

*GMP+ Feed Safety Assurance scheme*

## **Inland Waterways Transport**

### **GMP+ B4.3**

Version: 1 January 2010  
Effective from: 1 January 2010  
Identical with version 1 July 2009 of GMP+:2006

**B**

**4.3**

**EN**

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# 1 Introduction

## 1.1 General

The GMP+ Feed Safety Assurance scheme (GMP+ FSA) has been developed since 1992. It was managed from 1992 up until 2009 by the Product Board Animal Feed, The Hague, The Netherlands. Since 2010, this scheme is managed by GMP+ International.

It is a scheme for assuring feed safety in all the links in the feed chain. It is also an international scheme, applicable worldwide.

The establishment and development of the scheme was primarily the result of demand from the subsequent links in the animal production chain for better control of feed safety. Another contributory factor was the damage caused by more and less serious contamination incidents.

In the initial phase the demand arose for better differentiation in an increasingly saturated European sales market for animal products. Since 1999, feed & food safety has been a top issue internationally both politically and commercially, because of serious incidents in the feed sector. Because of this, demonstrable assurance of feed safety has become a sales prerequisite.

The basic principle of the GMP+ FSA scheme is that the feed chain is part of the food production chain. Proper assurance of feed safety worldwide is a high priority. Companies must live up to their responsibilities and respond properly and convincingly to the needs of animal production. The GMP+ Feed Safety Assurance scheme is an aid to realise this.

## 1.2 Structure of the GMP+ Feed Safety Assurance Scheme

The documents within the GMP+ FSA scheme are subdivided into a number of series. A description follows of these:

<b>A</b> General (framework) documents	These documents contain the requirements for participation in the certification scheme for companies and certification bodies (framework regulation, the use of logo's, etc.). This series also includes a general list of definitions and abbreviations.
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**B**  
Normative documents.

These documents contain the international standards and additional country notes for use by companies with respect to the various feed products and production phases including cultivation and industrial production, treatment and processing, collection, trade, means of transport, storage and transshipment.

These documents are divided in several subgroups, with a code and a name

<b>document</b>	<b>code</b>	<b>name</b>
⇒ Standard	GMP+ Bxx	e.g. GMP+ B4.3 <i>Inland Waterways Transport</i>
⇒ Appendix	GMP+ BAxx	
⇒ Country Note	GMP+ BCNxx	

**C**  
Certification requirements

These documents contain the Rules of Certification including those for the approval of certification bodies and auditors, the frequency of audits, minimum audit time, assessment criteria, checklists, etc. There is also an explanation of how the supervision by certification bodies is implemented and of how GMP+ International supervises the certification process.

**D**  
Interpretations and accompanying texts

In addition to the above-mentioned normative documents, there are also supporting documents in the D series including a list of frequently-asked questions, manuals and guidances with additional information.

All these documents are available through the website of GMP+ International ([www.gmpplus.org](http://www.gmpplus.org)).

The document in the present case is referred to as standard GMP+ B4.3 *Inland Waterways Transport* and is part of the GMP+ FSA scheme.

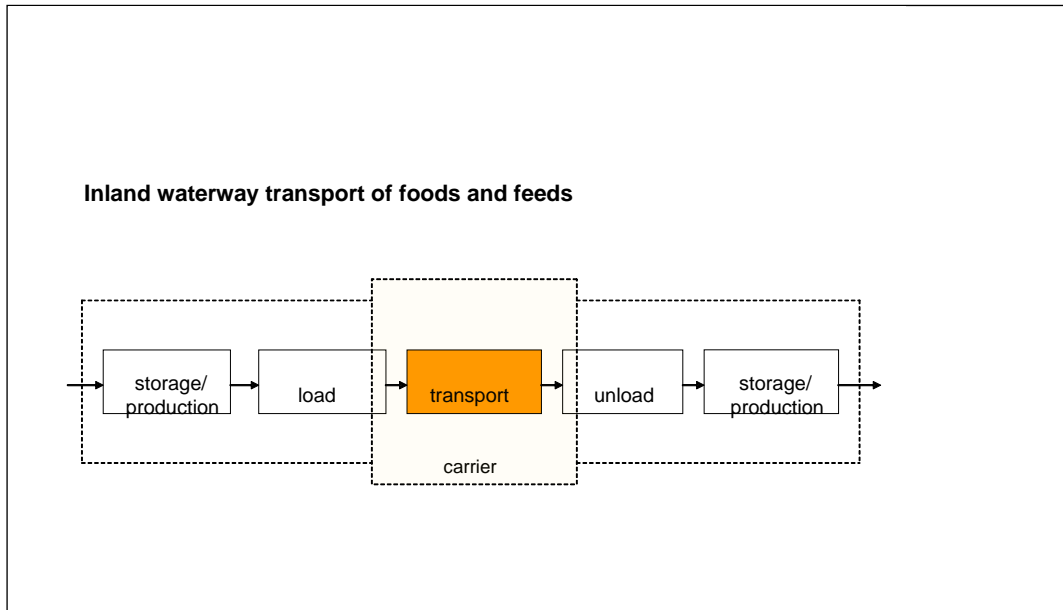
### 1.3 Scope and application of this standard

This standard contains the conditions and requirements for the safety assurance of the transport by inland waterways and by short sea shipping of foods and feeds.

For the sake of clarity in this standard, where subsequently this standard refers only to inland waterway transport then this means both transport by inland waterways and transport by short sea shipping. If one of the two modes of transport is explicitly being referred to then the term “inland waterway transport” or “short sea shipping transport” will be used.

Further, in this standard often the words 'feed' or 'feed safety' is used. If applicable, this should also be read as 'food' or 'food safety'.

The responsibility of the carrier undertaking the inland waterway transport is limited solely to (the service of) the inland waterway transport of foods and feeds. This means that this standard is only applicable to the activity of inland waterway shipping and not to other activities which possibly may be carried out by the carrier such as storage & transhipment.



The requirements of this standard apply to organisations, irrespective of their type or size, which carry out activities which are covered within the scope of this standard. It is not important whether a company carries out these activities on its own account or as a (sub)contractor ('service provider').

Each participant must establish the company-specific hazards relating to the safety of feeds or foods and analyse and control them by applying HACCP principles. This standard describes as accurately as possible for activities or feeds/foods which are covered within the scope of this standard what the requirements are with respect to the various risks and what the associated control measures are. A participant may make these control measures part of a prerequisites programme or may implement them as specific measures for controlling a particular critical control point. This standard also provides requirements for inspections and audits.

If a participant carries out activities with feeds which are outside the scope of this standard then it may be necessary to apply another GMP+ standard instead of, or in addition to, this standard.

The participant remains responsible at all times for the safety of the feeds or foods and activities associated with them, as well as for checking on compliance with the requirements. This must be done by the participant himself. By complying with the requirements of this standard and by being certified accordingly, the participant can demonstrate the safety and quality of his services or feeds to third parties.

Irrespective of the obligations arising from this standard, the participant will only place on the market or offer services regarding foods or feeds which are safe for humans, or animals and (indirectly) safe for the consumers of the animal products.

The participant may not introduce any foods or feeds to the market which represent a danger to the health of consumers of animal products or animals or to the environment.

#### **1.4 The structure of this standard**

This standard is structured in a specific way. After 2 more general chapters (Chapter 1 and Chapter 2) in Chapter 3 is the relation between this standard and the Dutch Code of Practice for Inland Waterway Transport explained. Part Two of this Code of Practice is in fact adopted as this standard.

Chapter 4 consists of the so-called Working Plans, which a shipper must apply in order to show compliance with the requirements.

GMP+ Appendices (GMP+ BAxx), to which there are also references, are separate GMP+ documents within the B series which are not attached to this standard. If there is a reference then it applies within the framework of this standard. See also Chapter 2.

#### **1.5 Exclusion of requirements**

It is possible that certain requirements do not apply to a participant. A participant may exclude these requirements. Exclusions must, however, be justified and recorded. The exclusions may in any event not lead to the participant supplying feeds/foods or offering services which do not comply with safety as defined in the GMP+ FSA scheme.

No requirements may be excluded because the participant finds them to be not relevant such as because customers do not ask for them or because compliance with these requirements is not a legal obligation or because the company is too small.

## **2 Normative references**

### **2.1 GMP+ documents**

In addition to the requirements listed in this GMP+ standard, the participant must also comply with the requirements included in the GMP+ Appendices (GMP+ BAxx) to which reference is made in this standard.

The participant must also comply with the relevant requirements as recorded in the GMP+ A-documents.

These documents can be found on the GMP+ International's website ([www.gmpplus.org](http://www.gmpplus.org))

### **2.2 Legal compliance**

Special attention was paid when drawing up this standard to the inclusion of the relevant requirements in the applicable feed legislation. Compliance with this standard does not however guarantee that there is compliance with all the legal requirements or mean that feed/food legislation can then be ignored. It is the participant's own responsibility to comply with the relevant feed/food legislation.

In addition to the requirements of this standard the participant must also verify and ensure that his product activities and all the feeds/foods that he produces and supplies are in accordance with the applicable legal.

### 3 Dutch Code of Practice

This standard is also approved by the Dutch Government as a Code of Practice for Inland Waterway Transport. By applying this Code of Practice Dutch companies demonstrates compliance with the requirements of Regulation (EC) no. 852/2004, Regulation (EC) no. 853/2004 and Regulation (EC) no. 183/2005.

The Dutch 'Inland Waterways Code of Practice' consists of two parts. Part 1 contains the detailed statutory requirements. Part 2 (this standard) is a workbook which the carrier can use in practice when implementing the requirements of the Code of Practice.

#### 3.1 What is HACCP

The HACCP system is a major foundation for this Code of Practice. HACCP stands for Hazard Analysis and Critical Control Points. In plain language this means: analyse the hazards for animal feed and foodstuff safety and control those hazards. Control means in this case that hazards are prevented or eliminated or are limited to an acceptable degree. Feed and food safety must be assured from cultivation to delivery to the consumer. Including during transportation by inland waterway vessel.

HACCP is part of the European Food Hygiene Regulation and the Feed Hygiene Regulation and has been included in the national legislation. This European Directive and the national legislation offer the possibility to draw up codes related to the safe handling of animal feed and foodstuffs. These codes are intended for a complete sector or industry and are based on the principles of HACCP. The codes will be approved by the Government.

The HACCP obligation applies to every company which prepares processes, handles, packages, transports, stores or transships, distributes or trades the above-mentioned products. Transport by inland waterway vessel also falls under this. The company makes its own decision about whether it works in accordance with an approved code or sets up its own HACCP system. The Government is tasked with supervision in all cases.

The HACCP system is an animal feed and foodstuff safety system intended to assure animal feed and foodstuff safety. The system must systematically trace, remove or safely control the hazards. The responsibility of the carrier is limited to the transport of the batches involved. The client is also obliged to ensure safe transport of the above-mentioned products. The carrier will therefore require from him that a certified (ISO 17020) inspection company is appointed to inspect the agreed guidelines of the Code of Practice.

#### **What does it mean that there must be an examination of the hazards for animal feed and foodstuff safety?**

As a start, the HACCP system demands an analysis of the hazards and the risks (Hazard Analysis) to animal feed and foodstuff safety which may occur in the event of transportation of the above-mentioned products. The consumer is the focus of this. The product to be consumed must be safe. The use of contaminated or spoil-

age products can have serious consequences to public health and may lead to the carrier being held liable.

The danger of contamination and spoilage can be sub-divided into:

- a. Contamination: contamination due to the loading of different products together
- b. Contamination due to transport rotation: Transporting different products after one another
- c. Environment contamination: Contamination and spoilage due to unsatisfactory cleaning or maintenance, walking through the load, bird droppings, weather conditions (rain, snow), etc.
- d. Temperature rise: Spoilage due to heating up during transport as a result of overheating, faulty refrigeration, etc.

When analysing the above hazards attention must be given to three sorts of hazard namely microbiological, chemical and physical hazards. Some examples are:

- a. The presence of cleaning materials or chemical agents in the product being transported. For example because of the cleaning of the load compartments (cleaning water left behind) or through contamination by previous loads. This means that the loading compartment must be thoroughly inspected after every load and cleaned if necessary (corrective measure). After each cleaning there should be a new inspection and each approval should be recorded in a form (Work Plan 2). Job instructions should be drawn up for the cleaning (Work Plan 5) indicating precisely how to clean. These activities should be recorded (Work Plan 14).
- b. A second example is the hazard from vermin and the associated process of combating vermin (by gassing for example). The storage temperature of certain goods may also, for example, form a hazard (growth of pathogenic micro-organisms). The corrective measures for this may be gassing (with a 'gas-free declaration') and the inspection and auditing of the environment (temperature, presence of vermin).

The hazard analysis examines what the hazards are during the time when the carrier is responsible for the load. This is achieved by tracing and recording any possible hazards during the process of transshipment and transport. The hazard analysis for transportation by inland waterway vessel is part of the work plans of the Work Book of the Inland Waterway Code of Practice. This analysis has already been carried out so that when using the Code of Practice only the steps indicated in the code have to be followed.

### **What are critical control points?**

Critical control points are actions or process steps at which a hazard may occur for animal feed or foodstuff safety (for example not cleaning a load compartment properly). Once it has been determined where the critical points are located an assessment must be made of whether the established hazards to animal feed and foodstuff safety can be removed or controlled.

Firstly an attempt is made to prevent or remove these hazards. If this is not successful then control measures are used to reduce the hazard to an acceptable level. In all cases there is a 'Critical Control Point' (CCP).

The control of the process of transshipment and transport must be done per section via the established critical points. It will have to be established where the critical

control points are located and which preventive measures must be taken. It must then be ensured that the process of transshipment and transport is controlled and can, if necessary, be adjusted. All the data must, of course, be recorded and documented.

A number of control measures are established during the whole transport process. These are all specified in the Work Plans 6, 7 and 8.

## 4 Work plans

### 4.1 Introduction

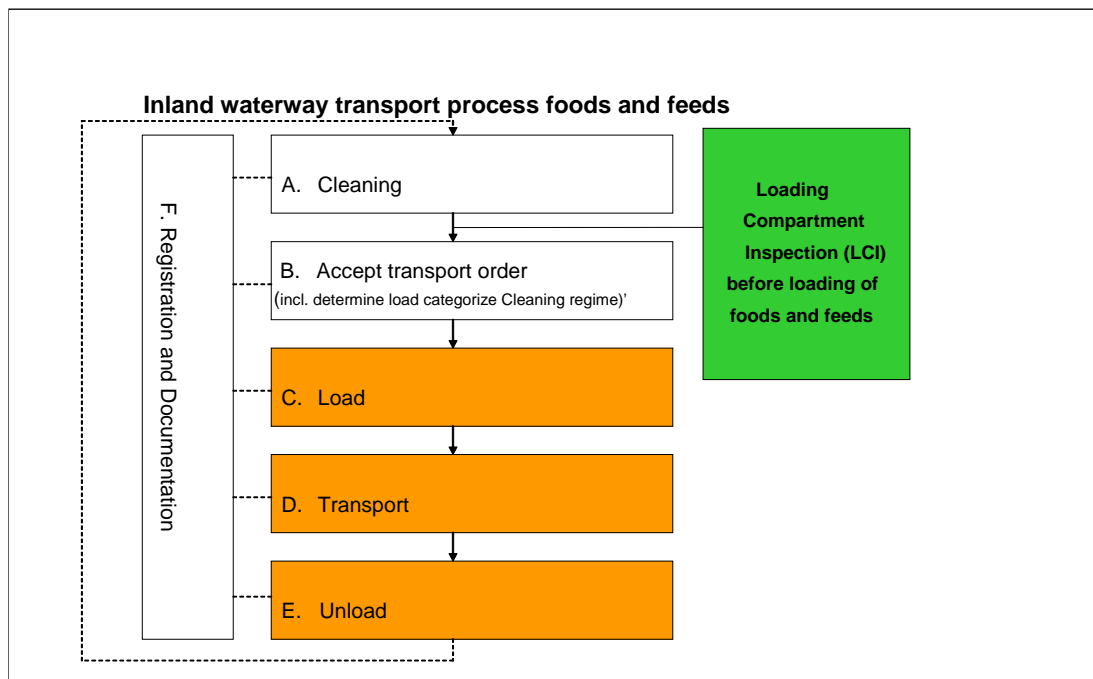
Feeds and foods are especially sensitive to contamination and pollution. The health of the consumer is at risk if products are not transported responsibly and hygienically. This chapter describes how products should be handled during loading and unloading.

Important general requirements are:

- a. Products may not be contaminated from outside (contamination by another load or contamination by a previous load).
- b. Products may not be put into a state where an unsafe situation may arise for animal feed or foodstuffs (incorrect environment or incorrect temperature).

The work plans include the procedures which must be followed. A work plan has been drawn up for every situation. The work plans are sub-divided into three parts: **prevention, control and registration.**

The transport process is simple and is as follows:



Three principles apply to the transport of foodstuffs and animal feeds:

1. **Prevent contamination** through **prevention**
2. **Work properly** by **controlling** the process
3. **Good administration** through **registration**

## 4.2 Prevention

### How is feed and food safety assured during the transport process?

The Inland Waterways Code of Practice is based on the use of work plans. In the structure of these work plans account has been taken of three types of vessel namely tanker vessels (mainly for liquid loads), dry-loading vessels and container vessels. The work plan to be used depends on the load. A distinction is made in the work plans between dedicated transport and non-dedicated transport. Dedicated transport means that the vessel is only used for the transport of foods or foods and feeds. A number of hazards have been eliminated in advance in the event of dedicated transport.

As already stated in the introduction, a critical control point is a point at which a hazard for animal feed and food safety may occur and where control is necessary to prevent, eliminate or to control this hazard. All critical points which may occur in the transport process are included in the control and prevention items in the Code of Practice work plans. If these work plans are used properly then animal feed and foodstuff safety is assured during the transport of the above-mentioned products.

#### **Basic requirements:**

The carrier will ensure that the vessel

- a. is made of suitable materials which can be effectively cleaned and maintained to avoid contamination of foods and feeds. This applies in particular to materials and surfaces which come into direct contact with foods and/or feeds;
- b. is in good technical condition;
- c. is in possession of proper facilities for the collection and storage of waste;
- d. is suitable for its intended use and functions in accordance with its intended use;
- e. makes good hygiene production and practices possible;

The carrier shall ensure that:

- a. preventive measures are taken against vermin and. in the event of an actual vermin problem, that a suitable vermin control plan is drawn up and implemented;
- b. employees follow the instructions for general and personal hygiene;
- c. the loading compartments are clean, fully emptied, free of load remains and free of the odour of prior loads;
- d. the loading compartments are dry and/or dried in the event of dry subsequent loads;
- e. the loading compartments are covered, in as far as this does not harm the quality of the product.

### **Work Plan 1 - Dedicated transport**

The first work plan is a work plan in which the possibility of dedicated transport is described. This means that the vessel involved transports either only foodstuffs or only foodstuffs, feed materials, compound feeds and premixtures. If this vessel does not yet have this status but wishes to be eligible for it then the vessel should be shown to be suitable for dedicated transport by way of an external audit or inspection. Work Plan 1 is a statement that must be present on the vessel and which must be shown at the request of the auditing bodies.

### **Work Plan 2 – Loading Compartment Inspection (LCI)**

Loading compartments should be constructed such that they can be cleaned properly and regularly. These compartments should be of good quality and well maintained. Pets and vermin should be prevented from contaminating the products. When inspecting these loading compartments in advance use is made of Work Plan 2 (load registration form). The inland waterway carrier has the duty to report his previous loads on this form.

The client or the owner of the goods will have the loading compartments inspected before loading by an inspection company certified (ISO 17020) for that purpose. It is a legal obligation that this work plan is used and recorded for each load of foods or feeds. The carrier should of course meet the (additional) requirements set by the principal.

### **Work Plans 3, 4 and 5 - Hygiene and Cleaning**

Requirements are set not only on the products themselves with respect to hygiene but also on the people who handle the products. They may come into contact with raw materials, semi-manufactured goods and end products and may therefore be a major source of contamination with micro-organisms. The carrier should ensure that the necessary hygiene and safety is taken into consideration on board. Breakable attributes (for example glass) may not be used. Two work plans have been drawn up for hygiene on board namely Work Plan 3 (personal hygiene) and Work Plan 4 (general hygiene).

The loading compartments must be cleaned in accordance with the instructions (for feed see Work Plan 9b, Appendix 2). Registration of the cleaning takes place in accordance with Work Plan 14. The material (such as materials used for sampling) which comes in contact with the products or which could do so must also be regularly cleaned. Cleaning agents should be so-called 'food grade' products. Work Plan 5 has been drawn up for the cleaning of loading compartments. Cleaning is a CCP.

### **4.3 Control**

**How is feed and food safety made controllable during the transport process?**

#### **Work Plans 6, 7 and 8 - Loading, transporting and unloading**

The products should be transhipped and transported in such a way that pollution and contamination is avoided. As stated above, the transport process consists of three steps where each step has specific critical control points. These critical control points are sufficiently controlled if they are properly controlled and registered. The following work plans indicate where the control points are located and they must be controlled. These plans are Work Plan 6 (loading), Work Plan 7 (transport) and Work Plan 8 (unloading). Contamination as a result of precipitation during loading and unloading is a CCP.

#### **Work Plans 9 and 10 – Previous loads and prescribed temperatures**

The established norms and limit values should be adhered to and account should be taken of the usual rejection limits as laid down in laws and contracts. Contamination from the outside (for example from another load) and damage caused by the product itself (for example due to incorrect temperatures) (see Appendix 3: National Legislation; 19) must be prevented. The following plans have been drawn up for this: Work Plan 9, (preparation of dedicated status and working with prohibited and unlisted loads), and Work Plan 10 (prescribed temperatures). Temperature recording is a CCP.

#### **Work Plan 11 - Cargo Record Book**

The carrier is responsible for the registration of the loads. Registration can take place in a cargo record book. Transported loads can be effectively traced through the registration of loads and any particular details. Work Plan 11 contains an example of a loading journal.

#### **Work Plan 12 – Protest letter**

The carrier is responsible for any contamination of the goods which may mean a hazard to feed or food safety during transport. The carrier may submit a protest if there are no expert auditors available and make this known to his clients. Work Plan 12 is such a protest letter.

#### **Work Plan 13 – Handling complaints**

The carrier is responsible for the corrective measures to be taken in the event of non-conformities. The corrective measures are specified in Work Plans 6, 7 + 8. A major part of the corrective measures is the handling of both internal and external complaints. The complaints can be processed by using a complaints registration form Use is made in the Code of Practice of a complaints registration form, Work Plan 13.

#### **4.4 Registration**

##### **How is feed and food safety registered and verified during the transport process?**

The areas of responsibility must be described. All agreements must also be recorded in writing. With respect to transport by inland waterway, the carrier is responsible for the safe transport of the feed and food goods. All documentation is recorded in accordance with the work plans 14 and 15 (registration, documentation and verification). Work Plan 16 handles the after-care of the system. Control of the total system is assured if the carrier makes records in accordance with all the procedures and instructions in the Inland Waterway Code of Practice.

##### **Work Plan 14 – Registration and documentation**

All data should be recorded in writing partly in connection with proper traceability. In addition there must be instructions available at the work site which describe how action is to be taken. Work Plan 2 (inspection of loading compartments), Work Plan 13 (sampling of products) and Work Plan 13 (quality improvement form) are the main documents to be registered. Registration is a legal obligation of which you will be in contravention if you do not carry it out. The procedure for registration and documentation has been laid down in Work Plan 14.

##### **Work Plan 15 – Verification**

Verification is checking to see if the Code is being complied with. The operation of the Code must be verified regularly. Inspection is used to find out if the system is working as intended. Recording can be done by keeping the reports drawn up in accordance with the specified inspection in Work Plan 15.

##### **Work Plan 16 – After-Care**

This last step ensures that in the event of changes to the product to be transported or in the event of changes to the transportation process, the system can be modified. The inspection in Work Plan 15 provides for irregularities within the Code of Practice. All changes which relate to animal feed and foodstuff safety (such as legal provisions) will be recorded by the organisation of interested parties. These changes to the Code of Practice will then be sent round to all carriers which use this code. The procedure for changing the procedures and instructions in the Code of Practice has been laid down in Work Plan 16.

#### 4.5 Overview of work plans

- Work Plan 1** - Dedicated transport  
General information on the product groups which are transported and any determination of 'dedicated transport'.
- Work Plan 2** - Loading Compartment Inspection (LCI)  
Information & Inspection relating to the product and the loading compartments (form)
- Work Plan 3** - Personal hygiene  
General instructions related to personal hygiene on board
- Work Plan 4** - General hygiene  
General procedure for hygienic working on board
- Work Plan 5** - Cleaning  
General cleaning procedure for loading compartments
- Work Plan 6** - Loading  
General procedure for loading
- Work Plan 7** - Transport  
General procedure for transportation
- Work Plan 8** - Unloading  
General procedure for unloading
- Work Plan 9** - Previous Loads  
Procedure for obtaining "dedicated" status and what to do with prohibited and unlisted loads
- Work Plan 10** - Prescribed temperatures  
Procedure for minimum & maximum temperatures of the load
- Work Plan 11** - Cargo Record Book  
Registration for loads
- Work Plan 12** - Protest Letter  
Procedure for submitting a protest
- Work Plan 13** - Complaints handling  
Procedure for complaints handling
- Work Plan 14** - Registration and documentation  
Procedure for registration and documentation
- Work Plan 15** - Verification  
Verification procedure
- Work Plan 16** - After-Care  
Procedure relating to changes to the Code of Practice

**HACCP- WORK PLAN 1a Food**

**PRODUCTS AND PRODUCT GROUPS**

**AIM:** To provide information on the products to be transported which may lead to the determination of possible hazards, recognise those hazards and prevent any contamination. The exclusive transportation of food or raw materials for food leads to 'dedicated' transport.

**SPECIALISATIONS** : TRANSPORT BY INLAND WATERWAY VESSEL

**VESSEL NAME** :  
.....

**SHIPPER** :  
.....

**DECLARATION** : THAT THE ABOVE-MENTIONED VESSEL, AFTER A THOROUGH CLEANING AND EXPERT INSPECTION, (for more than 6 months on a regular basis) ONLY TRANSPORTS THOSE PRODUCTS DESCRIBED BELOW AND THEREFORE IS ELIGIBLE FOR THE DESIGNATION:

**'FOOD ONLY'**

or words with a similar meaning

**PRODUCTS** : IN PRINCIPLE ALL FOODS AND RAW MATERIALS FOR FOODS IN BULK LOADS BOTH IN LIQUID FORM AND IN SOLID FORM WITH THE EXCEPTION OF WHOLE LOADS OF ADDITIVES OR OTHER PRODUCTS WHICH ARE ADDED TO FOODS ONLY IN VERY SMALL PERCENTAGES.

**PRODUCT NAMES** :  
.....  
.....  
.....

**SHIPPER/OWNER**  
(stamp + name + signature)

.....

**INSPECTION COMPANY**  
(stamp + name + signature)

.....

**HACCP WORK PLAN 1b Feed**

**PRODUCTS AND PRODUCT GROUPS**

**AIM:** To provide information on the products to be transported which may lead to the determination of possible hazards, recognise those hazards and prevent any contamination. The exclusive transportation of feed materials, compound feeds and premixtures leads to 'dedicated' transport.

**SPECIALISATIONS** : TRANSPORT BY INLAND WATERWAY VESSEL

**VESSEL NAME** :  
.....

**SHIPPER** :  
.....

**DECLARATION** : THAT THE ABOVE-MENTIONED VESSEL, AFTER A THOROUGH CLEANING AND EXPERT INSPECTION, (for more than 6 months on a regular basis) ONLY TRANSPORTS THOSE PRODUCTS DESCRIBED BELOW AND THEREFORE IS ELIGIBLE FOR THE DESIGNATION:

**'FEED ONLY, AGRI-ONLY**  
or words with a similar meaning

**PRODUCTS** : IN PRINCIPLE ALL FEED MATERIALS, COMPOUND FEEDS AND PREMIXTURES IN BULK LOADS BOTH IN LIQUID FORM AND IN SOLID FORM WITH THE EXCEPTION OF WHOLE LOADS OF ADDITIVES OR OTHER PRODUCTS WHICH ARE ADDED TO **ANIMAL FEED** ONLY IN VERY SMALL PERCENTAGES.

**PRODUCT NAMES** :  
.....  
.....  
.....

**SHIPPER/OWNER**  
(stamp + name + signature)  
.....

**INSPECTION COMPANY**  
(stamp + name + signature)  
.....

**HACCP- WORK PLAN 2**

**LCI**

**AIM:**            Establishing possible hazards by obtaining information & carrying out inspections of the state of the loading compartments and ensuring that these hazards are recognised and eliminated.

**LCI**

No / REFERENCE : Nr. / Referentie : No / Référence :	
INSTRUCTING PARTY : Opdrachtgever : Donneur d' ordre :	
NAME BARGE / TELEF. : Naam schip / telef. : Bateau / tél. :	
PLACE OF INSPECTION : Plaats van inspectie : Lieu de l' inspection :	DESTINATION : Bestemming : Destination :
INTENDED TO LOAD KG : Te laden gewicht : Poids à charger :	PRODUCT : Product : Produit :
TEMPERATURE (if applicable) :	

DATE OF INSPECTION :	STARTED :	COMPLETED :
Datum inspectie :	Begin :	Einde :
Date d' inspection : _____	Début :	Fin :

		GMP+-ALLOWED GMP+-toegelaten GMP+-admis	
PREVIOUS CARGOES* : Vorige ladingen* : Chargements precedents* :	LAST / Laatste / Dernier 2ND / 2de / 2ème 3RD / 3e / 3ème	YES Ja / Oui	NO Nee/Non
CLEANING : Reiniging : Nettoyage :	DRY / droog / sec WITH WATER / met water / à l' eau WATER + DETERGENT / water + detergent / eau + détergent WATER + DETERGENT + DESINFECTION water + detergent + desinfectie / eau + détergent + désinfection	YES Ja / Oui	NO Nee/Non

RESULTS : Bevindingen / Résultats :	EMPTY / Leeg / Vide CLEAN / Zuiver / Propre DRY / Droog / Sec FREE FROM ODOUR / Geurloos / Sans odeur FREE FROM INSECTS / Vrij van ongedierte / Exempt de vermine FREE FROM REMNANTS OF PREVIOUS CARGOES / Vrij van vorige ladingresten / Sans restes de chargements antérieurs VISUAL : TOTALLY INTACT AND FULLY CLOSING Visueel heel en sluitbaar / Compartiments en bon état visuel et pourvus de fermetures adéquates	YES Ja / Oui	NO Nee/Non
---	--	-----------------	---------------

TYPE OF HEATING (tankers): steam / hot water / thermal oil

FINAL RESULT : Resultaat / Résultat :	ACCEPTED FOR LOADING Goedgekeurd om te laden / Accepté à charger	YES Ja / Oui	NO Nee/Non
--	---	-----------------	---------------

REMARKS / Opmerkingen /  
Remarques

SURVEYOR'S

NAME :

De controleur /

Le controleur :

THE CAPTAIN :

De kapitein :

Le capitaine :

\* the last three bulk loads (last, penultimate, antepenultimate) stating other interim non-bulk loads and any Agro-only declaration.

### HACCP WORK PLAN 3

#### PERSONAL HYGIENE ON BOARD

**AIM:** Through personal hygiene on board preventing any harmful influence on the feed or food safety of the products to be transported.

The following procedure applies for personal hygiene on board:

1. Both the carrier and his personnel must be aware of the legislation relating to personal hygiene during the loading, transport and unloading of feeds and foods;
2. The carrier must supervise his personnel and any third parties during their activities on board.
3. Personal hygiene on board means:
  - a. Persons who suffer from the following complaints must immediately report the complaint and the possible cause to the carrier.
    - an illness which is transferred via food.
    - infected wounds, skin infections or sores
    - diarrhoea, vomiting, jaundice.
  - b. It is not permitted to eat, smoke or drink in loading compartments for foods or feeds.
  - c. During the loading or unloading of bulk goods it is not permitted to eat, smoke or drink.
  - d. Personnel who come into contact with foods or feeds will wear clean portable clothing, head covering and footwear.
  - e. Personnel (such as inspectors) who come into contact with foods or feed must take measures to prevent the contamination of foods or feeds by personal possessions or jewellery (pens, pencils, GSM, lighters, cigarettes, ear-rings, rings, etc.)

## HACCP WORK PLAN 4

### GENERAL HYGIENE PROCEDURE

**AIM:** To prevent any harmful influence on the feed or food safety of the products to be transported.

1. The following procedure applies for hygiene on board:
2. Both the carrier and his personnel must be aware of the legislation relating to hygienic working during loading, transport and unloading of the goods;
3. The carrier must supervise his personnel during their activities on board.
4. The carrier will take suitable preventive measures against vermin on board. The carrier will therefore ensure
  - a. Well-maintained loading compartments and seals (valves, hatches);
  - b. The proper discharge of flushing and rainwater, not accessible to rodents
  - c. A clean working environment, free of dirt, food and places to hide for rodents;
  - d. A good, hygienic method of working, and
  - e. A good entry check (within the possibilities available to the carrier).

In the case of an actual vermin problem, the carrier will ensure that a certified vermin controller draws up a suitable control plan.

5. Hygienic working on board means the prevention of:
  - a. Accumulation of dirt in the loading compartments,
  - b. Contamination created by previous loads,
  - c. Contamination created by joint loads,
  - d. Mould in the loading compartments,
  - e. Contamination with oil or water from other compartments or ballast water,
  - f. Faults on board the vessel such as cracks and holes through which vermin or flushing water and suchlike can enter.
  - g. Contamination created by the cleaning, pesticide and disinfectants used.
  - h. Pets get into loading compartments in which there are foods or feeds stored.
  - i. External contamination during loading and unloading (weather, birds, bird excretions etc.)

## HACCP WORK PLAN 5a

### GENERAL CLEANING PROCEDURE FOR TANKER VESSELS

**AIM:** The prevention of possible contamination by components which are undesirable for feeds and foods through proper, expert cleaning of the loading compartments.

### PROCEDURE

The cleaning procedure for the loading tanks of tankers will contain at least the following sections:

- a. The loading compartments must be completely emptied.
- b. Loading compartments will be washed with hot or cold water depending on the previous load. The following applies:
  - cold water is used for products which do not solidify
  - hot water is used for products which do solidify.
- c. The water is sprayed by way of a 'butter wash installation' or similar under high pressure (c. 6 bar), into the loading compartments.
- d. This 'washing water' is sucked out using the loading pump and pumped into the 'swill tanks'.
- e. Only 'Food Grade' cleaning agents may be used.
- f. After cleaning, there may be no detectable traces of the cleaning agents left in the loading compartment and the pipes (odour, foam, moisture etc.).
- g. The cleaning which is carried out must be recorded.
- h. There should always be an inspection of the loading compartments (LCI) after cleaning and before loading with foods or feeds. This must be done by a certified inspection company (ISO 17020 or equivalent).

### **NOTE**

In the event that a carrier receives a report of a microbiological deviation in a previous batch then the loading compartment must also be disinfected with disinfectant during the next cleaning.

Disinfection always takes place after cleaning. No traces of disinfectant may remain after disinfection.

## **HACCP WORK PLAN 5b**

### **GENERAL CLEANING PROCEDURE FOR DRY LOADING VESSELS**

**AIM:** The prevention of possible contamination by components which are undesirable for feeds and foods through proper, expert cleaning of the loading compartments.

### **PROCEDURE**

The cleaning procedure for the loading tanks of dry-loading vessels will contain at least the following sections:

- a. The loading compartments must be completely emptied.
- b. Depending on the previous load the loading compartments will be handed over brushed clean.
- c. Depending on the previous load the loading compartments will be cleaned with detergent and/or sprayed with water.
- d. Only 'Food Grade' cleaning agents may be used.
- e. After cleaning, there may be no detectable traces of the cleaning agents left in the loading compartment (odour, foam, moisture etc.).
- f. If the loading compartments are dry then the vessel is ready for a new load.
- g. The cleaning which is carried out must be recorded.
- h. There should always be an inspection of the loading compartments (LCI) after cleaning and before loading with foods or feeds. This must be done by a certified inspection company (ISO 17020 or equivalent).

### **NOTE**

In the event that a carrier receives a report of a microbiological deviation in a previous batch then the loading compartment must also be disinfected with disinfectant during the next cleaning.

Disinfection always takes place after cleaning. No traces of disinfectant may remain after disinfection.

## HACCP WORK PLAN 5C

### GENERAL CLEANING PROCEDURE FOR CONTAINER AND GENERAL CARGO VESSELS

**AIM:** The prevention of possible contamination by components which are undesirable for feeds and food through proper, expert cleaning of the loading compartments (containers and general cargo).

### PROCEDURE

As the containers are received and delivered filled and closed, there is no cleaning procedure which applies to the transportation of containers.

General cargo (boxes, bagged goods, IBCs, etc.) ensures to a greater or lesser degree that there is protection from the outside world. The protective nature of the packaging means that a loading compartment which is brushed clean and dry will suffice.

Deviations from these rules will take place at the behest of and in consultation with those with an interest in the load.

## HACCP WORK PLAN 6

### HACCP- PLAN FOR "CLEANING, ACCEPTANCE OF THE ORDER AND LOADING"

**AIM:** To ensure by way of audits and corrective actions that no contamination by components which may be harmful to animal feed or foodstuffs can take place.

SBM Number (process)	Risk	Norms		Control measure	Control			Corrective action		Documentation - Work Plan
		Action limit	Rejection limit		Method	Frequency	Responsibility	Method	Responsibility	
SBM1 (Cleaning)	Unsatisfactory cleaning with as a result:	Traces (visual, odour) of previous load, dry floors in loading compartments.		Cleaning and, if necessary, disinfection of loading compartment and loading equipment and tools in accordance with the instructions in the loading category classification	Organoleptic (visual, odour) check of loading compartment and loading equipment	After every cleaning	Carrier, Inland waterway transport staff	Clean again, possibly extend cleaning (with water, cleaning agent) and check again.	Carrier	Work Plan 5a, 5b and 5c, Appendix 1
	- Microbial contamination	Salmonella absent in 25g.								
	- Physical contamination	- No demonstrable traces of glass, metals, plastic - Botanical purity (feed) min. 95% - Contractual agreements			Inspection of the cleaning of critical components.	After every cleaning	Carrier, Inland waterway transport staff	Clean again, possibly extend cleaning (with water, cleaning agent) and check again. Revise cleaning plan in the event of repeated non-conformity.	Carrier	Work Plan 5a, 5b and 5c

SBM Number (process)	Risk	Norms		Control measure	Control			Corrective action		Documentation - Work Plan
		Action limit	Rejection limit		Method	Frequency	Responsibility	Method	Responsibility	
	- Chemical contamination	In accordance with legal norms.			LCI	Before every load	Inspector	Clean again, possibly more extensively and resubmit the loading compartment for inspection.	Carrier	Work Plan 2
				"Dedicated" transport	Check freights for last 6 months.	Once on inspection request	Inspector	From last "non-dedicated" load, set new period of 6 months for fresh inspection.	Carrier	Work Plan 1a, 1b
SBM2 (Loading)	Non-standard temperature with as result:  - Physical deviations (colour, odour, viscosity)  - Microbiological growth	In accordance with temperature overviews Work Plan 10.  - In accordance with product characteristics in the specification.  - Pumpability (fats and oils)  Salmonella absent in 25g.	- Measure, compare and record temperature on receipt.  - Organoleptic check (colour, structure, odour)*	Comparison to standard value  Compare product to recorded batch details	Every relevant load	Carrier, Inland waterway transport staff	- Stop loading - Inform client - Follow-up action in consultation with client.	Carrier	Work Plan 10a, 10b and 10c. Work Plan 11	

SBM Number (process)	Risk	Norms		Control measure	Control			Corrective action		Documentation - Work Plan
		Action limit	Rejection limit		Method	Frequency	Responsibility	Method	Responsibility	
SBM3 (Loading / Unloading)	Precipitation during loading or unloading with the risk of:			Protect loading compartment and load against precipitation	Supervision of the best possible sealing of the loading/unloading opening and of the loading compartment.	For any form of precipitation	Inland waterway transport staff	- Statement by owner questions - Stop loading / unloading - Note in cargo record book - Inform client - Follow-up action in consultation with client.	Carrier	Work Plan 6 Work Plan 8 Work Plan 11
	- Physical damage (increased moisture content, damage to packaging)	No external traces of damage to products or packaging								
	- Microbiological growth	Salmonella absent in 25g.			Visual assessment of "rained on" batch for mould or condensation	During delivery of batches where loading took place during precipitation	Carrier Inland waterway transport staff	- Block load		

**HACCP PLAN for "TRANSPORT"**

**AIM:** To ensure by way of audits and corrective actions that no contamination by components which may be harmful to animal feed or foodstuffs can take place.

SBM Number (process)	Risk	Norms	Control measure	Control			Corrective action		Documentation - Work Plan
SBM4 (Transport)	Temperature variations due to fault in refrigeration equipment with as a result:  - Physical damage (structure damage, colour or odour deviations, packaging damage)	No traces of organoleptic deviations in load.*	Properly functioning refrigeration equipment	- Measurement of the temperature of the load involved (temperature must be readable from the outside).	Daily for refrigerated batches.  Registration in cargo record book	Carrier  Inland waterway transport staff	- Block load - Note in cargo record book - Inform client - Follow-up action in consultation with client.	Carrier	Work Plan 10 a, 10b and 10 c.  Work Plan 11
	- Microbiological growth	Salmonella absent in 25g.		- Check operation of refrigeration equipment	Vessel refrigeration: monthly	Carrier	- Inform client - In consultation, transfer load to another vessel - Note in cargo record book - Repair equipment - Possibly switch to emergency arrangements.		

SBM Number (process)	Risk	Norms	Control measure	Control		Corrective action		Documentation - Work Plan
					Refrigerated container (reefer): during loading	Carrier Inland waterway transport staff	<ul style="list-style-type: none"> <li>- Inform client</li> <li>- In consultation, transfer load to another container.</li> <li>- Note in cargo record book</li> <li>- Possibly switch to emergency arrangements.</li> </ul>	

\* Check must take place with the possibilities available to the shipper.

**HACCP WORK PLAN 8**

**HACCP PLAN for "UNLOADING"**

**AIM:** To ensure by way of audits and corrective actions that no contamination by components which may be harmful to animal feed or foodstuffs can take place.

SBM Number (process)	Risk	Norms	Control measure	Control			Corrective action		Documentation - Work Plan
SBM3 (Loading / Unloading)	Precipitation during loading or unloading with the risk of:  - Physical damage (increased moisture content, damage to packaging)  - Microbiological growth	No external traces of damage to products or packaging  Salmonella absent in 25g.	Protect loading compartment and load against precipitation	Supervision of loading and unloading and the covering of loads and the loading compartment.	For any form of precipitation	Inland waterway transport staff	- Statement by owner questions	Carrier	Work Plan 6 Work Plan 8 Work Plan 11
				Visual assessment of "rained on" batch for mould or condensation	During delivery of batches where loading took place during precipitation	Carrier  Inland waterway transport staff	- Stop loading / unloading  - Note in cargo record book  - Inform client  - Follow-up action in consultation with client.  - Block load		

\* Check during unloading and of the unloading equipment and the general state of hygiene of the unloading location by the shipper is necessary but always within the possibilities available to the shipper. The client or owner or recipient is responsible for the unloading equipment involved.

## HACCP- WORK PLAN 9a Food

### PREPARATION FOR “DEDICATED” STATUS

**AIM:** To use guidelines to ensure that “dedicated” status can be obtained.

These guidelines apply to inland waterway vessels which wish to comply with the requirements for ‘dedicated food’ transport status in accordance with Work Plan 1a

1. Guideline for products which still have to go through a processing stage:
  - a) Vessels equipped with stainless steel or properly coated loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only foodstuffs or raw materials for foodstuffs should be transported for the first six months (on a regular basis). These products may not be used directly in the foodstuff industry.
  - b) Vessels equipped with iron (mild steel) loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only raw materials for foodstuffs should be transported for the first six months (on a regular basis). These raw materials may not be used directly in the foodstuff industry. Analysis should then indicate that there are no loading residues present from loads before the cleaning.
2. Guideline for products which no longer have to go through a processing stage:
  - a) Vessels equipped with stainless steel or properly coated loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only raw materials for foodstuffs should be transported for the first six months (on a regular basis). These products may not be used directly in the foodstuff industry.
  - b) Vessels equipped with iron (mild steel) loading compartments:  
All previous loads must have been foodstuffs or raw materials for foodstuffs or the vessel should have loading compartments from were constructed only to be used for the transport of foodstuffs or raw materials for foods.

**The above guidelines do not absolve the vessel from the usual inspection and cleaning procedures**

**HACCP- WORK PLAN 9b Feed**

**PREPARATION FOR “DEDICATED FEED” STATUS**

**AIM:** To use guidelines to ensure that “dedicated” status can be obtained.

These guidelines apply to vessels which wish to comply with the requirements for ‘dedicated feed’ transport status in accordance with Work Plan 1b

3. Guideline for products which still have to go through a processing stage:
  - a) Vessels equipped with stainless steel or properly coated loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only raw materials for foodstuffs or premixtures should be transported for the first six months (on a regular basis). These products may not be used directly in the animal feed or foodstuff industry.
  - b) Vessels equipped with iron (mild steel) loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only raw materials for foodstuffs or premixtures should be transported for the first six months (on a regular basis). These raw materials may not be used directly in animal feed. Analysis should then indicate that there are no loading residues present from loads before the cleaning.
  
4. Guideline for products which no longer have to go through a processing stage:
  - a) Vessels equipped with stainless steel or properly coated loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only feed materials or premixtures should be transported for the first six months (on a regular basis). These products may not be used directly in the animal feed industry.
  - b) Vessels equipped with iron (mild steel) loading compartments:  
All previous loads must have been feed materials, compound feeds or premixtures or the vessel should have loading compartments which were built for the transport of feed materials, compound feeds or premixtures.

**The above guidelines do not absolve the vessel from the usual inspection and cleaning procedure**

## HACCP WORK PLAN 9c

### RELEASE AFTER THE TRANSPORT OF PROHIBITED AND UNLISTED LOADS

**AIM:** Preventing by way of guidelines the contamination of feed and food by undesirable previous loads.

These guidelines apply to inland waterway vessels which have transported a prohibited or unlisted load and then wish to transport food or feed.

There may be circumstances in which a carrier has transported a prohibited or unlisted load. The usual cleaning procedures (Work Plan 5) are not sufficient in this case for releasing the vessel and the loading compartments for the transport of foods and feeds.

1. If the last previous load appears on the list of "forbidden previous loads" (LS1) (see Appendix 1) or is not listed at all, then the vessel is no longer suitable for the transportation of foods, feeds, compound feeds or premixtures.

A loading compartment can be released after prohibited loads in accordance with the following procedure:

*Step 1*

Cleaning in accordance with the prohibited load shall be carried out using water (and a cleansing agent) and disinfection (if applicable) according to the nature of the prohibited load, according to a protocol previously developed by the company;

*Step 2*

Assessment at the expense of the company of the loading area after the above cleaning and disinfection as specified in step 1 by a certified control body;

The controlling body will use a cargo record book to find out which previous loads have been transported and which cleaning and disinfections have been carried out. The loading area of the means of transport is then visually checked for any residue, especially in places that are difficult to clean.

*Step 3*

Issuing by the controlling body of a certificate that must indicate whether the loading area can be released for (further) transport of animal feeds and food-stuffs.

*Note:*

Depending on the previous loads and the results of the visual inspection, then, at the discretion of the inspector from the controlling body, further hygiene measurements can be carried out using ATP measurements or agar stamps, at the carrier's expense. Another possibility is an analysis of the latest flushing water.

Appendix I includes additional instructions on unlisted loads.

## HACCP WORK PLAN 10a

### PERMITTED TEMPERATURES IN THE EVENT OF TANKER TRANSPORT

**AIM:** To protect products which are sensitive to temperature changes from spoilage or other processes which are undesirable for animal feed or foodstuffs by way of guidelines.

The CODEX has drawn up the following guidelines with respect to maximum and minimum temperatures for the loading and unloading of batches of edible oils and fats.

#### **CODEX CAC/RCP 36 – 1987 (Rev. 3-2005)**

**Recommended international code of practice for the storage and transport of edible oils and fats in bulk:**

Oil / fat	Storage and bulk transport		Loading and unloading	
	Min °C	Max °C	Min °C	Max °C
Castor Oil	20	25	30	35
Coconut oil	27	32	40 <sup>4</sup>	45 <sup>4</sup>
Fatty acids, coco	?	?	?	?
Cotton seed oil	Environment	Environment	20	25 <sup>1</sup>
Fish oil	20	25	25	30
Fish fatty acids	?	?	?	?
Ground nut oil	Environment	Environment	20	25 <sup>1</sup>
Hydrogenated oil	Variable	-	Variable	- <sup>2</sup>
Lipid butter	38	41	50	55
Pig fat (Lard)	40	45	50	55
Linseed oil	Environment	Environment	10	20 <sup>1</sup>
Corn oil	Environment	Environment	10	20 <sup>1</sup>
Olive oil	Environment	Environment	10	20 <sup>1</sup>

<sup>1</sup> It is recognised that in some cases the ambient temperatures may exceed the recommended maximum figures shown in the Table.

<sup>2</sup> Hydrogenated oils can vary considerably in their slip melting points, which should always be declared. It is recommended that during the voyage, the temperature should be maintained at around the declared melting point and that this should be increased prior to discharge to give a temperature of between 10 and 15 °C above that point to effect a clean discharge.

<sup>3</sup> Different grades of palm stearin may have wide variations in their slip melting points and the temperature quoted may need to be adjusted to suit specific circumstances.

<sup>4</sup> For warmer climates, the loading and discharge temperatures for coconut oil and palm kernel oil are Min 30°C, Max 35°C or ambient temperatures

Oil / fat	Storage and bulk transport		Loading and unloading	
	Min °C	Max °C	Min °C	Max °C
Palm oil	32	40	50	55
Palm olein	25	30	32	35
Palm stearine	40	45	60	70 <sup>3</sup>
Palm fatty acids	?	?	?	?
Palm kernel oil	27	32	40 <sup>4</sup>	45 <sup>4</sup>
Palm kernel olein	25	30	30	35
Palm kernel stearin	32	38	40	45
Palm kernel fatty acids	?	?	?	?
Rape seed oil	Environment	Environment	10	20 <sup>1</sup>
Rapeseed fatty acids	?	?	?	?
Safflower oil	Environment	Environment	10	20 <sup>1</sup>
Sesame (seed) oil	Environment	Environment	10	20 <sup>1</sup>
Sheanut butter	38	41	50	55
Soybean oil	Environment	Environment	20	25 <sup>1</sup>
Soya/Sunflower/Maize fatty acids	?	?	?	?
Sunflower oil	Environment	Environment	10	25 <sup>1</sup>
Cattle / Vegetable fat (tallow)	Environment (T ≤ 10 days)*	Environment (T ≤ 10 days)*	55	65
Cattle / Vegetable fat (tallow)	35 (T > 10 days)*	45 (T > 10 days)*	55	65

\* T = journey time

**HACCP WORK PLAN 10b**

**PERMITTED TEMPERATURES IN THE EVENT OF DRY LOADING TRANSPORT**

**AIM:** To protect products which are sensitive to temperature changes by way of guidelines from spoilage or other processes which are undesirable for animal feed or foodstuffs.

The shipper is bound to follow the instructions of the client with respect to temperature control for the transport, loading and unloading of batches of foodstuffs, raw materials for foodstuffs, feed materials, compound feeds or premixtures.

The products must be covered during transport in as far as this does not harm product quality. Where necessary, for the maintenance of product quality, there must be ventilation to prevent problems with condensation.

## HACCP WORK PLAN 10c

### PERMITTED TEMPERATURES IN THE EVENT OF CONTAINER TRANSPORT

**AIM:** To protect products which are sensitive to temperature changes from spoilage or other processes which are undesirable for animal feed or foodstuffs by way of guidelines.

The Code of Practice for Road Transport (Foods) specifies that the following guidelines are to be followed with respect to the monitoring of temperature control for the transport, loading and unloading of batches of foodstuffs, raw materials for foodstuffs, feed materials, compound feeds or premixtures.

This is the **internal temperature (in °C)** of products.

	<b>Legal temperature</b>	<b>Advised temperature</b>
Frozen fruit juices / ice	≤ -/ - 18 °C	≤ -/ - 20 °C
Frozen fish	≤ -/ - 18 °C	≤ -/ - 20 °C
Frozen butter & other fats	≤ -/ - 18 °C	≤ -/ - 20 °C
Frozen meat	≤ -/ - 18 °C	≤ -/ - 20 °C
Other frozen foods	≤ -/ - 18 °C	≤ -/ - 20 °C
Milk products	≤ 7 °C	≤ 4 °C
Poultry & Rabbit	≤ 4 °C	-/ - 2 - 4 °C
Fish, molluscs, shellfish	≤ 4 °C	in melting ice (-/ - 0 °C)
Meat	≤ 7 °C	≤ 4 °C
Meat products	≤ 7 °C	≤ 4 °C

INSTRUCTIONS RELATING TO MAXIMUM AND MINIMUM TEMPERATURE  
AND POSSIBLE MAXIMUM PERIODS OF TRANSPORT  
(with respect to storage life)  
WILL BE OBTAINED FROM THE CLIENT.

DEVIATIONS FROM THIS MUST ALWAYS BE REPORTED  
TO THE CLIENT.

**HACCP WORK PLAN 11**

**CARGO RECORD BOOK**

**AIM:** Transported loads can be effectively traced through the registration of loads

Name of vessel:				
European vesse number:				
Loading date:		Product:		
Quantity:		Temperature (if liquid and/or refrigerated):	On loading:	
			During transport:	
			On delivery:	
Holds – number nos:				Vermin free
Empty	Clean	Dry	Odour-free	No load residues
Client / Freight Broker			From:	To:
LCI received yes/no*:	LCI number:		Date empty:	Cleaning carried out:
Remarks / details / deviations				

**HACCP WORK PLAN 12**

**PROTEST LETTER relating to feed and food safety checks**

**AIM:**            Indicating to other parties the animal feed and foodstuff safety risks of unchecked operations may avoid hazards.

**LETTER OF PROTEST**

**DATE**            :  
**TO**                :  
**FROM**            :  
**RE.**              :    **Barge**            :  
                              **Parcel**            :  
                              **Place**            :  
                              **Ex**                :

---

Dear Sirs,

We herewith have to inform you about the fact that on the above mentioned parcel the following has been noted:

- There was no superintendent present/available.
- The loaded / unloaded parcel showed the following non-conformity .....
- Other non-conformities, named .....

We, as owner/shipper/charterer of the above mentioned barge are not responsible for eventual delay and/or differences of the quality and/or quantity of the (un)loaded parcel(s).

**HACCP WORK PLAN 13**

**SAMPLE COMPLAINTS REGISTRATION FORM**

**AIM:** To record all complaints and/or other remarks relating to the safe transportation of animal feed or foodstuff with the purpose of improving any possible undesirable situation.

**COMPLAINTS REGISTRATION FORM**

Number : .....

Sender: ..... Date: .....

Customer – supplier name : .....  
Contact person : .....  
Position : ..... Tel: .....

DESCRIPTION OF COMPLAINT Internal / External  
.....  
.....  
.....  
.....

Relates to department :  
.....

Boat/dossier number :  
.....

Date registered in complaints register : .....  
Initials for receipt of complaints registration form : .....  
Action to be taken by : .....  
Department : .....

DESCRIPTION OF ACTION TAKEN  
.....  
.....  
.....

Date action completed : .....  
Date action reported to customer : .....  
Initials : .....

Complaints register filing date: .....  
Initials for receipt: .....

## HACCP WORK PLAN 14

### REGISTRATION & DOCUMENTATION

**AIM:** To register and document all the relevant documentation for this Code of Practice so that it can be seen what has happened in the past.

**General:**

Registration is the collection of all the data involved. Not only the agreed procedures but particularly the other data such as the inspections of the vessels, the sampling and the records of complaints must be properly registered.

Documenting is the recording of all the registered data in a documentation summary. It is of great importance that the information on the safe transportation of animal feed and foodstuffs is properly recorded. Examples may include the inspection of loading compartments, the temperature measurement data and the details of previous loads. The conditions during transshipment and transport and the information on the products should also be recorded.

**Procedure:**

The data involved should be available on board the vessel for a period of at least two years (unless otherwise stated in national legislation). In the event of possible inspections this data should be able to be shown and explained. The carrier should also use a checklist which indicates which procedures were used in a particular voyage.

These procedures are:

Work Plan 3,4	- hygiene
Work Plan 5	- cleaning loading compartments
Work Plan 6,7,8	- transport process
Work Plan 9	- previous loads
Work Plan 10	- minimum and maximum temperatures
Work Plan 15	- verification
Work Plan 16	- review in the event of changes (after-care)

With respect to the information on the products and circumstances during transshipment and transport, the following documents should be used:

Work Plan 1	- Information with respect to 'dedicated' transport
Work Plan 2	- Inspection of loading compartments
Work Plan 11	- Cargo Record Book (identification & traceability)
Work Plan 12	- Protest Letter
Work Plan 13	- Complaints registration

These documents should also be available on board for a period of at least two years and should be shown in any inspection.

**CHECKLIST FOR PROCEDURES USED**

**NAME OF VESSEL:** .....

**SHIPPER:** .....

**LOAD/UNLOAD LOCATION:** ..... **DATE:** .....

**PRODUCT DESCRIPTION:** .....

**PROCEDURES USED**

Work Plan 3,4	- Hygiene	YES/NO
Work Plan 5	- Cleaning loading compartments	YES/NO
Work Plan 6,7,8	- Transport process	YES/NO
Work Plan 9	- Previous loads	YES/NO
Work Plan 10	- Minimum & maximum temperatures	YES/NO
Work Plan 15	- Verification	YES/NO
Work Plan 16	- Review in the event of changes	YES/NO

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**DETAILS:**

.....

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## **HACCP WORK PLAN 15**

### **VERIFICATION**

**AIM:** To find out whether the Code of Practice work plans lead in practice to the safe transport of feed and food and whether they meet the legal requirements.

### **VERIFICATION PROCEDURE**

#### **General:**

Verification is checking to see if the Code is being complied with. Verification will be carried out by a certified audit company in accordance with a set frequency.

#### **Expected questions:**

1. Are the work plans all present (16 items) and are they used.
2. Are the hazards recognised and included in the work plans.
3. Are the hazards sufficiently controlled.
4. Does the shipper know enough about the operation and structure of the work plans.
5. Are the work plans (where applicable) properly completed.
6. Are there regulations from the structure of the work plans.
7. Are the corrective actions always carried out.
8. Do all employees know the structure and operation of the work plans.
9. Is the letter of protest used.
10. Is use made in the event of deviations of the quality improvement form.
11. Is the system reviewed in the event of external changes.
12. Are verifications recorded and registered.

## Content of the work plans

- WP 1+2    AIM:    To provide information on the products to be transported which may lead to the determination of possible hazards, recognise those hazards and prevent any contamination through inspections.
- WP 3+4    AIM:    To prevent through personal and also general hygiene on board that there is any negative effect on food safety.
- WP 5    AIM:    To prevent contamination by harmful elements of animal feed and foodstuffs by cleaning loading compartments.
- WP 6,7+8    AIM:    Ensuring that during transportation that no contamination by harmful elements of animal feed and foodstuffs can take place.
- WP 9    AIM:    To prevent contamination by harmful previous loads of animal feed and foodstuffs there should be guidelines which exclude contamination by these previous loads.
- WP 10    AIM:    To protect products which are sensitive to temperature differences from spoilage or other processes which are harmful to animal feed and foodstuffs there should be guidelines to prevent this.
- WP 11    AIM:    To trace transported loads effectively through the registration of loads.
- WP 12    AIM:    Attention is drawn to animal feed and foodstuff safety by submitting a protest against the absence of an inspector.
- WP 13    AIM:    All complaints and/or other remarks relating to the safe transportation of animal feed or foodstuff should be recorded with the purpose of improving any possible harmful situation.
- WP 14    AIM:    All the relevant documentation for this Code of Practice should be registered and documented such that in the event of an inspection it is possible to see what has happened in the past.
- WP 15    AIM:    To find out if the Code of Practice work plans lead in practice to the safe transportation of animal feed and foodstuffs. Work plans must comply with the intention of the legal (HACCP) requirements.
- WP 16    AIM:    The maintenance of the (legal) changes to the Code of Practice.

## HACCP WORK PLAN 16

### PROVISION OF INFORMATION IN THE EVENT OF A REVISION OF THE CODE OF PRACTICE

**AIM:** In the event of changes to the product to be transported or in the transportation process or in the event of legal changes, the Code of Practice should be modified such that all involved parties are made aware of this in good time.

#### **General:**

Changes may occur in many forms such as:

- Composition and source of the products
- Factory modifications
- Process methods or parts thereof
- Environmental factors
- Cleaning procedures
- Types of loading tanks
- Storage and transshipment conditions
- Legal provisions
- Quality requirements

If there should be changes which relate to animal feed and foodstuff safety then these changes should be announced to the users as quickly as possible. Changes to legal provisions in particular should be reported in good time.

#### **Procedure:**

1. Maintenance of the Code of Practice will be carried out by the GMP+ International in consultation with the organisations of interested parties.
2. Each structural change will be made available to all those involved.
3. All changes to legal provisions will be reported to the users of the Code of Practice.

## APPENDIX 1

### LOAD LIST FOR PREVIOUS LOADS AND CLEANING REGIMES

This appendix shows 4 loading categories for previous loads:

LS1: Prohibited loads: material with very high risk;

LS2: Microbiologically contaminated material

LS3: Materials constituting a physical and/or chemical risk

LS4: Neutral materials

Prior to the acceptance of a transport commission, the client must determine the loading category of the new cargo. The loading categories of the previous loads should also be determined before loading. In order to be able to establish this, the company must be aware of the nature of the product and of the specific product characteristics including its (chemical) composition. If deviations are observed during loading or during transport then the company must carry out corrective actions.

A cleaning and disinfection regime has been established for each loading category.

Loading category	Substances / products
LS1	Prohibited loads: material with very high risk;
LS2	Microbiologically contaminated material
LS3	Materials constituting a physical or chemical risk
LS4	Neutral materials

Four basic principles can be distinguished with respect to cleaning and disinfection. The minimum necessary cleaning regime is established on the basis of the product into a loading category. If the loading compartment is not clean after the cleaning in question then additional cleaning must take place. The four basic principles for cleaning are:

Cleaning regime	Loading category	Cleaning method
A*	LS4	Dry clean
B*	LS3	Cleaning with water
C*	LS3	Cleaning with a cleansing agent
D	LS2	Cleaning and disinfection

\* This is the minimum cleaning regime. The LCI, however, decides finally on release of the loading area for loading with foods and feeds.

Please note:

If a product is not listed into one of the load categories in this Appendix, please consult the International Database Transport for Feed of the GMP+ Feed Safety Assurance scheme ([www.gmpplus.org](http://www.gmpplus.org)).

If the product has been prohibited for road transport or is not listed there either, it will be prohibited for inland shipping. If the product is categorised as requiring at least cleaning regime A, B, C or D, the product may be transported, provided that the required cleaning regime will be applied subsequent to transport.

## LS1 - PROHIBITED PREVIOUS LOADS

- Skins and waste treated with tanning extracts..
  - Seed, plant material from other vegetable cultivation material which is treated with phyto-pharmaceutical products.
  - Wood or sawdust treated with wood treatment material.
  - Sludge from water purification plants.
  - Domestic waste.
  - Packaging material from products in the food industry.
  - Slaughter waste
  - Garden soil/compost treated with animal material.
  - Metal flakes and turnings (which are not degreased, washed and dried).
  - Toxic oxidative materials and their packaging materials.
  - Radioactive material.
  - Asbestos or materials containing asbestos.
  - Mineral clay that has been used for detoxification.
  - Seeds, treated with toxic substances.
  - Sewage sludge.
  - Untreated food remains
  - Animal manure
  - Glass waste in vessels with a wooden bottom, permitted in vessels with a steel bottom if washed out
- Processed animal proteins as specified in the applicable legislation and regulations (EU 999/2001). Release of the loading compartment for the transport of feeds must be done by the competent authority. The way in which this is done will be determined by the competent authority in the country in which the company is established.  
*(Examples of processed animal proteins are: meat bone meal, animal meal, bone meal, blood meal, dried plasma and other blood products, hydrolysed proteins, hoof meal, horn meal, poultry meal, poultry slaughter waste meal, feather meal, fat crackling, fish meal, fish pressed juice, di-calcium phosphate, gelatine and all other comparable products including mixes, animal feed, feed additives and premixtures which contain such products).*

## LS2 – MATERIALS WITH A MICROBIOLOGICAL RISK

Cleaning regime	Products
D	Microbiologically contaminated products (Salmonella, moulds)
D	Feed materials from animal origin, not belonging to LS1. <i>(Examples of feed materials of animal origin are milk and milk products, eggs and egg products and animal fats). Cleaning and disinfection must take place in accordance with the applicable legislation and regulations (EU 1774/2002)</i>

### LS3 - MATERIALS CONSTITUTING A PHYSICAL AND/OR CHEMICAL RISK

Cleaning regime	Products
B	Phosphate
B	Potassium
B	Potash
B	Sulphur
B	Sand (construction)
B	Fly ash (wet)
B	Ground ash
B	Pebbles
B	Mineral sands (rutile, zircon, nepheline) .
B	Borax
B	Ferrous alloys (ferrous manganese, ferrous chrome, ferrous nickel, etc)
B	Spars
B	Quartz
B	Fluorspar
B	Pyrite
B	Barite
B	Pig iron
B	Stone chippings
B	Cement ( <b>Portland</b> )
B	Granite
B	Basalt
B	Mine-stone
B	Gypsum ( <b>natural</b> )
B	Anhydrite
B	Ammonium nitrate.
B	Calcium ammonium nitrate KAS
B	Magnesium ammonium nitrate MAS
B	Mono-ammonium phosphate ( MAP)
B	Di-ammonium phosphate (DAP)
B	Kaoline
B	China clay
B	Bentonite
B	Sulphuric ammoniac
B	Calcium ( <b>ordinary mortar lime</b> )
B	Talc
B	Magnesite
B	Bauxite (crude and calcinated
B	Alumina
B	Turf ( <b>garden</b> )
B	Potting compost:
B	Iron ore
B	Iron ore pellets
B	Ferrous and non-ferrous metals (dry, fat-free, clean)
B	Containers and
B	Items (crates, boxes, bales, bags, big bags)
B	Blast-furnace slag

### LS3 - MATERIALS CONSTITUTING A PHYSICAL AND/OR CHEMICAL RISK

Cleaning regime	Products
B	Tree bark and wood chips.
B	Wood pellets
B	Biomass
B	Tyres
B	Old paper
C	Coal
C	Anthracite
C	Extracite
C	Coke
C	Ferrous and non-ferrous metals (greased and/or oiled)
C	Fly ash (dry)

### MINERALS / METALS / (AN)ORGANIC SUBSTANCES

B	Salt
C	Petcokes
C	Metal flakes and turnings ( <i>which are degreased, washed and dried</i> )
C	Non-ferrous concentrates/ores( zinc/lead/copper)
C	Peat
C	Potting compost containing chemical fertilisers (from Cat 3)
C	Shredder flakes ( <i>metal parts if the particle size is greater than 10 mm and fat-free – oil-free</i> )
C	Metal/HMS flakes (heavy metal scrap) <i>which are degreased, washed and dried</i>
C	Package flakes

### LS4 - NEUTRAL MATERIALS

Cleaning regime	Products
A	(Raw materials for) feed materials*
A	Vermiculite
A	Cellulose
A	Derivatives of copra, palm, citrus, groundnuts, etc.
A	Vegetable feed materials*
A	Feed materials of mineral origin
A	Oils, fats and fatty acids (of fatty origin)*

\* These product groups may be genetically modified organisms (maize, soya, cotton seed, oil seed rape) or allergens (grains retaining gluten (wheat, rye, oats, barley, spelt, kamut and wheat), crustaceans , eggs, fish, ground nuts , soya, milk, nuts, celery, mustard, sesame seed)). Clients may have additional requirements for these products with respect to cleaning and quality assurance.