

## APPENDIX 20

### Records

#### **General Records**

The following list represents the minimum records which must be kept by all TASCC participants to comply with this code:

- G1.2 – Introduction
- G2.2 – Management Commitment
- G3.1 – Management Review
- G4.1 – Designated person
- G5.1 – Procedures
- G6.1 – Organisation chart
- G7.3 – Retention of records
- G8.1 – Legislative requirements
- G9.1 – Salmonella
- G10.1 – Food/Feed Hygiene Regulation registration
- G12.1 – TSE regulations
- G16.1 – GM
- G17.1 - Organic
- G18.1 – HACCP
- G19.2 – Training
- G20.1 – Complaints
- G21.2 – Internal auditing

Due to the nature of individual businesses, other records may be necessary.

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#### **Haulage Records**

The following list represents the minimum records which must be kept by a Haulier to comply with this code:

- H1.1 – Haulier eligibility
- H2.1, H2.2, H2.3, H2.4, H2.5 – Vehicle hygiene
- H4.1 – Previous load
- H5.1 – Environmental considerations
- H6.1 – Cleaning companies
- H6.2 – Traction only
- H8.1 – Haulage operations
- H9.1 – Vehicle inventory
- H10.1 – New, hired, second hand vehicles
- H11.1 – Vehicle compartment ID
- H12.1 – Walking on loads
- H13.1 – Evidence of previous loads and cleaning
- H14.1 – Sheeted loads
- H15.1, 15.2 – Collection/delivery instructions
- H16.1, H16.3 – Collection
- H17.1 – Combinable crops passport
- H18.1, H18.2 – Transportation
- H19.3, H19.4, H19.5, H19.6, H19.7 – Delivery
- H20.1 – Weighbridges
- H21.1, H21.2 – Bulk blowers and pressure tankers
- H22.2 – Fats and oils
- H23.1 – Liquids (except fats and oils)
- H24.1 – Dry goods

Due to the nature of individual haulage businesses, other records may be necessary.

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#### **Merchants Records**

The following list represents the minimum records which must be kept by a Merchant to comply with this code:

- M1.1 – Contract conformations
- M2.1, M2.2, M2.3 – Delivery/collection requirements
- M3.1 – RED
- M4.1 – Supplier assurance status
- M5.1 – Source assured suppliers

M6.3 – Approval of feed materials/compounds/crops  
M7.1 – Approval of subcontractors  
M8.1 – Haulage  
M9.1 – Containers  
M10.1 – Storage, elevation and ports  
M11.1 – Temporary holding  
M12.1 – Testing facility  
M13.1, M13.2, M13.3 - Superintendents  
M14.1, M14.2 – Traceability  
M15.1 – Combinable crops passport  
M16.1 – Sampling and testing plan  
M17.1 – Testing facilities  
M18.1 – Hazardous impurities  
M19.1 – Review of test results  
M20.1 – Monitoring crops  
M21.1, M21.2 – Rejected product  
M22.1, M22.2, M22.3 – Human and animal health  
M23.1 – Product recall

Due to the nature of individual businesses, other records may also be necessary.

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### **Storage records**

The following list represents the minimum records which must be kept by a Storekeeper to comply with this code:

S1.1, S1.2 – Storage approval  
S2.1 – RED  
S3.1, S3.4, S3.6, S3.7, S3.8 – Store construction and management  
S4.1, S4.2 – Store cleaning  
S5.1, S5.2, S5.3 – Cleaning of equipment  
S6.1, S6.2 – Cleaning liquid storage  
S7.1 – Facilities and hygiene  
S8.1 – Security  
S9.1 – Temporary holding  
S10.1, S10.2, S10.3, S10.4 – Intake  
S11.1, S11.2 – Containers  
S12.1, S12.2, S12.3 – Traceability  
S13.1 – Store monitoring for crops and feed  
S14.1, S14.2 – Store monitoring from liquids  
S15.1, S15.2 – Calibration  
S16.1, S16.2 – Drying, cleaning and conditioning of combinable crops  
S17.1, S17.2, S17.3 – Pesticides, fumigants and post-harvest treatments  
S18.1, S18.3, S18.4 – Pest and vermin control  
S19.1, S19.2, S19.4 – Outloading  
S20.1 – Sub contracted storage  
S21.1 – Product recall

Due to the nature of individual stores, other records may also be necessary.

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### **Testing Records**

The following list represents the minimum records which must be kept by a Testing Facility to comply with this code:

T1.1 – Introduction  
T3.1, T3.2, T3.4 – Equipment  
T4.1, T4.3 – Testing facility management  
T5.1, T5.2 – Staff training  
T6.1 – Sampling  
T7.1, T7.2 – Procedures for handling test samples  
T8.1 – Testing methods  
T9.1 – Contaminants  
T11.1, T11.2, T11.3, T11.4 – IQC  
T12.1, T12.3 – PT schemes

Due to the nature of individual Testing Facilities, other records may also be necessary.