



Note: This version, issued 14/04/2026, is an interim version, while awaiting final sign off from UKAS and artwork.

It is still designated as a draft version.

Changes from the FIAS 2021 Standard are highlighted in red text.

# FERTILISER INDUSTRY ASSURANCE SCHEME STANDARD 2026

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[R] indicates that a record must be retained. All required records are listed in [Appendix 4](#).

[T] indicates a template document is available on the FIAS website:

[www.agindustries.org.uk/fias-checklists/](http://www.agindustries.org.uk/fias-checklists/)

## Scheme Rules

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 <a href="#">business process risk assessment</a> approach to achieving the necessary level of assurance.
1.2	FIAS is a voluntary scheme developed and <b>implemented by the Agricultural Industries Confederation (AIC)</b> in response to the need to prevent the misuse of fertilisers.
1.3	FIAS provides a safe and controlled environment for the <b>fertiliser supply chain</b> : sourcing, import, manufacture, packing, storage, merchandising, transport <b>and delivery to end user</b> . <b>FIAS is open to businesses throughout the fertiliser supply chain.</b>
1.4	FIAS <b>certification demonstrates by independent assessment</b> that a Participant complies with requirements of: <ul style="list-style-type: none"> <li>• relevant legislation</li> <li>• security</li> <li>• <a href="#">traceability</a></li> <li>• product safety</li> </ul>
1.5	FIAS is managed by AIC, who developed and implemented the scheme. The fertiliser industry, other stakeholders, <b>Participants</b> 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: <a href="https://www.agindustries.org.uk/sectors/trade-assurance-schemes.html">https://www.agindustries.org.uk/sectors/trade-assurance-schemes.html</a>
1.7 (was 2.1)	Scope 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.
1.8 (was 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 <b>S</b> tandard 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.
1.9 (was 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.

## Scheme Rules

<b>1.10</b> (was 1.9)	All fees and costs of certification as charged by the Certification Body are published on the AIC FIAS website <a href="http://www.agindustries.org.uk/fias-membership">www.agindustries.org.uk/fias-membership</a> , with the exception of costs related to extra/immediate audits.
<b>1.11</b> (new)	<b>Electronic communication</b> The Participant must Provide the Certification body with an up-to-date electronic means of communication, preferably an email address. Where an email address is not possible, a mobile number must be provided.
<b>1.12</b> (was 3.1 & 3.2))	<b>Claims associated with FIAS certification</b> 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. The FIAS acronym and logo are registered certification marks and must only be used in compliance with the rules laid down by AIC. These can be found on the AIC website: <a href="https://www.agindustries.org.uk/resource/trade-assurance-brand-guidelines-2021.html">https://www.agindustries.org.uk/resource/trade-assurance-brand-guidelines-2021.html</a>
<b>2 (was 4)</b>	<b>Confidentiality</b>
<b>2.1</b>	<ul style="list-style-type: none"> <li>All information concerning Applicants and Certified Participants will be treated in confidence. Information will not be divulged to any third party outside AIC or the Certification Body without the written agreement of the Applicant or Participant. The exceptions are:</li> </ul>
<b>2.1.1</b>	The Certification Body and/or AIC will confirm the Scheme ID number, name and address and confirm if the company is a certified Participant, along with the expiry date and scope of certification. These details are also available on the AIC website at <a href="https://www.agindustries.org.uk/sectors/trade-assurance-schemes/trade-assurance-checker.html">https://www.agindustries.org.uk/sectors/trade-assurance-schemes/trade-assurance-checker.html</a>
<b>2.1.2</b>	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.
<b>2.1.3</b>	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, the Certification Body and the Competent Authority.
<b>3 (was 5)</b>	<b>Becoming certified to FIAS</b>
<b>3.1</b>	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 must:
<b>3.1.1</b>	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.
<b>3.1.2</b>	Identify their activities on the scheme application form. Subsequent amendments to the activities of the Participant's business must be communicated to the scheme Certification Body. If an applicant operates on more than one site, all sites must be audited before a certificate can be issued.

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3.1.3	Confirm that they agree to comply with the Scheme Rules, the current 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 fees payable.
3.1.4 (new)	The duration of the audit is dictated by the time required to audit the activities as specified in the application form. Examples of audit durations and associated fees can be found on the AIC website. <a href="https://www.agindustries.org.uk/sectors/trade-assurance-schemes/fias-fertiliser-industry-assurance-scheme/fias-scheme-membership.html">https://www.agindustries.org.uk/sectors/trade-assurance-schemes/fias-fertiliser-industry-assurance-scheme/fias-scheme-membership.html</a>
3.1.5	Pay all relevant fees as per the quotation.
3.1.6	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 “Withdrawn”. Re-application within 12 months will be permitted only at the discretion of the Certification Body.
3.2 (was 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 Participant’s details will be updated to “Certified” on the list of Participants published on the AIC Assurance checker <a href="http://www.aictradeassurance.org.uk">www.aictradeassurance.org.uk</a>
3.3	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.
3.4	The Applicant will have no claim against any officers, members or employees of AIC or the Certification Body in the event of withdrawal, 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.
<b>4 (was 6)</b>	<b>Maintaining FIAS certified status</b>
4.1	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.
4.2	Certificates are issued subject to: <ul style="list-style-type: none"> <li>payment of all relevant fees to the Certification Body</li> </ul> ongoing compliance with scheme requirements, including audits
4.3	Participants will be contacted by a representative of the Certification Body prior to their audit due date to arrange a routine audit which must take place within +/- 6 weeks of this date.
4.4	Participants shall comply at all times with the Scheme Requirements as defined in the FIAS Standard.
4.5	Participants and Applicants must inform and obtain approval from the Certification Body in writing for any changes to the operation that may materially affect compliance with this Scheme and/or the scope of certification.

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4.6 (was 4.5)	Participants shall advise the Certification Body of any changes to the business, typically but not limited to: <ul style="list-style-type: none"> <li>• company ownership</li> <li>• key management <b>including contact details</b></li> </ul>
4.7 (was 4.6)	Participants and Applicants shall immediately advise the Certification Body in the event of: <ul style="list-style-type: none"> <li>• being subject to legal action that relates to their FIAS accredited activities</li> <li>• having Earned Recognition revoked by the Competent Authority (transport only)</li> <li>• significant incidents on site that may: <ul style="list-style-type: none"> <li>○ <b>adversely affect the ability to comply with the Standard</b></li> <li>○ restrict the ability of the Certification Body to carry out an audit (including extra/immediate audits)</li> </ul> </li> <li>• damage the reputation of the FIAS scheme</li> </ul>
4.8 (was 6.7)	Where a Participant becomes aware of any suspicious activity that has the potential to affect fertiliser safety or security, <b>the relevant authority should be informed – for contact details see Appendix 4.</b> AIC can also provide support: <a href="http://www.agindustries.org.uk/resource/tell-aic.html">www.agindustries.org.uk/resource/tell-aic.html</a>
4.9 (new)	The <b>Participant will have</b> no claim against any officers, members or employees of AIC <b>or the Certification Body</b> in the event of <b>withdrawal, suspension</b> 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.

5 (was 7)	<b>Verification of Participant compliance with the scheme</b>
5.1	The Certification Body or the nominated inspection body will <b>verify</b> 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.
5.2	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.
5.3	Types of audit <b>within FIAS:</b> <ul style="list-style-type: none"> <li>• <b>Initial audit</b> – a formal, in-depth, on-site <b>audit</b> for new applicants to confirm that Applicants comply with the requirements of FIAS.</li> <li>• <b>Routine audit</b> – a formal annual <b>audit</b> for certified participants of the FIAS scheme <b>to assess compliance with the requirements of the scheme.</b></li> <li>• <b>Assessment of contractors</b> - at the discretion of the Certification Body, further assessments of contractors <b>engaged</b> by the FIAS Participant or Applicant may be required. <b>Where approval of contractors is detailed in the scheme requirements, the Certification Body completes the appropriate audits to grant approval in writing.</b></li> <li>• <b>Extra/immediate audit</b> - the Certification Body will carry out extra/immediate audits at their discretion - these audits may incur a cost <b>and may be unannounced.</b> Circumstances where they may be required include, but are not limited to:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ in response to reports or intelligence suggesting a significant fertiliser safety or security issue or breach of FIAS rules and requirements</li> <li>○ signing off action points following an audit to extend a certificate scope or add additional activity</li> </ul>
5.4 (new)	<p><b>Cancellation of Audits</b></p> <p>Where a Participant finds it necessary to cancel an audit, they must contact the Certification Body as soon as possible. A cancellation fee will be charged to cover irrecoverable costs as per the Certification Body terms and conditions.</p>
5.5 (new)	<p><b>Refusal of Audits</b></p> <p>Refusal to book an audit will result in suspension/withdrawal of certification. Refusal to allow a booked audit to be conducted will incur charges</p>

6	<b>Reporting</b>	
6.1	<b>Classification of non-conformances</b>	
<b>Classification</b>	<b>Cause</b>	
<b>Critical</b>	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.	
<b>Major</b>	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.	
<b>Minor</b>	A partial failure to implement a requirement of FIAS or poor evidence to demonstrate implementation.	
6.2 (was 8)	<b>Response to non-conformances</b>	
<b>Classification</b>	<b>Initial audit</b>	<b>Routine audit</b>
<b>Critical</b>	Certification refused. Full re-application and audit required.	Certification suspended with immediate effect. Satisfactory re-assessment required <b>before reinstatement of certification.</b>
<b>Major</b>	Certificate not granted until non-conformances <b>rectified</b> . <b>Plan/evidence</b> of corrective actions to be submitted within 15 calendar days of audit <b>and timescales for completion to be agreed with the Certification Body, typically no more than 60 calendar days from audit.</b> Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is granted. Failure to <b>implement corrective actions and provide evidence to the Certification Body</b> within agreed timescales will lead to a repeat initial assessment or archiving of application. <b>It is</b>	Certification continues subject to plan/evidence of corrective action being submitted within 15 calendar days of audit and timescales for <b>completion being agreed</b> with the Certification Body, typically no more than 60 calendar days from <b>audit.</b> 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. <b>It is preferable that corrective actions are submitted via the AIC Portal.</b>

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	<p>preferable that corrective actions are submitted via the AIC Portal.</p>	
Minor	<p>Certification not granted until non-conformances rectified.</p> <p>Plan/evidence of corrective actions to be submitted within 30 calendar days of audit, and timescales for completion to be agreed with the Certification Body, typically no more than 60 calendar days from audit.</p> <p>Verification of effectiveness of corrective action to be undertaken by Certification Body before certification is granted. Failure to implement corrective actions and provide evidence to the Certification Body within agreed timescales will result in a reapplication being required.</p> <p>It is preferable that corrective actions are submitted via the AIC Portal.</p>	<p>Certification continues subject to plan/evidence 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 audit.</p> <p>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.</p> <p>It is preferable that corrective actions are submitted via the AIC Portal.</p>
6.3 (was 9)	<p><b>Observations</b></p> <p>Observations may be raised during FIAS audits. These are:</p> <ul style="list-style-type: none"> <li>• points noted by an assessor that are not technical breaches of the Standard, but could assist the Certification Body, Scheme Owner or Participant</li> <li>• points which constitute a non-conformance but the assessor is unable to confirm this during the audit</li> </ul> <p>Observations do not require a formal response to the Certification Body, unless upgraded to a non-conformance during the report review.</p>	
6.4 (was 7.5)	<p><b>Reporting</b></p> <p>The Certification Body will produce a report and identify any non-conformances to the Participant at the end of the audit. Non-conformances will be classified as shown in section 6.1 and acted upon as per section 6.2.</p> <p>When the Certification Body has accepted the report, reviewed and approved any corrective actions, then the Certification Body will notify the Participant of their continuing certification or issue a Certificate whichever is appropriate.</p>	
6.5 (was 10.1)	<p><b>Report Review</b></p> <p>Upon completion of an audit report it will be submitted to the Certification Body for review. As part of the review process the Certification Body may, based on the evidence collected for the report:</p> <ul style="list-style-type: none"> <li>• Seek additional information</li> <li>• Remove non-conformance(s)</li> <li>• Add additional non-conformance(s)</li> <li>• Change the classification of non-conformance(s)</li> <li>• Change the clause allocation of non-conformance(s)</li> <li>• Change observation(s) to non-conformance(s) or vice versa</li> </ul>	
6.6 (was 11)	<p><b>Sampling of sites</b></p> <p>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.</p>	

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	<p>Applicants and Participants must inform the Certification Body of all sites where FIAS related activities are carried out. All sites must <b>be audited</b> before a certificate can be issued; however, the <b>routine audit</b> programme may include sampling of sites in subsequent years, provided all sites are covered in an agreed period.</p> <p>For sites <b>subject to sampling</b> in this way, one certificate <b>will be</b> issued to cover all sites. In the event of the certificate being withdrawn or suspended, all sites will cease to be certified.</p>
<b>6.7 (new)</b>	<p><b>Head Office Activities</b></p> <p>When undertaking audits of Participants where head office activities are managed centrally, it is important that information to allow these activities to be audited is available. At the discretion of the Certification Body this may be possible during the site audit (through video conferencing links) to allow staff responsible for these activities to be interviewed, or an additional head office audit maybe required.</p>
<b>7 (was 12)</b>	<b>Suspension and withdrawal</b>
<b>7.1</b>	<p>The Certification Body, following discussion with AIC, may suspend or withdraw a Participant’s Certificate when the Participant has:</p> <ul style="list-style-type: none"> <li>• critical non-conformances that have or are likely to have an adverse effect on product safety or security.</li> <li>• non-conformances against the FIAS Standard that are not resolved within the required time limits.</li> <li>• refused access for an audit or extra/immediate assessment.</li> <li>• refused or failed to supply information requested by the Certification Body.</li> <li>• failed to pay relevant fees.</li> <li>• failed to comply with FIAS Scheme Rules or Certification Body Terms and Conditions.</li> <li>• <b>been found</b> to have brought the FIAS Scheme into disrepute</li> </ul>
<b>7.2</b>	<p>Participants suspended for reasons of fertiliser security and safety must have a follow-up audit by the Certification Body to confirm that those issues have been fully resolved within 30 calendar days of suspension, in order to have their certification re-instated.</p> <p>Participants suspended for failing to respond to non-conformances must supply satisfactory corrective actions within 30 calendar days in order to have their certification reinstated.</p> <p>Participants suspended for non-payment of fees or issues unrelated to fertiliser security and safety will be reinstated provided all matters are resolved within 30 calendar days of the suspension date.</p>
<b>7.3</b>	<p>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 <b>certificates of conformity</b> withdrawn.</p>
<b>7.4</b>	<p>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.</p>
<b>7.5 (was 12.7)</b>	<p>Participants that no longer require FIAS certification must inform the Certification Body in writing.</p>

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7.6 (was 12.6)	Suspended <b>and withdrawn</b> Participants must not claim to be FIAS approved nor undertake contracts that specify FIAS registration without advising the client, until suspension has been lifted <b>or recertification has been successfully completed</b> .
7.7 (new)	Suspended <b>and withdrawn</b> Participants must notify any customers with whom they have existing contracts for both goods and services immediately on their change of status. The Certification Body will write to the Participant confirming the reason for suspension or withdrawal from the scheme and a copy of this letter must be provided to customers when notifying the change in status. Evidence of the notifications will be examined during the re-audit following suspension and compliance with this requirement will be a condition of reinstatement.
7.8 (was 12.5)	<p><b>The AIC Assurance Checker</b></p> <p>Those companies that have applied for or have achieved certification are listed on the AIC Assurance Checker. The checker includes details of the scope under which certificates have been granted. It may be viewed via the AIC website at: <a href="http://www.aictradeassurance.org.uk">www.aictradeassurance.org.uk</a></p> <p>The Certification Body will pass all necessary information to AIC to allow the AIC Assurance Checker to be updated with details of a Participant's changing certification status. The names of suspended and withdrawn Participants will also be published in the form of AIC Assurance Alerts.</p>
7.9 (new)	<p><b>The AIC Portal</b></p> <p>The AIC Portal is a tool which is available for Participants to help manage their certification activities. It can be used to respond to non-conformances, view reports and certificates and manage documentation.</p>

### 8 (was 13) Complaints

8.1	Complaints about either a FIAS Participant or the Certification Body should be directed to <b>AIC and/or</b> the Certification Body where they will be acknowledged, reviewed and action taken to resolve the cause of any problems.
8.2	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.

### 9 (was 14) Appeals

9.1	A Participant has the right of appeal against decisions made by the Certification Body.
9.2	Appeals <b>must</b> be made in writing to the Certification Body within 14 days of being advised of the decision that is the subject of the appeal.
9.3	The Certification Body will acknowledge the appeal and nominate a manager independent of the decision to carry out an initial investigation to check the merits of the appeal <b>and feedback to the Participant. Appropriate actions will be taken as a result of the investigation.</b>



## FIAS Standard: General requirements

Clause	FIAS Requirements
<b>G1</b>	<b>Introduction – Scope of the Fertiliser Industry Assurance Scheme (FIAS)</b>
<b>G1.1</b>	<p>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 <a href="#">business process risk assessment</a> approach to achieve the necessary level of assurance.</p> <p>FIAS has been developed in a joint exercise between the UK Government and devolved nations and the UK Fertiliser industry in order to:</p> <ul style="list-style-type: none"> <li>• give regulators confidence in the product stewardship exercised by the fertiliser industry</li> <li>• ensure the supply of fertiliser is managed such that products can be used only for legitimate purposes</li> <li>• ensure that the UK fertiliser supply chain is managed at all stages with regard to security, public safety and the environment.</li> </ul> <p>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</p> <p><b>Legislation</b> Specific legal compliance – businesses must meet all regulations applicable to their activities.</p> <p><b>Security</b> Prevention of unauthorised access to and/or removal of the product and ensuring that fertiliser is only supplied to legitimate businesses.</p> <p><b>Traceability</b> Identification of batches of raw materials to origin. Identification of batches of finished product to user.</p> <p><b>Safety</b> Product complies with the legislative safety requirements</p> <p><b>Good Practice</b> Effective management controls to ensure that the requirements of this standard, environmental measures and relevant fertiliser industry Codes of Practice are implemented</p> <p>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.</p>
<b>G1.2</b>	<p><b>Basis of the scheme</b></p> <p>The standard is divided into sections:</p> <ul style="list-style-type: none"> <li>• General</li> <li>• <a href="#">Manufacture and packing</a></li> <li>• <a href="#">Storage</a></li> <li>• <a href="#">Product sales and delivery /Merchanting</a></li> <li>• Transport</li> </ul> <p>The FIAS standard must be read in conjunction with the FIAS Scheme Rules.</p>

## FIAS Standard: General requirements

<b>G1.3</b>	<p><b>Participant responsibility</b></p> <p>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.</p> <p>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.</p>
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**[R] indicates that a record must be retained. All required records are listed in [Appendix 4](#).**  
**[T] indicates a template document is available on the FIAS website:**  
[www.agindustries.org.uk/fias-checklists/](http://www.agindustries.org.uk/fias-checklists/)

Clause	Requirement	Guidance
<b>G2</b>	<b>Management commitment</b>	
<b>G2.1</b>	The Company senior management <b>must</b> be committed to the implementation and maintenance of the FIAS Standard/Certification.	
<b>G2.2</b>	<p>The Company <b>must</b> have a signed and dated policy statement that commits the Company to comply with FIAS.</p> <p>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.</p> <p><b>[R] [T]</b></p>	<p>The policy statement can be a brief document that is prepared and endorsed by a senior person in the Company, for example, Managing Director.</p> <p>It is acceptable for the Company to use and adapt existing systems, documents, manuals and forms etc. to comply with FIAS.</p>

<b>G3</b>	<b>Management review</b>	
<b>G3.1</b>	<p>The management team <b>must review, at least every 12 months, evidence from internal and external sources to demonstrate the performance of the business against the requirements of this Scheme. This must include:</b></p> <ul style="list-style-type: none"> <li>• policy statement (G2.2)</li> <li>• risk assessments</li> <li>• external and internal audits (G17 and G18)</li> <li>• incidents and corrective action</li> <li>• training and processes</li> <li>• internal procedures</li> </ul> <p>Record of the annual management review must be documented.</p> <p><b>[R] [T]</b></p>	<p>“Annual” means <b>at least every 12 months</b> .</p>

<b>G4</b>	<b>Designated person</b>	
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## FIAS Standard: General requirements

<b>G4.1</b>	The Company <b>must</b> 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.
<b>G5</b>	<b>Organisation</b>	
<b>G5.1</b>	All employees that could affect fertiliser product security, safety, legality, traceability and environmental impact <b>must</b> be made aware of their responsibilities, the levels/limits to their authority and the organisational structure of the Company. <b>[R]</b>	Job descriptions and a diagram of the Company structure may be helpful. Consider full time and temporary staff.
<b>G6</b>	<b>Personnel and training</b>	
<b>G6.1</b>	The Company <b>must</b> 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 <b>must</b> be kept. <b>[R] [T]</b> Training records <b>must</b> show: <ul style="list-style-type: none"> <li>• date</li> <li>• signature and printed name of trainee</li> <li>• trainer information and/or content details</li> </ul>	Training records could show: <ul style="list-style-type: none"> <li>• topics covered</li> <li>• certificates (where held) from internal/external training organisations</li> <li>• self-assessment reports where appropriate</li> <li>• competency records</li> <li>• <b>Electronic records of training received are acceptable</b></li> </ul>
<b>G6.2 (NEW)</b>	Competence <b>must</b> be reviewed, recorded annually and include: <ul style="list-style-type: none"> <li>• Any training needs identified</li> <li>• An understanding of the purpose of FIAS</li> <li>• Any in-house procedures implementing the detailed requirements of FIAS</li> </ul> <b>[R]</b>	Examples to demonstrate competency may include: <ul style="list-style-type: none"> <li>• i-learning</li> <li>• Performance KPI</li> <li>• Quiz/tests</li> <li>• Practical evaluation</li> <li>• Relevant Driver CPC training</li> </ul>
<b>G6.3</b>	The Company <b>must</b> undertake security screening of staff in relation to FIAS activities and products. <b>[R]</b>	Staff screening guidance for businesses on 'Reducing the Insider Risk', 'Pre-Employment Screening' and additional Personnel Security is available from <a href="https://www.npsa.gov.uk/specialised-guidance/insider-risk-guidance/employment-screening">https://www.npsa.gov.uk/specialised-guidance/insider-risk-guidance/employment-screening</a>
<b>G7</b>	<b>Procedures</b>	
<b>G7.1</b>	The Company <b>must</b> have working procedures and detailed instructions to	

## FIAS Standard: General requirements

	control activities to meet the FIAS standard.	
<b>G8</b>	<b>Communication with Certification Body</b>	
<b>G8.1</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• business ownership</li> <li>• scope of operations</li> <li>• change of designated person</li> <li>• addition or closure of sites</li> <li>• being subject to a relevant formal investigation by an external body regarding fertiliser safety and/or security</li> </ul>	
<b>G9</b>	<b>Legislation</b>	
<b>G9.1</b>	<p>The Company <b>must</b> have an effective means of ensuring that:</p> <ul style="list-style-type: none"> <li>• they are aware of all relevant legislation and appropriate systems are in place to ensure full compliance.</li> <li>• they have a means of identifying any changes in legislation</li> </ul>	Sources could include trade associations, government departments, professional bodies and trade journals.
<b>G9.2</b>	<p>The Company <b>must</b> ensure that authorities are notified and approvals obtained for products held at their sites, where relevant. <b>[R]</b></p>	COMAH/NAMOS Regulations See <a href="#">Appendices 1 and 6</a> .
<b>G10</b>	<b>Business process risk assessment</b>	
<b>G10.1</b>	<p>The Company <b>must</b> undertake and document a thorough <a href="#">business process risk assessment</a> 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. <b>[R] [T]</b> The assessment <b>must</b>:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>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.</p> <p>Note: when considering safety, make sure this relates to product safety and not occupational health and safety.</p>

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	<ul style="list-style-type: none"> <li>• 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</li> <li>• identify hazards in the areas of legal compliance, product safety, security and traceability at every step of the business process</li> <li>• evaluate the risk associated with the hazard(s)</li> <li>• identify and implement controls required to prevent or reduce any identified risks to an acceptable level</li> <li>• establish corrective action procedures to be implemented when identified risks are deemed to be out of control</li> </ul>	<p>Guidance on completing a FIAS business process risk assessment, example forms and further information are available on the AIC website, <a href="http://www.agindustries.org.uk/fias-checklists/">www.agindustries.org.uk/fias-checklists/</a></p> <p>FIAS i-learning modules include information on business process assessment and risk levels.</p>
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<b>G11</b>	<b>Review of business process risk assessment</b>	
<b>G11.1</b>	<p>The business process risk assessment <b>must</b> be reviewed by the assessment team/designated person <b>at least every 12 months</b> 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.</p> <p>The business process assessment review <b>must</b> be recorded and findings implemented. <b>[R]</b></p>	<p>The outcomes of the business process risk assessment review should be included in the management review required in G3.1.</p>
<b>G12</b>	<b>Purchasing, selection and assessment of suppliers, contractors and merchants</b>	
<b>G12.1</b>	<p>The Company <b>must</b> ensure when purchasing goods and services that all relevant FIAS and statutory requirements are satisfied.</p>	<p>Services may include contract manufacturing, storage, transport, product handling, merchanting.</p>

<b>G13</b>	<b>Purchasing of raw materials, packaging and finished products</b>	
<b>G13.1</b>	<p>The Company <b>must</b> ensure that:</p> <ul style="list-style-type: none"> <li>• all purchased raw materials, and finished products are obtained from business approved suppliers <b>[R]</b></li> <li>• raw materials, packaging and finished products are purchased against specifications which comply with applicable Statutory requirements and enable it to meet its FIAS obligations <b>[R]</b></li> </ul>	<p>Material or product specifications may include:</p> <ul style="list-style-type: none"> <li>• description of material or product</li> <li>• technical parameters</li> <li>• safety data</li> <li>• packaging</li> <li>• quantity</li> <li>• storage information</li> </ul>

## FIAS Standard: General requirements

	<ul style="list-style-type: none"> <li>records are kept of all purchased goods [R]</li> </ul>	
<b>G14</b>	<b>Contracted services – manufacturing, blending and packing</b>	
<b>G14.1</b>	Businesses contracted to manufacture, blend, pack or otherwise change the nature of a product must be FIAS certified.	
<b>G15</b>	<b>Contracted services – storage, transport and merchenting</b>	
<b>G15.1</b>	The Company shall ensure that businesses contracted to provide storage, transport, or merchenting of fertiliser product supplied by the Company are FIAS certified to the relevant standard. [R]	
<b>G16</b>	<b>Derogation for use of non FIAS certified contractors and merchants</b>	
	In this section “Contractor” refers to businesses providing services for storage and transport.	
<b>G16.1</b>	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).	
<b>G16.2</b>	<p>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.</p> <p>For storage operations this audit <b>must</b> include an inspection of the storage facilities.</p> <p>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.</p> <p>Where granted, authorisation will be confirmed to the Company in writing. [R]</p>	<p>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, <a href="http://www.agindustries.org.uk/fias-checklists/">www.agindustries.org.uk/fias-checklists/</a> [T]</p>
<b>G16.3</b>	To maintain on-going authorisation to use the contractor or merchant services, the Company <b>must</b> undertake an annual audit	

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	<p>of the contractor's /merchant's performance and inspection of storage facilities as part of its FIAS internal audit programme.</p> <p>This audit <b>must</b> cover all relevant aspects of the FIAS Standard. Audit findings including non-conformances and corrective actions taken shall be recorded. <b>[R]</b></p> <p>The Company <b>must</b> review FIAS performance of the contractor or merchant annually and include in the management review. <b>[R]</b></p>	
<b>G16.4</b>	The Company's annual FIAS audit will include review of the contractor or merchant audit reports and schedule.	
<b>G16.5</b>	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.	
<b>G16.6</b>	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.
<b>G16.7</b>	<p>A list of the Company's current non-FIAS contractors and merchants approved under this derogation, will be held by the Certification Body.</p> <p>Details may be provided on request to UK authorities.</p> <p>The Company must notify the Certification Body of any removals from the list.</p>	<p>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.</p> <p>The current FIAS status of a company may be checked on the AIC Trade Assurance Checker: <a href="http://www.agindustries.org.uk/trade-assurance-checker">www.agindustries.org.uk/trade-assurance-checker</a>. Approval status of a contractor/merchant may be checked by contacting the Certification Body, 01423 878873 or <a href="mailto:uk.fias@kiwa.com">uk.fias@kiwa.com</a></p>
<b>G17</b>	<b>Audits and assessments of suppliers and contractors</b>	
<b>G17.1</b>	<p>When the Company conducts an audit of a supplier of goods or services, they must ensure that:</p> <ul style="list-style-type: none"> <li>the audit is completed at a defined frequency based on risk assessment and supplier performance with the exception of approved non-FIAS</li> </ul>	The FIAS certification body will require evidence that the audit has been completed <b>by a competent person</b> and records demonstrate that the supplier will and does comply with the relevant FIAS standard and Company

## FIAS Standard: General requirements

	<p>storage and transport contractors and merchant customers who must undergo an audit initially and annually as per clause G16</p> <ul style="list-style-type: none"> <li>the audit covers all relevant aspects of the FIAS Standard</li> <li>an audit report that records findings against each clause of the relevant standard is produced and retained</li> <li>the supplier provides evidence that all non-compliances have been resolved</li> <li>supplier performance in respect of FIAS requirements forms part of the annual management review [R]</li> </ul>	<p>requirements. <b>This evidence should be available for review at audit.</b></p> <p>Audit templates are provided on the AIC website, <a href="http://www.agindustries.org.uk/fias-checklists/">www.agindustries.org.uk/fias-checklists/</a>. [T]</p>
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G18 Internal audits		
G18.1	<p>Participants must have a current programme of internal auditing to ensure the documented system is effective, implemented and up to date to ensure compliance with safety, security, legal, FIAS and Company requirements</p>	<p>An internal audit should be carried out by a competent person, either from within the Participants organisation or an external auditor.</p> <p>Audit checklists are available on the AIC website, <a href="http://www.agindustries.org.uk/fias-checklists/">www.agindustries.org.uk/fias-checklists/</a>. [T]</p>
G18.2	<p>Findings from internal audits must be documented, and the follow up must be effective and prevent recurrence. Any corrective actions must be completed in a timely manner. [R]</p>	<p>The internal audit and any corrective actions can be programmed over a period of time covering all relevant activities</p>

G19 Document control and record keeping		
G19.1	<p>The Company must ensure that only the current versions of documents are in use. [R]</p>	<p>This may be achieved by adding:</p> <ul style="list-style-type: none"> <li>a document reference number</li> <li>issue date</li> <li>version number</li> <li>archiving system</li> </ul>
G19.2	<p>Documents and records (handwritten or electronic) must be designed and prepared such that:</p> <ul style="list-style-type: none"> <li>their title and purpose are clear</li> <li>they are dated</li> <li>inadvertent use of superseded documents is prevented (G19.1)</li> <li>records are legible</li> <li>handwritten records are in ink</li> <li>the name of the person making any entry, alteration or deletion is identifiable</li> </ul>	

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G19.3	<p>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.</p> <p>Records must be legible and kept in suitable conditions that allow ready retrieval and prevent deterioration.</p>	<p>FIAS records required are listed in <a href="#">Appendix 4</a>.</p>
<b>G20 Management of incidents and emergencies</b>		
G20.1	<p>The Company <b>must</b> 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.</p> <p>The management procedures must be reviewed or practiced annually to ensure details remain up to date and effective. <b>[R]</b></p>	<p>This relates to all sectors of the FIAS supply chain, and should cover foreseeable incidents such as:</p> <ul style="list-style-type: none"> <li>• fire</li> <li>• theft/loss</li> <li>• major spills</li> <li>• flood</li> </ul>
G20.2	<p>The Company <b>must</b> have a documented procedure that outlines the actions to be taken in the event of any suspicious or unusual activity.</p>	<p>It is essential that the Company reports any suspicious activity to the Police or other enforcement agency as soon as possible. It is <b>mandatory</b> to report to the authorities, suspicious activities relating to fertilisers containing Ammonium Nitrate (&gt;16%N <b>from AN</b>), Potassium Nitrate, Sodium Nitrate, Calcium Nitrate and Calcium Ammonium Nitrate and other substances listed in the Poisons Act 1972 (Explosive Precursors) legislation. See <a href="#">Appendix 5</a> Contact details for the Anti-Terrorist Hotline: Tel 0800 789321.</p>
G20.3	<p>The Company shall record actions taken in the event of an incident, emergency or suspicious activity. <b>[R]</b></p>	
<b>G21 Product recall</b>		
G21.1	<p>The Company supplying product <b>must</b> have an effective documented recall procedure. <b>[R]</b></p> <p><b>This should include:</b></p> <ul style="list-style-type: none"> <li>• <b>prompt action to be taken to advise and inform those affected by a product recall (may include suppliers, customers and end users).</b></li> </ul>	<p><b>All parts of the fertiliser supply chain must understand and support the requirements of a <u>product recall</u>. 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.</b></p>

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	a plan for the recovery and final disposal or use of affected product and stock reconciliation	
<b>G21.2</b>	The Company <b>must</b> test their product recall procedures at least every 12 months 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. <b>All product recalls and tests of the procedure must be documented and form part of the Company's management review. [R]</b>	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. <b>Transport and storage operators are not expected to complete a recall exercise but must be able to supply evidence that they have traceability records.</b>
<b>G21.3</b>	Storage and transport participants <b>must</b> at all times maintain comprehensive records to demonstrate traceability of product whilst in their possession. Such records <b>must</b> be accessible and retained as specified by the contracting Company and in accordance with FIAS requirements. <b>[R]</b>	The traceability records may be required during a product recall or recall test by the product supplier.
<b>G22</b>	<b>Customer complaints</b>	
<b>G22.1</b>	<b>The Participant must register, record and address customer complaints in a timely manner.</b>	<b>All complaints must be reviewed promptly and appropriate action taken. The review must consider the potential effect of the problem on other products or services.</b>
<b>G22.2</b>	The Company <b>must</b> keep records of the complaint, any actions taken <b>and review. [R]</b>	
<b>G23</b>	<b>Security</b>	
<b>G23.1</b>	Suitable and sufficient security measures <b>must</b> be put in place for the Company site(s) and operations. These <b>must</b> be determined by risk and threat assessment including consideration of: <ul style="list-style-type: none"> <li>• unauthorised access</li> <li>• theft/loss</li> <li>• terrorism</li> <li>• <b>insider threat</b></li> </ul>	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 <b>Protect UK</b> website. <b>National Counter Terrorism Security Office (NaCTSO), AIC and partners have produced a "Fertiliser Security Five Point Plan" for product end users.</b>

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		<p><a href="#">NaCTSO's Fertiliser Security 5-point plan   ProtectUK</a></p> <p>Further advice is available from the National Protective Security Authority (NPSA) <a href="http://www.npsa.gov.uk">www.npsa.gov.uk</a></p>
<b>G23.2</b>	<p>Data and Cyber Security</p> <p>The Company <b>must</b> ensure that data, computers, networks, servers, mobile devices and electronic IT systems are protected from unauthorised access and malicious attacks.</p>	<p>Guidance on cybersecurity is available from the <b>National Cyber Security Centre (NCSC)</b> <a href="http://www.ncsc.gov.uk">www.ncsc.gov.uk</a>.</p>

<b>G24</b>	<b>Product sourced from overseas</b>	
<b>G24.1</b>	<p>A formal contract must exist between all parties to the transaction. This must clearly lay down the terms on which the product is purchased. <b>[R]</b></p>	<p>This will typically be under current INCO Terms.</p>
<b>G24.2</b>	<p>The Company <b>must</b> ensure that fertiliser imports meet the agreed requirements of customer, user, Company and legal product and packaging specifications. <b>[R]</b></p> <p>The Company <b>must</b> comply with all relevant legislative and FIAS requirements for the import of fertiliser.</p>	<p>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.</p>

<b>G25</b>	<b>Detonation Resistance Test (DRT) Certificates</b>	
<b>G25.1</b>	<p>A <b>DRT</b> 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.</p> <p><b>Product traceability</b> 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. <b>[R]</b></p>	<p>Refer to <a href="#">Appendix 1</a> for legislation links:</p> <ul style="list-style-type: none"> <li>• <b>The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003 and Assimilated Regulation (EC) 2003/2003</b></li> <li>• <b>SI1082/2003</b></li> </ul> <p>Refer to <a href="#">Appendix 3</a> for further details of requirements for DRT, certificates and batch traceability.</p> <p>Where AN is not being used as a fertiliser, an exemption certificate must be granted by HSE.</p> <p><b>The DRT Certificate is held by the importing merchant or manufacturer and made available to others in the supply chain.</b></p>

## Fertiliser Manufacture and Packing

Clause	Requirement	Guidance
<b>MP 1</b>	<b>Product development</b>	
<b>MP1.1</b>	The Company <b>must</b> ensure that relevant product safety and quality attributes are managed during the development of all new products or changes to existing products. <b>[R]</b>	<p>Examples of characteristics that should be considered during the product development process are:</p> <ul style="list-style-type: none"> <li>• <a href="#">self-sustaining decomposition</a></li> <li>• <a href="#">resistance to detonation</a></li> <li>• <a href="#">caking tendency</a></li> <li>• dust formation</li> <li>• compatibility</li> <li>• thermal cycling</li> <li>• quantity of product being manufactured</li> <li>• length of time in storage</li> </ul> <p>Refer to:  <a href="#">Appendix 1: The Fertilisers (Sampling and Analysis) Regulation 1996</a>  <a href="#">Appendix 2: Fertilizers Europe Guidance for Compatibility of Fertilizer Blending materials</a></p>
<b>MP2</b>	<b>Product information</b>	
<b>MP2.1</b>	<p>The Company <b>must</b> comply with all relevant legislation for labelling and the supply of product safety information.</p> <p>Where there is no requirement in legislation to provide product safety information, as a minimum the Company <b>must</b> make such information available on request.</p>	<p>Legislation requires the Company to document safety information about their products and provide this under specific circumstances, for example, Safety Data Sheets.</p>
<b>MP3</b>	<b>Manufacturing process control</b>	
<b>MP3.1</b>	<p>The Company <b>must</b> ensure that the manufacturing operation is carried out under controlled conditions to ensure production processes comply with specification and legislative requirements. <b>[R]</b></p>	<p>To demonstrate due diligence, controlled conditions would typically include:</p> <ul style="list-style-type: none"> <li>• documented procedures</li> <li>• blend formulations</li> <li>• calibrated equipment</li> <li>• defined process parameters</li> <li>• competent personnel</li> </ul>
<b>MP4</b>	<b>Product inspection and testing</b>	
<b>MP4.1</b>	<p>A product inspection and testing regime <b>must</b> be planned and implemented to ensure compliance with all legal, Company and customer requirements. <b>[R]</b></p>	<p>Inspection and testing may include nutrient analysis and product weight.  Refer to <a href="#">Appendix 1</a>.</p>

## Fertiliser Manufacture and Packing

MP5		Finished product packaging
MP5.1	The Company <b>must</b> ensure that all packaging is suitable for the classification and analysis of product.	<p>Packaging specifications take into account safety factors, suitability, labelling and any other legal requirements.</p> <p>Packaging material / construction specifications for hazardous products must comply with ADR Regulations.</p> <p>Further information on specifying suitable packaging can be found on the FIBCA website <a href="https://fibca.com/">https://fibca.com/</a></p>
MP5.2	The Company <b>must</b> comply with legal requirements for the labelling of all fertiliser.	<p>The fertiliser may be in bags, containers or bulk and the product information or statutory declaration either with the material or the delivery documents.</p> <p>Packaging labelling and marking requirements for hazardous products must also comply with ADR Regulations.</p> <p>In addition to statutory labelling requirements, the National Counter Terrorism Security Office (NaCTSO) recommend that fertiliser bags carry the “<a href="#">Secure your fertiliser</a>” logo.</p>
MP6		Non-conforming product
MP6.1	<p>The Company <b>must</b> have a documented procedure for handling <a href="#">non-conforming product</a> and materials which <b>must</b> include, where relevant, any legal obligations.</p> <p>Systems <b>must</b> 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]</p>	<p>See <a href="#">Appendix 2</a> Codes of Practice and Guidance Documents including:</p> <ul style="list-style-type: none"> <li>• <a href="#">FERTILIZERS EUROPE guidance for safe handling and utilization of nonconforming fertilisers and related materials for fertiliser producers</a></li> <li>• <a href="#">AIC/Defra/HSE guidance note for manufacturers, importers, blenders, transporters, storekeepers and suppliers of ammonium nitrate based fertilisers.</a></li> </ul>
MP6.2	Where there is the potential for <a href="#">DRT</a> failed Ammonium Nitrate material to be present, then the Company must have a contingency plan in place. [R]	Refer to: <a href="#">AIC/Defra/HSE guidance note for manufacturers, importers, blenders, transporters, storekeepers and suppliers of ammonium nitrate based fertilisers.</a>
MP7		Calibration of plant and equipment
MP7.1	The Company <b>must</b> calibrate all equipment that is used to confirm compliance with either legal or specified product requirements.	<p>Incorrect calibration or operating outside the tolerance required may lead to product recall or reprocessing of material.</p> <p>Trading Standards may visit site and request evidence of compliance with legal requirements.</p>

## Fertiliser Manufacture and Packing

	<p>The Company <b>must</b> maintain a schedule of calibration for all equipment requiring compliance and <b>must</b> keep a record listing</p> <ul style="list-style-type: none"> <li>• the re-calibration interval</li> <li>• the accuracy required</li> <li>• the calibration results or certificate</li> <li>• the calibration method</li> </ul> <p><b>[R]</b></p> <p>If equipment is found to be outside the accuracy tolerance when calibrated, the Company <b>must</b> carry out an investigation to check the consequences of the failure on the legality of the product. <b>[R]</b></p>	
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MP8	Product identification and traceability	
MP8.1	<p>The Company <b>must</b> identify raw materials and finished products to enable recognition and traceability to the extent required by the business process risk assessment and legislation.</p> <p>The level of <b>traceability</b> 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.</p>	<p><a href="#">Refer to The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003</a></p>

## Storage

### Scope of Storage

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](#).

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; [Fluid fertiliser guide: Prevention of Water Pollution from the Storage and Handling of Fluid Fertilisers \(1998\)](#)

Clause	Requirement	Guidance
<b>S1</b>	<b>Storage construction and design</b>	
<b>S1.1</b>	Buildings must be constructed to provide suitable and sufficient security measures in line with the requirements in G23 and the <a href="#">business process risk assessment</a> 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) on Protect UK website: <a href="https://www.protectuk.police.uk/advice-and-guidance/security/secure-your-fertiliser">https://www.protectuk.police.uk/advice-and-guidance/security/secure-your-fertiliser</a>
<b>S1.2</b>	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.
<b>S1.3</b>	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.
<b>S1.4</b>	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.
<b>S1.5</b>	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.
<b>S1.6</b>	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.

## Storage

S2		Fire precautions
S2.1	There must be a Fire Risk Assessment in place. [R]	<p>Guidance on fire risk assessment is held on Gov.uk and HSE websites:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments">https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments</a></li> <li>• <a href="https://www.hse.gov.uk/fireandexplosion/fire-safety.htm">https://www.hse.gov.uk/fireandexplosion/fire-safety.htm</a></li> </ul>
S2.2	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.
S2.3	A suitable fire detection system and firefighting equipment must be installed if indicated by the Fire Risk Assessment. These must be maintained and serviced as appropriate. [R]	Frequency of maintenance and service is based on Fire Risk Assessment and equipment manufacturers' recommendations.
S2.4	Equipment and vehicles must be stored/parked separately from product or packaging.	
S3		Storage operations
S3.1	<p>Under the Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations 1990, as amended on 6<sup>th</sup> 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]</p> <p>The Company <b>must</b> 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]</p> <p>The type of storage facility required and the necessary equipment required to operate the facility in a safe and secure manner <b>must</b> be determined by the business process risk assessment.</p>	<p>Further details may be found here:</p> <ul style="list-style-type: none"> <li>• <u>NAMOS Guidance:</u> <ol style="list-style-type: none"> <li>INDG467 Dangerous Substances (Notification And Marking Of Sites) (NAMOS) Regulations 1990 <a href="https://www.hse.gov.uk/pubns/indg467.htm">https://www.hse.gov.uk/pubns/indg467.htm</a></li> <li><u>Appendix 6</u></li> </ol> </li> <li>• <u>Storage Guidance:</u> <ol style="list-style-type: none"> <li>INDG 230 Storing and Handling Ammonium Nitrate <a href="http://www.hse.gov.uk/pubns/indg230.pdf">www.hse.gov.uk/pubns/indg230.pdf</a></li> <li><a href="http://www.hse.gov.uk/explosives/ammonium/delivery-guide-inspection.htm">www.hse.gov.uk/explosives/ammonium/delivery-guide-inspection.htm</a></li> </ol> </li> <li>• <u>AIC Guide for the storage, handling and transportation of ammonium nitrate based fertilisers 2015</u></li> </ul> <p>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")</p>

## Storage

		need not be included in the FIAS scope as long as only fertilisers defined as micro nutrients or <a href="#">foliar</a> fertilisers (see <a href="#">Appendix 3</a> definitions) are held on the site within the secure store.
<a href="#">S3.2</a>	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.
<a href="#">S3.3</a>	Where the Company arranges for the storage of fertiliser raw materials or product in a third party store, the store <b>must</b> be FIAS certified or a contractor approved as per Clause G16.	
<a href="#">S3.4</a>	<p>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.</p> <p>These shall include:</p> <ul style="list-style-type: none"> <li>• contractor control</li> <li>• firefighting equipment</li> <li>• fire prevention</li> <li>• handling of spills</li> <li>• housekeeping</li> <li>• inspections</li> <li>• inventory management</li> <li>• maintenance</li> <li>• product receipt / despatch</li> <li>• product storage and handling</li> <li>• proximity to combustible materials</li> <li>• security</li> <li>• site access control</li> <li>• smoking</li> </ul>	
<a href="#">S3.5</a>	<p>The Company <b>must</b> identify raw materials and finished products to enable recognition and traceability.</p> <p>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.</p>	<p><b>Refer to:</b>  <a href="#">The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003</a></p>
<a href="#">S3.6</a>	All bulk raw materials or finished products <b>containing 16% nitrogen or greater</b> must be stored on a single floor which should be without basement or	Where possible bagged material should also be stored in this way.

## Storage

	cellar except for channels required or product movement. <b>Liquid materials should be stored in suitable tanks or IBCs.</b>	
<b>S3.7</b>	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.	
<b>S4</b>	<b>Operation of bulk storage bays</b>	
<b>S4.1</b>	Storage facilities holding bulk product in separate bays <b>must</b> identify the material in each bay. Appropriate cleaning of bays at product change <b>must</b> be undertaken to ensure avoidance of cross contamination. Particular attention <b>must</b> 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. <b>[R]</b>	
<b>S5</b>	<b>Material receipt and intake</b>	
<b>S5.1</b>	On receipt, the Company <b>must</b> verify the origin and conformity of materials and products by checking delivery document information against order requirements. <b>[R]</b>	
<b>S5.2</b>	Handling systems used for materials and products unloading and transfer to stockholding location, <b>must</b> be designed and maintained to avoid cross contamination of product.	
<b>S5.3</b>	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. <b>[R]</b>	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.

## Storage

S5.4	The Company must hold a copy of the DGSA's current annual report. [R]	
S5.5	Upon receipt, the receiving Company must provide the delivery driver with the signature and full legible 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]	
S6	<b>Material loading and despatch</b>	
S6.1	The Company must check that the collecting driver possesses: <ul style="list-style-type: none"> <li>• unique collection reference no.</li> <li>• product description</li> <li>• quantity</li> </ul>	The haulier will have been informed at the time of the order what he is expected to carry.
S6.2	For fertilisers classified as dangerous goods the Company must check the driver's ADR certificate or card and photographic ID. [R]	
S6.3	The Company must obtain a signature and legible printed name of the driver to confirm the load details. [R]	
S6.4	The Company must provide suitable and sufficient facilities for safe load securing and sheeting.	For guidance refer to: <a href="http://www.hse.gov.uk/workplacetransport/information/sheeting.htm">www.hse.gov.uk/workplacetransport/information/sheeting.htm</a>
S6.5	The Company must ensure the correct product and quantity is loaded and the packaging is not damaged or otherwise showing signs of potential failure.	
S6.6	Bulk fertiliser must only be loaded into compartments that have been checked to confirm the absence of contaminants or residues from previous loads. Compartments for solid fertiliser must be fully sheeted.	
S6.7	Bulk liquid fertiliser must only be loaded into suitable bulk liquid containers or road tankers.	
S6.8	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

Clause	Requirement	Guidance
<b>M1</b>	<b>Product sales</b>	
<b>M1.1</b>	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. <b>[R]</b>	Refer to Appendix 7 re explosives precursors
<b>M1.2</b>	Sales of all fertilisers of 16% N and above <b>must</b> 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 <b>must</b> be recorded by the Company. <b>[R]</b>	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.
<b>M1.3</b>	Sales of fertiliser must only be made to merchant customers who are FIAS Certificated or are approved as per Clause G16.	
<b>M1.4</b>	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.	
<b>M1.5</b>	The Company <b>must</b> keep records of all customers and product sales. <b>[R]</b>	
<b>M1.6</b>	The Company <b>must</b> evaluate suspicious or unusual requests to purchase fertiliser and explosive precursors and report these to the authorities. <b>[R]</b> It is <b>mandatory</b> to report suspicious activities relating to fertilisers containing: <ul style="list-style-type: none"> <li>• Ammonium Nitrate (&gt;16%N)</li> <li>• Potassium Nitrate</li> <li>• Sodium Nitrate</li> <li>• Calcium Nitrate</li> <li>• Calcium Ammonium Nitrate</li> </ul> Together with other substances listed in the Poisons Act 1972 (Explosive Precursors) legislation.	Unusual or suspicious requests may include, but are not limited to: <ul style="list-style-type: none"> <li>• <b>Identity</b> – New customer or identity unknown, failure to provide identity documents if requested or of a nervous or evasive nature.</li> <li>• <b>Order</b> – Reluctance to supply a written order or a client with no obvious need for the product or displaying a lack of agricultural knowledge.</li> <li>• <b>Payment</b> – 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’)</li> <li>• <b>Use</b> – Unable to explain the intended use, unwilling to accept suggested alternatives or substitutes.</li> <li>• <b>Quantity</b> – Is the amount ordered proportionate to the needs and intended end use? Unusually small or</li> </ul>

## Product sales and delivery/Merchandising

		<p>large orders. Not familiar with the handling instructions.</p> <ul style="list-style-type: none"> <li>• <b>Delivery address</b> - Not linked to the client or does not appear to be an agriculturally based location.</li> </ul> <p>Suspicious activity and reporting forms may be accessed here:  <a href="http://www.gov.uk/government/publications/record-of-suspicious-transactions">www.gov.uk/government/publications/record-of-suspicious-transactions</a>            Email: <a href="mailto:Chemical.Reporting@Met.Police.UK">Chemical.Reporting@Met.Police.UK</a>            See <a href="#">Appendix 5</a> Contact details for the Anti-Terrorist Hotline. Tel 0800 789321  <a href="#">Appendix 7</a></p>
<b>M1.7</b>	The Company <b>must</b> ensure that all customer order requirements are fully understood and that systems are in place to satisfy all these requirements. <b>[R]</b>	
<b>M1.8</b>	The Company <b>must</b> ensure that information about regulated or reportable status for the product is notified in writing to their customer <b>[R]</b>	Refer to <a href="#">Appendix 7</a> and <a href="https://www.gov.uk/government/publications/supplying-explosives-precursors/supplying-explosives-precursors-and-poison">https://www.gov.uk/government/publications/supplying-explosives-precursors/supplying-explosives-precursors-and-poison</a>
<b>M1.9</b>	The Company <b>must</b> 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: <a href="#">NaCTSO's Fertiliser Security 5-point plan   ProtectUK</a>
<b>M1.10</b>	Any online sales of fertilisers by the Company must meet FIAS requirements.	Refer to: <a href="#">AIC guidance for sales of fertilisers products on-line</a>
<b>M2</b>	<b>Sales representatives and agents</b>	
<b>M2.1</b>	<p>Where the Company uses sales representatives that are not employed by the Company, they <b>must</b> be required to operate under the Company’s procedures and systems.</p> <p>A record of training given to non-employed sales representatives must be kept. <b>[R]</b></p>	
<b>M2.2</b>	Where an <a href="#">agent or broker</a> facilitates sales of fertiliser for the Company, the agent must be made aware of their responsibilities to report suspicious activity. <b>[R]</b>	See section M1.6 above for FIAS requirements. Refer to <a href="#">Appendix 3</a> : Definition of agent/broker

## Product sales and delivery/Merchandising

M3	Product advice	
M3.1	<p>The Company <b>must</b> ensure that all fertiliser related agronomic or usage advice to the customer is provided by a current FACTS Qualified Adviser.</p> <p>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.</p>	<p>FACTS Qualified Advisers are issued with annual ID cards as confirmation of their qualified status.</p> <p>An adviser's status may also be confirmed by contacting BASIS on 01335 301200 or help@basis-reg.co.uk</p>

M4	Product delivery	
M4.1	<p>Where the Company arranges for the delivery of fertiliser to the customer using a third-party haulier, the haulier <b>must</b> be FIAS certified or a contractor approved as per Clause G16. <b>[R]</b></p>	
M4.2	<p>The Company <b>must</b> inform the haulier of their requirements at the time of requesting the transport services. These <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• unique collection reference no.</li> <li>• collection address</li> <li>• Dangerous Goods description as appropriate</li> <li>• product description</li> <li>• quantity</li> <li>• full name, delivery address and contact telephone number</li> </ul>	<p>The Company needs to inform the haulier at the time of the order what he is expected to carry.</p> <p>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.</p>
M4.3	<p>Where the Company is the <b>consignor</b> of materials or products classified as dangerous goods, the relevant transport regulations <b>must</b> be met. ADR requires the appointment of a qualified Dangerous Goods Safety Adviser (DGSA). The Company <b>must</b> hold a copy of the DGSA's current certificate. <b>[R]</b></p>	<p>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. See Appendix 3 for definition of consignor.</p>
M4.4	<p>The Company <b>must</b> hold a copy of the DGSA's current annual report. <b>[R]</b></p>	
M4.5	<p>Where fertiliser classified as dangerous goods is to be consigned for delivery from a location operated by a <b>third</b> party, the owner of the goods <b>must</b> provide the <b>third</b>-party consignor with all the information requirements specified in ADR 5.4.1.</p>	

## Product sales and delivery/Merchanting

<b>M4.6</b>	Where fertiliser classified as dangerous goods is to be consigned for delivery from a location operated by a <b>third</b> party, the owner of the goods must either provide, or verify that the <b>third</b> party provides, compliant documentation to collecting hauliers, in accordance with M4.3. <b>[R]</b>	
<b>M4.7</b>	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.	

<b>M5</b>	<b>Product incompatibility</b>	
<b>M5.1</b>	The consignor <b>must</b> confirm that ammonium nitrate-based fertilisers are not loaded as part loads with <b>incompatible</b> materials such as combustible materials or acids.	Refer to <a href="#">AIC Guide for the Storage, Handling and Transportation of Ammonium Nitrate-based Fertilisers 2015</a>

## Transport

Clause	Requirement	Guidance
<b>T1</b>	<b>Transport instructions</b>	
<b>T1.1</b>	Transport operators <b>must</b> 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. <b>[R]</b>	Confirmation that customers are shown as certified or approved on the <a href="#">AIC Trade Assurance Checker</a> would be acceptable.
<b>T1.2</b>	Transport operators <b>must</b> ensure that the transport operations are only allocated to trained drivers and fit-for-purpose vehicles.	
<b>T2</b>	<b>Receiving instructions from customers</b>	
<b>T2.1</b>	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. <b>[R]</b>	
<b>T3</b>	<b>Passing instructions to drivers</b>	
<b>T3.1</b>	<p>Transport operators <b>must</b> operate a secure system for informing drivers of customers' transport requirements. As a minimum the driver <b>must</b> be informed of the following <b>[R]</b>:</p> <ul style="list-style-type: none"> <li>• unique collection reference no.</li> <li>• collection address</li> <li>• product description</li> <li>• quantity</li> <li>• delivery address</li> <li>• Dangerous Goods information</li> </ul> <p>Drivers <b>must</b> be provided with sufficient information to enable them to meet the requirements of the collection site.</p>	
<b>T4</b>	<b>Drivers</b>	
<b>T4.1</b>	Drivers <b>must</b> have the necessary PPE required by customers for access to collection or delivery sites.	PPE – Personal Protective Equipment
<b>T4.2</b>	Drivers <b>must</b> 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.

## Transport

T5	Collection	
T5.1	Bagged fertiliser <b>must</b> 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	
T6.1	Transport companies must have an operator's licence. <b>[R]</b>	Operator's licence is verifiable on-line: <a href="http://www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications">www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications</a>
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. <b>[R]</b>	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.
T6.3	<b>The Company must hold a copy of the DGSA's current annual report. [R]</b>	
T7	Vehicles	
T7.1	Vehicles, whether hired, leased or owned <b>must</b> be equipped with the necessary safety equipment, identification and documentation for the fertiliser carried, where required by law.	<p><b>Safety equipment should include:</b></p> <ul style="list-style-type: none"> <li>• Orange placards – front and back for packaged goods, on all 4 sides for bulk</li> <li>• Fire extinguishers</li> <li>• Chocks – at least 2</li> <li>• Self-standing warning signs</li> <li>• High visibility jacket</li> <li>• Non-metal pocket lamp</li> </ul> <p>DGSA recommendations should be followed.</p>
T7.2	Parking and the leaving of unattended vehicles carrying fertiliser products <b>must</b> 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 <b>must</b> check that no loss or damage has occurred to the consignment. If any such damage or loss has occurred the driver <b>must</b> follow the procedures described within their employer's	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.

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	security measures. <b>If carrying Dangerous Goods</b> , the incident must be immediately reported to the Police. <b>[R]</b>	
<b>T7.3</b>	Where vehicles carrying fertiliser products are parked or left unattended, the driver <b>must</b> follow the procedures described within his employer's security measures and/or in accordance with the requirements of ADR 1.10 for <b>Dangerous Goods</b> . <b>[R]</b>	The haulier's security measures should include written guidance to drivers regarding security procedures for parking up and/or leaving the vehicle unattended.
<b>T8</b>	<b>Delays in transit</b>	
<b>T8.1</b>	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.
<b>T9</b>	<b>Delivery</b>	
<b>T9.1</b>	Drivers <b>must</b> only deliver to the addresses shown on the delivery documents unless a diversion is approved by the consignor in a recordable manner. <b>[R]</b>  If the recipient requests a different delivery address, the driver must contact his employer for approval from the consignor before proceeding.	
<b>T9.2</b>	Discrepancies in quantity must be recorded on the delivery note and communicated to the consignor immediately. <b>[R]</b>	
<b>T9.3</b>	Upon delivery, the receiving Company <b>must</b> provide the delivery driver with the signature and <b>full legible printed name</b> 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. <b>[R]</b>	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.
<b>T9.4</b>	For deliveries of bulk solid or liquid fertiliser to farm and by prior arrangement with the consignor of the	Where other means of verifying delivery are used, the business process risk assessment should consider the nature and

## Transport

fertiliser, other verifiable means of demonstrating correct delivery are acceptable when the consignor has carried out a security and safety risk assessment <b>[R]</b>	quantity of the product delivered and the period of time before the customer will confirm receipt.
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## Appendix 1 Legislation

Disclaimer: The information provided in this appendix is a guide to the legislation related to fertilisers. AIC is **not** 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 **devolved nation** legislation is considered.

Agriculture Act 1970	<a href="https://www.legislation.gov.uk/ukpga/1970/40/contents">https://www.legislation.gov.uk/ukpga/1970/40/contents</a>
The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003 and Assimilated Regulation (EC) 2003/2003	<a href="https://www.legislation.gov.uk/uksi/2003/1082">https://www.legislation.gov.uk/uksi/2003/1082</a>
EU Fertilising Product Regulations (FPR) regulation (EU) 2019/1009	<a href="https://eur-lex.europa.eu/eli/reg/2019/1009/oj">https://eur-lex.europa.eu/eli/reg/2019/1009/oj</a>
The Fertilisers Regulations 1991, as amended	<a href="https://www.legislation.gov.uk/uksi/1991/2197/contents/made">https://www.legislation.gov.uk/uksi/1991/2197/contents/made</a>
The Fertilisers and Ammonium Nitrate Material (Amendment) (EU Exit) Regulations 2019	<a href="https://www.legislation.gov.uk/uksi/2019/601/contents/made">https://www.legislation.gov.uk/uksi/2019/601/contents/made</a>
The Fertilisers (Sampling and Analysis) Regulation 1996, as amended	<a href="https://www.legislation.gov.uk/uksi/1996/1342/contents/made">https://www.legislation.gov.uk/uksi/1996/1342/contents/made</a>
The Notification of New Substances Regulations 1993, as amended	<a href="https://www.legislation.gov.uk/uksi/1993/3050/contents/made">https://www.legislation.gov.uk/uksi/1993/3050/contents/made</a>
The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, as amended	<a href="https://www.legislation.gov.uk/uksi/2009/1348/contents/made">https://www.legislation.gov.uk/uksi/2009/1348/contents/made</a>
The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) (EU Exit) Regulations 2020	<a href="https://www.legislation.gov.uk/uksi/2020/1111/made">https://www.legislation.gov.uk/uksi/2020/1111/made</a>
Agreement concerning the International Carriage of Dangerous Goods by Road, known as ADR and updated biennially	<a href="https://unece.org/transport/dangerous-goods/about-adr">https://unece.org/transport/dangerous-goods/about-adr</a>
The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003, as amended	<a href="https://www.legislation.gov.uk/uksi/2003/1082/contents/made">https://www.legislation.gov.uk/uksi/2003/1082/contents/made</a>
EU Classification, Labelling and Packaging of substances and mixtures (CLP) Regulation (EC) No 1272/2008	<a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32008R1272">https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32008R1272</a>
The Control of Substances Hazardous to Health Regulations 2002, as amended	<a href="https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made">https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made</a>
The Dangerous Substances (Notification and Marking of Sites) Regulations 1990, as amended	<a href="https://www.legislation.gov.uk/uksi/1990/304/contents/made">https://www.legislation.gov.uk/uksi/1990/304/contents/made</a>
The Control of Major Accident Hazards Regulations 2015, as amended	<a href="https://www.legislation.gov.uk/uksi/2015/483/contents/made">https://www.legislation.gov.uk/uksi/2015/483/contents/made</a>
Planning (Hazardous Substances) Act 1990, as amended	<a href="https://www.legislation.gov.uk/ukpga/1990/10/contents">https://www.legislation.gov.uk/ukpga/1990/10/contents</a>
The Planning (Control of Major Accident Hazards) Regulations 1999	<a href="https://www.legislation.gov.uk/uksi/1999/981/contents/made">https://www.legislation.gov.uk/uksi/1999/981/contents/made</a>
The Planning (Hazardous Substances) Regulations 1992	<a href="https://www.legislation.gov.uk/uksi/1992/656/contents/made">https://www.legislation.gov.uk/uksi/1992/656/contents/made</a>
The Environmental Permitting Regulations 2016, as amended	<a href="https://www.legislation.gov.uk/uksi/2016/1154">https://www.legislation.gov.uk/uksi/2016/1154</a>
The Weights and Measures (Packaged Goods) Regulations 1986, as amended	<a href="https://www.legislation.gov.uk/uksi/1986/2049/contents/made">https://www.legislation.gov.uk/uksi/1986/2049/contents/made</a>
Producer Responsibility Obligations (Packaging and Packaging Waste) Regulations 2024	<a href="https://www.legislation.gov.uk/uksi/2024/1332/contents/made">https://www.legislation.gov.uk/uksi/2024/1332/contents/made</a>
The Poisons Act 1972	<a href="https://www.legislation.gov.uk/ukpga/1972/66/contents">https://www.legislation.gov.uk/ukpga/1972/66/contents</a>
The Control of Explosives Precursors etc. Regulations (Northern Ireland) 2014	<a href="https://www.legislation.gov.uk/nisr/2014/224/contents">https://www.legislation.gov.uk/nisr/2014/224/contents</a>

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The Control of Explosives Precursors and Poisons Regulations 2023 <a href="https://www.legislation.gov.uk/ukxi/2023/63/regulation/1">https://www.legislation.gov.uk/ukxi/2023/63/regulation/1</a>
EU Regulation on the marketing and use of explosives precursors (EU) 2019/1148 <a href="https://eur-lex.europa.eu/eli/reg/2019/1148">https://eur-lex.europa.eu/eli/reg/2019/1148</a>
The Explosives Regulations 2014 (Amendment) Regulations 2016 <a href="https://www.legislation.gov.uk/ukxi/2016/315/contents/made">https://www.legislation.gov.uk/ukxi/2016/315/contents/made</a>
EU REACH – Registration, Evaluation, Authorisation and Restriction of Chemicals <a href="https://echa.europa.eu/regulations/reach/legislation">https://echa.europa.eu/regulations/reach/legislation</a>
UK - The REACH etc. (Amendment) Regulations 2021 <a href="https://www.legislation.gov.uk/ukxi/2021/904/contents/made">https://www.legislation.gov.uk/ukxi/2021/904/contents/made</a>
The Dangerous Goods in Harbour Areas Regulations 2016 <a href="https://www.legislation.gov.uk/ukxi/2016/721">https://www.legislation.gov.uk/ukxi/2016/721</a>

## Appendix 2 Codes of practice and guidance documents

This list of guidance documents is not exhaustive – other relevant documents may exist. Check for the most up to date version.		
DOCUMENT TITLE	CODE OF PRACTICE / GUIDANCE	PUBLISHER
AIC Guide for the Storage, Handling and Transportation of Ammonium Nitrate Based Fertilisers 2015 <a href="https://www.agindustries.org.uk/resource/the-storage-handling-and-transportation-of-ammonium-nitrate-based-fertilisers-2015-25-may-2016-3-pdf-1.html">https://www.agindustries.org.uk/resource/the-storage-handling-and-transportation-of-ammonium-nitrate-based-fertilisers-2015-25-may-2016-3-pdf-1.html</a>	Guidance	AIC
AIC Ammonium Nitrate Fertiliser Safety Checklist <a href="https://www.agindustries.org.uk/resource/an-fertiliser-safety-checklist.html">https://www.agindustries.org.uk/resource/an-fertiliser-safety-checklist.html</a>	Guidance	AIC
<b>Ammonium Nitrate Safety Radius Calculator</b> <a href="https://www.agindustries.org.uk/resource/ammonium-nitrate-fertiliser-safety-radius-calculator.html">https://www.agindustries.org.uk/resource/ammonium-nitrate-fertiliser-safety-radius-calculator.html</a>	Guidance	HSE / AIC
<b>AIC Fertiliser Safety Leaflet</b> <a href="https://www.agindustries.org.uk/resource/aic-fertiliser-safety-leaflet-2021.html">https://www.agindustries.org.uk/resource/aic-fertiliser-safety-leaflet-2021.html</a>	Guidance	AIC
<b>AIC Guidance on explosives precursors</b> <a href="https://www.agindustries.org.uk/resource/explosives-precursors.html">https://www.agindustries.org.uk/resource/explosives-precursors.html</a>	Guidance	AIC
Code of Practice for suppliers of pesticides to agriculture, horticulture and forestry (“Yellow Code”) <a href="https://www.hse.gov.uk/pesticides/assets/docs/yellow_code.pdf">https://www.hse.gov.uk/pesticides/assets/docs/yellow_code.pdf</a>	Code of Practice	HSE
Dangerous Substances (Notification and Marking of Sites) (NAMOS) Regulations 1990 (Amended 6 <sup>th</sup> April 2013) - INDG 467 <a href="https://www.hse.gov.uk/pubns/indg467.htm">https://www.hse.gov.uk/pubns/indg467.htm</a>	Guidance	HSE
Delivery Guide (DG) for the Inspection of Ammonium Nitrate (AN) Strategic Topics <a href="https://www.hse.gov.uk/explosives/ammonium/delivery-guide-inspection.htm">https://www.hse.gov.uk/explosives/ammonium/delivery-guide-inspection.htm</a>	Guidance	HSE
Fluid Fertiliser Code <a href="https://www.agindustries.org.uk/resource/fluid-fertilisers-guidance.html">https://www.agindustries.org.uk/resource/fluid-fertilisers-guidance.html</a>	Code of Practice	AIC / EA
Guidance on Explosives Regulations 2014(Amendment) Regulations 2016 <a href="https://www.hse.gov.uk/explosives/regulations/regulations2016.htm">https://www.hse.gov.uk/explosives/regulations/regulations2016.htm</a>	Guidance	HSE
Guidelines for the implementation of Regulation (EU) 2019/1148 on the marketing and use of explosives precursors <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52020XC0624(01)">https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52020XC0624(01)</a>	Guidance	EC
Guidance on Control of Explosives Precursors and Poisons Regulations 2023 <a href="https://www.gov.uk/government/publications/supplying-explosives-precursors/supplying-explosives-precursors-and-poison">https://www.gov.uk/government/publications/supplying-explosives-precursors/supplying-explosives-precursors-and-poison</a>	Guidance	Home Office
Fertilizers Europe Guidance for Compatibility of Fertilizer Blending materials <a href="https://www.fertilizerseurope.com/publications/guidance-for-the-compatibility-of-fertilizer-blending-materials-2006/">https://www.fertilizerseurope.com/publications/guidance-for-the-compatibility-of-fertilizer-blending-materials-2006/</a>	Guidance	Fertilizers Europe
Guidance for the Storage, Handling and Transportation of Solid Mineral Fertilizers 2015 <a href="https://www.fertilizerseurope.com/publications/guidance-for-the-storage-handling-and-transportation-of-solid-mineral-fertilizers/">https://www.fertilizerseurope.com/publications/guidance-for-the-storage-handling-and-transportation-of-solid-mineral-fertilizers/</a>	Guidance	Fertilizers Europe

## Appendix 2 Codes of practice and guidance documents

Protect UK - National Counter Terrorism Security Office (NaCTSO) – Fertiliser security 5-point plan <a href="https://www.protectuk.police.uk/advice-and-guidance/security/secure-your-fertiliser">https://www.protectuk.police.uk/advice-and-guidance/security/secure-your-fertiliser</a>	Guidance	NaCTSO
Prevention of Water Pollution from the Storage and Handling of Fluid Fertilisers <a href="https://www.agindustries.org.uk/resource/fluid-fertilisers-guidance.html">https://www.agindustries.org.uk/resource/fluid-fertilisers-guidance.html</a>	Code of Practice	AIC
Recommendations for Inspections of Atmospheric Refrigerated Ammonia Storage Tanks (2008) <a href="https://www.fertilizerseurope.com/publications/guidance-for-inspection-of-atmospheric-refrigerated-ammonia-storage-tanks-2008-edition-issue-2014/">https://www.fertilizerseurope.com/publications/guidance-for-inspection-of-atmospheric-refrigerated-ammonia-storage-tanks-2008-edition-issue-2014/</a>	Guidance	Fertilizers Europe
Safe Handling and Utilisation of Non-Conforming Solid Fertiliser and Related Materials for Fertiliser Producers (2003) <a href="https://www.fertilizerseurope.com/wp-content/uploads/2019/08/Guidance_for_safe_handling_and_utilization_of_non_conforming_fertilizers_and_related_materials_of_fertilizer_producers_-_2003.pdf">https://www.fertilizerseurope.com/wp-content/uploads/2019/08/Guidance_for_safe_handling_and_utilization_of_non_conforming_fertilizers_and_related_materials_of_fertilizer_producers_-_2003.pdf</a>	Guidance	Fertilizers Europe
Safe Handling and Utilisation of Non-Conforming Solid Fertiliser and Related Materials for Fertiliser Importers, Distributors and Merchants (2004) <a href="https://www.fertilizerseurope.com/wp-content/uploads/2019/08/guidance_for_safe_handling_and_utilization_of_fertilizers_to_merchants.pdf">https://www.fertilizerseurope.com/wp-content/uploads/2019/08/guidance_for_safe_handling_and_utilization_of_fertilizers_to_merchants.pdf</a>	Guidance	Fertilizers Europe
Sea Transport of Ammonium Nitrate based Fertiliser (2004) <a href="https://maritimecyprus.com/wp-content/uploads/2016/10/guidance_for_sea_transport_of_ammonium_nitrate_based_fertilizers_2014.pdf">https://maritimecyprus.com/wp-content/uploads/2016/10/guidance_for_sea_transport_of_ammonium_nitrate_based_fertilizers_2014.pdf</a>	Guidance	Fertilizers Europe
Storage of Hot Ammonium Nitrate Solutions (2005) <a href="https://www.fertilizerseurope.com/publications/guidance-for-the-storage-of-hot-ammonium-nitrate-solutions/">https://www.fertilizerseurope.com/publications/guidance-for-the-storage-of-hot-ammonium-nitrate-solutions/</a>	Guidance	Fertilizers Europe
Storing and Handling Ammonium Nitrate - INDG 230 <a href="https://www.hse.gov.uk/pubns/indg230.pdf">https://www.hse.gov.uk/pubns/indg230.pdf</a>	Guidance	HSE
UK REACH <a href="https://www.hse.gov.uk/reach/index.htm">https://www.hse.gov.uk/reach/index.htm</a>	Guidance	HSE

## Appendix 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. **A sales representative is employed by the Merchant Company.**

### **Blended fertiliser**

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

### **Bulk**

**In the fertiliser industry this refers to large volumes of unpackaged material or product.**

### **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.

### **Consignor**

**The enterprise which consigns dangerous goods either on its own behalf or for a third party. If the transport operation is carried out under a contract for carriage, consignor means the consignor according to the contract for carriage. (Reference ADR 1.2.1)**

### **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 and Assimilated Regulation (EC) 2003/2003.**

**Detonation Resistance Testing is required for AN material in solid form 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.**

**For relevant AN material defined by [SI1082/2003](#), an audit trail for Product traceability from manufacture to final user must be maintained, evidenced by a valid DRT certificate unique numbered copy which clearly identifies the batch or part batch to which it relates. Each batch or part batch of relevant AN material must be kept separate, and each DRT certificate or unique numbered copy relating**

## Appendix 3 Definitions

to that batch or part batch must clearly identify the material to which it relates. These DRT certificates must be retained for a period of at least 2 years after the date of import, supply or manufacture or last date of disposal of AN material from the batch (as applicable).

Where AN is not being used as a fertiliser, an exemption certificate must be granted by HSE as per clause 10 of [S11082/2003](#).

### **Explosives Precursors**

Chemicals that may be used in the illicit manufacture of explosives. [Ref: <https://www.gov.uk/government/collections/hazardous-sites-and-substances>]

### **Fertiliser Advisers Certification and Training Scheme (FACTS)**

An independent non-statutory certification scheme for professionals providing advice and information on the management of plant nutrients and fertiliser materials. FACTS Qualified Adviser Member of the BASIS Professional Register has passed the FACTS exam and has fulfilled requirements for ongoing training. Benefits include access to the FACTS Information Service (FIS).

### **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 2015 is as follows:

(a) Material rejected during the manufacturing process and to ammonium nitrate and mixtures of ammonium nitrate, straight ammonium nitrate-based fertilisers and ammonium nitrate-based compound/composite fertilisers referred to in Notes 14 and 15, 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 14 and 15; or

## Appendix 3 Definitions

(b) **fertilisers [referred to in note 13(a) , and Note 14 which do not fulfil the requirements of Annex III-2 to Regulation 2003/2003]** which do not satisfy the detonation resistance test, other than fertilisers which –

- (i) at the time of delivery to a final user satisfied the detonation resistance test; but
- (ii) later became degraded or contaminated; and
- (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, **solid or liquid**.

### ***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.

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### ***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.

Fertiliser is regarded as in transit if it remains on the same trailer and is not unloaded. Trans-shipping is moving product from one trailer to another – this is not regarded as storage.

### ***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 50°C followed by cooling to 25°C. The combination of successive phases at 50°C and 25°C 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.

## Appendix 4 Records

Below 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
G6.2	Records of competence review
G6.4	Security screening of staff
G7.1	Work procedures and instructions
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, raw material and purchase specifications and receipts
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.
G17.1	Supplier performance as part of management review
G18.2	Internal audit reports and follow-up information
G19.1	Document control records
G20.1	Incident management procedure and review
G20.3	Actions taken, notification of any suspicious or unusual activity to enforcement agencies
G21.1	Product recall procedure and verification in management review
G21.2	Records of test of recall procedure
G21.3	Traceability records
G22.2	Complaints and actions taken
G24.1	Purchase contracts for product 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 and product transaction records
MP1.1	Management of new product development
MP3.1	Operational control verification
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
S2.1	Fire risk assessment
S2.3	Fire detection system and firefighting equipment maintenance

## Appendix 4 Records

Clause No	Record Required
S3.1	Notification and signage for products held <b>and storage facilities</b>
S4.1	Product changeover cleaning record
S5.1	Verification of incoming material
S5.3	Appointment of DGSA, certificate
S5.4	<b>DGSA annual report</b>
S5.5	Signature and name of employee Agreement of other verifiable means
S6.2	Checks of vehicle/driver legal compliance
S6.3	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 requests to purchase products
M1.7	Customer requirement records
M1.8	<b>Records of information to customers for explosives precursors</b>
M2.1	Training of sales representatives
M2.2	Agent responsibilities
M4.1	Approval of hauliers
M4.3	<b>Appointment of DGSA, certificate</b>
M4.4	<b>DGSA annual report</b>
M4.6	<b>ADR documentation</b>
T1.1	Instructions received from clients Bona fide client checks
T2.1	<b>Instructions received from customers</b>
T3.1	Instructions passed to drivers
T6.1	Current operator's licence
T6.2	Appointment of DGSA and certificate
T6.3	<b>DGSA annual report</b>
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

## Appendix 5 Contact Details

<b>Agricultural Industries Confederation (AIC)</b> Tel: 01733 385230 Email: <a href="mailto:enquiries@agindustries.org.uk">enquiries@agindustries.org.uk</a> Website: <a href="http://www.agindustries.org.uk">www.agindustries.org.uk</a> <b>AIC Trade Assurance – FIAS:</b> <a href="http://www.agindustries.org.uk/fias-scheme">www.agindustries.org.uk/fias-scheme</a>
<b>Kiwa Agri-Food</b> <a href="http://www.kiwa.com/gb/en-gb/about-kiwa/uk-business-units/kiwa-agri-food/">www.kiwa.com/gb/en-gb/about-kiwa/uk-business-units/kiwa-agri-food/</a> Tel: 01423 878873 <b>FIAS i-learning:</b> <a href="mailto:uk.fias@kiwa.com">uk.fias@kiwa.com</a> or Tel: 01423 878875 (Direct line for training enquiries)
<b>Department for Environment, Food and Rural Affairs (Defra)</b> Tel: 03000 200 301 Email: <a href="mailto:defra.helpline@defra.gov.uk">defra.helpline@defra.gov.uk</a> <a href="http://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs">www.gov.uk/government/organisations/department-for-environment-food-rural-affairs</a>
<b>Health and Safety Executive (HSE)</b> Tel: 0845 345 0055 Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> <a href="http://www.hse.gov.uk/contact/index.htm">www.hse.gov.uk/contact/index.htm</a>
<b>Home Office</b> Tel: 020 7035 4848 Website: <a href="http://www.gov.uk/government/organisations/home-office">www.gov.uk/government/organisations/home-office</a> Email: <a href="mailto:public.enquiries@homeoffice.gov.uk">public.enquiries@homeoffice.gov.uk</a>
<b>National Counter Terrorism Security Office (NaCTSO)</b> <a href="https://www.protectuk.police.uk/">https://www.protectuk.police.uk/</a> Action Counters Terrorism (ACT) awareness e-learning <a href="https://www.protectuk.police.uk/group/84">https://www.protectuk.police.uk/group/84</a>
<b>Anti-Terrorist Reporting Hotline: 0800 789321</b> <a href="http://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/">www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/</a>
<b>Report suspicious chemical activity</b> <a href="http://www.gov.uk/guidance/report-suspicious-chemical-activity">www.gov.uk/guidance/report-suspicious-chemical-activity</a>
<b>Department for Transport (DfT)</b> Tel: 0300 330 3000 Website: <a href="http://www.gov.uk/government/organisations/department-for-transport">www.gov.uk/government/organisations/department-for-transport</a> <a href="https://forms.dft.gov.uk/contact-dft-and-agencies/">https://forms.dft.gov.uk/contact-dft-and-agencies/</a>
<b>Driver and Vehicle Standards Agency</b> Tel: 0300 123 9000 Website: <a href="http://www.gov.uk/contact-dvsa/y">www.gov.uk/contact-dvsa/y</a>
<b>Environment Agency</b> Tel: 03708 506 506 Email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a> Website: <a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a>
<b>National Cyber Security Centre (NCSC)</b> Website: <a href="https://www.ncsc.gov.uk/">https://www.ncsc.gov.uk/</a> Email: <a href="http://www.ncsc.gov.uk/section/about-this-website/contact-us">www.ncsc.gov.uk/section/about-this-website/contact-us</a>
<b>National Protective Security Authority (NPSA)</b> Website: <a href="http://www.npsa.gov.uk/">www.npsa.gov.uk/</a>
<b>BASIS / FACTS</b> Tel: 01335 301200 Email: <a href="mailto:help@basis-reg.co.uk">help@basis-reg.co.uk</a> Website: <a href="http://www.basis-reg.co.uk/">www.basis-reg.co.uk/</a>
<b>National Farmers Union (NFU)</b> Tel: 024 7685 8500 Website: <a href="http://www.nfuonline.com">www.nfuonline.com</a>
<b>National Farmers Union Scotland (NFUS)</b> Tel: 0131 472 4000 Website: <a href="http://www.nfus.org.uk">www.nfus.org.uk</a> Email: <a href="mailto:info@nfus.org.uk">info@nfus.org.uk</a>
<b>Port Skills and Safety</b> Tel: 020 7260 1790 Website: <a href="https://www.portskillsandsafety.co.uk/">https://www.portskillsandsafety.co.uk/</a>
<b>Red Tractor Farm Assurance</b> Tel: 020 7630 3320 Website: <a href="http://www.redtractor.org.uk">www.redtractor.org.uk</a>

## Appendix 5 Contact Details

<b>Road Haulage Association (RHA)</b> Tel: 01932 838 910 Website: <a href="http://www.rha.uk.net">www.rha.uk.net</a>
<b>Logistics UK</b> Tel: 03717 11 22 22 Website: <a href="https://logistics.org.uk/">https://logistics.org.uk/</a> Email: <a href="mailto:enquiry@logistics.org.uk">enquiry@logistics.org.uk</a>
<b>United Kingdom Accreditation Service (UKAS)</b> Tel: 01784 429000 (t) Website: <a href="http://www.ukas.com">www.ukas.com</a> Email: <a href="mailto:info@ukas.com">info@ukas.com</a>
<b>International Fertiliser Society</b> Tel: 01244 565226 Website : <a href="https://fertiliser-society.org/">https://fertiliser-society.org/</a> Email: <a href="mailto:secretary@fertiliser-society.org">secretary@fertiliser-society.org</a>
<b>Fertilizers Europe</b> Tel: 00 32 2 675 35 50 Website: <a href="http://www.fertilizerseurope.com">www.fertilizerseurope.com</a> Email: <a href="mailto:main@fertilizerseurope.com">main@fertilizerseurope.com</a>

## Appendix 6 Guidance for compliance with the Dangerous Substances (Notification 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%.

## Appendix 7 Guidance for compliance with the Control of Explosives Precursors and Poisons Regulations 2023

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

## Appendix 7 Guidance for compliance with the Control of Explosives Precursors and Poisons Regulations 2023

- 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/ukxi/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/>



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