FIAS Standard

Effective from April 2021



FERTILISER INDUSTRY ASSURANCE SCHEME

agindustries.org.uk

FIAS Scheme Rules

1 Introduction

1 Introduction

1.1

FIAS covers the assurance of all fertilisers intended for agriculture, horticulture, forestry, amenity and any other such commercial use. It does not apply to fertilisers packaged for home garden use. The issues and risks vary according to the type of fertiliser and it is for this reason that the entire scheme has adopted a business process risk assessment approach to achieving the necessary level of assurance.

1.2

FIAS is a voluntary scheme developed by AIC in response to the need to prevent the misuse of fertilisers.

1.3

FIAS provides a safe and controlled environment for the sourcing, import, manufacture, packing, storage, merchanting and transport of fertilisers.

1.4

FIAS provides a credible independent assessment to demonstrate that the Participant complies with requirements for:

- relevant legislation
- security
- traceability
- product safety

1.5

FIAS is managed by AIC, who developed and implemented the scheme. The fertiliser industry, other stakeholders and end users are consulted during revisions of the scheme.

1.6

FIAS is a Certification Scheme delivered by a Certification Body accredited to International Standard ISO/IEC 17065. A list of Participants is publicly available via the AIC website: www.agindustries.org.uk/trade-assurance-checker

1.7

To become FIAS certified, a fertiliser business must be assessed by the Certification Body and demonstrate full compliance with the current version of the standard as applicable to their operations.

The Certification Body administers the scheme and, in most cases, performs the on-site audit. However, a Participant may select, if they wish, an alternative organisation to carry out the on-site audit activity from a list of approved Inspection Bodies appointed by the Certification Body for this purpose. The list of approved Inspection Bodies is available from the Certification Body.

1.8

By applying for certification to FIAS, the Applicant agrees that, if accepted, they will comply with requirements of the FIAS Standard and the FIAS Scheme Rules, putting in place the resources required to do so.

1.9

All fees and costs of certification as charged by the Certification Body are published on the AIC FIAS website www.agindustries.org.uk/fias-membership, with the exception of costs related to extra/immediate audits.

2 FIAS Scope

2 FIAS Scope

2.1

The FIAS standard encompasses all the operations and activities of a Participant that may have a bearing on the legal compliance, product safety, security and traceability of the fertilisers supplied: from raw material procurement through to the point at which any fertilisers produced are transferred to an end user. The scope of operation must be clearly defined and agreed with the Certification Body.

Audits will therefore include:

- General requirements
- Manufacturing
- Storage
- Product sales and distribution/ Merchanting
- Transport

3 Claims associated with FIAS certification

3 Claims associated with FIAS certification

3.1

Participants who achieve successful certification against this FIAS Standard are reminded that FIAS is a certification programme. Claims of FIAS certification may only be made by Participants in relation to their declared scope of operation.

3.2

The FIAS acronym and logo are registered certification marks and must only be used in compliance with the rules laid down by AIC which can be found on the AIC website www.agindustries.org.uk/ta-brand-guidelines

4 Confidentiality

4 Confidentiality

4.1

All information concerning Applicants and Certified Participants will be treated in confidence. Specific information, such as details of individual audit reports, will not be divulged to any third party without the written agreement of the Applicant or Participant. The exceptions are:

4.1.2

The Certification Body and/or AIC will confirm the Scheme ID number, name and address and 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 at www.agindustries.org.uk/trade-assurance-checker.

4.1.3

The provision of information to AIC in relation to audit findings and non- conformances as required to maintain the standards and credibility of the Scheme.

4.1.4

In the event of a Participant being involved in a fertiliser related security or safety incident, details may be discussed in confidence between representatives of AIC and the Competent Authority.

5 Becoming certified to FIAS

5 Becoming certified to FIAS

5.1

FIAS is open to any company involved in the fertiliser supply chain subject to complying with these scheme rules. In order to become a certified Participant of FIAS, applicants shall:

5.1.1

Complete an application form for certification and return it to the Scheme Certification Body. At this point the Applicant can nominate a preferred inspection body providing that inspection body has appropriately qualified auditors and is approved by the Certification Body.

5.1.2

Cooperate with the Certification body on confirming scope and establishing the audit duration.

5.1.3

Confirm they agree to comply with the Scheme Rules, current FIAS Standard and Certification Body Terms and Conditions by signing the Certification Agreement contained in the quotation and returning it to the Certification Body. The quotation will indicate the duration of the initial and subsequent routine audits.

The duration of the audit is dictated by the time needed to make the required assessments of the premises, systems and procedures of the Participant.

5.1.4

Pay all relevant fees as published on the FIAS pages of the AIC website.

5.1.5

Agree to an initial audit and rectify any non-conformances within the timeline specified in the scheme rules.

5.1.6

On receipt of application the business name is listed on the AIC Trade Assurance website with a description of “Applied” status. This status can exist only for 6 months after which time the business must be fully approved or will be identified as “Resigned/Withdrawn”. Re-application within 12 months will be permitted only at the discretion of the Certification Body.

5.2

When the Applicant has been audited, has rectified any non-conformances that have been identified and these have been verified by the Certification Body, then the Certification Body will undertake a certification decision and issue a Certificate. The details of the successful Applicant will be added to the list of Participants on the AIC website.

5.3

By applying to join FIAS, the Applicant agrees that, if accepted, they will maintain compliance with the requirements of the FIAS Standard and any relevant associated documents.

5.4

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 sanction 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.

6 Maintaining FIAS certified status

6 Maintaining FIAS certified status

6.1

FIAS Certificates will be valid from the date on which the Applicant demonstrated conformance with the Standard and expire on the anniversary of the date of the audit.

6.2

Certificates are issued subject to:

- payment of all relevant fees to the Certification Body
- subsequent satisfactory audits

6.3

Participants will be contacted by a representative of the Certification Body prior to the anniversary of their initial audit to arrange a routine surveillance audit. The audit date must be within 6 weeks of the anniversary unless otherwise agreed with the Certification Body.

6.4

Participants shall comply with the Scheme Requirements at all times as defined in the FIAS Standard.

6.5

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

- company ownership
- scope of operations
- key management

6.6

Participants and Applicants shall immediately advise the Certification Body in the event of:

- being subject to legal action that relates to their FIAS accredited activities
- having Earned Recognition revoked by the Competent Authority (transport only)
- significant incidents on site that may restrict the ability of the Certification Body to carry out an audit (including extra/immediate audits)
- damage the reputation of the FIAS scheme

6.7

Where a Participant becomes aware of any suspicious activity that has the potential to affect fertiliser safety or security, AIC should be informed – for contact details see www.agindustries.org.uk/resource/tell-aic.html.

7 Assessment of participant compliance with the scheme

7 Assessment of participant compliance with the scheme

7.1

The Certification Body or the nominated inspection body will assess a Participant's compliance with the Standard. The Certification Body shall be given access to all relevant information needed to confirm compliance with the Standard and the right to inspect third parties subcontracted to perform work covered by the Standard, at the Participant's cost. FIAS audits are not of a fixed duration but are determined on a case-by-case basis.

7.2

The Certification 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, at the discretion of the Certification Body.

7.3

Types of audit within the FIAS scheme:

7.3.1

Initial audit – a formal, in-depth, on-site assessment for new applicants to confirm that Applicants comply with the requirements of FIAS.

7.3.2

Routine Surveillance audit – a formal annual assessment for certified participants of the FIAS scheme.

7.3.3

Assessment of contractors - at the discretion of the Certification Body, further assessments of contractors approved by the FIAS Participant or Applicant may be required.

7.3.4

Extra/immediate assessment - the Certification Body will carry out extra/immediate audits at their discretion - these audits may incur a cost. Circumstances where these may be required include, but are not limited to:

- in response to reports or intelligence suggesting a significant fertiliser safety or security issue or breach of FIAS rules and requirements
- signing off action points following an audit, particularly if the action points relate to major or critical non-conformances

7.4 Reporting

7.4.1

The Certification Body will produce a report for its own audit purposes and identify any non-conformances to the Participant at the end of the audit. Non-conformances will be classified as shown in section 7.5 and acted upon as per section 8.

7.4.2

Once a Participant has rectified the areas of non-compliance to the satisfaction of the Certification Body and within time limits specified in section 8, the Certification Body issues a FIAS certificate of compliance.

7.5 Classification of non-conformances

Classification	Cause
Critical	A regulatory violation, serious safety or security failure, total loss of traceability such that recall of unsafe goods would be impossible, and/or complete unwillingness to cooperate in the audit.
Major	A complete failure to implement a requirement of FIAS or a failure that may result in a serious safety, security or traceability failure. A recurrence of a minor non-conformance raised at the preceding assessment.
Minor	A partial failure to implement a requirement of FIAS or poor evidence to demonstrate implementation.

8 Response to non-conformances

8 Response to non-conformances

Classification	Initial audit	Routine Surveillance audit
Critical	Certification refused. Full re-application and audit required.	Certification suspended with immediate effect. Satisfactory re-assessment required before Participant is reinstated.
Major	Certificate not granted until non-conformances resolved. Plan of corrective actions to be submitted within 15 calendar days of audit and timescales for completion and submission of evidence to be agreed with the Certification Body. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is granted. Failure to resolve non-conformances within the agreed timescales will lead to a repeat initial assessment or archiving of application.	Certification continues subject to plan of corrective action being submitted within 15 calendar days of audit, and timescales for completion and submission of evidence to be agreed with the Certification Body, typically no more than 60 days from assessment. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is maintained/renewed. Failure to implement corrective actions and provide evidence to the Certification Body within agreed timescales, will lead to suspension.
Minor	Certification not granted until non-conformances rectified. Plan/evidence of corrective actions to be submitted within 30 calendar days of audit, and timescales for completion of evidence to be agreed with the Certification Body. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is granted.	Certification continues subject to plan of corrective action being submitted within 30 calendar days of audit, and timescales for completion and submission of evidence to be agreed with the Certification Body, typically no more than 60 days from assessment. Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is maintained/renewed. Failure to implement corrective actions and provide evidence of the Certification Body within agreed timescales, will lead to suspension.

9 Observations

9 Observations

9.1

Observations may be raised during FIAS audits. 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
- points which constitute a non-conformance but the assessor is unable to confirm this during the audit

Observations do not require a formal response to the Certification Body, unless upgraded to a non-conformance during the report review.

10 Report review

10 Report review

10.1

Upon completion of an audit report, it is submitted to the Certification Body for review. As part of this review process, the Certification Body may, based on the evidence collected for the report:

- seek additional information
- remove non-conformance(s)
- add non-conformance(s)

- change the classification of non-conformances
- change observation(s) to non-conformance(s) or vice versa

11 Multi-sited Participants

11 Multi-sited Participants

11.1

Where a business entity operates on multiple sites with the same scope, common system and effective central controls, then, at the Certification Body's discretion, sampling of sites may be possible.

11.2

Applicants and Participants must inform the Certification Body of all sites where FIAS related activities are carried out. All sites must undergo initial audits before a certificate can be issued, however, the routine surveillance audit programme may include sampling of sites in subsequent years provided all sites are covered in an agreed period.

For sites covered in this way, one certificate is issued to cover all sites. In the event of the certificate being withdrawn or suspended, all sites will cease to be certified.

12 Certificate suspension and withdrawal

12 Certificate suspension and withdrawal

12.1

The Certification Body, following discussion with AIC, may suspend or withdraw a Participant's Certificate when the Participant has:

- critical non-conformances that have or are likely to have an adverse effect on product safety or security.
- non-conformances against the FIAS Standard that are not resolved within the required time limits.
- refused access for an audit or extra/immediate assessment.
- refused or failed to supply information requested by the Certification Body.
- failed to pay relevant fees.
- failed to comply with FIAS Scheme Rules or Certification Body Terms and Conditions.
- brought the FIAS Scheme into disrepute

12.2

Suspended Participants must correct non-conformances and have a follow-up assessment by the Certification Body to confirm that all the non-compliances have been fully resolved within 30 calendar days of suspension, in order to have their certification re-instated.

12.3

Participants that do not meet the requirements of the Certification Body to have their suspension lifted within 30 calendar days of suspension will have their certificate(s) withdrawn.

12.4

Participants that have their certification withdrawn will be required to undergo the complete audit process and will be considered as Applicants, subject to satisfactory evidence that any issue(s) which led to certificate withdrawal have been rectified.

12.5

The Certification Body will pass all necessary information to AIC to allow the AIC website to be updated with details of a Participant's changing certification status. The names of suspended and withdrawn Participants will be published in the form of AIC Assurance Alerts.

12.6

Suspended Participants must not claim to be FIAS approved nor undertake contracts that specify FIAS registration without advising the client, until suspension has been lifted.

12.7

Participants that no longer require FIAS certification must inform the Certification Body in writing.

13 Complaints

13 Complaints

13.1

Complaints about either a FIAS Participant or the Certification Body should be directed to the Certification Body where they will be acknowledged, reviewed and action taken to resolve the cause of any problems.

13.2

The 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 Certification Body handles the complaint, then they should refer the matter to AIC.

14 Appeals

14 Appeals

14.1

A Participant has the right of appeal against decisions made by the Certification Body.

14.2

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.

14.3

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.

14.4

If the nominated manager concurs with the appeal then the Certification Body will correct the erroneous decision.

14.5

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

14.6

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

14.7

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

14.8

The ruling of the Appeals Panel is binding and final on the Certification Body and the Participant.

FIAS Standard – General Requirements

G1 Introduction – Scope of FIAS

G1 Introduction – Scope of FIAS

G1.1

FIAS covers the assurance of all fertilisers intended for agriculture, horticulture, forestry, amenity and any other such commercial use. It does not apply to fertilisers packaged for home garden use. The issues and risks vary according to the type of fertiliser and therefore the scheme uses a business process risk assessment approach to achieve the necessary level of assurance.

FIAS has been developed in a joint exercise between the UK Government and devolved nations and the UK Fertiliser industry in order to:

- give regulators confidence in the product stewardship exercised by the fertiliser industry.
- ensure the supply of fertiliser is managed such that products can be used only for legitimate purposes.
- ensure that the UK fertiliser supply chain is managed at all stages with regard to security, public safety and the environment.

The scheme covers the entire supply chain of fertiliser from sourcing through to delivery of finished products to final user and all related activities. FIAS assures compliance of each stage to the following principles.

Legislation
Specific legal compliance – businesses must meet all regulations applicable to their activities.

Security
Prevention of unauthorised access to and/or removal of the product and ensuring that fertiliser is only supplied to legitimate businesses.

Traceability
Identification of batches of raw materials to origin.
Identification of batches of finished product to user.

Safety
Product complies with the legislative safety requirements.

Good Practice
Effective management controls to ensure that the requirements of this standard, environmental measures and relevant fertiliser industry Codes of Practice are implemented.

All companies certified under FIAS will be subject to an independent external audit of their compliance with the standard under a scheme accredited to the international product certification standard ISO 17065.

G1.2 Basis of the scheme

The standard is divided into sections:

- General
- Manufacture and packing
- Storage
- Product sales and delivery /Merchanting
- Transport

The FIAS standard must be read in conjunction with the FIAS Scheme Rules.

G1.3 Participant responsibility

FIAS participants must ensure that they adhere to the Scheme Rules, General section and the relevant section(s) for the scope of their declared business activities.
The owner of the goods at each and every stage of the supply chain, is the responsible party for ensuring compliance with the FIAS standard.

G2 Management commitment

G2.1

Clause	Requirement	Guidance
G2.1	The Company senior management must be committed to the implementation and maintenance of the FIAS Standard/Certification.	

G2.2

Clause	Requirement	Guidance
G2.2	The Company shall have a signed and dated policy statement that commits the Company to comply with FIAS. The policy must be communicated to all Company employees involved in fertiliser related activities and be reviewed as part of the management review or as a result of Company changes to make sure it remains current. [R] [T]	The policy statement can be a brief document that is prepared and endorsed by a senior person in the Company, for example, Managing Director. It is acceptable for the Company to use and adapt existing systems, documents, manuals and forms etc. to comply with FIAS.

G3 Management review

G3.1

Clause	Requirement	Guidance
G3.1	Senior management shall carry out an annual review of systems and procedures including: • policy statement (G2.2) • risk assessments • external and internal audits (G17 and G18) • incidents and corrective action • training and processes • internal procedures Record of the annual management review must be documented. [R] [T]	"Annual" means within a 12 month period.

G4 Designated person

G4 Designated person

G4.1

Clause	Requirement	Guidance
G4.1	The Company shall appoint a designated person who must have authority and responsibility for the implementation and maintenance of the requirements of the FIAS standard.	This member of staff may have other duties but must have clearly defined responsibility for ensuring the Company has a system to comply with FIAS

G5 Organisation

G5 Organisation

G5.1

Clause	Requirement	Guidance
G5.1	All employees that could affect fertiliser product security, safety, legality, traceability and environmental impact shall be made aware of their responsibilities, the levels/limits to their authority and the organisational structure of the Company. [R]	Job descriptions and a diagram of the Company structure may be helpful. Consider full time and temporary staff.

G6 Personnel and training

G6.1

Clause	Requirement	Guidance
G6.1	The Company shall ensure that all personnel, full-time, part-time and temporary employees and agency staff, are trained and competent to carry out their roles and responsibilities related to FIAS. Records of training and competence shall be kept. [R] Training records shall show: • date • signature and printed name of trainee • trainer information and/or content details	Training records could show: • topics covered • certificates (where held) from internal/external training organisations • self-assessment reports where appropriate • competency records

G6.2

Clause	Requirement	Guidance
G6.2	As a minimum, a designated person must complete the relevant AIC i-learning module or equivalent training package (e.g. Driver CPC, internal training).	AIC i-learning modules for Driver, Transport Manager, Merchant and Store are available from www.agindustries.org.uk/fias-scheme Contact uk.fias@kiwa.com, 01423 878875/878873 for log in details and FIAS Driver CPC training information.

G6.3

Clause	Requirement	Guidance
G6.3	The Company shall undertake security screening of staff in relation to FIAS activities and products. [R]	Staff screening guidance for businesses on ‘Reducing the Insider Risk’ , ‘Pre- Employment Screening’ and additional Personnel Security is available from www.cpni.gov.uk/reducing-insider-risk

G7 Procedures

G7.1

Clause	Requirement	Guidance
G7.1	The Company shall have working procedures and detailed instructions to control activities to meet the FIAS standard.	

G8 Communication with Certification Body

G8 Communication with Certification Body

G8.1

Clause	Requirement	Guidance
G8.1	The Company must promptly advise the Certification Body of any significant changes or occurrences within the business that materially affect compliance with the standard such as: • business ownership • scope of operations • change of designated person • addition or closure of sites • being subject to a relevant formal investigation by an external body regarding fertiliser safety and/or security	

G9 Legislation

G9 Legislation

G9.1

Clause	Requirement	Guidance
G9.1	The Company shall have an effective means of ensuring that: • they are aware of all relevant legislation and appropriate systems are in place to ensure full compliance. • they have a means of identifying any changes in legislation	Sources could include trade associations, government departments, professional bodies and trade journals.

G9.2

Clause	Requirement	Guidance
G9.2	The Company shall ensure that authorities are notified and approvals obtained for products held at their sites, where relevant. [R]	COMAH/NAMOS Regulations See Appendix 1 and Appendix 7.

G10 Business process risk assessment

G10 Business process risk assessment

G10.1

Clause	Requirement	Guidance
G10.1	The Company shall undertake and document a thorough business process risk assessment of its operations in the manufacturing, merchanting, storage and transport of fertilisers in order to identify the hazards and risks related to legal compliance, security, product safety and traceability within those operations. [R] [T] The assessment shall: • be carried out by a person or team who have a breadth of knowledge and expertise of all aspects of the operation and are competent in the understanding and practical application of risk assessment principles • define the scope of the fertiliser operations to be considered and lists or charts the process steps. Include all business processes that have an impact on the assessment criteria, such as sales orders, recruitment etc • identify hazards in the areas of legal compliance, product safety, security and traceability at every step of the business process • evaluate the risk associated with the hazard(s) • identify and implement controls required to prevent or reduce any identified risks to an acceptable level • establish corrective action procedures to be implemented when identified risks are deemed to be out of control	In the case of a small business with limited management resources, the FIAS designated person would be expected to have the appropriate experience and knowledge to undertake the business process assessment. External expertise may be required. Ideally the assessment leader should have attended a recognised training course. Note: when considering safety, make sure this relates to product safety and not occupational health and safety. Guidance on completing a FIAS business process risk assessment, example forms and further information are available on the AIC website, www.agindustries.org.uk/fias-checklists/ FIAS i-learning modules include information on business process assessment and risk levels.

G11 Review of business process risk assessment

G11 Review of business process risk assessment

G11.1

Clause	Requirement	Guidance
G11.1	The business process risk assessment shall be reviewed by the assessment team/designated person annually and in response to any changes in products, processes, legislation or any other factors that may affect the safety and security of the finished product. The business process assessment review shall be recorded and findings implemented. [R]	The outcomes of the business process risk assessment review should be included in the management review required in G3.1.

G12 Purchasing, selection and assessment of suppliers, contractors and merchants

G12 Purchasing, selection and assessment of suppliers, contractors and merchants

G12.1

Clause	Requirement	Guidance
G12.1	The Company shall ensure when purchasing goods and services that all relevant FIAS and statutory requirements are satisfied.	Services may include contract manufacturing, storage, transport, product handling, merchanting.

G13 Purchasing of raw materials, packaging and finished products

G13 Purchasing of raw materials, packaging and finished products

G13.1

Clause	Requirement	Guidance
G13.1	The Company shall ensure that: • all purchased raw materials, and finished products are obtained from business approved suppliers [R] • raw materials, packaging and finished products are purchased against specifications which comply with applicable Statutory requirements and enable it to meet its FIAS obligations [R] • records are kept of all purchased goods [R]	Material or product specifications may include: • description of material or product • technical parameters • safety data • packaging • quantity • storage information

G14 Contracted services – manufacturing, blending and packing

G14.1

Clause	Requirement	Guidance
G14.1	Businesses contracted to manufacture, blend, pack or otherwise change the nature or format of a product must be FIAS certified.	

G15 Contracted services – storage, transport and merchanting

G15.1

Clause	Requirement	Guidance
G15.1	The Company shall ensure that businesses contracted to provide storage, transport, or merchanting of fertiliser product supplied by the Company are FIAS certified to the relevant standard. [R]	

G16 Derogation for use of non FIAS certified contractors and merchants

In this section “Contractor” refers to businesses providing services for storage and transport.

G16.1

Clause	Requirement	Guidance
G16.1	A derogation from G15 is available where the Company wishes to use non-FIAS certified contractors for storage and transport or merchant customers for onward sales of fertilisers and Explosive Precursors where used as a fertiliser product (as defined within FIAS scheme rules 1.1).	

G16.2

Clause	Requirement	Guidance
G16.2	To qualify for this derogation, before first use of the contractor or sales to the merchant customer, the Company must undertake an initial audit of the contractor's or merchant's systems, processes and past operating performance (where available) covering all aspects of the relevant FIAS standard. For storage operations this audit must include an inspection of the storage facilities. The findings of this audit shall be submitted to the Certification Body in a written report for review to determine whether or not the contractor or merchant can be authorised for use in accordance with Clause G15.1. Where granted, authorisation will be confirmed to the Company in writing. [R]	The audit should be carried out by a competent person, either within the Company or an external auditor. Audit checklists are available on the AIC website, www.agindustries.org.uk/fias-checklists/ [T]

G16.3

Clause	Requirement	Guidance
G16.3	To maintain on-going authorisation to use the contractor or merchant services, the Company shall undertake an annual audit of the contractor's /merchant's performance and inspection of storage facilities as part of its FIAS internal audit programme. This audit shall cover all relevant aspects of the FIAS Standard. Audit findings including non-conformances and corrective actions taken shall be recorded. [R] The Company shall review FIAS performance of the contractor or merchant annually and include in the management review. [R]	

G16.4

Clause	Requirement	Guidance
G16.4	The Company's annual FIAS audit will include review of the contractor or merchant audit reports and schedule.	

G16.5

Clause	Requirement	Guidance
G16.5	It is NOT permitted for the approved non- FIAS contractor to further subcontract storage and/or transport of Company owned product or in the case of approved merchants, to undertake wholesale sales to third parties.	

G16.6

Clause	Requirement	Guidance
G16.6	Where there are approved non-FIAS contractors or merchants providing services for more than one FIAS certified Company, they should be expected and encouraged to join the FIAS scheme.	Annual volumes and location should be taken into account.

G16.7

Clause	Requirement	Guidance
G16.7	A list of the Company's current non-FIAS contractors and merchants approved under this derogation, will be held by the Certification Body. Details may be provided on request to UK authorities. The Company must notify the Certification Body of any removals from the list.	The derogation applies to the Company and its approved non-FIAS contractors / merchants only. The approval is not valid for the non-FIAS contractor / merchant with any other FIAS company. The current FIAS status of a company may be checked on the AIC Trade Assurance Checker: www.agindustries.org.uk/trade-assurance-checker. Approval status of a contractor/merchant may be checked by contacting the Certification Body, 01423 878873 or uk.fias@kiwa.com

G17 Audits and assessments of suppliers and contractors

G17 Audits and assessments of suppliers and contractors

G17.1

Clause	Requirement	Guidance
G17.1	When the Company conducts an audit of a supplier of goods or services, they must ensure that: • the audit is completed at a defined frequency based on risk assessment and supplier performance with the exception of approved non-FIAS storage and transport contractors and merchant customers who must undergo an audit initially and annually as per clause G16 • the audit covers all relevant aspects of the FIAS Standard • an audit report that records findings against each clause of the relevant standard is produced and retained • the supplier provides evidence that all non compliances have been resolved • supplier performance in respect of FIAS requirements forms part of the annual management review	The FIAS certification body will require evidence that the audit has been completed competently and records demonstrate that the supplier will and does comply with the relevant FIAS standard and Company requirements. Audit templates are provided on the AIC website, www.agindustries.org.uk/fias-checklists/. [T]

G18 Internal audits

G18 Internal audits

G18.1

Clause	Requirement	Guidance
G18.1	The Company shall plan and conduct internal audits as a means of determining compliance with safety, security, legal, FIAS and Company requirements.	An internal audit may be carried out by a competent person, either within the Company or an external auditor. Audit checklists are available on the AIC website, www.agindustries.org.uk/fias-checklists/ . [T]

G18.2

Clause	Requirement	Guidance
G18.2	Audit findings, including any non-conformances, shall be recorded and acted upon in a timely manner [R].	

G19 Document control and record keeping

G19 Document control and record keeping

G19.1

Clause	Requirement	Guidance
G19.1	The Company must ensure that only the current versions of documents are in use. [R]	This may be achieved by adding: • a document reference number • issue date • version number • archiving system

G19.2

Clause	Requirement	Guidance
G19.2	Documents and records (handwritten or electronic) must be designed and prepared such that: • their title and purpose are clear • they are dated • inadvertent use of superseded documents is prevented (G19.1) • records are legible • handwritten records are in ink • the name of the person making any entry, alteration or deletion is identifiable	

G19.3

Clause	Requirement	Guidance
G19.3	All records must be retained for a period not less than two years, or as required by legislation and be available to auditors at the next FIAS audit. Records must be legible and kept in suitable conditions that allow ready retrieval and prevent deterioration.	FIAS records required are listed in Appendix 4.

G20 Management of incidents and emergencies

G20 Management of incidents and emergencies

G20.1

Clause	Requirement	Guidance
G20.1	The Company shall have a documented procedure that outlines the actions to be taken in the event of a product related incident where it is established that product safety, legality, security or traceability has been compromised. The management procedures must be reviewed or practiced annually to ensure details remain up to date and effective. [R]	This relates to all sectors of the FIAS supply chain, and should cover foreseeable incidents such as: • fire • theft/loss • major spills • flood

G20.2

Clause	Requirement	Guidance
G20.2	The Company shall have a documented procedure that outlines the actions to be taken in the event of any suspicious or unusual activity.	It is essential that the Company reports any suspicious activity to the Police or other enforcement agency as soon as possible. It is **mandatory** to report to the authorities, suspicious activities relating to fertilisers containing Ammonium Nitrate (>16%N), Potassium Nitrate, Sodium Nitrate, Calcium Nitrate and Calcium Ammonium Nitrate and other substances listed in the Poisons Act 1972 (Explosive Precursors) legislation. See Appendix 5 Contact details for the Anti-Terrorist Hotline: Tel 0800 789321.

G20.3

Clause	Requirement	Guidance
G20.3	The Company shall record actions taken in the event of an incident, emergency or suspicious activity. [R]	

G21 Product recall

G21 Product recall

G21.1

Clause	Requirement	Guidance
G21.1	All parts of the fertiliser supply chain shall understand and support the requirements of a product recall. Responsibility for initiation and implementation of product recall lies with the product supplier i.e. the manufacturer or merchant. Transport and storage companies shall support the recall process as required by provision of traceability records or data. [R]	Transport and storage operators are not expected to complete a recall exercise but shall be able to supply evidence that they have traceability records.

G21.2

Clause	Requirement	Guidance
G21.2	The Company supplying product shall have a document recall procedure.	This should be sufficiently detailed to explain the recall process and identify the management function responsible for implementing the procedure.

G21.3

Clause	Requirement	Guidance
G21.3	The Company shall take prompt action to advise and inform those affected by a product recall.	Depending on the nature of the product incident, this may include suppliers, customers and end users.

G21.4

Clause	Requirement	Guidance
G21.4	The Company shall plan for the recovery and final disposal or use of affected product and stock reconciliation.	

G21.5

Clause	Requirement	Guidance
G21.5	The Company shall test their product recall procedures at least annually and in a way that ensures their effective operation. Results of the test should be used to review the recall procedures and implement improvements, as necessary.	A recall test is a theoretical exercise which does not require the physical return of product. It should confirm that all aspects of the procedure work e.g. staff awareness of responsibilities, correctness of contact details, where to find traceability information.

G21.6

Clause	Requirement	Guidance
G21.6	All product recalls and tests of the procedure shall be documented and form part of the Company's management review. [R]	

G21.7

Clause	Requirement	Guidance
G21.7	Storage and transport participants shall at all times maintain comprehensive records to demonstrate traceability of product whilst in their possession. Such records shall be accessible and retained as specified by the contracting Company and in accordance with FIAS requirements.	The traceability records may be required during a product recall or recall test by the product supplier.

G22 Customer complaints

G22 Customer complaints

G22.1

Clause	Requirement	Guidance
G22.1	The Company shall establish and implement a system for recording customer complaints.	

G22.2

Clause	Requirement	Guidance
G22.2	All complaints shall be reviewed promptly and appropriate action taken. The review shall consider the potential effect of the problem on other products or services.	

G22.3

Clause	Requirement	Guidance
G22.3	The Company shall keep records of the complaint review and any actions taken. [R]	

G23 Security

G23 Security

G23.1

Clause	Requirement	Guidance
G23.1	Suitable and sufficient security measures shall be put in place for the Company site(s) and operations. These shall be determined by risk and threat assessment including consideration of: • unauthorised access • theft/loss • terrorism • insider threat	Appropriate and proportionate security measures need to be implemented to control access and prevent theft or loss of the product commensurate to the risk and threat identified. These measures may include physical security, site access control, CCTV, control of visitors/contractors etc. Guidance is available from NaCTSO website: www.gov.uk/government/publications/se cure-your-fertiliser/secure-your-fertiliser or alternatively from the CPNI www.cpni.gov.uk.

G23.2

Clause	Requirement	Guidance
G23.2	Data and Cyber Security The Company shall ensure that data computers, networks, servers, mobile devices and electronic IT systems are protected from unauthorised access and malicious attacks.	Guidance on cybersecurity is available from www.ncsc.gov.uk.

G24 Product sourced from overseas

G24.1

Clause	Requirement	Guidance
G24.1	A formal contract must exist between all parties to the transaction. This must clearly lay down the terms on which the product is purchased. [R]	This will typically be under current INCO Terms.

G24.2

Clause	Requirement	Guidance
G24.2	The Company shall ensure that fertiliser imports meet the agreed requirements of customer, user, Company and legal product and packaging specifications. [R] The Company shall comply with all relevant legislative and FIAS requirements for the import of fertiliser.	For example, a manufacturer or merchant importing fertiliser materials for processing or sale, is responsible for ensuring that the receipt, unloading of those materials at port and subsequent storage and transport of those materials until used or sold, meet the requirements of FIAS.

G25 Detonation Resistance Test (DRT) certificates

G25.1

Clause	Requirement	Guidance
G25.1	A DRT certificate is required for material containing AN (including mixtures) in which the nitrogen content from AN exceeds 28% by weight. Quantities less than 500 kg and material classified as an explosive are exempt. An audit trail for the product from manufacture to final user must be maintained, evidenced by certificates and/or transaction records. These must be retained for a period of at least 2 years after the date of supply. [R]	Refer to: Appendix 1 Where AN is not being used as a fertiliser, an exemption certificate must be granted by HSE as per clause 10 of SI1082/2003.

Fertiliser Manufacture and Packing

MP1 Product development

MP1 Product development

MP1.1

Requirement	Guidance
The Company shall ensure that relevant product safety and quality attributes are managed during the development of all new products or changes to existing products. [R]	Examples of characteristics that should be considered during the product development process are: • self-sustaining decomposition • resistance to detonation • caking tendency • dust formation • compatibility • thermal cycling • quantity of product being manufactured • length of time in storage Refer to: Appendix 1: The Fertilisers (Sampling and Analysis) Regulation 1996 Appendix 2: Fertilizers Europe Guidance for Compatibility of Fertilizer Blending materials

MP2 Product information

MP2 Product information

MP2.1

Clause	Requirement	Guidance
MP2.1	The Company shall comply with all relevant legislation for labelling and the supply of product safety information. Where there is no requirement in legislation to provide product safety information, as a minimum the Company shall make such information available on request.	Legislation requires the Company to document safety information about their products and provide this under specific circumstances, for example, Safety Data Sheets.

MP3 Manufacturing process control

MP3 Manufacturing process control

MP3.1

Clause	Requirement	Guidance
MP3.1	The Company shall ensure that the manufacturing operation is carried out under controlled conditions to ensure production processes comply with specification and legislative requirements.	To demonstrate due diligence, controlled conditions would typically include: • documented procedures • blend formulations • calibrated equipment • defined process parameters • competent personnel

MP4 Product inspection and testing

MP4 Product inspection and testing

MP4.1

Clause	Requirement	Guidance
MP4.1	A product inspection and testing regime shall be planned and implemented to ensure compliance with all legal, Company and customer requirements. [R]	Inspection and testing may include nutrient analysis and product weight. Refer to Appendix 1.

MP5 Finished product packaging

MP5 Finished product packaging

MP5.1

Clause	Requirement	Guidance
MP5.1	The Company shall ensure that all packaging is suitable for the classification and analysis of product.	Packaging specifications take into account safety factors, suitability, labelling and any other legal requirements. Packaging material / construction specifications for hazardous products must comply with ADR Regulations. Further information on specifying suitable packaging can be found on the FIBCA website https://fibca.com/

MP5.2

Clause	Requirement	Guidance
MP5.2	The Company shall comply with legal requirements for the labelling of all fertiliser.	The fertiliser may be in bags, containers or bulk and the product information or statutory declaration either with the material or the delivery documents. Packaging labelling and marking requirements for hazardous products must also comply with ADR Regulations. In addition to statutory labelling requirements, the National Counter Terrorism Security Office (NaCTSO) recommend that fertiliser bags carry the "Secure your fertiliser" logo.

MP6 Non conforming product

MP6 Non conforming product

MP6.1

Clause	Requirement	Guidance
MP6.1	The Company shall have a documented procedure for handling non conforming product and materials which shall include, where relevant, any legal obligations. Systems shall ensure that any non- conforming material is identified, segregated, evaluated for any potential risk to safety and dealt with in accordance with this procedure. [R]	See Appendix 2 Codes of Practice and Guidance Documents including: • FERTILIZERS EUROPE guidance for safe handling and utilization of nonconforming fertilisers and related materials for fertiliser producers. • AIC/Defra/HSE guidance note for manufacturers, importers, blenders, transporters, storekeepers and suppliers of ammonium nitrate based fertilisers.

MP6.2

Clause	Requirement	Guidance
MP6.2	Where there is the potential for DRT failed Ammonium Nitrate material to be present, then the Company must have a contingency plan in place. [R]	Refer to: AIC/Defra/HSE guidance note for manufacturers, importers, blenders, transporters, storekeepers and suppliers of ammonium nitrate based fertilisers.

MP7 Calibration of plant and equipment

MP7 Calibration of plant and equipment

MP7.1

Clause	Requirement	Guidance
MP7.1	The Company shall calibrate all equipment that is used to confirm compliance with either legal or specified product requirements. The Company shall maintain a schedule of calibration for all equipment requiring compliance and shall keep a record listing • the re-calibration interval • the accuracy required • the calibration results or certificate • the calibration method [R] If equipment is found to be outside the accuracy tolerance when calibrated, the Company shall carry out an investigation to check the consequences of the failure on the legality of the product. [R]	Incorrect calibration or operating outside the tolerance required may lead to product recall or reprocessing of material. Trading Standards may visit site and request evidence of compliance with legal requirements.

MP8 Product identification and traceability

MP8 Product identification and traceability

MP8.1

Clause	Requirement	Guidance
MP8.1	The Company shall identify raw materials and finished products to enable recognition and traceability to the extent required by the business process risk assessment and legislation. The level of traceability for different products will vary. For example, in the case of “relevant” AN, it is necessary to identify and trace the finished product to all destinations. For all other products, the principle of “one up/one down” traceability should be applied.	Refer to AIC Code of Practice for the Transfer and Traceability of Fertiliser classified as Dangerous Goods. The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003

Storage

S1 Scope of storage

S1 Scope of storage

S1.1

Clause	Requirement	Guidance
S1.1	Storage includes all activities concerned with moving and holding fertiliser including transit and/or quayside storage. For full definition of storage refer to Appendix 3.	

S1.2

Clause	Requirement	Guidance
S1.2	Handling of Fertilisers 16% Nitrogen or greater For further information, refer to: AIC Guide for the Storage, Handling and Transportation of Ammonium Nitrate Based Fertilisers 2015; HSE INDG230 Storing and handling Ammonium Nitrate and additional guidance within S4.1.	

S2 Storage construction and design

S2 Storage construction and design

S2.1

Clause	Requirement	Guidance
S2.1	Buildings must be constructed to provide suitable and sufficient security measures in line with the requirements in G23 and the business process risk assessment study contained within G10. Where used, buildings must be in good order and capable of shielding the products from the weather.	Guidance for building security can be obtained from the National Counter Terrorism Security Office (NaCTSO) website: www.gov.uk/government/publications/secure-your-fertiliser/secure-your-fertiliser

S2.2

Clause	Requirement	Guidance
S2.2	Buildings (including floors) must be constructed and maintained using not- readily combustible materials such as brick, concrete or steel, suitably protected where necessary against corrosion.	Galvanised items such as sheeting, vents and girders should be avoided as far as possible in the construction because of the zinc content which is known to react with AN. Bitumen joints or coatings should be avoided. Where asphalt is used for flooring this should be below 9% bitumen content.

S2.3

Clause	Requirement	Guidance
S2.3	Floors of buildings and external storage yards must be maintained in good condition to prevent significant cracks and holes developing that may become filled with compacted fertiliser.	This could lead to confinement leading to a hazard in the event of a fire.

S2.4

Clause	Requirement	Guidance
S2.4	Where internal drains, pits or channels exist, these must be securely sealed or in-filled with inert material.	In the event of a fire, molten fertiliser could become confined in drains or channels.

S2.5

Clause	Requirement	Guidance
S2.5	Raw materials and finished product must be protected from potential sources of heat and/ or ignition.	This should include consideration of protection against fire or lightning strikes.

S2.6

Clause	Requirement	Guidance
S2.6	Lighting and other electrical installations must be adequately protected from corrosion by means of separation from product and/or sealing.	Consider IP ratings of electrical equipment.

S3 Fire precautions

S3 Fire precautions

S3.1

Clause	Requirement	Guidance
S3.1	A suitable and sufficient supply of water adequate to deal with an outbreak of fire must be available near the building.	This should be discussed with the local Fire and Rescue Service.

S3.2

Clause	Requirement	Guidance
S3.2	A suitable fire detection system and firefighting equipment must be in place where indicated by the Fire Risk Assessment and maintained. [R]	

S3.3

Clause	Requirement	Guidance
S3.3	Equipment and vehicles must be stored/ parked separately from product or packaging.	

S4 Storage operations

S4 Storage operations

S4.1

Clause	Requirement	Guidance
S4.1	Under the Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations 1990, as amended on 6th April 2013, sites which hold certain fertilisers are required to notify the relevant authorities (HSE and/or local Fire and Rescue Service) and display warning signage at site entrances. [R] The Company shall ensure that storage facilities, including outside storage yards and quaysides, have been notified to the relevant authorities and are marked in accordance with legislation and are suitable for the fertiliser raw materials and finished products being stored. [R] The type of storage facility required and the necessary equipment required to operate the facility in a safe and secure manner shall be determined by the business process risk assessment.	Further details may be found here: • NAMOS Guidance: i) INDG467 Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations 1990 https://www.hse.gov.uk/pubns/indg46 7.htm ii) Appendix 7 • Storage Guidance: i) INDG 230 Storing and Handling Ammonium Nitrate www.hse.gov.uk/pubns/indg230.pdf ii)www.hse.gov.uk/explosives/ammoniu m/delivery-guide-inspection.htm • AIC Guide for the storage, handling and transportation of ammonium nitrate based fertilisers 2015 Note: Stores registered and inspected by BASIS or otherwise independently audited against the current version of the Code of Practice for suppliers of pesticides to agriculture, horticulture and forestry (“Yellow Code”) need not be included in the FIAS scope as long as only fertilisers defined as micro nutrients or foliar fertilisers (see Appendix 3 definitions) are held on the site within the secure store.

S4.2

Clause	Requirement	Guidance
S4.2	If fertiliser is unloaded and temporarily stored by the unloader, storage conditions must meet the requirements of both the HSE and the FIAS Standard.	The business process risk assessment should include consideration of potential delays in transit and temporary storage.

S4.3

Clause	Requirement	Guidance
S4.3	Where the Company arranges for the storage of fertiliser raw materials or product in a third party store, the store shall be FIAS certified or a contractor approved as per Clause G16.	

S4.4

Clause	Requirement	Guidance
S4.4	The Company shall ensure that the storage operation is carried out under controlled conditions to ensure that the business processes comply with legislative and customer requirements. These shall include: • contractor control • firefighting equipment • fire prevention • handling of spills • housekeeping • inspections • inventory management • maintenance • product receipt / despatch • product storage and handling • proximity to combustible materials • security • site access control • smoking	

S4.5

Clause	Requirement	Guidance
S4.5	The Company shall identify raw materials and finished products to enable recognition and traceability. The level of traceability for different products will vary. For example, in the case of “relevant” AN it is necessary to identify and trace the finished product to all destinations. For all other products, the principle of “one up/one down” traceability should be applied.	Refer to: • AIC Code of Practice for the Transfer and Traceability of Fertiliser classified as Dangerous Goods • The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003

S4.6

Clause	Requirement	Guidance
S4.6	All bulk raw materials or finished products containing 16% nitrogen or greater must be stored on a single floor which should be without basement or cellar except for channels required or product movement.	Where possible bagged material should also be stored in this way.

S4.7

Clause	Requirement	Guidance
S4.7	For bulk or bagged stored raw materials or finished product, there must be sufficient clearance between the top of stacks and any overhead structures such as eaves, beams, light fittings or conveyors, in order to protect product from heat and contamination.	

S5 Operation of bulk storage bays

S5 Operation of bulk storage bays

S5.1

Clause	Requirement	Guidance
S5.1	Storage facilities holding bulk product in separate bays shall identify the material in each bay. Appropriate cleaning of bays at product change shall be undertaken to ensure avoidance of cross contamination. Particular attention shall be paid to product changes in bays containing Ammonium Nitrate based fertilisers. A thorough changeover clean is necessary for bays moving from storing urea to ammonium nitrate based fertilisers or vice versa. [R]	

S6 Material receipt and intake

S6 Material receipt and intake

S6.1

Clause	Requirement	Guidance
S6.1	On receipt, the Company shall verify the origin and conformity of materials and products by checking delivery document information against order requirements. [R]	

S6.2

Clause	Requirement	Guidance
S6.2	Handling systems used for materials and products unloading and transfer to stockholding location, shall be designed and maintained to avoid cross contamination of product.	

S6.3

Clause	Requirement	Guidance
S6.3	Where the Company receives or despatches materials or products classified as dangerous goods, the relevant transport regulations must be met. ADR requires the appointment of a qualified Dangerous Goods Safety Adviser (DGSA). The Company must hold a copy of the DGSA's current certificate and annual report. [R]	The duty of a DGSA is to advise the Company and provide an annual report on all necessary measures to ensure full compliance to ADR.

S6.4

Clause	Requirement	Guidance
S6.4	Upon receipt, the receiving Company shall provide the delivery driver with the signature and full printed name of the Company representative authorised to receive the raw material or fertiliser product. By prior arrangement, other verifiable means of demonstrating correct delivery may be agreed between the receiver and the consignor. [R]	

S7 Material loading and despatch

S7.1

Clause	Requirement	Guidance
S7.1	The Company shall check that the collecting driver possesses: • unique collection reference no. • product description • quantity	The haulier will have been informed at the time of the order what he is expected to carry.

S7.2

Clause	Requirement	Guidance
S7.2	For fertilisers classified as dangerous goods the Company shall check the driver's ADR certificate or card and photographic ID. [R]	

S7.3

Clause	Requirement	Guidance
S7.3	The Company must obtain a signature and printed name of the driver to confirm the load details. [R]	

S7.4

Clause	Requirement	Guidance
S7.4	The Company shall provide suitable and sufficient facilities for safe load securing and sheeting.	For guidance refer to: www.hse.gov.uk/workplacetransport/information/sheeting.htm

S7.5

Clause	Requirement	Guidance
S7.5	The Company must have a process which ensures the correct product and quantity is loaded and the packaging is not damaged or otherwise showing signs of potential failure.	

S7.6

Clause	Requirement	Guidance
S7.6	Bulk fertiliser shall only be loaded into compartments that have been checked to confirm the absence of contaminants or residues from previous loads. Compartments for solid fertiliser shall be fully sheeted.	

S7.7

Clause	Requirement	Guidance
S7.7	Bulk liquid fertiliser shall only be loaded into suitable bulk liquid containers or road tankers.	

S7.8

Clause	Requirement	Guidance
S7.8	In the case of sales of bulk fertilisers, the collecting vehicle must be weighed prior to and after loading to give an accurate weight of product delivered.	The use of assumed tare weights for vehicles is not acceptable. Alternative methods of demonstrating the actual quantity of product loaded may be used.

Product Sales and Delivery / Merchanting

M1 Product sales

M1 Product sales

M1 Product sales

M1.1

Clause	Requirement	Guidance
M1.1	The Company must have in place a system to control the sales of fertilisers and explosive precursors and demonstrate that it takes adequate and reasonable precautions to ensure products are being purchased for bona fide purposes. [R]	

M1.2

Clause	Requirement	Guidance
M1.2	Sales of all fertilisers of 16% N and above shall be to account holding customers. In the case of sales of all other fertilisers, the customer must either be an account holder or be required to provide proof of identity which shall be recorded by the Company. [R]	Where fertilisers that are below 16% N are sold to non-account holding customers then the Company needs to get proof of identity such as passport, driving licence and record the name and address against the sale.

M1.3

Clause	Requirement	Guidance
M1.3	Sales of fertiliser must only be made to merchant customers who are FIAS Certificated or are approved as per Clause G16.	

M1.4

Clause	Requirement	Guidance
M1.4	The Company must have systems in place to ensure that non-FIAS certificated Merchants are not able to purchase fertiliser unless audited as per Clause G16.	

M1.5

Clause	Requirement	Guidance
M1.5	The Company shall keep records of all customers and product sales. [R]	

M1.6

Clause	Requirement	Guidance
M1.6	The Company shall evaluate suspicious or unusual requests to purchase fertiliser and explosive precursors and report these to the authorities. [R] It is **mandatory** to report suspicious activities relating to fertilisers containing: • Ammonium Nitrate (>16%N) • Potassium Nitrate • Sodium Nitrate • Calcium Nitrate • Calcium Ammonium Nitrate Together with other substances listed in the Poisons Act 1972 (Explosive Precursors) legislation.	Unusual or suspicious requests may include, but are not limited to: • **Identity** – New customer or identity unknown, failure to provide identity documents if requested or of a nervous or evasive nature. • **Order** – Reluctance to supply a written order or a client with no obvious need for the product or displaying a lack of agricultural knowledge. • **Payment** – Cash payment offered, refusal to pay by credit/debit card or bank account, or a readiness to pay or offer a higher price (i.e. 'money is no problem') • **Use** – Unable to explain the intended use, unwilling to accept suggested alternatives or substitutes. • **Quantity** – Is the amount ordered proportionate to the needs and intended end use? Unusually small or large orders. Not familiar with the handling instructions. • **Delivery address** - Not linked to the client or does not appear to be an agriculturally based location. Suspicious activity and reporting forms may be accessed here: www.gov.uk/government/publications/rec ord-of-suspicious-transactions Email:Chemical.Reporting@Met.Police.UK See Appendix 5 Contact details for the Anti-Terrorist Hotline. Tel 0800 789321

M1.7

Clause	Requirement	Guidance
M1.7	The Company shall ensure that all customer order requirements are fully understood and that systems are in place to satisfy all these requirements. [R]	

M1.8

Clause	Requirement	Guidance
M1.8	The Company shall make available to end user customers the “NaCTSO Fertiliser Security Five Point Plan”.	The NaCTSO plan has been endorsed by FIAS and partner agencies and provides end users with security guidance. See: https://www.protectuk.police.uk/advice-and-guidance/security/secure-your-fertiliser

M1.9

Clause	Requirement	Guidance
M1.9	Any on-line sales of fertilisers by the Company must meet FIAS requirements.	Refer to: AIC guidance for sales of fertilisers products on-line

M2 Sales representatives and agents

M2 Sales representatives and agents

M2.1

Clause	Requirement	Guidance
M2.1	Where the Company uses sales representatives that are not employed by the Company, they shall be required to operate under the Company’s procedures and systems. A record of training given to non- employed sales representatives must be kept. [R]	

M2.2

Clause	Requirement	Guidance
M2.2	Where an agent/broker facilitates sales of fertiliser for the Company, the agent must be made aware of their responsibilities to report suspicious activity. [R]	See section M1.6 above for FIAS requirements. Refer to Appendix 3: Definition of agent/ broker

M3 Product advice

M3 Product advice

M3.1

Clause	Requirement	Guidance
M3.1	The Company shall ensure that all fertiliser related agronomic or usage advice to the customer is provided by a current FACTS Qualified Adviser. The Company must be able to demonstrate that all its FACTS Qualified Advisers are up-to-date in their knowledge with current Membership of the BASIS Professional Register.	FACTS Qualified Advisers are issued with annual ID cards as confirmation of their qualified status. An adviser's status may be also be confirmed by contacting BASIS on 01335 340858 or help@basis-reg.co.uk

M4 Product delivery

M4 Product delivery

M4.1

Clause	Requirement	Guidance
M4.1	Where the Company arranges for the delivery of fertiliser to the customer using a third party haulier, the haulier shall be FIAS certified or a contractor approved as per Clause G16. [R]	

M4.2

Clause	Requirement	Guidance
M4.2	The Company shall inform the haulier of their requirements at the time of requesting the transport services. These shall include: • unique collection reference no. • collection address • Dangerous Goods description as appropriate • product description • quantity • full name, delivery address and contact telephone number	The Company needs to inform the haulier at the time of the order what he is expected to carry. This enables the haulier to take into account the necessary qualifications of the driver, type of vehicle required and the compatibility of other materials that may be carried.

M4.3

Clause	Requirement	Guidance
M4.3	Where fertiliser classified as dangerous goods is to be consigned for delivery from a location operated by a 3rd party, the owner of the goods must provide the 3rd party consignor with all the information requirements specified in ADR 5.4.1.	

M4.4

Clause	Requirement	Guidance
M4.4	Where fertiliser classified as dangerous goods is to be consigned for delivery from a location operated by a 3rd party, the owner of the goods must either provide, or verify that the 3rd party provides, compliant documentation to collecting hauliers, in accordance with M4.3. [R]	

M4.5

Clause	Requirement	Guidance
M4.5	For reasons of safety and traceability, every effort should be made to persuade the receiver to unload product in packaging appearing to be damaged. Where this is not achieved the destination of damaged or rejected product must be agreed between the supplier and the haulier undertaking the delivery.	

M5 Product incompatibility

M5 Product incompatibility

M5.1

Clause	Requirement	Guidance
M5.1	The consignor shall confirm that ammonium nitrate based fertilisers are not loaded as part loads with incompatible materials such as combustible materials or acids.	Refer to AIC Guide for the Storage, Handling and Transportation of Ammonium Nitrate Based Fertilisers 2015

Transport

T1 Transport instructions

T1 Transport instructions

T1.1

Clause	Requirement	Guidance
T1.1	Transport operators must ensure that they know their customers to be bona fide fertiliser companies and carry out sufficient checks to ensure that any new customers are verified as bona fide fertiliser businesses. [R]	Confirmation that customers are shown as certified or approved on the AIC Trade Assurance Checker would be acceptable.

T1.2

Clause	Requirement	Guidance
T1.2	Transport operators shall ensure that the transport operations are only allocated to trained drivers and fit-for-purpose vehicles.	

T2 Receiving instructions from customers

T2 Receiving instructions from customers

T2.1

Clause	Requirement	Guidance
T2.1	When transport operators are contracted to carry fertiliser, they must ensure that fertiliser collection or delivery requirements have been provided in written or electronic form.	

T3 Passing instructions to drivers

T3 Passing instructions to drivers

T3.1

Clause	Requirement	Guidance
T3.1	Transport operators shall operate a secure system for informing drivers of customers' transport requirements. As a minimum the driver shall be informed of the following [R]: • unique collection reference no. • collection address • product description • quantity • delivery address • Dangerous Goods information Drivers shall be provided with sufficient information to enable them to meet the requirements of the collection site.	

T4 Drivers

T4 Drivers

T4.1

Clause	Requirement	Guidance
T4.1	Drivers shall have the necessary PPE required by customers for access to collection or delivery sites.	PPE – Personal Protective Equipment

T4.2

Clause	Requirement	Guidance
T4.2	Drivers shall have a method and be provided with written instructions for communicating with their employer and the emergency services in the event of an emergency or incident.	For example, phone, written instructions, and relevant contact details.

T5 Collection

T5 Collection

T5.1

Clause	Requirement	Guidance
T5.1	Bagged fertiliser shall be fully covered and adequately secured to the vehicle platform to ensure the security of the load in transit is not compromised.	

T6 Safety and security

T6 Safety and security

T6.1

Clause	Requirement	Guidance
T6.1	Transport companies must have an operator's licence. [R]	Operator's licence is verifiable on-line: www.vehicle-operator-licensing.service.gov.uk/search/check- vehicle-operator-decisions-applications

T6.2

Clause	Requirement	Guidance
T6.2	Where the transport operator carries materials or products classified as dangerous goods, the relevant transport regulations must be met. ADR requires the appointment of a qualified Dangerous Goods Safety Adviser (DGSA). The Company must hold a copy of the DGSA's current certificate and annual report. [R]	The duty of a DGSA is to advise the Company and provide an annual report on all necessary measures to ensure full compliance to ADR.

T7 Vehicles

T7 Vehicles

T7.1

Clause	Requirement	Guidance
T7.1	Vehicles, whether hired, leased or owned shall be equipped with the necessary safety equipment, identification and documentation for the fertiliser carried, where required by law.	Where ADR applies to the load, the vehicle needs to carry placarding, specific safety equipment, PPE and documentation in accordance with the CDG Regulations. For example, goggles, rubber gauntlets etc. DGSA recommendations should be followed.

T7.2

Clause	Requirement	Guidance
T7.2	Parking and the leaving of unattended vehicles carrying fertiliser products shall be in accordance with ADR requirements and the Terms and Conditions agreed between the haulier and its customer. When a vehicle is parked or left unattended the driver must leave it locked and ensure that the load is secure and undamaged. Upon returning to the vehicle the driver **must** check that no loss or damage has occurred to the consignment. If any such damage or loss has occurred the driver shall follow the procedures described within their employer's security measures in accordance with the requirements of ADR 1.10 and the incident must be immediately reported to the Police. [R]	The preferred parking location would be a secure yard with locked gates and access control measures in place. Where such facilities are not available the vehicle should be left in a recognised HGV parking area, where the presence of other vehicles and drivers may help to prevent interference or loss. Isolated lay-bys and parking areas should only be used as a last resort. The driver should seek authorisation from their employer prior to utilising such an isolated location and must remain with the vehicle at all times.

T7.3

Clause	Requirement	Guidance
T7.3	Where vehicles carrying fertiliser products are parked or left unattended, the driver shall follow the procedures described within his employer's security measures and/or in accordance with the requirements of ADR 1.10. [R]	The haulier's security measures should include written guidance to drivers regarding security procedures for parking up and/or leaving the vehicle unattended.

T8 Delays in transit

T8 Delays in transit

T8.1

Clause	Requirement	Guidance
T8.1	If fertiliser is unloaded from the collection vehicle and temporarily stored by a transport operator, storage conditions must meet the requirements of both the HSE and the FIAS Standard for Fertiliser Storage.	The business process risk assessment should include consideration of potential delays in transit and temporary storage.

T9 Delivery

T9 Delivery

T9.1

Clause	Requirement	Guidance
T9.1	Drivers shall only deliver to the addresses shown on the delivery documents unless a diversion is approved by the consignor in a recordable manner. [R] If the recipient requests a different delivery address, the driver must contact his employer for approval from the consignor before proceeding.	

T9.2

Clause	Requirement	Guidance
T9.2	Discrepancies in quantity must be recorded on the delivery note and communicated to the consignor immediately. [R]	

T9.3

Clause	Requirement	Guidance
T9.3	Upon delivery, the receiving Company shall provide the delivery driver with the signature and **full printed name** of the Company representative authorised to receive the raw material or fertiliser product. By prior arrangement, other verifiable means of demonstrating correct delivery may be agreed between the receiver and the consignor when the consignor has carried out a security and safety risk assessment. [R]	In some cases, e.g. on farm, the driver may find there is no one available to receive the delivery. If this happens and no prior arrangement has been made, the driver must not unload and must contact their traffic office or the collection site for instructions on what to do with the undelivered load.

T9.4

Clause	Requirement	Guidance
T9.4	For deliveries of bulk solid or liquid fertiliser to farm and by prior arrangement with the consignor of the fertiliser, other verifiable means of demonstrating correct delivery are acceptable when the consignor has carried out a security and safety risk assessment [R]	Where other means of verifying delivery are used, the business process risk assessment should consider the nature and quantity of the product delivered and the period of time before the customer will confirm receipt.

Appendices

1 Legislation

1 Legislation

Disclaimer: The information provided in this appendix is a guide to the legislation related to fertilisers. AIC shall not be responsible for keeping this list up to date or for any errors or omissions. The company participating in FIAS is responsible for ensuring that it is aware of all legislation related to their business. Ensure EU Exit and devolved nation legislation is considered.

Agriculture Act 1970

Regulation (EC) No 2003/2003 of the European Parliament and of the Council of 13 October 2003 relating to fertilisers Official Journal of the European Union number L304 published on 21/11/2003

Regulation (EU) 2019/1009 of the European Parliament and of the Council of 5 June 2019 laying down rules on the making available on the market of EU fertilising products and amending Regulations (EC) No 1069/2009 and (EC) No 1107/2009 and repealing Regulation (EC) No 2003/2003

The Fertilisers Regulations 1991, as amended

The Fertilisers and Ammonium Nitrate Material (Amendment) (EU Exit) Regulations 2019

The Fertilisers (Sampling and Analysis) Regulation 1996, as amended

The Notification of New Substances Regulations 1993, as amended

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, as amended

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) (EU Exit) Regulations 2020

The European Agreement Concerning the International Carriage of Dangerous Goods by Road latest edition (known as ADR and updated biennially)

The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003, as amended

Regulation (EC) No 1272/2008 Of The European Parliament And Of The Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006

The Control of Substances Hazardous to Health Regulations 2002, as amended

The Dangerous Substances (Notification and Marking of Sites) Regulations 1990, as amended

The Control of Major Accident Hazards Regulations 2015, as amended

Planning (Hazardous Substances) Act 1990, as amended

The Planning (Control of Major Accident Hazards) Regulations 1999

The Planning (Hazardous Substances) Regulations 1992

The Pollution Prevention and Control Regulations, as amended

Weights and Measures Act 1985, as amended

The Weights and Measures (Packaged Goods) Regulations 1986, as amended

The Producer Responsibility Obligations (Packaging Waste) Regulations 2007, as amended

EC Fertilisers (England & Wales) Regulations 2006

EC Fertilisers (Scotland) Regulations 2006

EC Fertilisers (Northern Ireland) Regulations 2006	
The Poisons Act 1972 (Explosives Precursors) (Amendment) Regulations 2018	
Control of Poisons and Explosives Precursors Regulations 2015	
The Control of Explosives Precursors etc. Regulations (Northern Ireland) 2014	
Regulation (EU) 2019/1148 of the European Parliament and of the Council of 20 June 2019 on the marketing and use of explosives precursors	
The Explosives Regulations 2014 (Amendment) Regulations 2016	
EU REACH – Registration, Evaluation, Authorisation and Restriction of Chemicals	
The REACH etc. (Amendment etc.) (EU Exit) Regulations 2020 UK SI 2020 No 1577	

2 Codes of practice and guidance documents

2 Codes of practice and guidance documents

DOCUMENT TITLE	CODE OF PRACTICE / GUIDANCE	PUBLISHER
AIC Guide for the Storage, Handling and Transportation of Ammonium Nitrate Based Fertilisers 2015	Guidance	AIC
AIC Ammonium Nitrate Fertiliser Safety Checklist	Guidance	AIC
Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003	Guidance	AIC
AIC/Defra/HSE guidance note for manufacturers, importers, blenders, transporters, storekeepers and suppliers of ammonium nitrate based fertilisers	Guidance	AIC
AIC Recommended Best Practice for the sales of fertiliser explosive precursors on the internet	Guidance	AIC
Code of Practice for suppliers of pesticides to agriculture, horticulture and forestry (“Yellow Code”)	Code of Practice	HSE
Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations 1990 (Amended 6th April 2013) - INDG 467	Guidance	HSE
Delivery Guide (DG) for the Inspection of Ammonium Nitrate (AN) Strategic Topics	Guidance	HSE
Fluid Fertiliser Code	Code of Practice	AIC/ Environment Agency
Guidance on Explosives Regulations 2014(Amendment) Regulations 2016	Guidance	HSE
Guidelines for the implementation of Regulation (EU) 2019/1148 on the marketing and use of explosives precursors	Guidance	EC
Fertilizers Europe Guidance for Compatibility of Fertilizer Blending materials	Guidance	Fertilizers Europe
Guidance for the Storage, Handling and Transportation of Solid Mineral Fertilizers (2007)	Guidance	Fertilizers Europe
National Counter Terrorism Security Office (NaCTSO) – Fertiliser Security Five Point Plan	Guidance	NaCTSO

Prevention of Water Pollution from the Storage and Handling of Fluid Fertilisers (1998)	Code of Practice	AIC
Recommendations for Inspections of Atmospheric Refrigerated Ammonia Storage Tanks (2008)	Guidance	Fertilizers Europe
Safe Handling and Utilisation of Non-Conforming Solid Fertiliser and Related Materials for Fertiliser Producers (2003)	Guidance	Fertilizers Europe
Safe Handling and Utilisation of Non-Conforming Solid Fertiliser and Related Materials for Fertiliser Importers, Distributors and Merchants (2004)	Guidance	Fertilizers Europe
Sea Transport of Ammonium Nitrate based Fertiliser (2004) (not currently available)	Guidance	Fertilizers Europe
Storage of Hot Ammonium Nitrate Solutions (2005)	Guidance	Fertilizers Europe
Storing and Handling Ammonium Nitrate - INDG 230	Guidance	HSE
Transfer and Traceability of Fertiliser Classified as Dangerous Goods	Code of Practice	AIC
UK REACH	Guidance	HSE

3 Definitions

3 Definitions

Agent (or Broker)
An agent (or broker) facilitates a contract between a buyer and a seller but takes no financial involvement in the transaction except to receive a commission from either buyer or seller or both. If a Body, Person or Company that acts as a principal to the debt incurred in the supply of fertiliser, they are a merchant. If the agent is authorised to agree sales on behalf of a company or enter sales into the system then they must be trained as a sales representative.

Blended fertiliser
A fertiliser obtained by dry mixing of more than one fertiliser, with no chemical reaction.

Business process risk assessment
An assessment for the purposes of FIAS which identifies the hazards, threats and resulting risks related to legal compliance, security, traceability and product safety of all fertiliser operations undertaken by the business.
It is distinct from a Health and Safety Risk Assessment but may follow similar principles.

Caking tendency
The ability for fertiliser granules or prills to form an agglomeration. Mechanisms for caking are numerous and include formation of crystal bridges due to incompatibility or post reactions, moisture content and/or pick up, high fines/dust content and granule deformation.

Company
The organisation certified or seeking certification under FIAS.

Compatibility
Materials when mixed together are not necessarily compatible with each other; some may produce undesirable effects when mixed with others; in other words, they may not be compatible. These undesirable effects can include chemical reaction(s) and physical effects e.g. stickiness which can cause handling difficulties, moisture migration giving rise to caking tendency. For reasons of safety, it is very important to avoid blending ammonium nitrate or raw materials containing ammonium nitrate with any organic materials.

Detonation Resistance Test (DRT)
A test carried out by a competent laboratory in accordance with Schedule 2 of the Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003.

Foliar fertiliser
A fertiliser suitable for application to and nutrient uptake by the foliage of a crop.

Manufacturer
The natural or legal person responsible for placing a fertiliser on the market; in particular a producer, a blender, an importer, a packager working for its own account, or any person changing the characteristics of a fertiliser, shall be deemed to be a manufacturer. However, a distributor who does not change the characteristics of the fertiliser shall not be deemed to be a manufacturer.

Merchant
The Body, Person or Company that acts as a principal to the debt incurred in the supply of fertiliser to a customer and does not change the characteristics of the fertiliser. For the purposes of FIAS, companies which pack or repack fertilisers themselves, or engage a contract packer to do so on their behalf fall within the definition of manufacturer.

Micro-nutrients
The elements boron, cobalt, copper, iron, manganese, molybdenum and zinc, essential for plant growth in quantities that are small compared with those of primary and secondary nutrients.

Non-conforming product
Non-conforming materials are those materials which do not meet the characteristics of the intended products at the time of storage or when marketed. They

include both off-spec and reject materials, which are defined below. Essentially, they include everything other than marketable specified product.

Off-spec
The definition of “off-spec” given in The Control of Major Accident Hazards (Amendment) Regulations 2005 is as follows:

Material rejected during the manufacturing process and to ammonium nitrate and preparations of ammonium nitrate, straight ammonium nitrate-based fertilisers and ammonium nitrate-based compound/composite fertilisers referred to in Notes 2 and 3, that are being or have been returned from the final user to a manufacturer, temporary storage or reprocessing plant for reworking, recycling or treatment for safe use, because they no longer comply with the specifications of Notes 2 and 3; or

(b) fertilisers which do not fall within Notes 1(a) and 2, because they do not satisfy the detonation resistance test, other than fertilisers which -

1. (i) at the time of delivery to a final user satisfied the detonation resistance test; but
2. (ii) later became degraded or contaminated; and
3. (iii) are temporarily present at the establishment of the final user prior to their return for reworking, recycling or treatment for safe use or to their being applied as fertiliser.

Placing on the market
The supply of fertiliser, whether in return for payment or free of charge, or storage for the purpose of supply. Importation of a fertiliser into the customs territory of the UK shall be deemed to constitute placing on the market.

Product
All fertilisers intended for agriculture, horticulture, forestry, amenity and any other such commercial use, straight or blended.

Product Recall
Product recall is the process required to enable identification and location of non-conforming material or product at all points in the supply chain between producer and end user in order for remedial action to be agreed and implemented by the parties involved.

Raw Material
Ingredient used in the production of fertiliser intended for agriculture, horticulture, forestry, amenity and any other such commercial use.

Reject
Reject materials are those non-conforming materials which are out of specification, or which have deteriorated during storage and/or handling to such an extent that they can be considered potentially hazardous. They cannot be sold as fertiliser products and may require treatment to render them safe. Examples include those which contain more than the maximum permitted level of combustible material; those which have physically degraded into fines and could reasonably be expected to fail the Detonation Resistance Test; product grossly contaminated with reactive substances.

Relevant Ammonium Nitrate
The definition given in the Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003 is:

Ammonium nitrate in solid form, where its nitrogen content is more than 28% of its weight,
material in solid form, comprising a mixture of components, one of which is **ammonium nitrate**, in circumstances where the nitrogen content derived from **ammonium nitrate** is more than 28% of the material by weight, and where the material has a total weight of five hundred kilogrammes or more, but does not include material which is a classified explosive.

Relevant Ammonium Nitrate Mixtures
The Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations define ‘relevant ammonium nitrate mixtures’ as ammonium nitrate and mixtures containing ammonium nitrate, where the nitrogen content exceeds 15.75% of the mixture by weight. This definition was transferred from the NIHHS Regulations.

Resistance to detonation
The ability of a fertiliser to resist detonation determined by the Detonation Resistance Test.

Self-sustaining decomposition
A fertiliser capable of self-sustaining decomposition is defined as one in which decomposition initiated in a localised area will spread through the mass after removal of the initiating heat source. This type of fertiliser is commonly known as a “cigar burner”.

Source of Supply
The place from which materials are purchased.

Storage
The provision of facilities for the holding of stocks of fertiliser such as warehouse buildings, outside areas including port quaysides, on either an ongoing, temporary or in-transit basis, together with management of personnel employed and the operation of any equipment used, for the handling of such fertiliser.

Straight fertiliser
A nitrogenous, phosphoric or potassic fertiliser having a declarable content of only one of these primary nutrients.

Supplier
The company that sells fertiliser within the scope of FIAS

Suspension fertiliser
A concentrated suspension of finely divided nutrients in a supersaturated nutrient solution, stabilised using a clay or polymer based gelling agent, allowing tailor-made ratios of N, P, K, Mg, Na, S, B, Mn, Zn, Cu, Mo and Se plus nitrification inhibitors and phosphate enhancers to be uniformly applied to the soil by spray application

Thermal cycling
A thermal cycle is the application of heat to a closed sample of ammonium nitrate to a temperature of 50OC followed by cooling to 25OC. The combination of successive phases at 50OC and 25OC forms one thermal cycle.

Traceability
The ability to track and follow a material or product through all stages of sourcing, production, storage, sales and distribution to end user.

4 Records

4 Records

The following is a list of the records identified within the text of FIAS and which must be kept.

Clause No	Record Required
G2.2	Policy statement
G3.1	Management review
G5.1	Records of communication of staff responsibilities
G6.1	Training and competence records
G6.3	Security screening of staff
G9.2	Notification/approvals for products held on site.
G10.1	Business process risk assessment records - team members, risks associated with the products, process descriptions, hazard and risk assessments, controls and action plans
G11.1	Business process assessment review
G13.1	Supplier approval
G13.1	Purchase specifications and records
G15.1	Contracted services – FIAS certification confirmation
G16.2	Non-FIAS Contractor or merchant customer initial audit and inspection assessments, reports and authorisations.
G16.3	Non-FIAS Contractor or merchant customer annual audit and inspection assessments, reports and management review record.
G18.2	Internal audit reports and follow-up information
G19.1	Document control records
G20.1	Incident management procedure and review
G20.3	Notification of suspicious or unusual activity to enforcement agencies; actions taken
G21.1	Traceability records
G21.6	Verification of product recall system in management review
G22.3	Complaints and actions taken
G24.1	Purchase contracts for products sourced from overseas
G24.2	Notification to authorities of AN import
G24.2	Compliance of fertiliser imports to specification and legislation
G25.1	DRT certificate/product transaction records
MP1.1	Management of new product development
MP4.1	Product inspection/test records
MP6.1	Non-conforming product records
MP6.2	Contingency plan for DRT failed AN
MP7.1	Equipment calibration, Calibration failure investigation
S3.2	Fire detection system and firefighting equipment maintenance

S4.1	Notification and signage for products held
S5.1	Product changeover cleaning record
S6.1	Verification of incoming material
S6.3	Appointment of DGSA, certificate and annual report
S6.4	Signature and name of employee Agreement of other verifiable means
S7.2	Checks of vehicle/driver legal compliance
S7.3	Name/Signature of driver
M1.1	Customers and product sales checks
M1.2	Non account holding customer details
M1.5	Customer and sales records
M1.6	Evaluation of suspicious request to purchase products
M1.7	Customer requirement records
M2.1	Training of sales representatives
M2.2	Agent responsibilities
M4.1	Approval of hauliers
M4.4	Verification of compliance
T1.1	Instructions received from clients Bona fide client checks
T3.1	Instructions passed to drivers
T6.1	Current operator's licence
T6.2	Appointment of DGSA and certificate
T7.2	Damage or loss reporting
T7.3	Security measures taken when parked/ unattended
T9.1	Approval of diversion of deliveries
T9.2	Discrepancies on delivery
T9.3	Proof of delivery/ Risk assessment
T9.4	Proof of delivery/ Risk assessment for bulk solid or liquid fertilisers

5 Contact details including Anti-terrorist hotline

5 Contact details including Anti-terrorist hotline

Agricultural Industries Confederation (AIC)

Tel: 01733 385230 www.agindustries.org.uk
AIC Trade Assurance – FIAS: www.agindustries.org.uk/fias-scheme
AIC FIAS i-learning contact: uk.fias@kiwa.com or Tel: 01423 878875 (Direct line for training enquiries)

Logistics UK
Tel: 03717 11 22 22
https://logistics.org.uk/ enquiry@logistics.org.uk

Anti-Terrorist Reporting
Hotline: 0800 789321
https://www.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/

Health and Safety Executive (HSE)
www.hse.gov.uk
Tel : 0845 345 0055
www.hse.gov.uk/contact/index.htm

National Counter Terrorism Security Office (NaCTSO)
https://www.protectuk.police.uk/
Action Counters terrorism (ACT) awareness e-learning : https://ct.protectuk.police.uk/

Home Office
www.gov.uk/government/organisations/home-office
Tel: 020 7035 4848 public.enquiries@homeoffice.gov.uk

BASIS / FACTS
www.basis-reg.co.uk/
Tel: 01335 340858
Email : help@basis-reg.co.uk

International Fertiliser Society
https://fertiliser-society.org/
Tel: 01206 851 819
https://fertiliser-society.org/contact-ifs/

Department for Environment, Food and Rural Affairs (Defra) Tel: 03000 200 301
defra.helpline@defra.gov.uk
www.gov.uk/government/organisations/department-for-environment-food-rural-affairs

Kiwa Agri-Food
www.kiwa.com/gb/en/products/kiwa-agri-food/
Tel: 01423 878873
Tel: 01423 878875 (Training direct line)

Department for Business, Energy and Industrial Strategy (BEIS)

Tel: 020 7215 5000
Email: enquiries@beis.gov.uk
www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy

National Farmers Union (NFU)
Tel: 024 7685 8500
www.nfuonline.com

Department for Transport (DfT)
Tel: 0300 330 3000
www.gov.uk/government/organisations/department -for-transport
https://www.smartsurvey.co.uk/s/ZVVFD6/

National Farmers Union Scotland (NFUS)
Tel : 0131 472 4000
www.nfus.org.uk info@nfus.org.uk

Driver and Vehicle Standards Agency
Tel: 0300 123 9000
www.gov.uk/contact-dvsa/y

Red Tractor Farm Assurance
Tel: 020 7630 3320
www.redtractor.org.uk

Environment Agency
Tel: 03708 506 506
www.gov.uk/government/organisations/environment-agency
enquiries@environment-agency.gov.uk

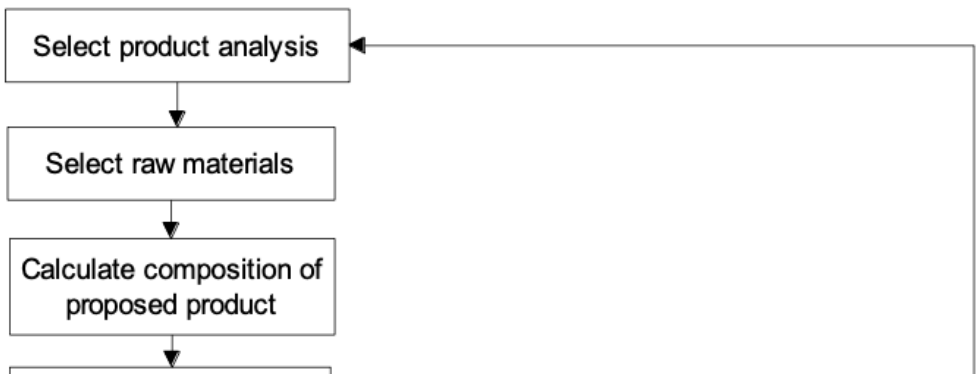
Road Haulage Association (RHA)
Tel: 01932 838 910
www.rha.uk.net

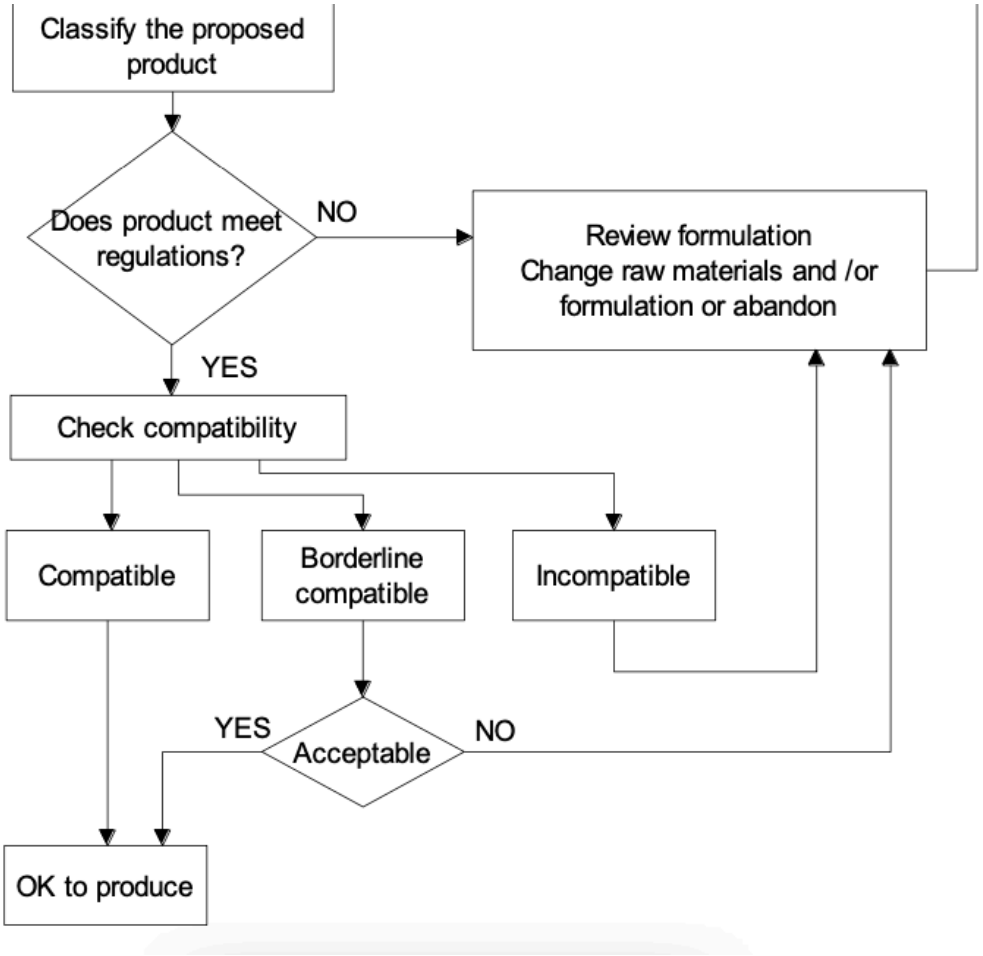
Fertilizers Europe
Tel: 00 32 2 675 35 50
www.fertilizerseurope.com
main@fertilizerseurope.com

United Kingdom Accreditation Service (UKAS)
Tel: 01784 429000 (t)
www.ukas.com
info@ukas.com

6 Product development flowchart

6 Product development flowchart





7 Guidance for compliance with the Dangerous Substances (Naming And Marking Of Sites) (NAMOS) Regulations

7 Guidance for compliance with the Dangerous Substances (Naming And Marking Of Sites) (NAMOS) Regulations

1. Under the Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations 1990, as amended on 6th April 2013, sites which store certain fertilisers have a requirement to notify the relevant authorities and display warning signage at the site entrances.

2. **Sites which hold 25 tonnes of material classified as being 'Dangerous Substances' are required to notify both the HSE and local Fire and Rescue Service.** This includes all fertilisers which display the hazardous classification symbol for 5.1 oxidising substances under the Carriage of Dangerous Goods regulations (ADR). (This will include Ammonium Nitrate based products).

3. Sites which hold 25 tonnes of material classified as being 'Dangerous Substances' are required to place a **'Dangerous Substance' warning symbol at all access points to the site.**

4. **A person in control of a site which holds a total quantity of 150 tonnes or more of 'relevant ammonium nitrate mixtures'** (see Appendix 3 definitions) **are required to notify the Fire and Rescue Service for the area in which the site is located.** (There is no requirement to notify the HSE).

A typical ratio would be 25.5.5 which equates to 25% N, 5% P and 5% K. In this example the Nitrogen would contain both Nitric Nitrogen (N) 12.5%, and Ammoniacal Nitrogen (N) 12.5%, thus making the total Nitrogen (N) content 25%.

8 Guidance for compliance with The Control of Explosives Precursors and Poisons Regulations 2023 (CEPPR)

8 Guidance for compliance with The Control of Explosives Precursors and Poisons Regulations 2023 (CEPPR)

1. The Control of Explosives Precursors and Poisons Regulations 2023 (CEPPR), as part of the Poisons Act 1972 apply to suppliers and sellers (producers, distributors and merchants) of regulated and reportable substances at all stages of the supply chain and are concerned with the ownership of the goods, not custody.
Reference: FIAS Standard clause: G9.1

Regulated and Reportable substances are listed in the Poisons Act 1972, Schedule 1A.

Reportable substances may be on sale to the public and carry an obligation to report suspicious or attempted transactions.

Regulated substances are those whose sales are restricted to businesses and members of the public who hold a Home Office Explosives Precursors and Poisons (EPP) licence. Listed substances at a concentration below the stated regulated threshold such as below 16% N from AN), are still considered reportable substances.

The substances may be present alone or mixed with other materials.

For example, fertilisers containing 16% or above nitrogen (N) from ammonium nitrate (AN) are **regulated** products.

2. Under the CEPPR 2023, **supply of regulated fertiliser substances to a business customer is not permitted unless the following are completed by the supplier**:

a) **Supply chain notification:** notify the customer in writing if the fertiliser substance to be supplied is regulated or reportable

b) **Customer verification:** collect, verify and record all of the following information from the customer:

i) name and address of business customer OR

ii) name of an individual authorised on behalf of the business customer

iii) photographic identification of the business customer or the authorised individual

iv) statement of the nature of business customer's trade, business or profession

v) VAT registration number if available

Photographic ID must show details of the name of the person. Passport, driving licence, trade card, travel pass are all examples of acceptable formats.

Only one photographic ID is required to allow any member of that business to make a purchase.
Reference: FIAS Standard clause: M1.1,1.2

c) **Records, retention and review**

The customer information held must be no older than 18 months and be reverified every 18 months. *Reference: FIAS Standard clause: G19.3*

d) **Training staff.** Those involved in the sales of fertilisers must be trained in:

- which products are regulated or reportable
- requesting relevant information and identification from customers
- recognising suspicious behaviour
- reporting suspicious activity and transactions
- obligations and the potential offences which apply

Training materials are available from the Protect UK website: https://www.protectuk.police.uk/advice-and-guidance/awareness/poisons-act-1972-selling-chemicals-responsibly

Reference: FIAS Standard clause: G6, M2.1

e) **Suspicious Activity Reporting** – this must be completed within 24 hours of becoming suspicious, preferably via the online portal, or if not possible, via the national contact point on 0800 789321.
Reference: FIAS. Standard clause: M1.6, M2.2

Additional information:

Web link: CEPPR https://www.legislation.gov.uk/uksi/2023/63/contents

Official Guidance: https://www.gov.uk/government/publications/supplying-explosives-precursors/supplying-explosives-precursors-and-poison

Suspicious activity reporting online: https://report-suspicious-chemical-activity.dsa.homeoffice.gov.uk/login

AIC Guidance, FAQs:
https://www.agindustries.org.uk/resource/explosives-precursors.html

CEPPR and General Data Protection Regulations (GDPR)

The requirement within CEPPR to collect and hold information about customers means that additional legislation applies under UK GDPR. The CEPPR 2023 provides a legal obligation (lawful basis) to collect data and retain it for 18 months. Collection and retention of this data should be communicated to customers in the supplier's privacy notices.

Data is to be re-verified after 18 months and if no longer active, should be deleted.

Each supplier has a responsibility to keep the data safe and secure so it can be made available if it is needed within the 18-month period. If data records are not suitably secured, are stolen, mislaid or damaged in the case of paper records, this counts as a breach of data protection.

Further guidance for businesses on GDPR is available from the website of the UK Regulator, the Information Commissioner's Office: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/