



Seed Crushers'  
and Oil Processors'  
Association

**SCOPA Code of Practice for  
The Transport of Edible Oils and Fats in Road Tank Cars**

**A technical standard issued by  
The Seed Crushers and Oil Processors' Association**

Version 5

October 2010

**Published by**

**The Seed Crushers and Oil Processors' Association  
PO Box 259  
Beckenham  
Kent  
BR3 3YA**

**Tel: 020 8776 2644  
Fax: 020 8249 5402  
E-mail: [lynda.simmons@scopa.org.uk](mailto:lynda.simmons@scopa.org.uk)**

**First Published April 2004  
Version 2 published April 2005  
Version 3 published July 2007  
Version 4 published May 2008  
| Version 5 published October 2010**

## INDEX

|   |                   |
|---|-------------------|
| <b>Index</b>  | <b>Page 3</b>     |
| <b>Mission Statement</b>  | <b>Page 4</b>     |
| <b>Code of Practice</b>   | <b>Page 5-9</b>   |
| <b>Appendix 1 – Haulier Registration</b>                        | <b>Page 10</b>    |
| <b>Appendix 2 – Haulier Registration Form</b>                   | <b>Page 11-14</b> |
| <b>Appendix 3 – SCOPA List of Foodgrade Products</b>            | <b>Page 15-16</b> |
| <b>Appendix 4 – SCOPA Membership List</b>                       | <b>Page 17</b>    |
| <b>Appendix 5 – List of SCOPA Registered Hauliers</b>           | <b>Page 18</b>    |
| <b>Appendix 6 – SCOPA Approved Wash Stations</b>                | <b>Page 19-20</b> |
| <b>Appendix 7 – SCOPA Tanker Construction &amp; Maintenance</b> | <b>Page 21-24</b> |
| <b>Appendix 8 – Ordering SCOPA Log Books</b>                    | <b>Page 25</b>    |
| <b>Appendix 9 – Auditing Procedures</b>                         | <b>Page 26-27</b> |

## **MISSION STATEMENT**

The key objective of the SCOPA Code of Practice is to promote the highest possible standards of safety, hygiene and quality throughout the edible oils and fats supply chain. SCOPA also provides a forum for open discussion with all parties concerned to work together to protect and promote the safe transportation of edible oils and fats in road tank cars within the UK.



Seed Crushers'  
and Oil Processors'  
Association

## **SCOPA CODE OF PRACTICE FOR THE ROAD TRANSPORT OF EDIBLE OILS AND FATS IN ROAD TANK CARS**

### **INTRODUCTION**

In the interests of health and hygiene, SCOPA members have agreed to implement and regulate this SCOPA Code of Practice as forming part of good manufacturing practice. This Code enforces the requirements of current applicable UK and EU legislation.

The Food Safety Act 1990, together with other applicable UK and EU food safety legislation, sets out responsibilities for all food businesses involved in the production, processing, storage, distribution and sale of food. This legislation sets out the legal framework for enforcement and penalties for infringements.

### **SCOPE**

Tankers shall be dedicated to foodstuffs only. This covers all relevant tanker operations including, without limitation, wash standards, loading, and the transportation and delivery of edible oils and fats by road within the UK that fall within the scope of this Code.

The products covered by this SCOPA Code are all edible oils and fats, crude and refined, including acid oils and fatty acids, which are destined for human consumption either directly or indirectly or for incorporation in animal feeds.

### **HAULIER REGISTRATION**

All hauliers, and each tanker that they operate within the scheme, are required to be registered by SCOPA – see Appendix 1. This includes sub-contractors.

If SCOPA registered hauliers wish to hire, rent or lease road tankers for use pursuant to the SCOPA scheme, they must ensure that they comply with the Code of Practice and that such tankers form part of their list of registered tankers.

### **TANKER REGISTRATION**

All tankers registered under the SCOPA Code of Practice must be and have been dedicated to the transport of food grade products (see Appendix 3) and must meet the criteria set out in Appendix 7. All appropriate documentation must be provided by the haulier. No tankers can have previously carried or will in the future carry anything considered dangerous to human health.

New or refurbished tankers and those not previously registered with SCOPA, must go through the following procedures - wash – minimum 1 food grade product from Category 2 of Appendix 3 – wash – inspect – if accepted by a SCOPA member, then operational.

Tanker numbers, their corresponding chassis numbers and date of registration with the authorities (e.g. DVLA) must be provided to SCOPA upon registration. Hauliers will then be issued with a unique SCOPA registered haulier number which should precede the individual tanker number and be endorsed indelibly and permanently on the back end of the tank dome along with the word 'SCOPA'. Each side of the tank and above the discharge valve must be permanently and indelibly endorsed with the words 'Foodstuffs Only' or European equivalent. All markings must be minimum 8cm high.

All markings must be removed when the haulier or tanker is no longer operating under the SCOPA Code of Practice.

Hauliers should ensure that their list of registered tankers is kept up-to-date. They must check and re-confirm their lists with SCOPA every 6 months.

## **MULTI COMPARTMENT TANKERS**

Multi-compartment tankers must be registered as such with SCOPA, along with the litre capacity of each compartment. Each compartment must also have its own declaration of product(s) carried in the log books in order that full traceability can be verified.

Please note that even when a compartment is not in use or been empty for some time, this must be recorded in the log book and must correspond to the entries in the hauliers' commercial traffic systems.

## **TANKER CONSTRUCTION**

Tankers shall be constructed in a manner that ensures the safety and quality of the product carried within it. Please refer to Appendix 7.

## **MAINTENANCE**

Vehicles and tankers are to be kept clean and in a good state of repair for food use. SCOPA hauliers must be able to demonstrate a full preventative maintenance programme which takes account of food safety, quality and legal requirements. The minimum requirements are those specified by the Vehicle Operator Standards Agency (VOSA).

## **HEALTH AND SAFETY**

Local site health and safety instructions must be observed at all times. Safe working practices for road tankers are detailed in SCOPA's guidance document entitled 'Preventing Falls from Road Tankers'.

## DRIVER TRAINING

Registered hauliers and their employees must be experienced and knowledgeable in the transportation and handling of edible oils and fats. They must also adhere to and maintain the necessary documentation requirements and controls to demonstrate due diligence in the care of SCOPA members' goods and be conversant with and observe all relevant legislation in particular The Food Hygiene Regulation 2004, (EC No. 852/2004).

Training must include a full understanding of the SCOPA Code of Practice including any potential risks and requirements to protect food safety. Drivers' training records must show evidence of such training and must be made available to SCOPA or its auditors on request.

## LOG BOOKS

Each SCOPA registered tanker must have a uniquely numbered log book containing 100 duplicated certificates, used to record details of the tanker, the last 3 loads carried and cleaning details (unless SCOPA members deem cleaning to be unnecessary). These books must be purchased from SCOPA direct in boxes of 10 – see Appendix 8. Every vehicle applying for a load must have an up-to-date and complete log book. Each time a new log book is issued, the tanker will be checked and the check-list on the front of the log book will be completed by a SCOPA refiner member. The carriage of two active log books for one tanker is strictly prohibited. In order to ensure that completed log books are retained safely by the haulier, the last few certificates of a book can be voided clearly and a new book issued.

Old log books **must** be kept for a minimum of 2 years by the haulier in order to provide full traceability for the tanker.

## LOG BOOK (LOST, SPOILED OR DAMAGED CERTIFICATES)

Log books can exist in an environment whereby moisture, dirt or product can come into direct contact with a log book which can render some entries difficult to read. It is the hauliers' responsibility to ensure an accurate record of traceability is maintained should a book/certificate suffer damage to the extent that it cannot be effectively read. Some books/certificates may be repairable but alterations must be initialled and validated. Any spoiled certificates must have a declaration from the haulier attached to them detailing the correct information. If a certificate is cancelled, the original and duplicate must remain in the log book and be clearly endorsed accordingly.

It is the haulier's responsibility to ensure that log books are protected as much as is reasonably possible from spoilage. Hauliers are advised to purchase plastic zip lock bags to keep log books protected.

Spoiled certificates cannot be used as a reason for failure to declare full traceability. SCOPA needs to be notified **immediately** when an active or complete log book is lost by the haulier.

## TRACEABILITY

All loads carried on a SCOPA registered tanker must be entered in the log book. In every case products carried must comply with the SCOPA list of food grade products (Appendix 3). If a registered tanker carries a compatible load on non-SCOPA membership business, where possible, the original and duplicate certificate should remain in the log book.

Where a registered tanker is inactive, this must be recorded with the start and finish dates, detailing the reasons why, within the haulier's commercial system, as well as within a vehicle's maintenance records as appropriate.

SCOPA requires that all product movements must be traceable within 4 hours of any given time. Periodically SCOPA will perform simulated traceability checks to test the robustness of haulier systems. Traceability failures will be deemed as critical non-compliances of the SCOPA code of practice.

Hauliers must provide SCOPA with a 24/7 operational contact telephone number to be used in the event of traceability checks being required.

## **EMERGENCY RESPONSE PROCEDURES**

All hauliers must have adequate emergency response procedures in place.

## **SECURITY SEALING**

Security seals must be tightly fastened at all times other than cleaning, loading, discharge and maintenance. Seal numbers are to be recorded in the log book.

Pre-loading inspection is the responsibility of the consignor to ensure that this has been carried out. Other than at the aforementioned times, security seals must not be broken or replaced without the prior knowledge or agreement of the Consignor.

## **LIST OF COMPATIBLE PRODUCTS**

SCOPA tankers will only carry those products defined in the SCOPA food grade products list – see Appendix 3. This list is the minimum standard.

Individual refiner members of SCOPA may, under certain circumstances, find it necessary to apply stricter controls.

## **CLEANING PROCEDURES**

It is the responsibility of the haulier to ensure that tankers and flexible hoses are cleaned between loads, (or as directed by SCOPA members), at SCOPA approved wash stations – see Appendix 6. Not only to preclude adverse materials but also cross contamination between different food grade products.

The cleaning history forms part of the SCOPA log book and will be signed to confirm that cleaning has been carried out correctly.



After cleaning, the haulier must ensure that the tanker, all flexible hoses and any fittings used are visually clean, dry and free from odour.

The type of tanker or equipment wash must be entered in the log book e.g. hot water detergent wash, filtered air blow dry, or sanitized wash.

## **AUDITING**

In order to be registered in the SCOPA scheme, hauliers will be audited by SCOPA's independent audit body and/or member(s) of SCOPA, at hauliers' own cost. A tariff of auditing costs is available from SCOPA.

Non compliances are categorised in Appendix 9.

Any **minor non-compliances** discovered must be corrected. Evidence of satisfactory implementation of corrective actions must be advised to the audit body and SCOPA Secretariat within 30 days of the audit. Membership will continue unaffected but failure to implement corrective actions within the 30 days will result in escalation to a Major non compliance.

Any **major non-compliances** discovered must be corrected. Evidence of satisfactory implementation of corrective actions must be advised to the audit body and SCOPA Secretariat within 14 days of the audit. Membership will continue unaffected but failure to implement corrective actions within the 14 days will result in escalation to a Critical non compliance.

Any **critical non-compliances** discovered will result in immediate partial or full suspension of SCOPA registered tankers for a minimum period of 90 days. During this period, the haulier will not be able to register any additional tankers and must remove or cover up the SCOPA related decals from the suspended equipment. Reinstatement will only be considered after satisfactory re-audits, at haulier's own cost, at a frequency to be decided by SCOPA. SCOPA will publish suspended hauliers and a list of their de-registered tankers on the member's only section of it's website during this suspension period.

***Vehicles failing to comply with relevant national or EU legislation or the SCOPA Code of Practice will not be loaded by SCOPA members.***

## **Appendix 1**

### **HAULIER REGISTRATION**

In order for a haulier to apply for registration, they must contact SCOPA who will send a copy of the Haulier Registration Form - Appendix 2 (along with a copy of the SCOPA Code of Practice and Preventing Falls From Road Tankers Guidance Document) for completion and return.

Completed application forms will be circulated to SCOPA members for their comment. Any objections raised will be passed back to the applicant detailing the reason for the objection.

If all paperwork is acceptable, within four weeks of application, the prospective haulier will be subject to an initial systems audit by SCOPA in order to receive 'Provisional Registration' status under the SCOPA Code of Practice and begin operating.

Once accepted, the provisional haulier must send SCOPA the appropriate funds to cover the cost of the first audit which will take place within 3 months of registration. Log books also need to be purchased in advance – prices will be confirmed upon application.

Upon completion of a successful audit, the haulier is moved to full registration and the website will be updated. If the audit is unsuccessful, procedures will be implemented as per Appendix 9.

## Appendix 2

### HAULIER REGISTRATION FORM

We confirm that we have read and understood and agree to fully comply with the requirements of the Code of Practice for the Transport of Oils and Fats. We agree to regular independent SCOPA audits, at our cost.

No tankers to have previously carried nor will in the future carry anything considered dangerous to human health whilst registered under the SCOPA Code of Practice.

| <b>CONTACT DETAILS</b>                      |  |
|---|--|
| CONTACT NAME                                |  |
| SIGNATURE                                   |  |
| COMPANY NAME                                |  |
| ADDRESS                                     |  |
| TELEPHONE NUMBER                            |  |
| FAX NUMBER                                  |  |
| MOBILE NUMBER                               |  |
| E MAIL ADDRESS                              |  |
| SECOND CONTACT PERSON<br>POSITION & DETAILS |  |
| THIRD CONTACT PERSON<br>POSITION & DETAILS  |  |
| 24/7 OPERATIONAL<br>CONTACT NUMBER          |  |

### **EQUIPMENT DETAILS – SINGLE POTS**



| TANKER NUMBER | LITRE CAPACITY | CHASSIS NUMBER | DATE OF REG WITH DVLA |
|---------------|----------------|----------------|-----------------------|
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |
| Front         |                |                |                       |
| Middle        |                |                |                       |
| Back          |                |                |                       |

Please use another sheet where necessary

Please list the addresses where SCOPA registered vehicles will be kept:-

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

Please advise the address where old/used SCOPA log books will be kept:-

|  |
|--|
|  |
|  |

What are your minimum driver training procedures:-

|  |
|--|
|  |
|  |
|  |
|  |
|  |

## Appendix 3

### SCOPA LIST OF FOOD GRADE PRODUCTS

#### CATEGORY 1 – Products where a wash out may not be required

Where the material to be loaded is refined oil or fat for direct consumption or incorporation in food products, the three loads previously carried in the tanker must have been refined or partly processed edible oils/fats, crude vegetable or animal oils/fats or other materials intended for food use.

#### CATEGORY 2 – Products requiring only a wash out between loads

#### **Everything in this category must be food grade**

**Where a blend or trade name or code is being used, the term – RD EDIBLE OIL should be declared next to it.**

- (1) Refined deodorised edible oils
- (2) Crude edible vegetable oils (except linseed oil)
- (3) Crude edible tallow accompanied by a Fresh Fat Clause Certificate
- (4) Hydrogenated fish oil
- (5) Butter oil
- (6) Partially processed edible oils and fats (except soft fish oils and linseed oil)
- (7) Castor oils unprocessed (except blown or dehydrated)
- (8) Foodstuffs which are for human consumption without further processing (except milk products, see below)
- (9) Glucose syrups
- (10) Malt Extract
- (11) Potable water
- (12) Food Grade emulsifiers
- (13) Propylene glycol BP and Food Grade
- (14) Glycerol/glycerine BP and Food Grade
- (15) Heat processed milk products e.g. pasteurised milk, sterilised milk, UHT milk, skimmed milk and cream<sup>1</sup>
- (16) Liquid yeast (as used in bread without further processing)
- (17) Citric Acid/Acetic Acid
- (18) Molasses
- (19) Wine, Beers/Cider, other non allergen based alcoholic beverages

---

<sup>1</sup> Raw, unprocessed milk and milk based products must be followed by a wash out and sanitising rinse at an approved installation in which the sanitising system (i.e. equipment and chemical) is regularly checked for dosing accuracy and effectiveness and for which records of such checks are made available to refiners for audit and inspection.

## Appendix 3 (Continued)

### SCOPA LIST OF FOOD GRADE PRODUCTS

CATEGORY 3 – Products which must be followed by at least one load of crude edible vegetable oil and a wash out before a load of refined edible vegetable oil

- (1) Crude fish oil
- (2) Partially processed soft fish oil
- (3) Raw and refined linseed oil
- (4) Returned edible oils (e.g. used frying oils, separated yellow fats)
- (5) Malaysian/Indonesian Palm Fatty Acid Distillate (PFAD)
- (6) High Erucic Acid Rapeseed
- (7) Crude peanut oil and the following crude nut oils: almond, brazil, cashew, chestnut, coconut, hazelnut, macadamia, pecan, pistachio, walnut.
- (8) Crude sesame seed oil.
- (9) Nut/other allergen based alcoholic beverages .
- (10) FAME – excluding any additives.



## Appendix 4

### SCOPA MEMBERSHIP LIST

**AARHUSKARLSHAMN UK Ltd**

King George Dock  
Hull  
HU9 5PX

Tel: 01482 701271

Fax: 01482 709447

Web site: [www.aak.com](http://www.aak.com)

**Archer Daniels Midland Trading Ltd**

Church Manorway  
Erith  
Kent DA8 1DL

Tel: 01322 443000

Fax: 01322 443080

website: [www.adm.com](http://www.adm.com)

**CARGILL PLC**

Witham St Hughs  
Lincs  
LN6 9TN

Tel: 01522 556100

Fax: 01522 868244

website: [www.cargill.com](http://www.cargill.com)

## **Appendix 5**

### **LIST OF SCOPA REGISTERED HAULIERS**

A full and up-to-date list of SCOPA registered hauliers, provisional hauliers and their registered tankers is available on the SCOPA website – [www.scopa.org.uk](http://www.scopa.org.uk) or on application to SCOPA's office.

## Appendix 6

### SCOPA APPROVED WASH STATIONS

|  |  |
|--|--|
| <p><b>ABAC Services Ltd</b><br/>Rowland House<br/>Regent Road<br/>Bootle, Liverpool<br/>L20 2RB<br/>Tel: 0151 473 1166</p>           | <p><b>Abbey Roadtanks Ltd</b><br/>2 Brasenose Road<br/>Millers Bridge<br/>Bootle<br/>L20 8HE<br/>Tel: 0151 933 0999</p>                                  |
| <p><b>Abbey Roadtanks Ltd</b><br/>2 Littlefair Road<br/>Hedon Road<br/>Hull HU9 5LP<br/>Tel: 01482 798177</p>                        | <p><b>H&amp;P Freightways Ltd</b><br/>1203 Hedon Road<br/>Hull<br/>HU9 5LY<br/>Tel: 01482 702185</p>   |
| <p><b>IBL Bulk Liquids</b><br/>Lime Street<br/>Hull<br/>HU8 7AS<br/>Tel: 01482 320736</p>  | <p><b>ISO Tankservices</b><br/>Salveson Way<br/>Off Freightliner Road<br/>Hull<br/>HU3 4UQ<br/>Tel: 01482 325235</p>                                     |
| <p><b>London Power Wash Group Ltd</b><br/>LPW House<br/>Suttons Lane<br/>Hornchurch<br/>Essex<br/>RM12 6RJ<br/>Tel: 01708 463400</p> | <p><b>MTS (Tank Cleaning) Ltd</b><br/>164 Regent Road<br/>Liverpool<br/>L20 8DD<br/>Tel: 0151 922 7832</p>   |
| <p><b>Pura Foods</b><br/>London Road<br/>Purfleet<br/>Essex<br/>RM19 1SD<br/>Tel: 01322 443000</p>                                   | <p><b>South Eastern Tanker Services Ltd</b><br/>Beach Lane<br/>Dagenham<br/>Essex<br/>RM9 6EG<br/>Tel: 020 8593 4999</p>                                 |
| <p><b>Tankclean Manchester</b><br/>Barton Dock Road<br/>Trafford Park<br/>Manchester<br/>M41 7JX<br/>Tel: 0161 748 2205</p>          | <p><b>Tankclean Grangemouth</b><br/>Northshore Road<br/>Carronshore<br/>Grangemouth<br/>Stirlingshire<br/>FK3 8UB<br/>Tel: 01324 666611</p>              |
| <p><b>Tankclean Purfleet</b><br/>Beacon Hill Ind. Est.<br/>London Road<br/>Purfleet<br/>Essex, RM19 1SR<br/>Tel: 01708 864729</p>    | <p><b>Tanktainer.Thurroclean Group</b><br/>Thompson Road<br/>Off Ashburton Road West Trafford Park<br/>Manchester<br/>M17 1SE<br/>Tel: 0161 848 0821</p> |

## Appendix 7

### SCOPA TANKER CONSTRUCTION AND MAINTENANCE PROCEDURES

|   | <b>Tanker Construction Standard</b>  | <b>Maintenance Checks</b>  |
|---|--|--|
| <b>Food Contact Parts - Metal Surfaces</b>                  | Stainless steel 304/ 316 fabrication only - smooth surface finish, crevice free welds. Strictly no brass, copper alloys, gun metal or ferrous metals.  | No excessive surface wear, corrosion or staining from foodstuff during carriage or heating. Check weld quality for pitting or corrosion.           |
| <b>Food Contact Parts - Manway/valve seals and seatings</b> | Mandatory white food grade; must be inert for the carriage of liquid foodstuffs. Recommend tank internal valves with pneumatic operation, or actuated via external spindle provided the actuation shaft does not intrude or be exposed within the tanker shell – i.e. the shaft sits outside the tank. | Foreign body risk - No seal fragmentation around manway or valve seals/seatings; routine inspection of internal tank valve seals                   |
| <b>Food Contact Parts – Lubricants</b>                      | NSF Registered lubricants authorised for incidental food contact (H1) must be used in locations in which there is a potential exposure of the lubricated part to food product  | Routine inspection   |
| <b>Best Practice Hygienic Design</b>                        | Fully drainable tank, outlet pipework and pump housing (if fitted)<br><br>Valve type crevice free i.e. use of butterfly valves. (Ball valves or hand operated screw-down footvalves are not acceptable)  | Routine check for excessive odours – check for pockets of stagnant wash water.<br><br>Routine valve overhaul - check for build up of food residues |

|  |   |   |
|--|---|---|
|  | <p>Minimise gap between manway seal and recess. Minimise build up of food product. Potential stagnant water pockets</p> <p>All working parts and tank internals that are in contact with food product in carriage <b>MUST</b> be contactable within the cleaning process (e.g. check 360° cleaning with no obstructions so all round cleaning of valve heads &amp; seatings, tank walls and baffles/partitions)</p> <p>Hygienic design of pressure relief valve(s) and instrument connections (e.g. use of thermowell pockets with temperature sensors) – no exposed screw threads within the tank</p> <p>Filter unit on air compressor line (recommended 5 micron or lower). Filter element must be stainless steel. Paper or other degradable substance is <b><u>NOT</u></b> acceptable</p> | <p>Routine inspection</p> <p>Assured cleaning process and minimum standard as per customer requirements and use of approved cleaning station per Appendix 6</p> <p>Routine inspection</p> <p>Routine inspection</p> |
| <p><b>Tank jacket/Lagging Standard</b></p> | <p>Designed to minimise heat loss during carriage</p>   | <p>Check for external tank damage – must not compromise internal weld integrity leading to leakage of food product into tank jacket. Check for persistent odour within tank</p>                                     |

|                                       |  |   |
|---------------------------------------|--|---|
| <b>Heating Coil</b>                   | Certified for operating water or steam pressure; check food grade heating medium used for in-transit heating   | Check pressure tests<br><br>Routine inspection of electronic coils.<br><br>Annual check of thermostat calibration where fitted. |
| <b>Tanker Security Sealing System</b> | Manways and/or storm covers have sealing point for plastic security seal, and/or centralised pneumatic locking system  | Check integrity<br><br>Routine inspection of locking mechanism to ensure operation  |
| <b>Legislation Compliance</b>         | <p>Tanker meets minimum legal Road Standard.</p> <p>Tanker is within maximum Legal road weight when connected to tractor unit.</p> <p>'Foodstuffs only' or European equivalent indelibly marked on tanker tank.</p> <p>It is recommended that SCOPA registered hauliers check their responsibilities under SI 2000 no. 128 (The Pressure Systems Safety Regulations 2000) regarding periodic examination of pressure vessels by a competent authority for the discharge of SCOPA products.</p> | <p>Local Authority Certification</p> <p>Local Authority Certification</p> <p>Routine inspection</p>                             |

|  |  |  |
|--|--|--|
| <p><b>Trade Body Compliance</b></p>                | <p>SCOPA number indelibly marked on the tanker. This must be a minimum of 8cm high in size. See photograph examples below.</p> <p>Foodstuffs only or European equivalent marked on each side of tank and above the discharge valve</p> <p>Tank working capacity (litres) on tanker</p> | <p>Routine Inspection</p> <p>Reference in SCOPA log book. Routine Inspection</p> |
| <p><b>Best Practice Construction Standards</b></p> | <p>Safety against Falling from Heights.</p> <p>Refer to SCOPA 'Preventing Falls from Road Tankers' Guidance Document</p> <p>High level handrails; adequate walkways</p>  | <p>Risk Assessments and haulier procedures must be in place</p>                  |



**SCOPA 000 / T00 FOODSTUFFS ONLY**

## Appendix 8

### ORDERING SCOPA LOG BOOKS

Log books can be purchased in boxes of 10 from SCOPA by e mail to [lynda.simmons@scopa.org.uk](mailto:lynda.simmons@scopa.org.uk) or if this is not possible, orders should be faxed to 020 8249 5402.

The cost of log books can be obtained from SCOPA.

Hauliers should give at least two week's notice for log books orders.

Payment for log books shall be made in advance and invoices for the log books will be sent immediately upon receipt of the payment.



## Appendix 9

### AUDITING PROCEDURES

A certificate of full registration is valid for 12 months.

A tariff of auditing costs is available from SCOPA.

#### **SCOPA Initial Audit**

Within four weeks of application to become a SCOPA registered haulier, applicants will be subject to an initial systems audit by SCOPA in order to receive 'Provisional Registration' under the SCOPA Code of Practice.

Hauliers with Provisional Registration need to transfer to Full Registration by having a full on-site audit by SCOPA's independent Audit Body within their first three months of operating under the SCOPA scheme.

The Audit Body will visit the Haulier and conduct a compliance audit against the requirements of the SCOPA Code of Practice.

#### **Renewal Audit**

Hauliers are required to have an audit between 28 and 42 days before expiration of the 12 month registration period at haulier's cost. These audits will be either unannounced or at 24hrs notice. Failure to be available for an audit is considered to be a critical non compliance. Successful haulier audits will be recorded on the SCOPA website.

#### **Other Audits**

In addition to a Renewal Audit, Hauliers may be audited at any time during their term of registration to ensure full compliance with the Code and will be re-audited to ensure closure of non compliances at haulier's cost.

#### **Noncompliances**

Noncompliances are categorised in the following manner:-

##### **Minor**

A failure to operate consistently to the requirements of the SCOPA Code of Practise where there is no evidence that food safety has been compromised

##### **Major**

A failure to implement the requirements of the SCOPA Code of Practise where there is no evidence that food safety has been compromised.

##### **Critical**

A failure to operate food safety standards and/or comply with Legal

requirements such that food safety is seen to be directly compromised or that such a potential exists.