

# Trade Assurance Scheme for Combinable Crops

## SCHEME RULES

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Effective from **February 2021**

### 1

#### Introduction

##### 1.1

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

##### 1.2

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

##### 1.3

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

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

##### 1.4

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

##### 1.5

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

##### 1.6

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

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

## 1.7

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

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

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

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

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

## 1.8

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

## 1.9

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

## 1.10

### Electronic Communication

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

## 2

### Confidentiality

#### 2.1

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

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

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

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

### 3

#### Scheme Rules

##### 3.1

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

##### 3.2

In order to become a certified participant, applicants shall:

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

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

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

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

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

##### 3.3

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

##### 3.4

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

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

##### 3.6

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

**3.7**

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

**3.8**

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

**3.9**

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

- Company ownership
- Scope of operations
- Key management

**3.10**

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

**3.11**

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

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

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

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

**4.2**

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

**4.3**

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

**4.4**

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

#### 4.5

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

### 5

#### Assessment of Participant Compliance with the Scheme

##### 5.1

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

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

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

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

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

Hauliers will still have annual surveillance audits.

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

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

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

## 5.2

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

## 5.3

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

## 6

### Reporting

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

### 6.1

#### Classification of non-conformances

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

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

## 6.2

### Response to Non-conformances

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

### **6.3**

#### **Observations**

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

## **7**

### **Certificate Suspension and Withdrawal**

#### **7.1**

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

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

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

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

#### **7.1.4 Revoking of Earned Recognition**

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

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

#### **7.2**

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

#### **7.3**

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

#### **7.4**

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

#### **7.5**

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

#### **7.6**

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

#### **7.7**

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

#### **7.8**





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

## **8**

### **Complaints**

#### **8.1**

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

#### **8.2**

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

## **9**

### **Appeals**

#### **9.1**

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

#### **9.2**

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

#### **9.3**

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

#### **9.4**

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

#### **9.5**

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

#### **9.6**

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

#### **9.7**

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

#### **9.8**

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

## **10**

### **Assessor Qualifications and Requirements**

#### **10.1**

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

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

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

## 10.2

### Confidentiality and Conflicts of Interest

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

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

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

## 11

### Arbitration

#### 11.1

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

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

## General Information

### Introduction - Scope of TASCC

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

**Table of TASCC Scopes**

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

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

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

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

TASCC Scheme

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

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

### **MANAGEMENT COMMITMENT**

#### **Aim**

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

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

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

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

## **PERSONNEL AND TRAINING**

### **Aim**

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

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

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

## **PROCEDURES, DOCUMENTS AND RECORDS**

### **Aim**

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

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

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



## **LEGISLATIVE REQUIREMENTS**

### **Aim**

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

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

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

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

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

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

#### **Aim**

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

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

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

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

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

## TRACEABILITY

### Aim

This section outlines requirements for retaining traceability records.

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

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

### **Aim**

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

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



## **INTERNAL AUDITING**

### **Aim**

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

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

## Haulage

### INTRODUCTION

#### Aim

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

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

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

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

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

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

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

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

## VEHICLE HYGIENE

### Aim

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

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

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

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

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

## HAULAGE OPERATIONS

## Aim

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

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

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



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

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

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

H13.3 R	In case of any difficulties or doubts about the goods, the quantity or the condition that cannot be resolved at the collection point, the driver must notify the owner of the goods and/or the haulier before loading and seek further instructions.	
<b>H14</b>	<b>COMBINABLE CROP PASSPORTS (GRAIN PASSPORTS)</b>	
H14.1 Updated R	<p>When collecting UK combinable crops the driver must obtain a completed and signed passport containing</p> <ul style="list-style-type: none"> <li>a valid farm assurance/ TASCC sticker (if applicable)</li> <li>or a</li> <li>pre-printed valid farm assurance/ TASCC sticker/assurance number (with agreement from the customer/recipient)</li> </ul> <p>from the farmer/storekeeper at the point of loading.</p> <p>The passport includes a declaration that the vehicle has been inspected and found to be visually clean by both the person responsible for loading and the driver.</p> <p>The driver must ensure that the vehicle does not leave the collection point until a completed and signed Combinable Crop Passport has been obtained. Drivers must ensure that sections 2 and 3 of the Combinable Crop Passport have been completed and signed.</p> <p>The passport must accompany the load to the point of delivery. Any load that arrives at a delivery point without a fully completed passport will not be accepted.</p>	<p>Electronic versions of the Combinable Crop Passport may be available and acceptable.</p> <p>A passport contains details</p> <ul style="list-style-type: none"> <li>of the TASCC/vehicle number and the goods carried,</li> <li>date and year of the sowing of the crop,</li> <li>a declaration of post harvest pesticides applied, a cleanliness declaration from the grower/storekeeper and the driver</li> <li>and a record of whether the crop is assured or not.</li> </ul> <p>A passport is still required for non-assured Combinable crop movements but not a sticker.</p> <p>Incomplete or incorrectly completed Combinable Crop Passports may lead to rejections and delays at delivery destinations.</p> <p>Where the driver is also the owner/grower of the crop, it is acceptable for all sections to be completed by the driver.</p> <p>Mycotoxins: drivers should check that the mycotoxin section of the Combinable Crop Passports (Grain Passports) has been completed by the grower/storekeeper to avoid delays at intake.</p> <p>A mycotoxin (DON and ZON) risk assessment score with a test result dependent on the processor requirements for wheat deliveries is a year round requirement.</p>

		<p>Requirements of the completion of Section 8 (RED) may vary.</p> <p>Hauliers should confirm with their customers whether a Combinable Crop Passport is required for imported combinable crops.</p>
<b>H15</b>	<b>TRANSPORTATION</b>	
H15.1 R	When it is necessary to park or leave a loaded vehicle unattended, the haulier/driver must take all reasonable precautions to ensure that the load is protected from deliberate or accidental contamination or damage. Hauliers must provide drivers with a list of checks to be made on the vehicle before leaving and returning to it.	Ideally, vehicles should be routed directly from the collection point to the delivery point – wherever practical. There should also be clear guidance of emergency out of office hours contact numbers.
H15.2 R	If any incident occurs during loading, transportation or unloading which could result in contamination or loss of the goods, the circumstances must be reported to the owner of the goods/customer, and work must not proceed until clearance has been given by the owner of the goods/customer.	Delivery/collection requirements are commonly referred to as 'fixings'. Records of trading, fixings, allocations, transport and delivery are required for traceability purposes under food and feed legislation.
H15.2 R	If any such incident does occur then the owner of the goods/customer must confirm what actions to take – if the owner of the goods/customer is unwilling to confirm this then the haulier must at least be able to prove that the owner of the goods/customer has been informed of the incident.	
<b>H16</b>	<b>DELIVERY</b>	
H16.1	Where samples are required, they must be taken before unloading commences except for some liquids, moist coproducts and bags where special sampling arrangements may apply.	
H16.2	Drivers must attend their vehicles while unloading.	<p>Attend means to stay in control of their vehicle.</p> <p>Drivers should be aware of the potential contamination risks to food/feed safety from walking on the load. Site procedures may forbid walking on loads and climbing on vehicles.</p>

[illegible]

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

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

### Aim

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

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



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

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