despatch</li><li>• Supplier</li><li>• Delivery order or fixing reference where available for ex-store crops/animal feed</li><li>• Supplying store or farm</li></ul>	Haulier will be able to provide the vehicle registration and trailer number details for traceability purposes.  It is a legal requirement that relevant documents are readily available in the event of a food/feed safety issue.

	<ul style="list-style-type: none"> <li>• Through stores – where crops/animal feeds are moved within the storage facility</li> <li>• Ship/vessel (if applicable)</li> <li>• Country of origin (if non-UK)</li> <li>• Assured status</li> <li>• Mycotoxin information/levels as per AHDB guidance (if applicable)</li> <li>• GM status (if applicable)</li> <li>• Organic status (if applicable)</li> <li>• Compliance with the Renewable Energy Directive (RED)</li> </ul> <p>The above traceability Information must be available to the competent authorities where it is believed a potential risk to food/feed safety exists.</p>	
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## **COMPLAINTS**

### **Aim**

To ensure that all food/feed safety complaints are managed effectively and consistently.

Clause Ref	Requirement	Guidance
<b>G19</b>	<b>COMPLAINTS MANAGEMENT</b>	
G19.1 R	The Participant must register, record and address complaints relating to food/feed in a timely manner.	Template documents are available on the AIC website at <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a> .
G19.2 R	Complaints must be reviewed with attention to severity and any trends, and corrective action taken as necessary to prevent recurrence.	See G4.1 Management Review.
G19.3 New R	Food/Feed which has been delivered to the customer / recipient and returned following a complaint must be formally risk assessed on its return, to determine use or disposal.	For guidance refer to Appendix 23 Hazardous Impurities document
G19.4 New R	The destination of any returned food/feeds must be recorded.	



## **INTERNAL AUDITING**

### **Aim**

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

<b>Clause Ref</b>	<b>Requirement</b>	<b>Guidance</b>
<b>G20</b>	<b>INTERNAL AUDITING</b>	
G20.1 Updated R	<p>The Participant must complete and record an internal audit annually covering:</p> <ul style="list-style-type: none"> <li>• The requirements of the TASCC Scheme</li> <li>• The Participants procedures including HACCP</li> <li>• Any 3rd Party Subcontractors listed on the Participant's schedule of registration</li> <li>• A traceability exercise must be completed by Merchants, Storekeepers and Hauliers</li> </ul>	<p>Audits should check that the Participant's procedures are effective and reflect any activity changes and that they are being complied with.</p> <p>An internal audit may be carried out by a competent person, either from within the Participants organisation or an external auditor.</p>
G20.2 Updated R	<p>Internal audits must be recorded including non-conformances found. Corrective/Preventive actions must be taken to address these non-conformances within an appropriate timescale to prevent reoccurrence.</p> <p>The internal audit must be reviewed at the Management Review (See G4.1).</p>	<p>Appropriate timescales for corrective actions should reflect the requirements of the TASCC scheme, food/feed safety and any specific business constraints.</p>

## Haulage

### INTRODUCTION

#### Aim

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

**This code applies to all loads of goods carried in bulk by road transport.**

**This code applies to transport companies, owner operators and brokers of haulage used to carry TASCC approved goods.**

**This can cover bulk tipping, blowing, moving floor, belt bulkers and tanker vehicles.**

**In this code, vehicle makes reference to a rigid or articulated bulk tipping, blowing, moving floor, belt bulkers and tanker vehicle/trailer.**

**A grower's vehicle should not move goods for hire or reward unless they have the relevant "O" licence and are TASCC assured.**

**A grower's/contractor's tractor and trailer can move goods without an "O" licence.**

Clause Ref	Requirement	Guidance
<b>H1</b>	<b>HAULIER RESPONSIBILITY</b>	
H1.1  New	<p>The Haulier must achieve standards of food/feed safety that meet contractual and legal obligations or requirements of the food/feed supply chain.</p> <p>The Haulier must demonstrate a clear understanding that the goods they carry are food/feed products and subject to the General Food Hygiene Requirements (EC178/2002), irrespective of whether they are destined for food or feed grade at this stage. Individuals must be able to explain the measures they take to prevent contamination of the goods.</p>	See clause G10.1 for further information feed and food legislation.

### VEHICLE HYGIENE

#### Aim

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

Clause Ref	Requirement	Guidance
	<b>GENERAL</b>	
<b>H2</b>	<b>VEHICLE HYGIENE</b>	
H2.1 Updated R	It is a requirement at audit for Hauliers to make available a TASCC registered vehicle for inspection.	The vehicle should be presented at assessment unloaded. Contact the Certification Body if circumstances change.
H2.2 Updated R	Vehicles, equipment and load carrying areas must be inspected and if necessary, cleaned to remove any residue of the previous load and allowed to dry internally before loading.  A record is to be made when the vehicle has been inspected even if cleaning is not required.	
H2.3 Updated R	Exteriors of all vehicles must not represent a contamination risk when presented for the carriage of goods. To ensure this, vehicles must be cleaned routinely in accordance with the operator's procedures, customer and legal requirements.	It is important that the vehicles are kept suitably clean, even on the outside, as they are interacting with food/feed processors and therefore can present a source of contamination. Hauliers should note that dirty vehicles may not be loaded or accepted at the point of collection and delivery.
H2.4 Updated R	All vehicles, their load carrying areas and equipment (see H2.1), must be cleaned routinely and sanitised at least every six weeks, or as required by the International Database for Transport of Feed (IDTF) ( <a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a> ) – see Appendix 4, 1 and 2 (refer to H3 and 4). Alternatively, the frequency of cleaning and sanitising can be determined by implementing a fully documented HACCP.  Vehicle maintenance must ensure that food/feed safety is not compromised.  Inactive periods must be recorded, and the vehicle must be cleaned and sanitised prior to use if the inactive period is outside of the normal cleaning and sanitising cycles or has been left unsheeted.	See Appendix 6 for guidance on appropriate cleaning chemicals. The Haulier should be able to demonstrate that the product is suitable, using the container label, product data sheet or other information from the supplier. Where a vehicle is not being used it is not necessary to clean and sanitise every six weeks.  Customers may require sanitising of the vehicles before loading certain products (e.g. Heat treated feed). See the Appendix 4 and 2 for further details.  Hauliers maintaining vehicles should ensure the removal of fragments of swarf, weld etc. before use.

		Hauliers should check whether the sanitisers have a use by date.
H2.5 New R	Cleaning and sanitising agents used for load carrying areas and equipment of vehicles must be identified by the manufacturer as suitable for use on feed / food contact surfaces and used in accordance with the manufacturers' instructions.	
<b>H3</b>	<b>FORBIDDEN/EXCLUDED LOADS</b>	
H3.1 Updated R       R	<p>Vehicles that have carried material on the AIC Haulage Exclusion list (Appendix 1) or those in the list of differences as shown as Forbidden in the International Database for Transport of Feed (IDTF) (<a href="http://www.icrtidtf.com">www.icrtidtf.com</a>) (Appendix 4) shall not be presented for the carriage of goods.</p> <p>If a Haulier has any doubts over an unfamiliar product before loading, they must obtain a Product Specification sheet and contact AIC and/or the Certification Body to obtain confirmation that the material is acceptable to be carried.</p>	<p>Haulier</p> <p>Contact AIC or the Certification Body</p>
<b>H4</b>	<b>PREVIOUS LOADS CLEANING PROTOCOLS</b>	
H4.1 Updated R	<p>All hauliers and drivers must comply with the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 4) and the AIC Haulage Contaminant Sensitive List (Appendix 2) which defines the required regime of cleaning and sanitising of the vehicle and its load carrying area/equipment to be carried out following carriage of the goods.</p>	<p>Hauliers/drivers should be aware that Food and Feed legislation requires that any surface that comes into contact with food/feed should be clean. Surfaces may include the following:</p> <ul style="list-style-type: none"> <li>• Load carrying interior</li> <li>• Grain socks</li> <li>• Sheets (both sides)</li> <li>• Augers</li> <li>• Blower units and discharge pipes under fluidising pads</li> <li>• Moving Floor/Belt bulkers</li> <li>• interior ladders</li> <li>• seals</li> <li>• crevices</li> </ul> <p>Cleaning will depend on the types of goods</p>

		<p>carried and the residues remaining.</p> <p>Some customers may not accept sensitive materials as previous loads.</p> <p>The cleaning regimes as stipulated in the IDTF are:</p> <p><b>A - Dry Cleaning</b> In most cases where the material is dry, thorough brushing or vacuuming is sufficient, however if the material is caked or damp washing will be necessary.</p> <p><b>B - Cleaning with water</b> Washing with hot water (70-80c) is recommended wherever possible. Where this is not practically possible cold water may suffice. All surfaces must be dry before handling or coming into contact with goods.</p> <p><b>C - Cleaning with water and a cleansing agent</b> Washing with a hot water (70-80c) solution of any combined food/feed safe cleansing agent (food/feed safe sanitiser) diluted in accordance with manufacturer's recommendations. All surfaces must be dry before handling or coming into contact with goods.</p> <p><b>D - Cleaning and disinfection</b> Pressure clean with a hot (70-80c) solution of any combined food/feed safe sanitiser diluted in accordance with manufacturer's recommendations. All surfaces must be dry before handling or coming into contact with goods.</p> <p>Further information can be found in Appendix 4</p>
<b>H5</b>	<b>VEHICLE CLEANING COMPANIES</b>	
H5.1 Updated R	Cleaning companies must produce records that comply with this Code, including evidence of the use of chemicals suitable for use on food/feed contact surfaces.	<p>Product safety data sheets should be kept for all chemicals used.</p> <p>A list of cleaning sites can be obtained from AIC.</p>

	These records must be Vehicle specific.	Telephone 01733 385230 or email enquiries@agindustries.org.uk
<b>H6</b>	<b>ENVIRONMENTAL CONSIDERATIONS</b>	
H6.1 Updated R	Sweepings, washings and similar residues from vehicles should be disposed of in the designated place at collection or delivery premises with the consent of the site supervisor. Where facilities are not available at a delivery site, then residues must be disposed of as per Hauliers procedures.	Intake sites should provide a safe area to clean out vehicles.  Where these are not provided the Haulier may wish to inform the intake site management and then AIC if this is not successful.

## HAULAGE OPERATIONS

## Aim

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

Clause Ref	Requirement	Guidance
H7	<b>HAULAGE OPERATIONS</b>	
H7.1 R Updated       R	<p><b>TASCC Vehicles</b></p> <p>Hauliers must enter TASCC vehicles on the AIC Vehicle Inventory which can be accessed on the AIC Portal. This includes owned or operated (including acquired new and second hand bulk vehicles), hired or leased.</p> <p>Information required for each entry in the inventory is:-</p> <ul style="list-style-type: none"> <li>• registration number (rigids only)</li> <li>• type</li> <li>• VIN/chassis number</li> <li>• date of purchase or hire/leased</li> <li>• date of disposal or removal from the scheme</li> </ul>	<p>This trailer ID only applies to TASCC/UFAS approved trailers.</p> <p>The VIN will be found on the DVLA plating certificate.</p> <p><b>Link to Vehicle ID of log in information.</b></p> <p>The Non TASCC Vehicle Trailer templates are found on the AIC website.</p> <p><a href="http://www.aictradeassurance.org.uk/tascc/documents/haulage-documents/">www.aictradeassurance.org.uk/tascc/documents/haulage-documents/</a></p> <p>Any queries regarding the assurance of the Vehicle/Trailer ID number can be checked via the TASCC Certification Body.</p>
H7.2 R Updated	<p>All vehicles must be</p> <ul style="list-style-type: none"> <li>• uniquely numbered or lettered and</li> <li>• must include the Haulier Scheme ID, for identification purposes</li> </ul>	<p>For example, the identification mark has to be capable of being seen by the weighbridge operator for the purposes of traceability.</p>

	<ul style="list-style-type: none"> <li>and linked to chassis/VIN number on the inventory</li> </ul> <p>Whatever the method of identification it must appear on both sides and the rear of the vehicle and be clearly visible from a distance.</p> <p>This is also applicable to hired vehicles which operate under the Hauliers Scheme ID.</p> <p>The Hauliers Scheme ID must not be displayed on vehicles unless a current and valid certificate is held.</p>	<p>Recommended size is no smaller than number-plate lettering and in a durable form that will not be damaged or erased by normal operations or cleaning.</p> <p>For rigid vehicles the registration number will be sufficient for the ID.</p> <p>Haulier When removing the vehicle from the AIC Vehicle Inventory, ensure that the ID numbers are removed.</p> <p>AIC Vehicle Inventory <a href="https://aicportal.kiwa.co.uk/Security/Login?RequestPath=%2F">https://aicportal.kiwa.co.uk/Security/Login?RequestPath=%2F</a></p>
H7.3 Updated	<p><b>NEW, HIRED/LEASED AND SECOND HAND VEHICLES</b></p> <p>When a new, hired/leased or second hand vehicle has been added to the Haulier's fleet, the Haulier must inform and gain and retain written approval from the Certification Body.</p> <p>New vehicles require documented confirmation of purchase including VIN/chassis number.</p> <p><b>All trailers hired/leased must be from a TASCC Haulage approved company. (see Appendix 19)</b></p> <p>Before hiring/leasing or purchasing second hand vehicles for carrying any goods covered by TASCC, the Haulier must have as a minimum:</p> <ul style="list-style-type: none"> <li>a signed declaration that no materials on the current forbidden/exclusion list of the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 4) have been carried</li> <li>details of the last three loads carried</li> <li>cleaning and sanitising operations relating to these loads</li> <li>VIN/Chassis number</li> <li>Date of acquisition</li> </ul>	<p>Hauliers cleaning new vehicles should ensure the removal of fragments of swarf, weld etc. before use.</p>
R		
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	Before using any vehicle (including new) it must be thoroughly pressure cleaned and sanitised (to include all surfaces that come into contact with food or feed) in accordance with the manufacturer of food/feed safe sanitisers recommendations and inspected. Proof of appropriate cleaning and inspection must be kept for audit.	
H7.4 New R	<b>Non TASCC Vehicles</b>  Hauliers must maintain an up to date inventory of Non TASCC vehicles owned or operated (including acquired new and second hand bulk vehicles), hired or leased.	Non TASCC vehicles can be added to the AIC Vehicle Inventory although not mandatory.
<b>H8</b>	<b>VEHICLE COMPARTMENT IDENTIFICATION</b>	
H8.1 R	Vehicle compartments will be specified by numbers in loading instructions where the lowest number is nearest from the cab unless otherwise documented.	A clear means of identifying the compartments, whether a paper record, physical identification or other means is only needed if the convention of nearest to the cab = 1 is not followed.  Design of vehicle compartments and blowing/ conveying equipment should aim to reduce the possibility of residues and hence contamination.
<b>H9</b>	<b>Subcontract haulage</b>	
H9.1 R  R	The TASCC Haulier must only further subcontract to hauliers certified to an AIC recognised Road Transport schemes.  Hauliers must maintain a list of approved haulage subcontractors detailing their assurance status.  Detailed information, including customer requirements, regarding delivery/collection must be effectively communicated to subcontract hauliers.	A list of AIC recognised Road Transport schemes can be found on the TASCC pages of the AIC website:  <a href="https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/">https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/</a>  This may be evidence of TASCC approval or audit records. The AIC Assurance Checker can, by utilising the Saved Scheme Hauliers feature, be used for this and is found at <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>  Delivery/collection requirements are commonly referred to as fixings. Records of previous loads, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.



H9.2 Updated R	<b>Traction only</b> Where a Haulier provides traction only (i.e. only transports feed using the Haulier's trailer) the driver must be trained to the requirements of TASCC by the Haulier.	Traction only basis means tractor unit contracted to haul a Haulier's trailer.
<b>H10</b>	<b>RECORDS OF PREVIOUS LOADS</b>	
H10.1 Updated R	<p>At collection/delivery points, drivers must be able to show records of the current load and three previous loads carried on vehicles together with the cleaning or sanitising or inspecting operations relating to each load.</p> <p>Where a vehicle has several compartments, the current load and previous three loads for each compartment must be declared.</p> <p>Generic terms (e.g. biomass, fertiliser, ash, stone or dust) must not be used and descriptions must be as detailed as is necessary to accurately identify the goods.</p> <p>Where the previous load has been rejected due to contamination, the trailer must be cleaned as per subsequent customer terms and conditions and/or IDTF cleaning regime.</p>	<p>Records of three previous loads can be on collection/delivery tickets, passports, load sheets, vehicles diaries but cannot be by word of mouth.</p> <p>The most recent (last) load carried is normally regarded as the first load listed of the previous three carried. This is the industry standard.</p> <p>Some generically named materials may be listed as Forbidden in the IDTF database</p>
<b>H11</b>	<b>SHEETED LOADS</b>	
H11.1	<p>As a legal requirement and integral for load security and food/feed safety, vehicles must be kept sheeted/covered at all times except when loading or sampling is taking place.</p> <p>Hauliers can operate unsheeted bulk vehicles whilst carrying some goods.</p>	<p>Sheeting is necessary even when empty. This is best practice. However, due to company policy or infrastructure, it may not be possible to fully implement this requirement at some delivery sites.</p> <p>After using unsheeted vehicles, customers may require additional sanitising as per International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 4).</p> <p>Examples of goods that can be carried unsheeted are: -</p> <ul style="list-style-type: none"> <li>• root crops</li> <li>• fruit</li> </ul>

		<ul style="list-style-type: none"> <li>• sugar beet</li> <li>• peat</li> <li>• untreated wood chip</li> </ul>
<b>H12</b>	<b>COLLECTION/DELIVERY INSTRUCTIONS</b>	
H12.1 Updated R	<p>The Haulier must ensure that they receive written instructions (e.g. email, SMS, fax) from the Customer covering the full details of the collection and delivery requirements. These must be passed on to the Driver.</p>	<p>Delivery/collection requirements are commonly referred to as fixings. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.</p> <p>These instructions may include:</p> <ul style="list-style-type: none"> <li>• Collection/delivery address</li> <li>• Contact numbers</li> <li>• Collection/delivery reference</li> <li>• Goods to be transported (variety if applicable)</li> <li>• Specific delivery terms and conditions</li> <li>• Prohibited previous loads (e.g. NOPS, Allergens)</li> <li>• Specific cleaning required prior to loading</li> <li>• Assurance status (if applicable)</li> <li>• Dates/times/restrictions of Collection/delivery</li> <li>• Weighing instructions on route (if applicable)</li> <li>• Other relevant collection/delivery information</li> </ul>
H12.2 R	<p>Vehicle compartments will be specified by numbers in loading instructions where the lowest number is nearest from the cab unless otherwise documented.</p>	
<b>H13</b>	<b>COLLECTION</b>	

H13.1 Updated R	<p>At the collection loading point, the driver must:</p> <ul style="list-style-type: none"> <li>• Supply a consignment note including references containing sufficient information to identify, as appropriate, the type, grade and quantity of goods to be loaded</li> <li>• Declare the 3 previous loads and relevant inspection, cleaning or sanitising records</li> <li>• Receive instructions on where the vehicle is to be inspected for cleanliness and be loaded</li> <li>• The vehicle's load carrying areas and associated equipment must be inspected and be visually clean by both the person responsible for loading and the driver.</li> <li>• Ensure the vehicle is loaded correctly and safely</li> <li>• Sheet and secure the vehicle.</li> <li>• Sign for the receipt of the goods where required</li> <li>• Collect any relevant documents e.g. Combinable Crops Passport (Grain Passport), animal feed statutory declaration.</li> </ul>	<p>Drivers presenting a dirty or unsheeted vehicle with Incorrect paperwork are likely to be rejected.</p> <p>Drivers should be aware of the potential contamination risks to food/feed safety from walking on the load. Site procedures may forbid walking on loads and climbing on vehicles.</p> <p>'Correctly and safely' means with due regard to maintain the integrity of the goods e.g. a secure and sealed tailgate to retain the goods and a sheet with no holes to allow ingress of water. Vehicles not fulfilling this criteria are likely to be rejected at the point of collection or delivery.</p>
H13.2	<p>If the bulk vehicle is divided into compartments then:</p> <ul style="list-style-type: none"> <li>• The internal doors must be checked to ensure that there is no leakage between compartments</li> <li>• The vehicle must be loaded in such a way that goods cannot leak over the top of the internal doors during transport or when the vehicle is tipped up to unload. Where the loading point instructs that compartments must be loaded in a particular sequence, drivers must follow the instructions and ask for guidance if they are unclear</li> </ul>	
H13.3 R	<p>In case of any difficulties or doubts about the goods, the quantity or the condition</p>	

	that cannot be resolved at the collection point, the driver must notify the owner of the goods and/or the haulier before loading and seek further instructions.	
<b>H14</b>	<b>COMBINABLE CROP PASSPORTS (GRAIN PASSPORTS)</b>	
H14.1 Updated R	<p>When collecting UK combinable crops the driver must obtain a completed and signed passport containing</p> <ul style="list-style-type: none"> <li>• a valid farm assurance/ TASCC sticker (if applicable)</li> <li>or a</li> <li>• pre-printed valid farm assurance/ TASCC sticker/assurance number (with agreement from the customer/recipient)</li> </ul> <p>from the farmer/storekeeper at the point of loading.</p> <p>The passport includes a declaration that the vehicle has been inspected and found to be visually clean by both the person responsible for loading and the driver.</p> <p>The driver must ensure that the vehicle does not leave the collection point until a completed and signed Combinable Crop Passport has been obtained. Drivers must ensure that sections 2 and 3 of the Combinable Crop Passport have been completed and signed.</p> <p>The passport must accompany the load to the point of delivery. Any load that arrives at a delivery point without a fully completed passport will not be accepted.</p>	<p>Electronic versions of the Combinable Crop Passport may be available and acceptable.</p> <p>A passport contains details</p> <ul style="list-style-type: none"> <li>• of the TASCC/vehicle number and the goods carried,</li> <li>• date and year of the sowing of the crop,</li> <li>• a declaration of post harvest pesticides applied, a cleanliness declaration from the grower/ storekeeper and the driver</li> <li>• and a record of whether the crop is assured or not.</li> </ul> <p>A passport is still required for non-assured Combinable crop movements but not a sticker.</p> <p>Incomplete or incorrectly completed Combinable Crop Passports may lead to rejections and delays at delivery destinations.</p> <p>Where the driver is also the owner/grower of the crop, it is acceptable for all sections to be completed by the driver.</p> <p>Mycotoxins: drivers should check that the mycotoxin section of the Combinable Crop Passports (Grain Passports) has been completed by the grower/storekeeper to avoid delays at intake.</p> <p>A mycotoxin (DON and ZON) risk assessment score with a test result dependent on the processor requirements for wheat deliveries is a year round requirement.</p> <p>Requirements of the completion of Section 8 (RED) may vary.</p>

		Hauliers should confirm with their customers whether a Combinable Crop Passport is required for imported combinable crops.
<b>H15</b>	<b>TRANSPORTATION</b>	
H15.1 R	When it is necessary to park or leave a loaded vehicle unattended, the haulier/driver must take all reasonable precautions to ensure that the load is protected from deliberate or accidental contamination or damage. Hauliers must provide drivers with a list of checks to be made on the vehicle before leaving and returning to it.	Ideally, vehicles should be routed directly from the collection point to the delivery point – wherever practical. There should also be clear guidance of emergency out of office hours contact numbers.
H15.2 R	If any incident occurs during loading, transportation or unloading which could result in contamination or loss of the goods, the circumstances must be reported to the owner of the goods/customer, and work must not proceed until clearance has been given by the owner of the goods/customer.	Delivery/collection requirements are commonly referred to as 'fixings'. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.
H15.2 R	If any such incident does occur then the owner of the goods/customer must confirm what actions to take – if the owner of the goods/customer is unwilling to confirm this then the haulier must at least be able to prove that the owner of the goods/customer has been informed of the incident.	
<b>H16</b>	<b>DELIVERY</b>	
H16.1	Where samples are required, they must be taken before unloading commences except for some liquids, moist coproducts and bags where special sampling arrangements may apply.	
H16.2	Drivers must attend their vehicles while unloading.	Attend means to stay in control of their vehicle.  Drivers should be aware of the potential contamination risks to food/feed safety from walking on the load. Site procedures may forbid walking on loads and climbing on vehicles.

[illegible]

	applicable and check they are accurate	
H16.7 R	<p><b>Deliveries to farm premises</b></p> <p>On arrival at the destination drivers must:</p> <ul style="list-style-type: none"> <li>• Operate safely and follow explicitly all relevant site rules</li> <li>• When present, ensure the farmer or farm employee signs for the receipt of goods</li> <li>• When the farmer is not present, sign the receipt/delivery note ticket stating the time and date</li> </ul> <p>When present, the farmer or farm employee must sign for the receipt of goods. Otherwise the driver must sign the receipt/delivery note ticket stating the time and date.</p> <p>If drivers are unsure about where to unload and cannot obtain advice at the destination, they must contact the Transport Office and not commence unloading until they have had instructions that identify the correct facility into which to unload.</p>	<p>See also the AIC Feed Delivery to Livestock Farms Biosecurity Protocol on the AIC website.</p> <p><a href="http://www.aictradeassurance.org.uk/tascc/documents/feed-guidance/">www.aictradeassurance.org.uk/tascc/documents/feed-guidance/</a> <b>i</b></p> <p>A farm premise means a farm where the goods delivered would be fed to livestock</p>
<b>H17</b>	<b>WEIGHBRIDGES</b>	
H17.1	<p>Where the goods are weighed at either the collection or delivery points, the driver must:</p> <ul style="list-style-type: none"> <li>• Position vehicle correctly on the weighbridge</li> <li>• Ensure that the gross, tare and net weights or other measurements/ calculations agree with the amount ordered and are accurate</li> <li>• Seek guidance from the delivery point regarding the clearance of any significant quantity of water or snow from the sheet before weighing</li> <li>• Draw the attention of the weighbridge operator to the</li> </ul>	<p>Drivers must make every effort to ensure that weights are accurate by eliminating any sources of error.</p> <p>The driver should be aware of the tare weight of their vehicle and the expected gross weight.</p> <p>Some sites do not allow passengers on site without prior agreement with the owner.</p>

R	<p>presence of any passengers and follow instructions</p> <ul style="list-style-type: none"> <li>• Check and confirm the Tare weight of the vehicle before loading or after discharge</li> <li>• Check and confirm the Gross weight of the vehicle before discharge or after loading</li> <li>• Obtain a copy of the weighbridge ticket.</li> </ul> <p>Where a loss greater than 150kg occurs between the collected and delivered weight of a bulk load, the driver must report the loss to the haulier/ Customer so that an investigation can take place.</p>	
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## BULK BLOWERS AND BULK PRESSURE TANKERS CARRYING LIQUIDS AND POWDERS

### Aim

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

Clause Ref	Requirement	Guidance
<b>H18</b>	<b>INTRODUCTION</b>	
H18.1 R	Liquid or dry materials must be cleaned from the upper sides of the tank interior, from all surfaces including interior ladders, seals, crevices and under fluidising pads.	
H18.2 R	Special attention must be paid to the cleaning and overall condition of hoses for both dry and liquid materials. Details of cleaning must be specifically noted in cleaning records. Blower unit outlet pipes must always be capped when not in use. All hoses must be stored on the vehicle so that they are kept as free as possible from contamination from road spray.	
H18.3	Drivers must only couple up to the fixed intake pipes and only load/discharge when instructed by site personnel. Drivers must remain in the vicinity of the vehicle at all times during the discharge of their load.	
<b>H19</b>	<b>FATS AND OILS</b>	



H19.1	<p>Vehicles used for the conveyance of bulk fats and oils must conform to the SCOPA Code of Practice for the Transport of Edible Oils for the carriage of animal feed fat, or the Feed Fat Association Regulations.</p> <p>The SCOPA code of practice refers to FOSFA lists. The SCOPA website is <a href="http://www.scopa.org.uk">www.scopa.org.uk</a>.</p>	<p>If the HACCP dictates, tankers must be cleaned and sanitised more frequently than the 6 week minimum. The Carriage of Oils and Fats includes a protocol for preventing contamination during the transport of oils in bulk. This protocol includes the FOSFA lists of banned and acceptable previous cargoes.</p> <p>The lists of Banned Immediate Previous Cargoes and Acceptable Previous Cargoes are available via the FOSFA website: <a href="http://www.fosfa.org">www.fosfa.org</a></p> <p>For the carriage of used cooking oils, go to the Animal Health website (see below).</p> <p><a href="http://animalhealth.defra.gov.uk/managingdisease/animalbyproducts/food-and-feed-businesses/use-of-oils-and-fats-in-farm-animalfeed.htm">http://animalhealth.defra.gov.uk/managingdisease/animalbyproducts/food-and-feed-businesses/use-of-oils-and-fats-in-farm-animalfeed.htm</a> <b>i</b></p>
H19.2 R	<p>Where mill sampling of oils/fats tankers discloses that "free" water may be present at the bottom of the tank, drivers must cooperate in draining off into drums/receptacles before discharge commences. The weight of any water drained off must be recorded on the weighbridge ticket.</p>	
<b>H20</b>	<b>LIQUIDS OTHER THAN FATS AND OILS</b>	
H20.1 R	<p>Vehicles and demountable containers used for the transport of bulk liquid animal feed materials must be assessed for the likelihood of microbial or chemical contamination as well as oxidation potential. Where appropriate, vehicles/containers must be cleaned between loads.</p>	
<b>H21</b>	<b>DRY GOODS</b>	
H21.1 R	<p>Where tankers have been washed out, they must be thoroughly dried, inspected and shown to be dry before loading dry goods.</p>	
H21.2	<p>Drivers must remain in the vicinity of the vehicle at all times during loading and discharge and must also be aware of dust emissions from filters, pipes and hoses, or from the operation of silo pressure relief valves. They must monitor silo level</p>	

	indicators to avoid overfilling and any resulting escape of dust.	
H21.3	Care must be taken when blowing off powder tankers to avoid excess pressure at the end of the blow in order to avoid overpressure in silos. Where any of these events occur drivers must stop discharge immediately and refer to site personnel.	

## Merchants

The TASCC Scheme is intended for the merchenting of UK produced, imported and exported combinable crops, feed materials and compound feeds.

### MERCHANT OPERATIONS

Aim

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

Clause Ref	Requirement	Guidance
<b>M1</b>	<b>CONTRACT CONFIRMATIONS</b>	
M1.1 Updated R	<p>The Merchant must send or receive a contract confirmation to suppliers or customers confirming details of the sale/purchase. Such confirmations must include the assurance, Organic, GM status, RED and food/feed safety requirements where applicable.</p> <p>Where there is a difference in the contract confirmation, this must be resolved when identified.</p>	<p>NB: Brokers' confirmations are acceptable.</p> <p>The AIC, GAFTA and FOSFA contracts contain the requirements of contract confirmations.</p>
<b>M2</b>	<b>DELIVERY/COLLECTION REQUIREMENTS AND ALLOCATIONS</b>	
M2.1 R	There must be a system which records detailed information regarding delivery/collection requirements to all parties. This information must be effectively communicated to all relevant staff and third parties (merchants, hauliers, storekeepers etc).	Delivery/collection requirements are commonly referred to as fixings. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.
M2.2 R	Combinable Crops must be allocated correctly to meet all customer/recipient requirements. Merchants must be able to demonstrate that the assurance status of combinable crops is maintained during the allocation/delivery process.	Records of allocations are required for traceability purposes under Food and Feed Legislation.

M2.3 New R	<p>When a customer of the Merchant collects goods using non-assured vehicles, the Merchant must obtain written confirmation of approval from the customer and inform the storekeeper/supplier.</p> <p>If the goods to be collected are combinable crops, the storekeeper/supplier must be instructed not to attach an assurance sticker on the Combinable Crops Passport.</p>	
M2.4 Updated R	<p>Merchants contracting Grower/Contractors to deliver their own combinable crops, either assured or non-assured, on their own vehicles must confirm in writing the requirement to comply with the AIC TASCC Haulage Code of Practice or employ a subcontracted TASCC certified haulier.</p>	<p>This consent is a requirement of all contracts and terms and conditions.</p> <p>A list of mutually recognised schemes can be found on the AIC website.</p> <p><a href="https://www.aictradeassurance.org.uk/latest/documents/feed-food-schemes/">https://www.aictradeassurance.org.uk/latest/documents/feed-food-schemes/</a></p> <p>Growers/Contractors should comply with the Red Tractor and SQC farm assurance scheme haulage sections.</p>

## PURCHASING, SELECTION AND APPROVAL OF SUPPLIERS AND SUB-CONTRACTORS

### Aim

This section outlines the requirements for selecting and approving suppliers.

Clause Ref	Requirement	Guidance
<b>M4</b>	<b>SUPPLIER/SUBCONTRACTOR ASSURANCE STATUS</b>	
M4.1 R Updated	<p>There must be a system in place to verify the current assurance status of the suppliers/sub-contractor.</p> <p>If a supplier/subcontractor has their certification suspended or withdrawn during the execution of a contract or agreement, the Merchant must establish the reason with the supplier/subcontractor and take steps to ensure that food/feed safety has not been compromised.</p>	<p>The AIC Assurance Checker and Saved Scheme Members enables Merchants to create individual supplier databases. The frequency of review can be determined by a risk assessment.</p> <p>See the AIC website for a list of recognised Feed/Food schemes and Service Supplier assurance schemes.</p> <p><a href="https://www.aictradeassurance.org.uk/tascc/documents/recognised-schemes/">https://www.aictradeassurance.org.uk/tascc/documents/recognised-schemes/</a></p>

	<p>The Merchants's certification body must be consulted if food/feed safety is compromised.</p>	<p>Merchants wishing to receive AIC Assurance Alerts regarding a change to assurance status can contact AIC to register - <a href="mailto:enquiries@agindustries.org.uk">enquiries@agindustries.org.uk</a></p> <p>For the purpose of this section, the definitions of a producer, supplier and sub-contractor are contained in the list of definitions (Appendix 5).</p>
M4.2 New	<p>Sales Agents appointed by the Merchant who do not hold title to the goods sold and who are not themselves independent merchants, must act under the control of the TASCC certificated Merchant in accordance with this Scheme.</p>	
<b>M5</b>	<p><b>SOURCE ASSURED PRODUCERS OF UK or ROI COMBINABLE CROPS</b></p>	
M5.1 R Updated	<p>Only combinable crops which have been produced by a member of a UK or Republic of Ireland (ROI) farm source-assured scheme recognised by AIC can be described as UK or ROI assured.</p> <p>Combinable crops supplied must only be collected from approved sites listed on the relevant assurance checker.</p> <p>Merchants must demonstrate that their assured supplier information matches the relevant farm assurance checker.</p> <p>Producer/Contractor assurance status information must contain the trading name, the assurance number, site/collection address and postcode. Contracts and payments must only be made with assured Producers/Contractors as listed on the relevant farm assurance checkers.</p> <p>Non-assured combinable crops must be physically separated from assured combinable crops and full traceability from seller through store and/or transport to the recipient must be demonstrated.</p>	<p>See the AIC website for a list of recognised source assurance schemes.</p> <p><b>Red Tractor Assurance Checker</b>  <a href="http://www.assurance.redtractor.org.uk/rtassurance/services.eb">www.assurance.redtractor.org.uk/rtassurance/services.eb</a> <span style="color: red;">i</span></p> <p><b>Red Tractor Assurance Contract Farming Rules</b>  <a href="https://assurance.redtractor.org.uk/contentfiles/Farmers-6948.pdf?_=636754539326631450">https://assurance.redtractor.org.uk/contentfiles/Farmers-6948.pdf?_=636754539326631450</a> <span style="color: red;">i</span></p> <p><b>SQC Website</b>  <a href="http://www.sqcrops.co.uk">www.sqcrops.co.uk</a> <span style="color: red;">i</span></p> <p>Irish Grain Assurance Scheme (IGAS)  <a href="http://irishgrainassurance.ie/">http://irishgrainassurance.ie/</a>  For FEMAS, stickers are not available but written confirmation of the valid certificate and scope is sufficient to be included with the Combinable Crops Passport.</p> <p>NB: TASCC Merchants should be aware of 'production only' or 'P' stickers. See the Red Tractor Farm Assurance website for further details.</p> <p>Merchants are encouraged to contact Red</p>

	<p>If assured and non-assured crops are mixed, the whole bulk must be treated as non-assured.</p> <p>Assurance stickers must be used for assured crops on the accompanying Combinable Crops Passport.</p>	<p>Tractor, SQC or schemes in ROI if they are having difficulties establishing the assurance status of producers and their satellite sites.</p>
	<b>NON ASSURED PRODUCERS OF UK and ROI COMBINABLE CROPS</b>	
M5.2 R Updated	<p>Non assured combinable crops must be stored /transported/merchanted/tested in compliance with the TASCC Scheme.</p> <p>All non-assured combinable crops traded must be clearly identified as non-assured in all records and documents.</p> <p>Non-assured combinable crops must be physically separated from assured combinable crops and full traceability from seller through store and/or transport to the recipient must be demonstrated.</p> <p>If assured and non-assured combinable crops are mixed, the whole bulk must be treated as non-assured.</p> <p>Assurance stickers must not be used for non-assured crops on the accompanying Combinable Crops Passport.</p>	
<b>M6</b>	<b>ASSURED SUPPLIERS OF IMPORTED COMBINABLE CROPS</b>	
M6.1	<p>Where combinable crops are not purchased direct from the producer, the Merchant must only purchase from suppliers who are certified in a recognised merchandising/trading assurance scheme recognised by AIC – see website</p>	<p>Assurance stickers should not be used for combinable crops imported from outside the United Kingdom, even where these are produced under a feed/food supplier scheme recognised by AIC.</p> <p>Where crops are imported, then the word “IMPORTED” should be written across the top right hand sticker section of the Combinable Crops Passport (Grain Passport)</p>

		<p>The list of feed/food supplier schemes can be found on the AIC website - <a href="https://www.aictradeassurance.org.uk/tascc/documents/recognised-schemes/">https://www.aictradeassurance.org.uk/tascc/documents/recognised-schemes/</a></p>
<b>M7</b>	<b>Selection &amp; Approval of Processed Feeds and Compound Feeds</b>	
M7.1 New R	A list / database of approved feeds for merchanting must be maintained.	
M7.2 New R	There must be a designated person responsible for the selection and approval of feeds.	
M7.2 New R	There must be a documented selection and approval procedure for each feed prior to merchanting, taking into account characteristics that may affect its safety or limit its use.	<p>These may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Origin</li> <li>• Transport</li> <li>• Storage</li> <li>• Processing</li> <li>• Handling</li> <li>• Nutritional and physical characteristics</li> </ul>
M7.4 New R	Processed Animal Proteins and feeds containing them must be considered separately and be used only in accordance with the TSE regulations.	
M7.5 New R	<p>Where non-assured complementary feeds being merchanted are intended for feeding to food producing animals the Merchant must check that the feeds are labelled according to legislation.</p> <p>Merchants may merchant the following feeds from non-assured sources:</p> <ul style="list-style-type: none"> <li>• Complementary Feeds, which are packaged and marketed in individual demountable containers of less than 5kg / 5ltr</li> <li>• Non-assured farm produced bulky feeds such as hay, straw, stockfeed vegetables</li> <li>• Non-assured non-digestible mineral grit</li> </ul>	Merchants may rely on the labels provided by their suppliers.

<b>M8</b>	<b>SERVICE SUPPLIERS</b>	
M8.1 Updated R	Merchants must have a procedure for ensuring that each of their service suppliers are certified to a scheme detailed on the Service Supplier Schemes Recognised by AIC list.	<p>The AIC Assurance Checker and Saved Scheme Members enables Merchants to create individual supplier databases. The frequency of review can be determined by a risk assessment.</p> <p><b>Links to other Recognised schemes can be found on the link below.</b></p> <p><a href="https://www.aictradeassurance.org.uk/overs-eas-schemes/">https://www.aictradeassurance.org.uk/overs-eas-schemes/</a></p> <p><b>Service Supplier Schemes Recognised by AIC list</b></p> <p><a href="https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/">https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/</a></p>
<b>M8</b>	<b>BULK HAULAGE – SUBCONTRACTED</b>	
M8.1 R Updated	Where a haulier is contracted by the merchant for the carriage of bulk goods within the scope of this code, the Merchant must ensure that the haulier is TASCC certified or a road transport scheme recognised by AIC.	<p>Hauliers of packaged or container transported goods do not need to be assured but must be included in the approved supplier/subcontractor list.</p> <p>An AIC list of recognised Service Supplier Schemes can be found on the following link</p> <p><a href="https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/">https://www.aictradeassurance.org.uk/latest-documents/service-supplier-schemes/</a></p>
<b>M9</b>	<b>STORAGE SUBCONTRACTORS</b>	
M9.1 New R	<p>Before using a non-certified store or Temporary Holding, including additional store(s) in a certified facility, for assured and non-assured combinable crops and feed materials, Merchants must notify the TASCC Certification Body (CB). The notification must be in writing to the CB and a response received detailing the CB's requirements before the store/temporary holding is used.</p> <p>The CB will respond to the participant and indicate how they may proceed.</p> <p>Materials stored before the CB approves the store/temporary holding</p>	<p>The written agreement may take the form of the AIC Contract No. 9.</p> <p>The Certification Body CB will respond to the Merchant and indicate how they may proceed and it may be necessary that the store be inspected prior to use by the TASCC Certification Body. The TASCC Certification Body shall undertake to audit the stores over a three year period.</p> <p>A store listed within the Merchants scope shall not claim to be TASCC assured and shall only store goods for the Merchant who holds the TASCC certificate. The store should use the Merchant's TASCC stickers on combinable crops passports where appropriate.</p>



	<p>must not be despatched as TASCC assured.</p> <p>Once approved, the store/temporary holding details will appear on the AIC Assurance Checker.</p>	
M9.2 New R	<p>Where a storage sub-contractor is employed by the Merchant to undertake work there must be a written agreement between both parties. The store must either be:</p> <ul style="list-style-type: none"> <li>• TASCC (or equivalent) certified or</li> <li>• listed on the Merchant's schedule of registration</li> </ul> <p>TASCC Merchant Participants must notify the TASCC Certification Body (CB) of any additional stores. The notification must be in writing to the CB and a response received detailing the CB's requirements before the store is used. The notification must include the store identification, full address and postcode. Once certified, the store details will appear on the AIC web listing.</p> <p>Assured goods can only be dispatched from TASCC certified stores or equivalent.</p>	
M9.3 New R	<p>Prior to using the store, the Merchant must carry out a risk assessment. A full audit.</p> <p>For temporary holding of combinable crops in stores the Merchant must ensure that the temporary holding has been approved by the Certification Body.</p> <p>If a subcontract store is not used during the scheme year, and a Merchant wishes to use the store in a subsequent year, the store must be audited as part of TASCC.</p>	
<b>M10</b>	<b>TESTING FACILITY SUBCONTRACTORS</b>	

M10.1 R	<p>When external laboratories are employed to undertake contractual/food/feed safety analysis, the laboratory must be certified.</p> <p>See guidance.</p> <p>The laboratory must only carry out contractual tests that are included within the scope of their certification.</p>	<p><i>Salmonella</i> analysis is completed by laboratories approved under the Animal By-Products Regulations 2005.</p> <p>Recognised laboratory quality certification could be TASCC, UKAS (ISO/EC 17025), GAFTA, GTAS, FOSFA.</p>
M11	<b>SUPERINTENDENTS, SUBCONTRACTORS, IMPORTS/EXPORTS INCLUDING ELEVATION AND PORT SUBCONTRACTORS</b>	
M11.1 R	<p><b>Contract</b></p> <p>Where a Merchant employs a superintendent, they must be approved under the GAFTA Approved Superintendent scheme.</p>	Stevedores should be trained to handle goods covered by this code.
M11.2 R	<p><b>Administration</b></p> <p>Where the Merchant employs a superintendent for the purpose of intake/out loading administration, instructions must be issued by the Merchant and be documented.</p> <p>Instructions to a superintendent must include the appropriate TASCC requirements.</p>	<p>These instructions cover all activities not covered by the GAFTA contract.</p> <p>Administration may include trailer inspection, storage facility, Combinable Crops Passport, 3 previous loads.</p>
M11.3 R	<p><b>Supplier testing</b></p> <p>Where a Merchant employs a superintendent subcontractor for the purpose of supplier contractual testing and a dispute arises the superintendent must submit the sample to a TASCC approved Testing Facility or equivalent. See S10.3 of the Storage Code.</p>	
M12	<b>DEMOUNTABLE CONTAINERS</b>	
M12.1 Updated R	<p><b>Owned Demountable Containers</b></p> <p>If the Merchant operates their own demountable containers they must maintain an up to date inventory of</p>	Merchants who operate both TASCC and non TASCC demountable containers should clearly identify those demountable containers not to be used for food and feed.

	<p>demountable containers used for the carriage of combinable crops and feeds.</p> <p>Merchants must enter Demountable Containers on the AIC Vehicle Inventory.</p>	<p>This does not include IBCs (Intermediate bulk containers).</p>
M12.2 R	<p><b>Hired or leased Demountable Containers</b></p> <p>Operated containers including hired or leased must have records detailing the ID Number, date of use and/or hire period.</p> <p>The Merchant must produce, or obtain, a documented risk assessment.</p> <p>The Merchant must forward instructions of actions to be carried out prior to receiving and loading/stuffing.</p> <p>Before loading/stuffing demountable containers, an inspection by the Merchant, or competent person, to verify that the container is clean or adequately lined must be completed.</p> <p>Proof of appropriate cleaning and inspection must be maintained.</p> <p>When loading/stuffing demountable containers supplied by the customer the Merchant must ensure that customer requirements are obtained detailing the controls required for loading/stuffing, inspection, cleaning, disinfecting, lining, sealing etc. A record of the Customer requirements must be maintained.</p>	<p>Merchants who operate both TASCC and non TASCC demountable containers should clearly identify those demountable containers not to be used for food and feed.</p> <p>This does not include IBCs (Intermediate bulk containers).</p>
M12.3 New R	<p>A record of the Merchant/Customer requirements must be maintained and forwarded to the loading facility of actions to be carried out prior to loading/stuffing of the demountable containers.</p>	
M12.4 R	<p>Where demountable containers are used that have no evidence of the three previous loads complying with the</p>	

	International Database for the Transport of Feed (IDTF) or no liners installed before loading/stuffing, then the bulk goods must be contracted as non-assured.	
<b>M13</b>	<b>TEMPORARY HOLDING OF COMBINABLE CROPS</b>	
M13.1 Updated R	<p>The Merchant must agree in writing the actions to be taken with the owner of the goods/customer prior to using the temporary holding area.</p> <p>The Merchant must ensure that the storekeeper has the temporary holding area on their scope.</p>	<p>Owner of the goods may include the grower, Merchant, eventual customer/processor etc.</p> <p>As detailed in S9 of the TASCC Storage Code, where goods cannot be moved into store on their arrival, the crops may be held in a temporary holding area. Temporary holding is regarded as 'exceptional' and grain can only be held in this way for a maximum of 5 days before being moved into the permanent store.</p>

<b>M14</b>	<b>COMBINABLE CROPS PASSPORT</b>	
M14.1 R Updated	<p>All loads of combinable crops of UK or Republic of Ireland origin must be accompanied on receipt by a correctly completed Combinable Crops Passport.</p> <p>Merchants must confirm with their customers whether a Combinable Crops Passport is required for imported combinable crops.</p> <p>Assured combinable crops must be segregated from non -assured combinable crops; any mixing of assured and non-assured combinable crops shall cause the whole bulk to lose its assured status.</p> <p>Merchants must supply confirmation to the storekeeper of their requirements relating to the Mycotoxin section (5) of the Combinable Crops Passport.</p> <p>Only UK or Republic of Ireland origin combinable crops produced and</p>	<p>The Combinable Crops Passport should indicate vehicle ID (as per H 7.1 of the Haulage code), pesticides and other treatments used, completion of vehicle inspection, farm assurance status and GM status (in the case of oilseed rape). Some assurance schemes issue stickers to members to identify assured combinable crops, others issue coloured Combinable Crops Passport. SQC issue passports with pre-printed stickers.</p> <p>Mycotoxin instructions should relate to intake and outloading. Merchants should be aware of individual customer requirements but it is recommended that when outloading crops</p>

	<p>traceable under Feed/Food supplier scheme recognised by AIC or from crops produced from UK or Republic of Ireland assured farms remain assured when they are stored in a TASCC certified store and transported by a TASCC Transport company and a TASCC stores sticker can be applied to the passport.</p> <p>Assurance stickers must not be used for:</p> <ul style="list-style-type: none"> <li>• non-assured combinable crops delivered from TASCC stores</li> <li>• for assured combinable crops delivered from a TASCC Participant's store that has not been audited</li> <li>• assured combinable crops outloaded onto a non-assured vehicle</li> <li>• for combinable crops imported from outside the United Kingdom, even where these are produced under an AIC TASCC recognised scheme. Where combinable crops are imported, then the word "IMPORTED" must be written across the top right hand sticker section of the Combinable Crops Passport</li> </ul>	<p>from a commingled stock (central stores) that this is stated and the range of risk assessments and any analysis recorded on the Combinable Crops Passport.</p> <p>For FEMAS, stickers are not available but written confirmation of the valid certificate and scope is sufficient to be included with the Combinable Crops Passport.</p> <p>Vessels loaded for export outside the United Kingdom or for discharge elsewhere within the United Kingdom do not need to carry a Combinable Crops Passport unless requested by a customer.</p> <p>For the current Combinable Crops Passport, see the AIC website. Incomplete or incorrectly completed Combinable Crops Passports may lead to rejections and delays at delivery destinations.</p> <p>Generic terms (e.g. biomass, fertiliser, ash, stone or dust) must not be used as a previous load and descriptions must be as detailed as is necessary to accurately identify the goods.</p>
M14.2 R	<p><b>UK or Republic of Ireland origin combinable crops assurance stickers</b></p> <p>Only UK or Republic of Ireland origin combinable crops produced and traceable under Feed/Food supplier scheme recognised by AIC or from combinable crops produced from UK or Republic of Ireland assured farms remain assured when they are stored in a TASCC certified store and transported by a TASCC Transport company and a TASCC stores sticker can be applied to the passport.</p> <p>Evidence of assurance status must be contained in the passport (either with a sticker, electronic or PDF).</p> <p>Assurance stickers must not be used for:</p>	

	<ul style="list-style-type: none"> <li>• non-assured combinable crops delivered from TASCC stores</li> <li>• for assured combinable crops delivered from a TASCC Participant's store that has not been audited</li> <li>• assured combinable crops outloaded onto a non-assured vehicle</li> </ul>	
M14.3 R	<p><b>Imported Combinable Crops assurance status</b></p> <p>Passports can be completed for imported combinable crops if required by the Merchant or the Customer, but stickers must not be used for imported goods.</p> <p>The Merchant must instruct the Storekeeper whether the passport is completed for imported combinable crops.</p> <p>TASCC assurance stickers must not be attached to passports for combinable crops imported from outside the United Kingdom, even where these are produced under an AIC TASCC recognised scheme. Where crops are imported, then the word "IMPORTED" must be written across the top right hand sticker section of the Combinable Crops Passport</p>	

## SAMPLING, ANALYSIS AND INSPECTION

### Aim

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

Clause Ref	Requirement	Guidance
M15	<b>SAMPLING, ANALYSIS AND INSPECTION</b>	
M15.1 Updated R	There must be a documented sampling and analysis plan prior to supply to assess the potential food/feed safety hazards of each combinable crop/feed material.	The Merchant may wish to use information from external sources such as AHDB Cereals and Oilseeds, AIC, FSA or Customers as part of their development and maintenance of their sampling and analysis plan.

	<p>The Merchant must ensure that sufficient analysis, based on a risk assessment for each combinable crop/feed material supplied, is carried out to demonstrate due diligence and to confirm adherence to food/feed safety legislation.</p> <p>By July 1st 2021, a Merchant's sampling and analysis plan must comply with the requirements of the AIC 'FEMAS Calculator' and FEMAS Maize Aflatoxin Monitoring Risk Assessment when determining the number of analyses required for each combinable crop/feed material.</p> <p>Where combinable crop/feed materials are to be analysed, there must be a written sampling procedure.</p>	<p>Analysis conducted by suppliers may be taken into account, where results are made available and test methods are appropriate provided the tests are conducted by a certified laboratory.</p> <p>In developing the sampling and analysis plan, the Merchant should consider:</p> <ul style="list-style-type: none"> <li>• Supplier's assurance status</li> <li>• Transport, storage and conditioning</li> <li>• Feed materials intended use</li> <li>• Food materials intended use</li> <li>• Due diligence and legal compliance</li> <li>• The variability of the materials e.g. seasonal, geographical</li> </ul>
<b>M16</b>	<b>TESTING FACILITIES/LABORATORIES</b>	
M16.1 Updated R	<p>The Merchant must obtain analysis results from an accredited/certified testing facility.</p> <p>The effectiveness of testing laboratories for food/feed safety analyses, and those required for legal compliance, monitoring and contractual analysis must be regularly reviewed and approved by one or more of the following methods:</p> <ul style="list-style-type: none"> <li>• accredited by a recognised body according to ISO / IEC 17025 or</li> <li>• certified to the TASCC Code of Practice Testing Facilities for Combinable Crops</li> </ul> <p>Alternatively, the Merchant must have a written agreement with suppliers or customers to have access to relevant data.</p>	
<b>M17</b>	<b>HAZARDOUS IMPURITIES</b>	
M17.1 R	<p>Merchants must have a procedure in place to ensure that when combinable crop/feed material contain hazardous</p>	<p>A physical inspection may be completed by company staff, sub-contract testing facility, storage facility or customer.</p>

	impurities, details of these are communicated to merchenting staff and effective corrective action taken.	Further information can be found in Appendix 23, Hazardous Impurities document
<b>M19</b>	<b>MONITORING GOODS IN STORE</b>	
M19.1 Updated R	<p>The Merchant must confirm in writing with the Storekeeper as to levels of monitoring and records required by the Merchant.</p> <p>Where the Merchant has carried out additional monitoring, this must also be recorded and reported to the storekeeper and effective corrective action agreed.</p> <p>Any monitoring records received by the merchant must be reviewed and effective corrective action taken where required.</p>	
<b>M20</b>	<b>REVIEW OF TEST RESULTS</b>	
M20.1 Updated R	Where test results fall outside legal limits, internal control limits or customer specified requirements within the combinable crop/feed material specification, the Merchant must be able to demonstrate effective corrective action taken.	Evidence that results are acted upon could form part of a due diligence defence in case of a food/feed safety issue.

## NON-CONFORMING PRODUCT

Aim

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

Clause Ref	Requirement	Guidance
<b>M21</b>	<b>NON-CONFORMING PRODUCT</b>	
M21.1 Updated R	<p>Procedures and/or records maintained by the Merchant must confirm how combinable crops/feed materials rejected for food/feed safety contamination, internal control limits or customer specified requirements are managed after rejection.</p> <p>In certain cases, combinable crops/feed materials may be safely processed to</p>	Further information can be found in the Hazardous Impurities document (Appendix 23)



	remove physical impurities. Actions of this type must be recorded.	
M21.2 Updated R	The Merchant must be able to demonstrate that destinations accepting combinable crops/feed materials that have been rejected for physical impurities have been advised of the impurity contained within the delivered combinable crops/feed materials.	It is a criminal offence to knowingly sell food or feed containing substances injurious to health.  If the rejection of the crops/animal feed is a potential feed/ food risk, the Merchant may wish to complete a DPR form (Delivery Point Rejection) and this should be sent to the Certification Body.
M21.3 R	Contaminated combinable crops/feed materials must not be directed to food/feed destinations, unless customer/ recipients' terms and conditions, or contract, allow.  The Merchant must have evidence that the destinations have been advised accordingly unless receivers terms and conditions, or contract, allow.	

## FOOD/FEED SAFETY INCIDENTS

### Aim

This section outlines arrangements that must be in place by the owner of the goods in case of a food/feed safety issue which could be harmful to human and animal health.

Clause Ref	Requirement	Guidance
<b>M22</b>	<b>FOOD/FEED SAFETY INCIDENTS</b>	
M22.1 Updated R	There must be a designated person (or persons) with deputies, responsible for the management of food/feed safety incidents, including recall.	Where a Merchant is a sole operator then there is no need to appoint a deputy.  Extract from General Food Law Regulation (EC)178/2002:-  <b>Article 14</b> 1. Food shall not be placed on the market if it is unsafe.  2. Food shall be deemed to be unsafe if it is considered to be: (a) injurious to health; (b) unfit for human consumption.  <b>Article 15</b>

		<p>1. Feed shall not be placed on the market or fed to any food-producing animal if it is unsafe.</p> <p>2. Feed shall be deemed to be unsafe for its intended use if it is considered to: – have an adverse effect on human or animal health; – make the food derived from food-producing animals unsafe for human consumption.</p>
M22.2 New R	There must be a food/feed safety incident management and recall procedure which is capable of being put into operation at any time and includes notification to the Competent Authorities and affected customer(s) in a timely manner and the Certification Body within 3 days.	
M22.3 New R	The procedure must include up to date contact details, including out of hours, for relevant personnel and authorities.	
M22.4 Updated R	The Merchant must notify the Certification Body where a food/feed safety investigation by a Competent Authority results in Formal Action or withdrawal of Earned Recognition.	

## **PRODUCT RECALL**

### **Aim**

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

Clause Ref	Requirement	Guidance
<b>M23</b>	<b>PRODUCT RECALL</b>	
M23.1 R Updated	<p>If a recall becomes necessary, the reasons for the recall must be recorded and assessed and effective corrective action taken as necessary to address both the immediate issue and the underlying cause.</p> <p>Recalled food/feed(s) must be formally risk assessed, to determine use or disposal.</p>	<p>This applies to food/feed which the participant has become aware of could cause a food or feed safety incident.</p> <p>This could form part of the internal audits/HACCP review process.</p>

	<p>The destination of any recalled food/feeds must be recorded.</p> <p>The operation of any recall must be reviewed after it has been carried out so that procedures can be modified if necessary.</p> <p>Contact details of Local Authorities, DEFRA, FSA, DoH, Certification Body and AIC must be documented tested annually to ensure the details are correct.</p>	
M23.2 R	<p>Traceability must be tested at least annually. Records of tests must be kept and any effective corrective actions that arise must be implemented and recorded.</p>	<p>The product recall test is carried out annually and is a traceability exercise focussing on one up/one down. Third parties do not need to be informed.</p>

## Storage

### INTRODUCTION

#### Aim

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

Clause Ref	Requirement	Guidance
<b>S1</b>	<b>INTRODUCTION</b>	
S1 New	<p>Stores must be expected to demonstrate to the scheme verifier previous uses of the store. Stores applying to the scheme shall be eligible for approval as follows:</p> <ul style="list-style-type: none"> <li>• Stores are dedicated to the storage of combinable crops or animal feed materials excluding minerals, or</li> <li>• Stores that have stored forbidden/exclusion list materials on the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) must be thoroughly cleaned/disinfected in accordance with Appendix 1 and 2.</li> <li>• Stores that have previously been used for housing livestock of any kind or stores that have stored materials on the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 1) or stores that have been used for the storage of materials that may lead to taint, infestation or transmission of disease must have the whole of the inside of the building (including</li> </ul>	<p>Chlorpropham (CIPC) is widely used by potato growers which can contaminate the store for several years and cannot be completely removed even if the store is extensively cleaned. When using or taking over buildings you should ask questions about the storage history and have the fabric of the building sampled and tested for CIPC residues if there is any history of potato storage or CIPC use. DO NOT use for other crop storage if any CIPC residues are found. Particular attention should be paid to risk of contamination between assured/non-assured and GM/'non-GM' commodities. A copy of the Biomass Storage HACCP assessment form can be downloaded from the AIC website at <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>. The web address for the Biomass Risk Assessment Form is <a href="https://www.aictradeassurance.org.uk/latestdocuments/biomass-risk-assessment-form/A5.1">https://www.aictradeassurance.org.uk/latestdocuments/biomass-risk-assessment-form/A5.1</a>. Products covered by the TSE regulations must be stored in accordance with legal requirements. The HACCP plan must consider prevention of</p>

<p> floors, walls, roofs, roof trusses and fittings)  thoroughly cleaned to remove all organic material followed by a thorough pressure steam cleaning with a hot (70-80C) solution  of a combined disinfectant suitable for food  use at the manufacturers recommended dilution, dried and then approved by the Certification Body before use.  • Biomass can be stored in TASCC certified  stores but Storekeepers must complete a Biomass Risk Assessment Form (as found on  the AIC website) for each source of biomass.  The Biomass Risk Assessment form must be  sent to AIC or the Certification Body for approval  before storing the biomass. Confirmation of  approval must be retained for the annual audit.  The HACCP system must consider the risks posed  by previously stored materials and ensure that  suitable measures are taken before TASCC  materials are allowed into the store.  Materials stored before the Certification Body  inspects the store must not be despatched until the  store is approved by the Certification Body.   Products covered by the TSE regulations must be  stored in accordance with legal requirements.  The HACCP plan must consider prevention of  contamination of all goods covered by this scheme.  If products are stored on the same site as food/feed chain materials, the Storekeeper will be </p>	<p> contamination of all goods covered by this scheme.  If products are stored on the same site as food/feed chain materials, the Storekeeper will be  required to demonstrate that physical separation is  total and effective and also cover handling, processing and sampling/testing equipment. See A5.2 also B2, B3 and B4.  UPDATED   The HACCP system must consider the risks posed by previously stored materials and ensure that suitable measures are taken before TASCC materials are allowed into the store.   Materials stored before the Certification Body inspects the store must not be despatched until the store is approved by the certification body.   Particular attention should be paid to risk of contamination between assured/non-assured and GM/'non-GM' commodities.   Chlorpropham (CIPC) is widely used by potato growers which can contaminate the store. DO NOT use for other crop storage if any CIPC residues are found.   The storekeeper can only attach their own TASCC stickers or merchant TASCC stickers when they appear on the merchants schedule of registration. </p>
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	<p>required to demonstrate that physical separation is total and effective and also cover handling, processing and sampling/testing equipment.</p> <p>None of the materials on the forbidden/exclusion list of the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 1 and 2) can be stored in the same store as goods in Section A2.</p> <p>The HACCP plan must consider prevention of contamination of all goods covered by this Code of Practice. If products are stored on the same site as food/feed materials, the Storekeeper will be required to demonstrate that physical separation is total and effective and also covers handling, processing and sampling/testing equipment.</p> <p>If materials listed in Directive 2007/68/EC as causing allergic reactions, are to be stored in the same store as crops which may be destined for human consumption, the owner of the goods must be informed in writing and approval obtained (see Appendix 2 (5)).</p> <p>The HACCP plan must consider the contamination of goods with materials causing an allergic reaction.</p> <p>Contamination of goods through the Handling storage, Processing &amp; Conditioning must also be considered in the HACCP Plan.</p>	<p>Allergic reactions can be severe and result in death. It is therefore vital that if the goods are stored in the same store as these materials then the customer must be aware, to allow clear labelling on finished products. Some goods e.g. Cereals, Soya are included in the list of allergens may be acceptable by the customer to be stored and handled with their goods but will still require approval in writing.</p>
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	<p><b>STORAGE APPROVAL</b></p> <p>Before registering a store, refer to the Storage Eligibility Requirements (Appendix 10) on the AIC website.</p> <p><b>STORE ELIGIBILITY AND CONTROL OF OTHER MATERIALS</b></p> <p>Stores must be expected to demonstrate to the scheme verifier previous uses of the store. Stores applying to the scheme shall be eligible for approval as follows:</p> <p>Stores are dedicated to the storage of combinable crops or animal feed materials excluding minerals,</p> <p>or</p> <p>Stores that have stored forbidden/exclusion list materials on the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) must be thoroughly cleaned/disinfected.</p> <p>Stores that have previously been used for housing livestock of any kind or stores that have stored materials on the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) forbidden/exclusion list or stores that have been used for the storage of materials that may lead to taint, infestation or transmission of disease must have the whole of the inside of the building (including floors, walls, roofs, roof trusses and fittings) thoroughly cleaned to remove all organic material followed by a thorough pressure steam cleaning with a hot (70–80C) solution of a combined disinfectant suitable for food use at the manufacturers recommended dilution, dried and then approved by the Certification Body before use.</p>	
<p><b>S1.1</b> Updated R</p>	<p>Before using a non-certified store or Temporary Holding, including additional store(s) in a certified facility, for assured and non-assured crops and feed materials, Storekeepers must notify the TASCC Certification Body (CB). The</p>	

	<p>notification must be in writing to the CB and a response received detailing the CB's requirements before the store/temporary holding is used.</p> <p>The CB will respond to the participant and indicate how they may proceed.</p> <p>Materials stored before the CB approves the store/temporary holding must not be despatched as TASCC assured.</p> <p>Once approved, the store/temporary holding details will appear on the AIC Assurance Checker.</p> <p>Biomass can be stored in TASCC certified stores but storekeepers must complete a Biomass Risk Assessment Form (as found on the AIC website) for each source of biomass. The Biomass Risk Assessment form must be sent to AIC or the Certification Body for approval before storing the biomass. Confirmation of approval must be retained for the annual audit. A copy of the Biomass Storage HACCP assessment form can be downloaded from the AIC website at <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>.</p>	
S1.2 R	There must be a written agreement between the Storekeeper and merchant.	Refer to AIC Contract 9.
S1.3 R	Where aeration is not available the Storekeeper must notify the customer/owner of the goods.	



## STORE CONSTRUCTION/EQUIPMENT

### Aim

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

Clause Ref	Requirement	Guidance
<b>S2</b>	<b>STORE CONSTRUCTION/EQUIPMENT</b>	
S2.1 R	<p>There must be an up to date plan of the storage facilities on site which corresponds with the TASCC scope.</p> <p>Individual store/temporary holding areas must be clearly identified by name, initial, or number on the plan. Where the store is subdivided into bays, each bay must also be separately and clearly identified.</p>	<p>The plan may also contain other information, e.g. pest control bait points.</p>
S2.2 Updated	<p>The layout, design and maintenance of the site, storage facility and drains must be such that:</p> <ul style="list-style-type: none"> <li>• They are in a good state of repair</li> <li>• They are fit for purpose and protect the goods from deterioration.</li> <li>• Contamination of combinable crops/feed is prevented from other materials and is minimised between different goods stored in the same store/airspace.</li> <li>• Cross contamination of combinable crops/feed is prevented from other materials and is minimised between different goods stored in the same store/airspace.</li> </ul> <p>Floor and wall seals which come into contact with the stored product must not contain bitumen.</p> <p>The non-fixed physical barrier must not be a food/feed risk and be considered as part of the HACCP plan.</p>	<p>“Fit for purpose” implies that</p> <ul style="list-style-type: none"> <li>• floors, walls and roofs should be impervious to liquids.</li> <li>• All openings such as manholes, ventilation ducts, inlets, outlets, drainage points, etc., should be protected effectively.</li> <li>• Store layout should avoid creating uncleanable recesses.</li> </ul> <p>Contamination sources include handling equipment, vehicles, pests, animals, humans and weather.</p> <p>Welding or other “hot work”, e.g. burning or riveting, should not be allowed in the store where goods are present unless full precautions are taken to avoid the risk of fire or explosion.</p> <p>Bituminous products are carcinogenic and can be detrimental to food and feed safety.</p> <p>Examples of unacceptable physical barriers are straw bales, treated seed bags, treated wood and fertiliser bags.</p>

S2.3 R	Crops sampled and equipment used for <i>Salmonella</i> testing must be in accordance with the Defra Code of Practice for the Control of Salmonella publication PB 13303.	Guidance on the Defra Code of Practice for the Control of <i>Salmonella</i> is given in Appendix 12, and Storekeepers need to be familiar with the Code's requirements.
S2.4 Updated	There must be adequate and effective drainage. Gutters/down-pipes must be sound to allow water to drain effectively away from the store.	
S2.5 New	There must be sufficient clean hard standing at the store entrances to prevent tracking of water and mud into the store.  The hard standing must not be constructed from recycled materials from the AIC Exclusion List.	
S2.6	Ventilation must be adequate to prevent the build-up of hot air or condensation.  External ventilation and aeration openings must be proofed against the entry of birds, vermin and domestic animals.	Where doors are required to be kept open for ventilation, the HACCP should consider the increased risks to stored crops.
S2.7 Updated R	Control of glass and brittle plastics must be covered within the HACCP plan, and must consider hazards during loading/discharge, sampling, storage and any other handling/processes carried out by the Storekeeper.  Light bulbs and fluorescent tubes must be covered with non-glass fittings or approved protective coating and any windows and/or glass roof lights which could contaminate the stored goods if broken, must be guarded.	Glass may enter the store through handling equipment, wing mirrors, windscreens, etc.
S2.8 New R	There must be a procedure which details actions when there is a glass or brittle plastic breakage incident.  It must be investigated and actions recorded by the designated person and reported to the owner of the goods/customer.	
S2.9 Updated R	Fixed equipment kept and/or operated in the store must not present any hazards to the stored goods.	

	<p>Essential handling equipment kept and/or operated in a store where goods are stored must be checked for fluid leaks and shall be clean.</p> <p>Lubricants which may come into contact with goods during the process must be identified by the manufacturer as suitable for incidental food/feed contact and used in accordance with the manufacturers' instructions.</p>	<p>Consideration should be given to food/feed grade lubricants and greases.</p> <p>Some lubricants may include allergens.</p>
<p>S2.10 New R</p> <p>R</p> <p>R</p>	<p>Shunters and other mobile mechanical handling equipment either owned or hired must be operated on site in accordance with the forbidden/excluded materials contained in International Database for Transport of Feed (IDTF) (<a href="http://www.icrtidtf.com">www.icrtidtf.com</a>).</p> <p>When hiring, prior to use, the equipment must be cleaned and sanitised.</p> <p>Vehicles used for shunting which operate on the public highway must be TASCC Road Haulage Code of Practice assured or equivalent.</p> <p>Shunters and other mobile mechanical handling equipment kept/operated within the storage facility must be considered within the HACCP plan.</p>	<p>Mobile mechanical handling equipment may include buckets, pushers, elevators/conveyors and telehandlers</p> <p>Sites may include Port facilities where the Shunter Operator may operate for more than one company as long as previous use of equipment and cleaning records are maintained by each TASCC certified participant.</p>
<p>S2.11 R</p>	<p>Where heating facilities are required for liquid feed materials, heating equipment must be maintained in a safe and effective working manner.</p>	

## STORAGE CLEANING

### Aim

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

Clause Ref	Requirement	Guidance
<b>S3</b>	<b>STORAGE CLEANING</b>	
S3.1 Updated R	<p>Only cleaning products/sanitiser suitable for use on food contact surfaces must be used.</p> <p>Cleaning and sanitising agents used for contact surfaces must be identified by the manufacturer as suitable for use on food contact surfaces and used in accordance with the manufacturers' instructions.</p> <p>Water coming into contact with food or feed must be of suitable quality for animal consumption.</p>	<p>This information may be found on product label or data sheet.</p>
S3.1  R       R	<p>Storage must be maintained in a clean, dry state, free from cross contamination, taint and abnormal odour.</p> <p>Storekeepers must employ an effective cleaning plan covering all parts of the site/storage facility.</p> <p>The store must be visually inspected and thoroughly cleaned before use and between differing commodities.</p> <p>A store which has been used to hold goods contaminated with <i>Salmonella</i> must be sanitised, swabbed and tested negative before further use.</p>	<p>Attention should be paid to the risk of contamination between assured/non-assured and GM/'non-GM' commodities.</p> <p>The cleaning plan should include:</p> <ul style="list-style-type: none"> <li>• A clean as you go policy.</li> <li>• Cleaning between commodities and loads to prevent contamination.</li> <li>• floors, walls, roofs, gutters and downpipes.</li> <li>• All openings such as manholes, ventilation ducts, inlets, outlets, drainage points, etc.,</li> </ul> <p>Storekeepers will be expected to understand and explain how they apply the relevant requirements of the Defra Code of Practice for the Control of <i>Salmonella</i>.</p>
S3.2 Updated R	<p>Storage and disposal of material produced during cleaning must be considered as part of the HACCP.</p> <p>Contaminated materials produced during cleaning must not be used for food/feed use.</p>	<p>Appendix 23 Hazardous Impurities</p>

<b>S4</b>	<b>CLEANING OF EQUIPMENT</b>	
S4.1 Updated R	Any equipment used to load, unload, handle or sample goods must be suitable for the purpose and must be cleaned and maintained.	Equipment includes loaders, buckets, shunter vehicles, trailers, vehicles, conveyors, pipe work, pumps, augers etc.  Attention should be paid to cross contamination from handling equipment and vehicles.
S4.2 Updated R	Equipment used to handle other materials must be thoroughly cleaned to the requirements of the AIC Contaminant Sensitive list, before handling combinable crops or animal feed.	
S4.3 Updated R	Cleaning records for all equipment must be completed.	
<b>S5</b>	<b>CLEANING OF LIQUID STORAGE TANKS</b>	
S5.1 R	Liquid storage tanks must be inspected and cleaned in accordance with a formal cleaning programme. The frequency of complete emptying and cleaning will depend on the physical and microbiological storage stability of the material. The tank must be emptied and cleaned between vegetable and marine commodities.  Following the cleaning, the tank must be fully drained of wash medium prior to refilling and the wash water must be disposed of in an environmentally acceptable manner and in compliance and agreed consent levels with the local authority.	The Storekeeper will be expected to explain and demonstrate the cleaning methods used for tanks in relation to the liquids stored.  Staff will be expected to understand and explain how they apply current Defra Code of Practice for Control of <i>Salmonella</i> .
S5.2 R	Liquid filters and strainers must be inspected at regular intervals and cleaned in accordance with a documented cleaning programme.  There must be an inspection and cleaning plan with a record of action taken.	
S5.3	Where common plant and equipment (pipelines, pumps etc.) is used for handling different liquid goods, an efficient 'pigging' or line cleaning system must be used. Different products require	

	different pigs. Exposed ends of flexible hoses must be kept capped when not in use.	
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## FACILITIES AND HYGIENE

### Aim

This section outlines the-hygiene standards required to minimise the risk of contamination to stored goods on site.

Clause Ref	Requirement	Guidance
<b>S6</b>	<b>FACILITIES AND HYGIENE</b>	
S6.1 Updated R	<p>The Storekeeper must have site hygiene rules.</p> <p>Staff, visitors and contractors must read a copy of the site's hygiene rules and sign a record to confirm their understanding of these rules.</p> <p>No person known to be suffering from a communicable enteric disease should enter the storage areas.</p> <p>Eating, drinking, smoking, vaping or naked lights must not be allowed within storage areas and only permitted in designated areas.</p> <p>The Storekeeper must place signs easily seen prior to entry to each store that inform staff and visitors of these site hygiene rules.</p>	<p>As a minimum site hygiene policy should cover</p> <ul style="list-style-type: none"> <li>• Health questionnaire</li> <li>• Eating, drinking and smoking policy</li> <li>• Overseas travel, previous food production sites</li> <li>• PPE requirements</li> </ul> <p><b>Visitor rules</b></p> <p>Communicable diseases are those that are transmissible from one person, or animal, to another. The disease may be spread directly, via another species (vector) or via the environment.</p> <p>Signage should confirm site policy on eating, drinking, smoking and vaping.</p>
S6.2	Adequate toilet and washing facilities must be near to staff workplaces and must be kept clean.	
S6.3 Updated	Clean work and footwear must be worn before entering combinable crop, feed storage and handling areas.	

## SECURITY

### Aim

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

Clause Ref	Requirement	Guidance
<b>S7</b>	<b>SECURITY</b>	
S7.1 Updated R	<p>The Storekeeper must ensure that appropriate and proportionate security measures are planned and implemented to monitor and prevent unauthorised access to those parts of the Storekeeper's operations wherever this is deemed necessary to maintain food and feed safety.</p> <p>The store must be secure during non-operational periods to avoid theft and malicious contamination. Doors must be kept shut at all times unless intake and out-loading, or other operations are taking place.</p> <p>If the storekeeper suspects malicious damage to goods then the owner of the goods/customer must be informed immediately.</p>	<p>Appropriate and proportionate security measures need to be implemented to control access to protect food and feed from deliberate or accidental contamination.</p> <p>These measures may include physical security, site access control, CCTV, control of visitors / contractors, etc.</p> <p>For further guidance see PAS 96:2017</p>

## TEMPORARY HOLDING OF COMBINABLE CROPS

### Aim

This section covers the requirements to ensure the temporary holding of combinable crops is managed to protect against contamination and does not compromise food and feed safety.

Clause Ref	Requirement	Guidance
<b>S8</b>	<b>TEMPORARY HOLDING OF COMBINABLE CROPS</b>	
S8.1 R	<p>Where combinable crops cannot be moved into store on their arrival, they may be held in a temporary holding area on site for a maximum of 5 days.</p> <p>The Storekeeper must consider the use of temporary holding in the HACCP plan and establish controls, in conjunction with the owner of the goods/customer.</p>	The Owner of the combinable crops may include the grower, merchant, eventual customer/processor etc.
S8.2 New R	Temporary holding can only be used after gaining approval from the Certification Body and with written agreement from the owner of the goods.	
S8.3 Updated R	<p>The construction of the temporary holding must protect the combinable crops from damage and contamination.</p> <p>Floors must be constructed of impervious concrete with appropriate drainage. Bituminous tarmac surfaces are not permitted. Floors and walls must be compliant with section 3.2.</p> <p>Floors and walls must be cleaned before use and be of a suitable construction to prevent contamination of combinable crops with soil, stones, debris and other materials.</p> <p>Controls must be in place to protect combinable crops from contamination during temporary holding.</p>	<p>Reference can also be made to the AHDB Cereals &amp; Oilseeds Safe Storage Time Calculator. (<a href="#">link</a>)</p> <p>Contamination may include broken glass, hard plastic, diesel or hydraulic fuel residues or spillages, vermin or bird droppings.</p>



S8.4 New R	Temporary holding areas must be included in the sites pest and vermin control system.	
S8.5 R	To maintain traceability, all movements of the combinable crops must be recorded.	

## INTAKE

### Aim

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

Clause Ref	Requirement	Guidance
<b>S9</b>	<b>INTAKE</b>	
S9.1 R Updated	<p>All delivery vehicles including demountable containers must be visually inspected for cleanliness upon arrival. Vehicles must be sheeted upon arrival. The previous 3 loads must be checked against the AIC Exclusion and Sensitive Lists and/or the International Database for Transport of Feed (IDTF)</p> <p>All UK based vehicles need to be uniquely identified (to include the vehicle/trailer number and trade/farm assurance scheme ID) and this must be checked against the delivery note/combinable crops passport supplied by the driver.</p>	<p>Where the delivery of goods is on behalf of a certified Red Tractor Owner member by their Red Tractor certified Contractor, the trailer may have either Contractor or Owner member number displayed. This should be verified via the Red Tractor assurance checker (see below).  <a href="http://checkers.redtractor.org.uk/rtassurance/services.eb">http://checkers.redtractor.org.uk/rtassurance/services.eb</a> i</p> <p>Any queries regarding the assurance of the operator/vehicle/trailer can either be checked via the AIC website (<a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>) Certification Body.</p>
R	Identification must appear on both sides and the rear of the vehicle and be clearly visible from the weighbridge/reception. Vehicles with incorrect/incomplete identification must be rejected unless written confirmation of approval is received.	If combinable crops are to be held in Temporary Holding, then refer to Requirement S9.
S9.2 Updated R	Where AIC Exclusion List or IDTF Forbidden List materials have been carried the load must be rejected. The Storekeeper must immediately notify the owner of the goods, AIC and the Certification Body.	The Delivery Document/Combinable Crop Passport may state either swept, washed, steamed, sanitised or inspected and acceptable after carrying the 3 previous loads.

	Where AIC Sensitive List goods have been carried and the vehicle has not been cleaned as detailed in the AIC Sensitive List or IDTF, the Storekeeper must reject the load until written clarification of the action to be taken has been received by the owner of the goods/customer	
S9.3 New R	The descriptions of the three previous loads must be sufficiently detailed and precise (avoiding generic terms) to allow potential risks to the food/feed to be assessed.	Generic terms could include e.g. feed, meal, pellets, nuts, biomass, stone and dust.
S9.4 Updated R	<p>All combinable crops of UK or Republic of Ireland (ROI) origin must be accompanied on receipt by a correctly completed Combinable Crops Passport.</p> <p>Storekeepers must confirm with the owner of the goods/customer whether a Combinable Crop Passport is required for imported combinable crops.</p> <p>Assured combinable crops passport must be pre-printed with the supplier's assurance status or have a valid farm assurance or trade assurance sticker attached.</p> <p>Storekeepers must check the assurance status of growers to ensure that 'Production only' crops are collected before the end of the required Red Tractor Assurance period.</p> <p><u>Imported Combinable Crops assurance status</u></p> <p>Combinable Crops Passports may be completed for imported crops if required by the Merchant/Customer, but stickers must not be used for imported goods.</p> <p>The Merchant must instruct the Storekeeper whether the passport is</p>	<p>A list of recognised schemes can be found on the TASCC pages of the AIC web site.</p> <p>For vehicles delivering during harvest directly from field to store continuously, one passport per commodity per vehicle per farm per day is acceptable (subject to individual weighbridge tickets/other intake records and approval of customer). If there is a break in deliveries, then a new passport is required.</p> <p>'Production only' (previously referred to as 'P stickers') status is only valid during the period stated in the current Red Tractor Farm Assurance Combinable Crops &amp; Sugar Beet Scheme.</p> <p>For FEMAS, stickers are not available but written confirmation of the valid certificate and scope is sufficient to be included with the Combinable Crops Passport provided the combinable crop is from UK assured sources.</p>

	completed for imported combinable crops.	
S9.5 R Updated	<p>Any postharvest pesticide treatment recorded on the Combinable Crops Passport (Grain Passport) must be checked against the current Defra approved pesticides and fumigants list.</p> <p>Storekeepers must confirm that any pesticides and fumigants applied to the incoming load are approved by the owner of the combinable crops. .</p>	
S9.6 New	Storekeepers must have arrangements in place to identify Mycotoxin levels in cereals at point of intake, subject to requirements of the owner of the goods/marketing agent.	Identification of Mycotoxin levels could be from a declaration on section 5 of the passport, a test certificate or from analysis on intake.
S9.7 R        R	<p>Where sampling is the responsibility of the store or testing facility there must be a written sampling procedure. It must consider the contractual standards and the owner of the goods/customer's specific requirements or instructions.</p> <p>Samples taken from each delivery must be analysed and retained by the facility in accordance with instructions from the owner of the goods/customer.</p>	<p>AIC grain and pulse contracts require sampling to comply with BS EN ISO 24333 (for Oil Seed Rape use BS EN ISO 542).</p> <p>Owner of the goods/customer requirements may vary with different crops or between harvest years as quality or risk varies e.g. mycotoxins.</p> <p>Detailed advice appears in the AHDB Cereals and Oilseeds 2013. "Grain sampling from field to buyer".</p>
S9.8 R	If analysis is for contractual purposes (including charging for drying), this must be conducted in accordance by the TASCC Testing Facilities for Combinable Crops Code, or other recognised scheme. None listed under testing in the Service Supplier Schemes Recognised by AIC.	<p>For further information on hazards and impurities, insects and mites refer to the AHDB website. links</p> <p>The following contaminants and hazardous impurities may be found in cereals, pulses, oilseeds and feed materials.</p>

	<p>At the point of delivery the Storekeeper must inspect, and record the results, of each intake sample prior to accepting the load and must check for the presence and identification of:</p> <ul style="list-style-type: none"> <li>• Contaminants</li> <li>• Hazardous impurities,</li> <li>• Abnormal smell and / or appearance</li> <li>• Infestation,</li> </ul> <p>Should any of the above be present in the sample and representing a food/feed safety hazard then the load must not be accepted unless the Storekeeper agrees and has the written agreement of the owner of the goods.</p>	<p>The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Diseased grains (bunt, Fusarium)</li> <li>• Ergot</li> <li>• Mouldy grains</li> <li>• Injurious storage pests</li> <li>• Stones</li> <li>• Faeces</li> <li>• Glass</li> <li>• Metal fragments</li> <li>• Chemically-dressed seed</li> <li>• Rodenticide</li> <li>• Allergens</li> </ul> <p>Moisture is not a food or feed safety hazard but can cause a hazard due to Ochratoxin A production therefore the Storekeeper may treat high moisture as a hazard in itself.</p>
S9.9 R	<p>If the Storekeeper advises the owner of the goods/customer of the presence in the load of a food/feed safety hazard the owner of the goods/customer must confirm to the Storekeeper, the action to be taken under the following headings:</p> <ul style="list-style-type: none"> <li>• Rejection: The hazard cannot be removed and the goods are not fit to enter the food or feed chain and the goods must be rejected.</li> <li>• Further processing: The hazard can be removed or reduced to an acceptable level by processing e.g. screening or cleaning, colour sorting, gravity separating and drying. The Storekeeper takes custody of the goods and is responsible for their processing before placing into the store or food or feed chain.</li> <li>• Downgrading: The goods can be accepted but are downgraded as they are not fit for their original intended purpose.</li> </ul>	

S9.10 R	The Storekeeper must instruct the driver where to unload the goods and record the store/silo/bay ID into which it is delivered.	This is important to prove traceability and segregation of assured and non-assured crops.
S9.11 R NEW	Where sampling/testing for a grain intake is the responsibility of the Testing Facility, staff must be informed of the merchant/storekeeper HACCP plan.	Copy of the HACCP plan and training record.

## CONTAINERS

### Aim

This section sets out procedures in the transfer of goods carried in containers

Clause Ref	Requirement	Guidance
<b>S10</b>	<b>CONTAINERS</b>	
S10.1 R	Before receiving deliveries of combinable crops or feed materials in containers, the Storekeeper must receive and comply with the instructions of the customer.	Instructions may include: <ul style="list-style-type: none"> <li>• inspection of the container's construction</li> <li>• seal number and integrity</li> <li>• the use of liners</li> <li>• other customer's specific requirements</li> </ul>
S10.2 Updated R	Before loading/stuffing combinable crops or feed materials into containers, the storekeeper must receive and comply with the requirements of the merchant/customer including: <ul style="list-style-type: none"> <li>• inspection of the container's construction, (containers which have holes must not be used) <ul style="list-style-type: none"> <li>• cleanliness and previous use.</li> </ul> </li> <li>• pressure cleaning and disinfection</li> <li>• the use of liners to protect the crops/animal feed carried <ul style="list-style-type: none"> <li>• material used to seal the bulkhead must be food/feed contact safe</li> </ul> </li> <li>• other customer's specific requirements</li> </ul>	

## TRACEABILITY

### Aim

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

Clause Ref	Requirement	Guidance
<b>S11</b>	<b>TRACEABILITY</b>	
S11.1 Updated R	<p>Storekeepers must keep traceability records. Traceability must include all internal movement of goods. When the owner of the goods/customer instructs the Storekeeper to store goods from one identifiable parcel with goods from other parcels this must be in writing.</p> <p>A nominated person/role and deputy must be responsible for liaising with the owner of the goods in the event of product recall or other food/feed safety incident.</p> <p>Originals or copies of the Combinable Crops Passport from intake must be kept at the store.</p>	<p>Legislation requires ‘one up/one down’ traceability as a minimum, i.e. details of where the goods originated, and where they were sent to. FSA guidance states this type of record should be retained for 3 years after outloading.</p> <p>This includes intake, temporary holding, drying, cleaning, transfers and out-loading.</p>
S11.2 R	<p>If assured and non-assured goods are mixed for storage, the whole bulk must be treated as non-assured.</p> <p>Records must be available to demonstrate that all goods going into an assured bulk store are assured if they are to be finally sold as assured.</p>	
S11.3 R	<p>If GM and non-GM crops are mixed for storage, the whole bulk must be treated as being genetically modified. (For SCIMAC Guidelines, see Appendix 5).</p>	

## STORE MONITORING OF COMBINABLE CROPS, FEED MATERIALS AND COMPOUND FEED

### Aim

This section covers the procedures to monitor goods in store.

Clause Ref	Requirement	Guidance
<b>S12</b>	<b>STORE MONITORING OF COMBINABLE CROPS, FEED MATERIALS AND COMPOUND FEED</b>	
S12.1 R	Weekly checks must be made and recorded for each store/silo/bay of goods, unless shown otherwise through risk assessment and agreed with the owner of the goods.	<p>Where possible checks should record temperatures and a visual assessment of the condition of the goods. For flat stores use a grid system to enable easy temperature monitoring.</p> <p>Further guidance for cereals and oilseeds can be found in the AHDB publication 'Grain storage guide for cereals and oilseeds, 3rd edition' (AHDB Cereals &amp; Oilseeds, 2011), <a href="https://ahdb.org.uk/knowledge-library/grain-storage-guide">https://ahdb.org.uk/knowledge-library/grain-storage-guide</a></p> <p>The frequency of monitoring for cereals can be determined by effective implementation of the AHDB Cereals Safe Storage Time Calculator. See AHDB Cereals &amp; Oilseeds Safe Storage Time Calculator. <a href="https://ahdb.org.uk/safe-storage-time-calculator">https://ahdb.org.uk/safe-storage-time-calculator</a></p> <p>Moisture is not a food or feed safety hazard but can cause a hazard due to Ochratoxin A production therefore the Storekeeper may treat high moisture as a hazard in itself.</p> <p>Normally this from food e.g. malting or milling to feed due to incorrect specification. There may be quality specifications e.g. incorrect nitrogen and or protein or potential food or feed safety specifications e.g. mycotoxin levels, but can also include variety or provenance e.g. organic or Scottish</p>

S12.2 Updated R	<p>Where temperature monitoring of combinable crops or animal feed materials is a requirement but not possible due to the structure of the store or Health and Safety reasons (e.g. confined spaces), the Storekeeper must provide a Risk Assessment for safe storage.</p> <p>The Storekeeper must provide documentary evidence showing that the owner of the goods being stored accept storage without temperature monitoring.</p>	
S12.3 Updated R	<p>Where a rising temperature or deteriorating condition is identified (including unusual odours and visual signs such as mould, steam, insect infestation) this must be reported by the Storekeeper to the owner of the goods and any appropriate corrective action recorded.</p> <p>The Storekeeper must demonstrate that monitoring of goods is effective.</p>	
S12.4 Updated R	<p>If a food or feed safety hazard is identified once the goods are in-store then the customer or owner of the goods must be immediately notified. The Storekeeper must implement one of the procedures in S10.9</p>	

### STORE MONITORING FOR LIQUIDS

Clause Ref	Requirement	Guidance
<b>S13</b>	<b>STORE MONITORING FOR LIQUIDS</b>	
S13.1 Updated R	<p>Heating equipment must not leak, be periodically checked for accuracy and regularly maintained in a safe working manner.</p> <p>Steam traps must be opened to atmosphere when the heating system is turned on to release any free water for inspection. This allows operators to see if product is present in the condensate.</p>	Faulty heating equipment could represent a fire or food safety risk.
S13.2 Updated R	<p>Thermometers, sampling equipment and tank content gauges designed for the purpose must be maintained.</p> <p>Daily checks with an IR thermometer must be recorded for trend analysis.</p>	Heating systems should be checked every 1-2 years.



## CALIBRATION

Clause Ref	Requirement	Guidance
<b>S14</b>	<b>CALIBRATION</b>	
S14.1 New R	There must be a list / database of all equipment requiring calibration that is essential for food and feed safety and / or meeting food and feed specifications.  Calibration certificates/records must be retained.	The list / database should be maintained and reviewed e.g. after installation of new equipment.
S14.2 Updated R	Weighbridge(s) (including public weighbridges) must be calibrated annually by a recognised external company.	
S14.3 R	Store monitoring equipment must be checked or calibrated at least annually	Internal checks are only acceptable where records are maintained.
S14.4 New	Calibration and check methods must be defined, cover the full range of measurement and be effective.	
S14.5 New R	If equipment is found to be performing outside acceptable calibration limits, the Storekeeper must investigate the effect this will have had on the conformity of any food/feed and take appropriate corrective action to recalibrate the equipment. Depending on the severity of the discrepancy and the nature of the test, the Storekeeper must be able to demonstrate that appropriate action has been taken.	

## DRYING, CLEANING, CONDITIONING, BLENDING AND SIMPLE PROCESSING OF COMBINABLE CROPS AND FEED MATERIALS

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

### Aim

This section covers the requirements to improve and maintain food/feed safety and quality during the above operations.

Clause Ref	Requirement	Guidance
<b>S15</b>	<b>DRYING, CLEANING, CONDITIONING AND BLENDING OF COMBINABLE CROPS AND FEED MATERIALS</b>	
S15.1 Updated R	The HACCP plan must consider hazards associated with drying, cleaning, conditioning, blending and processing of combinable crops and feed materials.	<p>Typical hazards may include:</p> <ul style="list-style-type: none"> <li>• Combustion gases in contact with combinable crops (consider fuel types and dryer maintenance)</li> <li>• Possible damage by overheating or other possible adverse effects.</li> <li>• Composition/ traceability of screenings</li> <li>• Possible concentration of hazardous impurities in screenings</li> <li>• Prevention of dressed seed entering the food/ feed chain. <ul style="list-style-type: none"> <li>• Vermin droppings.</li> </ul> </li> </ul> <p>This is not an exhaustive list.</p> <p>See Hazardous Impurities List, Appendix 23</p> <p>Arrangements for holding grain in the event of a dryer breakdown should be considered.</p>
S15.2 R	<p>Drying equipment must be regularly maintained in line with manufacturers' instructions by competent staff to ensure that burners operate efficiently.</p> <p>Fuel used in oil-fired dryers must meet British or equivalent national fuel standards.</p> <p>Product Specification Sheet/Supplier Quality Declaration/Invoice/Delivery Note and Supplier Quality Declarations are</p>	<p>Drying is covered as part of the 'Grain storage guide for cereals and oilseeds, 3rd edition' (AHDB Cereals &amp; Oilseeds, 2011).  <a href="https://ahdb.org.uk/knowledge-library/grain-storage-guide">https://ahdb.org.uk/knowledge-library/grain-storage-guide</a></p>

	readily available from oil companies and must be requested and retained. Waste oil must not be used under any circumstances.	
S15.3 R	Dryer operators must be trained in the operation of the dryer and a copy of the manual must be available	
S15.4	Any aeration fans must be run when conditions are suitable to prevent the heating of combinable crops in store, and/or the build-up of anaerobic conditions.	
S15.2 Updated R	Traceability records must be maintained during the activities of drying, cleaning, blending and processing.  Only screenings or cleanings produced solely from combinable crops from UK assured combinable crops are to be identified as TASCC Assured.	Any screenings/cleanings produced wholly, or in part, from non-assured farms should be stored separately and despatched as non TASCC Assured.
S15.3 New R	Water included with combinable crops/animal feed materials must be of suitable quality for human or animal consumption.  Where water used is not from a potable water source it must be included in the HACCP risk assessment to confirm that any contaminants, pathogens and other hazards that may be present, are effectively controlled. Water analysis must be carried out based on the HACCP risk assessment.	This should include not only the source of water but also the on-site water storage and distribution system.
S15.4 New	Blending of combinable crops is permitted but blending of animal feed materials requires the Storekeeper to be certified to UFAS standards.	Blending of combinable crops above the legal limit with varying mycotoxins levels for inclusion in food is not legal.

## USE OF INSECTICIDES INCLUDING FUMIGANTS AND DESICCANTS

### Aim

This section covers the application of insecticides including fumigants and desiccants whether for store preparation or during storage.

Clause Ref	Requirement	Guidance
<b>S16</b>	<b>USE OF INSECTICIDES INCLUDING FUMIGANTS AND DESICCANTS</b>	
S16.1 New R	<p>The Storekeeper must;</p> <ul style="list-style-type: none"> <li>• employ a suitably qualified person</li> <li>• Use Defra approved pesticides and fumigants</li> <li>• apply as per manufacturer application rates and legal limits</li> <li>• keep records of all applications</li> </ul>	<p>Further information can be found on the HSE's Chemicals Regulation Directorate (CRD) website:  <a href="http://www.pesticides.gov.uk">www.pesticides.gov.uk</a></p> <p>Chlorpropham (CIPC) is widely used by potato growers which can contaminate the store.</p> <p>Some consumers may have specific requirements regarding approved/permitted agrochemicals e.g.  <a href="http://www.ukmalt.com/pesticides">http://www.ukmalt.com/pesticides</a>  BBPA/CBRI Accepted Agrochemicals List.</p>
S16.2 Updated R	<p>Insect infestation must be reported by the Storekeeper to the owner of the goods/customer immediately on discovery.</p> <p>A written agreement on the action to be taken must be obtained by the Storekeeper from the owner of the goods.</p>	<p>Desiccant dusts for example, Diatomaceous earth are not insecticides and many customers/end users do not allow their use.</p>
S16.3 Updated R	<p>Insecticide and desiccant use, including dosage rate and date of application must be recorded and declared on the outgoing Combinable Crops Passport or to the owner of the goods.</p>	<p>In some instances, the Storekeeper may be required to provide a copy of the fumigation clearance certificate as per instructions from the owner of the goods.</p>
S16.4 Updated	<p>If insecticides are stored on site they must be stored in a manner that minimises the risk of contamination to the stored goods.</p>	<p><a href="https://www.hse.gov.uk/pubns/ais16.htm">https://www.hse.gov.uk/pubns/ais16.htm</a></p> <p>The Storekeeper should follow the HSE Guidance on Storing Pesticides for Farmers and Other Professional Users (Annex H of the Code of Practice for using Plant Protection Products).</p>

## PEST AND VERMIN CONTROL

### Aim

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

Clause Ref	Requirement	Guidance
<b>S17</b>	<b>PEST AND VERMIN CONTROL</b>	
S17.1 New	There must be a nominated employee responsible for the management of the pest control systems.	
S17.2	All animals must be excluded from stores.	Domestic animals can carry harmful bacteria.
S17.3 Updated R	<p>There must be an effective pest control programme. This must include:</p> <ul style="list-style-type: none"> <li>Conducted by an appropriately qualified person with a current certificate.</li> <li>A plan of the site including locations of all bait stations</li> <li>All bait stations must be fixed securely</li> <li>Details of frequency of checks, with records of findings and actions</li> <li>Details of any baits/ chemicals used including Product Safety Data Sheets</li> </ul>	<p>Denying birds and rodents sources of food and harbourage/ roosting sites is considered best practice. Proactive prevention is more effective than corrective action.</p> <p>Appendix 21 on the AIC Website  <a href="https://www.aictradeassurance.org.uk/latest-documents/approved-pest-control-training-courses/">https://www.aictradeassurance.org.uk/latest-documents/approved-pest-control-training-courses/</a> link - update  AIC List of Recognise Service Supplier</p> <p>Flammable materials should not be stored near stored goods. Use of explosive bird scaring devices should not be allowed within stores.</p> <p><a href="http://www.thinkwildlife.org/training-certification/">http://www.thinkwildlife.org/training-certification/</a> i</p> <p>The site plan can be the same document as required in S3.1 if all required information is present.</p> <p>Numbering of bait stations is considered good practice.</p> <p>Pest control will be more effective if facilities are maintained in a clean condition.</p> <p>Facilities should be adequately proofed against the ingress of wild, domestic, and feral vertebrates and invertebrates.</p> <p>The areas surrounding the buildings should be free from harbourage for vermin.</p>

		<p>Pest control activities may be carried out by qualified employees of the Participant, or by a professional third-party contractor.</p> <p>British Pest Control Association (BPCA) National Pest Technicians Association (NPTA) Irish Pest Control Association (IPCA) Lantra Award Level 3 Award in Pest Management Services – Trained Professional User RSPH Level 3 in Pest Management or other equivalent qualification.</p>
S17.4 R	<p>Control measures must ensure that poison baits cannot contaminate the goods. Grain based baits must only be used outside of the bulk store.</p> <p>Storekeepers must make every effort to ensure all traces of the bait have been removed from the site and disposed of according to the label instructions.</p>	
S17.5	<p>Waste and scrap materials, old pallets or other materials which can encourage and harbour rodents must be removed from the proximity of the store. The whole site must remain tidy to discourage pests.</p> <p>When the Storekeeper has achieved adequate control, on-site evidence of proofing measures, absence of food spillages and reduced rodent harbourages e.g. lack of vegetation cover at building perimeters, must be maintained.</p>	
S17.6	<p>The Storekeeper must dispose of dying and dead rodents safely.</p> <p>The Storekeeper must be able to demonstrate how they comply with Appendix 11 'Guidance note for the control of birds'.</p>	

## OUTLOADING

### Aim

This section covers the requirements for the out loading of the combinable crops, feed materials and compound feed.

Clause Ref	Requirement	Guidance
<b>S18</b>	<b>OUTLOADING</b>	
S18.1 Updated R	<p>The storekeeper must ensure that a release is received and collection documents presented before the combinable crops, feed materials and compound feed are released</p> <p>Vehicles arriving on site to collect combinable crops, feed materials and compound feed must be sheeted.</p> <p>The checks carried out must include:</p> <ul style="list-style-type: none"> <li>Inspecting the vehicle to ensure it is in a clean, dry state and fit for purpose before loading.</li> <li>The descriptions of the three previous loads must be sufficiently detailed and precise (avoiding generic terms) to allow potential risks to the food/feed to be assessed.</li> </ul>	<p>The haulage document may state either swept, washed, steamed, sanitised or inspected and acceptable after carrying the 3 previous loads.</p> <p>If operating under another TASCC/UFAS participants consignment note, the vehicles own TASCC/UFAS participants ID number must also be recorded.</p> <p>Any queries regarding the assurance of the vehicles can either be checked via the AIC website (<a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a>) or by contacting the TASCC Certification Body.</p> <p>The previous three loads should be checked against the International Database for Transport of Feed (IDTF) (<a href="http://www.icrt-idtf.com">www.icrt-idtf.com</a>) (see Appendix 4).</p>
R	<ul style="list-style-type: none"> <li>Vehicles must be uniquely identified (to include the vehicles number and participant's scheme number) and this must be checked against the collection documents supplied by the driver.</li> </ul>	
S18.2 R	<p>When the vehicle is deemed unfit to load, the Storekeeper must not load the vehicle and immediately contact the owner of the goods/customer. Only where the owner of the goods gives written permission, can the vehicle be loaded.</p>	

S18.3	<p>Vehicles with incorrect/incomplete identification must be rejected unless written confirmation of approval is received.</p> <p>Vehicles without or incorrect identification must be rejected unless: -</p> <ul style="list-style-type: none"> <li>• written confirmation of TASCC or equivalent scheme approval can be produced or</li> <li>• there is written confirmation from the owner of the goods that the vehicle can be loaded</li> </ul>	
S18.4 Updated R	<p>Where AIC Exclusion List or IDTF Forbidden List materials have been carried the load must be rejected. The Storekeeper must immediately notify the owner of the goods, AIC and the Certification Body.</p> <p>Where AIC Sensitive List goods have been carried and the vehicle has not been cleaned as detailed in the AIC Sensitive List or IDTF, the Storekeeper must reject the load until written clarification of the action to be taken has been received by the owner of the goods/customer</p>	
S18.5 Updated R	<p>The descriptions of the three previous loads must be sufficiently detailed and precise (avoiding generic terms) to allow potential risks to the food/feed to be assessed.</p>	<p>Generic terms could include e.g. feed, meal, pellets, nuts, biomass, stone and dust.</p>
S18.6 Updated R	<p>The Storekeeper must record the store/silo/bay ID from where the goods are to be loaded from. This must be clearly communicated to the driver to ensure the correct goods are loaded.</p>	<p>This is important to prove traceability and segregation of assured and non-assured goods.</p>
S18.7 Updated	<p>Samples taken from outgoing loads, including screenings, must be retained by the facility in accordance with instructions from the owner of the goods/customer.</p>	
S18.8 R	<p>All combinable crops of UK or Republic of Ireland (ROI) origin must be accompanied on dispatch by a correctly completed Combinable Crops Passport</p>	<p>Electronic Versions of the Combinable Crop Passport may be acceptable.</p> <p>Vessels loaded for export outside the United Kingdom or ROI or for discharge elsewhere within the United Kingdom or ROI do not</p>



	Storekeepers must ensure that the relevant sections of the Combinable Crops Passport are completed accurately.	<p>need to carry a Combinable Crops Passport unless requested by the owner of the goods.</p> <p>Incomplete or incorrectly completed Combinable Crops Passports may lead to rejections and delays at delivery destinations.</p>
S18.9 New R	Mycotoxin instructions from the owner of the goods should be followed for outloading. When outloading crops from a co-mingled stock this must be stated either by recording the range of risk assessments or any analysis recorded for the load.	
S18.10	Valid TASCC stickers must only be applied to a Combinable Crops Passport for combinable crops grown under a recognised United Kingdom or ROI farm source-assured scheme and loaded on to a TASCC or equivalent assured vehicle	
S18.11 R	If the customer/owner of the goods is collecting goods on non-assured vehicles, the Storekeeper must obtain written confirmation from the customer before loading the goods.	
S18.12	Storekeepers must confirm with their customers whether a Combinable Crop Passport is required for dispatch of imported combinable crops.	
S18.13	TASCC assurance stickers must not be attached to passports for combinable crops imported from outside the United Kingdom, even where these are produced under an AIC TASCC recognised scheme. Where crops are imported, then the word “IMPORTED” must be written across the top right hand sticker section of the Combinable Crops Passport	

S18.14 Updated	The loaded vehicle must not be allowed to leave the site until covered with a sound, clean and dry sheet. Vehicles carrying liquids, must be secure prior to leaving the site.	This is to prevent contamination and or loss of goods during transit.
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## SUB-CONTRACTED STORAGE

### Aim

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

Clause Ref	Requirement	Guidance
<b>S19</b>	<b>SUB-CONTRACTED STORAGE</b>	
S19.1 R	Storekeepers shall not have the right to subcontract storage without written approval from the owner of the goods. The sub-contracted store must be either, a TASCC Approved or a scheme recognised by AIC.	Approved stores can be found on the AIC website or mutually recognised trade assurance websites.

## Testing

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

### Introduction

#### Aim

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

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

## Facilities

### Aim

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

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

## Equipment

### Aim

Each piece of equipment used must be fit for purpose.

Clause Ref	Requirement	Guidance
<b>T3</b>	<b>EQUIPMENT</b>	
T3.1  Updated	Equipment must be used for the purpose for which it was designed and within its operating range.  Equipment must be maintained and serviced according to the manufacturer's instructions or in-house procedures and protected from deterioration and/or mishandling.	
T3.2 Updated R	Each item of testing equipment must be uniquely identified.	'Uniquely identified' means a reference number such as equipment serial number which needs to be cross-referenced on all records relating to that equipment.
T.3.3 Updated R	All testing equipment must have its own records which must include: <ul style="list-style-type: none"> <li>• Servicing and maintenance records, as well as details of any repairs</li> <li>• Calibration details, methods and frequencies</li> </ul>	Calibration details should include calibration date, certificates, evidence of alterations and verification of sample data where appropriate etc.

	<ul style="list-style-type: none"> <li>Manufacturer's or in-house operating instructions</li> </ul>	
T3.4 R	The testing facility must be able to demonstrate that each piece of equipment is operating accurately.	<ul style="list-style-type: none"> <li>This is usually done by: An annual calibration check</li> <li>Internal Quality Control (IQC) check (see section T11).</li> <li>Proficiency Testing (Ring Check) (PT) schemes (see section T12)</li> </ul> <p>Annual calibration checks could be demonstrated by calibration records (e.g. certificates from manufacturer) or in-house calibration using reference values from proficiency tests results or other samples with reference values</p> <p>Calibration is only required if equipment is in use.</p>
T3.5 New	Alterations to calibrations must only be carried out by an appropriately trained and authorised person.	See G6 Personnel and Training (in TASCC General Section of Code of Practice)
T3.6 New	On equipment where passwords protect the calibrations, this function must be switched on.	
T3.7 New R	Equipment not in use, must be clearly identified as such.	A simple 'Do Not Use' sticker could be attached to not in use equipment to prevent accidental use of non-calibrated equipment.
New R	Before equipment is returned to use, it must be checked to ensure it is operating accurately.	Known samples or other appropriate calibration method should be used to check equipment prior to reinstatement.

## Testing Facility Management

### Aim

This section outlines management systems which must be in place.

Clause Ref	Requirement	Guidance
<b>T4</b>	<b>TESTING FACILITY MANAGEMENT</b>	
T4.1 Updated R	The testing facility must comply with the Designated Person/s and Organisation Chart sections of the TASCC General Code.	In a small business the designated person may be the owner; in a merchant Testing Facility this may be the technical manager.

	Where a number of testing facilities are operated within one organisation, an overall Designated Person must be responsible for implementing policy and checking performance across the group, with a person designated as responsible for the day to day operation based at each site.	
T4.2 Updated	Testing facility personnel must be independent of day to day trading pressures.	When Testing Facility staff are not independent of trading pressures, this should be identified by the company and potential conflicts managed.

## Staff Training

### Aim

This section outlines the requirements to train staff in testing methods and must be used in conjunction with Personnel and training section in the TASCC General Section of Code of Practice

Clause Ref	Requirement	Guidance
<b>T5</b>	<b>STAFF TRAINING</b>	
T5.1 Updated R	Staff competency must be demonstrated by repeat testing of known value samples or ongoing evaluation of Proficiency Testing results.  Samples for demonstrating staff competency must cover a typical range of analysis results for each commodity and parameter tested	This is especially important for subjective/visual (non-instrument type) tests – e.g. Rapid germination/pre-germ, barley skinning.  Acceptable tolerances for competency can be found in Appendix 17 <a href="https://www.aictradeassurance.org.uk/latest-documents/tascc-ahdb-cereals-standards-for-testing/">https://www.aictradeassurance.org.uk/latest-documents/tascc-ahdb-cereals-standards-for-testing/</a>
T5.2 Updated R	All staff (permanent and temporary) carrying out testing must complete the relevant AHDB on-line training modules for those tests undertaken.	AHDB Cereals & Oilseeds on-line training <a href="https://ahdb.talentlms.com/">https://ahdb.talentlms.com/</a> contains detailed modules on Wheat, Barley, Oats, Rye, Oilseed Rape, Peas and Beans quality tests. (These modules include guidance on Internal Quality Control and contaminant identification.)  Each module has an accompanying self-assessment, consisting of multiple-choice questions, accessible on-line from the AHDB Cereals & Oilseeds website.

## Testing Facility Operation

### Aim

This section outlines the operational requirements for a Testing Facility.

Clause Ref	Requirement	Guidance
<b>T6</b>	<b>SUPPLIERS</b>	
T6.1 New R	A record of approved providers of critical supplies and services to the testing facility must be maintained.	'Critical suppliers' are those whose products or services may directly affect test accuracy or consistency. These may include calibration companies, proficiency test scheme suppliers, and equipment/spares/consumable suppliers.
R	An annual review of these critical suppliers must be documented.	
<b>T7</b>	<b>SAMPLING</b>	
T7.1 R	Where sampling is the responsibility of the testing facility there must be a written sampling procedure.	AIC 1 & 2 and FOSFA 9A & 26A contracts require sampling to comply with BS EN ISO 24333 and BS EN ISO 542 respectively. Detailed advice appears in the "Grain sampling guide" (AHDB Cereals & Oilseeds, 2013). Customer requirements may vary with different crops or between harvest years as quality or risk varies e.g. mycotoxins. It is good practice to have written agreement or confirmation with customers confirming their acceptance of the sampling procedure.  Sampling can present a hazard and therefore should be considered in the store HACCP plan.  Refer to Defra Code of Practice for the Control of Salmonella publication PB 13303.
R	It must consider contractual standards and the owner of the goods/customer specific requirements or instructions.	
R	Where sampling of grain for Salmonella testing is the responsibility of the Testing Facility, it must be in accordance with the Defra Code of Practice for the Control of Salmonella publication PB13303	
<b>T</b>	<b>PROCEDURES FOR HANDLING TEST SAMPLES</b>	
T8.1 R	The testing facility must have a written procedure for the handling of test samples, from entry into the facility to reporting of results, storage and disposal.	This may be in the form of a flowchart showing the stages of processing a sample through a Testing Facility.
	This procedure must also consider specific contractual requirements or instructions from the owner of the goods, or the customer.	
T8.2 R	To ensure that no contaminants enter the food/feed chain, the procedure must cover the segregation and disposal of any samples or waste grain that are	

	contaminated with hazardous material (see Contaminants section).	
T8.3	Test samples must be placed in clean containers, uniquely identified and retained for an appropriate period of time as deemed necessary by the Designated Person, considering relevant instructions from the owner of the goods or customer.	<p>Identification of a sample may include: (unique number, commodity, customer, sample date etc.)</p> <p>Container lids should not be labelled as they can be swapped over.</p> <p>The retention period should be determined bearing in mind the likely storage periods and product use. It is important to retain samples for long enough to be of value if problems occur in subsequent use of the material.</p>
<b>T9</b>	<b>TESTING METHODS</b>	
T9.1 Updated R	<p>Methods for all commodities and parameters tested must be available to all testing staff (permanent and temporary).</p> <p>These methods must be capable of giving results within the AHDB Standard Values for Testing figures in Appendix 17  <a href="https://www.aictradeassurance.org.uk/atest-documents/tascc-ahdb-cereals-standards-for-testing/">https://www.aictradeassurance.org.uk/atest-documents/tascc-ahdb-cereals-standards-for-testing/</a>  and must be traceable to the reference tests listed in Appendix16  <a href="https://www.aictradeassurance.org.uk/atest-documents/tascc-reference-methods/">https://www.aictradeassurance.org.uk/atest-documents/tascc-reference-methods/</a></p>	<p>It is acceptable for these methods to be in the manufacturer's instruction manual or a simple flow chart.</p> <p>Testing Facilities using only in-house methods are not required to have copies of the reference methods, but should be able to demonstrate how each method relates to the reference method.</p>
<b>T10</b>	<b>CONTAMINANTS</b>	
T10.1 Updated R	<p>The sample must be checked for the presence and identification of:</p> <ul style="list-style-type: none"> <li>• Contaminants</li> <li>• Hazardous impurities</li> <li>• Abnormal smell and / or appearance</li> <li>• Infestation</li> </ul> <p>This check must be recorded and reported in the same way as other tests and include the identification of any contaminants found.</p>	<p>The following contaminants may be found in cereals, pulses and oilseeds. The list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Diseased grains (bunt, Fusarium)</li> <li>• Ergot</li> <li>• Mouldy grains</li> <li>• Injurious storage pests</li> <li>• Stones</li> <li>• Faeces</li> <li>• Glass</li> <li>• Metal fragments</li> <li>• Chemically-dressed seed</li> <li>• Rodenticide</li> <li>• Allergens</li> </ul>



<b>T11</b>	<b>RECORDING AND REPORTING RESULTS</b>	
T11.1 R	Test results must be reported accurately, clearly, and in such a way that the information is easily understood.	<p>This clause should be read in conjunction with the Procedures, Documents and Records Section of the TASCC General Code of Practice. Units and methods should be stated where absence may lead to misinterpretation.</p> <p>e.g. protein at dry matter, oil at 9% moisture, number in 100 seeds.</p>
<b>T12</b>	<b>INTERNAL QUALITY CONTROL</b>	
	<i>Internal QC aims to demonstrate that results are consistent, and the method is under control.</i>	
T12.1 R	<p>An internal quality control (IQC) system must cover each commodity and parameter tested.</p> <p>Where contractual testing takes place, checks must be performed daily on the equipment being used. Testing of samples can only commence when satisfactory IQC results are obtained.</p> <p>Where non contractual testing takes place, IQC checks must be carried out weekly as a minimum.</p> <p>Where more than one item of equipment is used for tests, IQC checks must be carried out on each item of equipment.</p>	<p>Tests for moisture, specific weight, nitrogen, protein, Hagberg, oil and erucic acid should be checked.</p> <p>Records should be available demonstrating:</p> <ul style="list-style-type: none"> <li>• when checks were made</li> <li>• which commodities and parameters were checked?</li> <li>• through historical data the reliability and consistency of equipment and method.</li> </ul>
T12.2 R	<p>Values for IQC checks must be prepared in-house following AHDB Guidance.</p> <p>Warning and action limits on control charts or other types of record must be set to a minimum of those given in AHDB Standards for Testing for repeatability (see Appendix 17)</p> <p><a href="https://www.aictradeassurance.org.uk/atest-documents/tascc-ahdb-cereals-standards-for-testing/">https://www.aictradeassurance.org.uk/atest-documents/tascc-ahdb-cereals-standards-for-testing/</a></p>	<p>Preparation of IQC samples can be found in the AHDB On-line Grain Analyst Training Module (Quality Assurance Module GO5). This include details on: -</p> <ul style="list-style-type: none"> <li>• selecting a suitable sample.</li> <li>• establishing a given value.</li> <li>• preparation of the control chart.</li> <li>• Setting warning and action limits.</li> </ul> <p>Samples can be obtained in-house or from an accredited third party testing facility (e.g. UKAS, ISO, TASCC).</p> <p>Samples obtained from third party testing facilities should be supplied with</p>

		<p>traceability to the relevant reference method (see Appendix 16)<a href="https://www.aictradeassurance.org.uk/atest-documents/tascc-reference-methods/">https://www.aictradeassurance.org.uk/atest-documents/tascc-reference-methods/</a></p>
T12.3 R	<p>Accuracy of balances/dispensers/measuring cylinders must be checked at least weekly when in use.</p> <p>These checks must be within the maximum tolerances permitted which are given in the AHDB– Standards Values for Testing (Appendix 17) <a href="https://www.aictradeassurance.org.uk/atest-documents/tascc-ahdb-cereals-standards-for-testing/">https://www.aictradeassurance.org.uk/atest-documents/tascc-ahdb-cereals-standards-for-testing/</a></p>	<p>Balances should be checked with a weight of a known value at least weekly when in use (ideally daily). Weights used should reflect the procedural requirements used on the balance.</p> <p>Dispensers/measuring cylinders should be checked at least weekly when in use (ideally daily).</p> <p>1ml of water = 1 gram, therefore a balance can be used to check the volume dispensed.</p>
T12.4 R	<p>Where IQC results fall outside the warning and action limits corrective action must be taken and recorded following the AHDB On-line Grain Analyst Training Module (Quality Assurance Module GO5).</p>	<p>The corrective action should include.</p> <ul style="list-style-type: none"> <li>• Retest the sample.</li> <li>• Check staff procedure.</li> <li>• Check equipment.</li> <li>• Check sample for deterioration.</li> <li>• check the validity of previous test results.</li> </ul> <p>The Designated Person should be included in this process.</p>
T12.5 R	<p>Where IQC results indicate an offset or drift, corrective action must be taken and recorded following the AHDB On-line Grain Analyst Training Module (Quality Assurance Module GO5).</p>	<p>Offset = 9 or more consecutive points on one side of the established value.</p> <p>Drift = 6 consecutive points showing an increasing or decreasing trend.</p> <p>The corrective action should include:</p> <ul style="list-style-type: none"> <li>• Check equipment.</li> <li>• Check sample for deterioration.</li> </ul>
<b>T13</b>	<p><b>PROFICIENCY (“RING”) TESTS (PT)</b></p> <p><i>Proficiency, or ring, tests provide an independent external check that the Testing Facility is achieving a consistent level of results that are in line with others performing the same tests.</i></p>	
T13.1 R	<p>Each testing facility must participate in a proficiency testing scheme for each commodity, where one is available.</p>	<p>A list of proficiency testing organisations and commodities covered can be found in Appendix 15 of this code.</p>

R	<p>Testing facilities must participate in proficiency schemes at least monthly whilst testing is taking place.</p> <p>All relevant tests must be undertaken on each occasion.</p>	<p>Stores that do not receive goods throughout the year are only expected to participate in Proficiency Testing while intake is taking place. Participation in a PT scheme outside these periods should be considered for calibration monitoring purposes.</p> <p>Relevant tests are those that are undertaken on each commodity by the testing facility.</p>
T13.2	<p>The scheme must be operated by an organisation listed by AIC (in Appendix 15) or an accredited PT provider (ISO or UKAS).,</p>	<p>A list of proficiency testing organisations and commodities covered can be found in Appendix 15 of this code.</p>
R	<p>Where no proficiency scheme exists the testing facility must demonstrate results are accurate and traceable to reference methods.</p>	
R	<p>Where atypical commodities are encountered or testing is only undertaken infrequently throughout the year, the testing facility is not required to participate in a regular PT scheme but must be able to demonstrate that results are accurate and traceable to reference methods.</p>	<p>An atypical commodity is one which is not usually handled by the testing facility but maybe handled on a one-off occasion (e.g. a barley store being asked to store wheat).</p> <p>Accuracy of results can be demonstrated and recorded by either:</p> <ul style="list-style-type: none"> <li>• obtaining a retrospective PT sample.</li> <li>• Obtaining a known reference tested sample.</li> <li>• Sending the samples away for independent analysis.</li> </ul>
T13.3 R	<p>The Designated person or deputy must review reports from the proficiency scheme on receipt. This review must be recorded.</p> <p>Appropriate corrective actions must be implemented and recorded typically when z-scores exceeding 2 are reported or when adverse trends are observed.</p>	<p>If necessary refer to proficiency scheme provider for interpretation of results Reviews can be demonstrated by:</p> <ul style="list-style-type: none"> <li>• signing and dating the report.</li> <li>• having an appropriate electronic record.</li> </ul> <p><b>Z-scores:</b> Regardless of the sign (+/-)</p> <ul style="list-style-type: none"> <li>• Less than or equal to 2 is considered to be <b>satisfactory</b>.</li> <li>• Greater than 2 but less than or equal to 3 is considered to be <b>questionable</b> and</li> </ul>

		<p>suggests some attention to equipment and/or procedure may be required.</p> <ul style="list-style-type: none"> <li>• Greater than 3 is considered to be <b>unsatisfactory</b> and requires examination of the equipment and/or procedure.</li> </ul> <p>Details of adverse trends (e.g. offsets or slopes) can be found in the AHDB On-line Grain Analyst Training Module (Quality Assurance Module G05).</p>
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