



*GMP+ Feed Safety Assurance scheme*

## **Sea Transport Affreightment**

**B**

### **GMP+ B4.4**

**4.4**

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**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 groups, with a code and a name

<b>Document</b>	<b>Code</b>	<b>Name</b>
⇒ Standard	GMP+ Bxx	e.g. GMP+ B4.4 <i>Sea Transport Affreightment</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+ B4.4 *Sea Transport Affreightment* 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 GMP+ Feed Safety Assurance scheme regarding: Affreightment of sea transport of feed.

By 'affreightment of sea transport of feed' is meant: all activities related to the organisation of the affreightment of sea-going vessels, including the commissioning of the affreightment, the selection and acceptance of a sea-going vessel, the inspection order, the carrying out of and reporting on the inspection, the approval of the vessel and the maintenance of the relevant administration. The physical trans-

portation (loading, carrying and unloading) by sea is not included in this. This is referred to hereafter as 'affreightment'.

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'). The responsibility of the applicant carrying out the transport or organising it, is limited within this standard solely to the sea transport affreightment. Other GMP+ standards apply for other forms of transport and physical handling of feed.

Certification is obligatory for GMP+-certified participants who act as the client for sea transport. This standard can only be certified in combination with certification for another GMP+ standard. See the following diagram.

This standard also sets requirements for the execution of the LCI and the LCI reporting. The client of the LCI should demonstrate that the execution of and the reporting on the LCI comply with the requirements of this standard. See the following diagram.

Activity with respect to sea transport	Certification required for this standard?	Additional requirements:
Issuing order for sea transport	Yes, certification for GMP+ B4.4	-
Affreightment in the sea transport	No, not possible	-
Carrying out LCI (audit organisation)	No	ISO 17020 approved audit company, with LCI scope, in accordance with the requirements of GMP+ B4.4, in the scope of the accreditation. See this standard.
Execution of the LCI (own loading compartment inspector)	No	A load inspector employed by a GMP+-certified participant. The function is included in the GMP+ system of the participant. See this standard.
Reception of products from sea transport (by GMP+ certified customer)	No	LCI reports, in accordance with the requirements of this

		standard for all re- ceived sea transports should be available or retrievable. Checking by certification body in GMP+ audit.
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Contrary to the above, the client of the sea transport of oils and fats and derived products for direct processing in animal feed which demonstrably takes place under a FOSFA contract and where the EU 1 list of acceptable previous loads is used as compulsory, is excluded from mandatory certification for GMP+ B4.4 *Sea Transport Affreightment*.

Each participant must establish the company-specific hazards relating to the safety of feeds and analyse and control them by applying HACCP principles. This standard describes as accurately as possible for activities or feed ingredients 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 feed ingredients 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 feed ingredients to third parties.

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

The participant may not introduce any 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 after the latest version of the ISO9001-standard. The structure of this standard is (almost) the same as ISO9001 and other GMP+ standards so that organisations which, in addition to the affreightment also produce, process, transport or trade animal feed, can apply this sea transport affreightment standard fairly easily.

This standard is a supplement to other GMP+ standards and can only be used in combination with another GMP+ standard. The sections designated with \*) have already been completed by the participant through certification under another GMP+ standard. These sections are therefore not detailed further in this standard.

GMP+ Appendices (GMP+ BAxx), to which there are also references, are separate GMP+ documents within the B segment. If there is a reference in this standard 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 or offering services which do not comply with feed 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 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 legislation can then be ignored. It is the participant's own responsibility to comply with the relevant feed legislation.

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

### 3 Terms and definitions

See GMP+ A2 *Definitions and Abbreviations* In addition to the terms and definitions in GMP+ A2, the following definitions apply in the framework of this supplement:

Agri-Only	Indication that a means of transport has, for an uninterrupted period of at least 6 months, taken part in the transportation of only feed and/or feed ingredients of vegetable origin.
Client	The GMP+ certified company which issues the order for the transport y sea which means the manufacturer and/or trader.
CO	Control organisation accredited in accordance with ISO 17020 with a specialisation in feed or grains or liquid agri-bulk and/or internationally operating in accordance with a recognised certification system such as ISO9001:2000 in which there is demonstrable compliance with the requirements of ISO 17020. The qualification Loading Compartment Inspection (LCI) must, in accordance with the requirements of the GMP+ standard, be included in the scope of the relevant accreditation or certification.
(Own)Loading Inspector	A loading inspector employed by a GMP+ certified applicant. These are: a position which is held by an employee who on the basis of training and experience has the knowledge and expertise to be able to inspect the load compartment for its suitability for loading with feed.
LCI	Loading Compartment Inspection There are 2 possibilities: the LCI is transferred to a control organisation or an own loading compartment inspector is used for the check.
Carrier	Offering party for transport modality

## 4 Feed Safety System

### 4.1 Requirements for the feed safety system

The applicant must set up the feed safety system so that it complies with the requirements of this GMP+ standard. The applicant must document this, implement it and maintain it as well as continuously improve its effectiveness.

The applicant must:

- a. Establish and record the scope of the feed safety system. The scope must at least include the activities related to the affreightment of feed for which the applicant is responsible.
  1. The applicant must specify all affreightments in which he is involved.
  2. The applicant must bring all business locations from which affreightment takes place within the scope of the feed safety system.
  3. All other activities, which means the activities which are not able to cover under this or other GMP+ standards must also be described by the applicant. The applicant must ensure that these activities do not have a negative influence on the safety of the feed.
  4. The applicant is permitted to exclude the affreightment of non- GMP+-assured feed from the scope of the feed safety system. This should however be available for checking. The applicant will in his records make a clear and demonstrable distinction between the GMP+-assured affreightments and the non- GMP+-assured affreightments.
- b. establish working methods used to carry out the affreightment effectively;
- c. make available resources and information required for carrying out the affreightment;
- d. monitor and evaluate the working methods;
- e. implement measures which are necessary to achieve planned results and continuous improvement of the affreightment.

These working methods must be controlled by the applicant in accordance with the requirements of this GMP+ standard.

NOTE: If at one location several companies carry out activities covered a GMP+ standard, each of them must hold a certificate for these activities. See the GMP+ A1 General *Regulation*.

### 4.2 Documentation

#### 4.2.1 General

The applicant must control the specific documents within the framework of the LCI (see sections 7.12.4, 7.12.5 and 7.12.6).

In addition the control organisation or the own loading inspector must control the specific documents within the framework of the LCI (see section 7.12.5 and 7.12.6).

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## **5 Management responsibility**

### **5.1 Management commitment**

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### **5.2 Feed safety policy**

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### **5.3 Planning**

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### **5.4 Responsibility, authority and communication on feed safety**

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### **5.5 Management review**

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## **6 Management of resources**

### **6.1 Provision of resources**

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### **6.2 Personnel**

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### **6.3 Infrastructure**

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### **6.4 Work environment**

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### **6.5 Identification and traceability**

The applicant will take suitable measures to ensure that the animal feeds freighted by sea transport can be traced effectively.

The participant will record all the relevant details of the affreightment so that sea-going animal feed freight can be traced effectively.

NOTE: Registration requirements are also stated in sections 7.12.2 and 7.12.3.

## **7 Process control**

### **7.1 Basic requirements programme**

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### **7.2 Planning of the realisation of a safe product**

The HACCP principles have been worked out generically in this standard for the affreightment of sea transport of feed and have resulted in specific control measures with respect to the registration of previous loads and the carrying out of a Loading Compartment Inspection before the loading of feed. See section 7.12.

### **7.3 Requirements of the animal feed**

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### **7.4 Process information**

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### **7.5 Hazard analysis**

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### **7.6 Determination of general and specific control measures**

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### **7.7 Standards**

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### **7.8 Monitoring and measuring**

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### **7.9 Corrective actions**

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### **7.10 Validation of the HACCP plan**

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## **7.11 Purchasing**

### **7.11.1 Purchasing process**

The applicants may only make use of control organisations which are accredited under ISO 17020 with a specialisation in feed / grains or liquid agribulk and/or internationally operating with a recognised certification system such as ISO 9001:2000 or equivalent.

The qualification Loading Compartment Inspection (LCI) must, in accordance with the requirements of the GMP+ standard, be included in the scope of the relevant accreditation or certification.

## **7.12 Affreightment of the sea transport**

### **7.12.1 Control of affreightment**

The applicant must draw up a description of the affreightment activities for which he is responsible. If there is any change to the business process then the participant should review the description and the procedures and modify them if necessary.

The applicant must have procedures which offer a satisfactory guarantee with respect to:

- a. Acceptance by the carrier, by way of the transport agreement, of an LCI clause in which he makes himself subject to an LCI by the CO or his own loading inspector;
- b. Knowledge is gained with respect to the at least the last three prior bulk loads and the cleaning methods used according to the carrier based on LCI reports;
- c. The drawing up of criteria with respect to previous loads on the basis of risk assessments;
- d. The assessment of the means of transport on the basis of previous loads and the cleaning methods used with respect to feed safety in connection with the carrying out of animal feed transport;
- e. The issuing of an instruction to a CO or their own loading inspector to proceed with an LCI.

### **7.12.2 Giving the order for chartering**

The applicant must have at least a documented procedure for the acceptance of an order for affreightment. The purpose of this procedure is to affreight a means of transport whereby it may be assumed that it is suitable for the carriage of a load of feed from the loading location to the unloading location within the framework of the pursuit of feed safety.

An order for affreightment must contain at least the following elements which must be subscribed to via the carrier and which should be finally confirmed in the transport agreement and the LCI data provision or the LCI order:

- a. products description (nature, type);
- b. loading compartment cleanliness clause: the carrier will in every respect provide clean, empty, dry and odour-free load compartments which are suitable in every way for the loading and transport of the products to be affreighted.

### 7.12.3 Affreightment record

The applicant will record the affreightment of a means of transport in such a way that the affreightment record contains all the information which is relevant for guaranteeing feed safety.

An affreightment record should contain at least the following elements which must be subscribed to by the carrier when entering into the transport:

- a. name and nature of means of transport, number(s)
- b. nature and number of the loading compartments intended for the load to be transported
- c. products description(s) (nature, type)
- d. quantities
- e. loading compartment cleanliness clause: the carrier will in every respect provide clean, empty, dry and odour-free load compartments which are suitable in every way for the loading and transport of the batch
- f. nature / name of at least the last three previous cargoes of the means of transport in question or of the load compartments in question on the designation of the means of transport as well as the description of the last cleaning activity carried out on the loading compartments once the vessel is reported ready for the LCI.
- g. loading compartment inspection clause

The LCI will be carried out by: "*name of the CO or of the own loading inspector*".

Location of the LCI (not necessarily the loading location);

The carrier undertakes to be bound by the findings of the inspection. In the event of a nonconformity relating to the suitability of the load compartments, the carrier undertakes immediately to take the necessary measures at the expense of the means of transport to make the loading compartments suitable for loading and to re-offer the means of transport as quickly as possible for a subsequent LCI.

- h. In the event of sub-loads the carrier should immediately report to the affreightment party if the means of transport is or is going to carry non- GMP+-assured other loads in other loading compartments. The affreightment party should report this to the client<sup>1</sup>.

If a means of transport is reported by the carrier and designated as agri-only, then the means of transport in question should have taken part for an uninterrupted period of at least 6 months in the transport of dry or liquid (bulk)loads, grains and feed materials of vegetable origin.

In addition to the clauses mentioned above, the clauses typically associated with an affreightment must be added.

### 7.12.4 Issuing the order for the LCI

An applicant must issue the CO or an own loading inspector with the required information for the carrying out of a LCI in a correct and clear fashion. The informa-

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<sup>1</sup> *If a client receives such a report then he should proceed, on the basis of risk assessments, with further analysis of the possible consequences and take proper measures to solve or avoid possible critical points.*

tion provided must be described in such a way that the CO or own loading inspector is able to carry out the LCI correctly, to take necessary precautions and measures and to report the results of the LCI to his client in a correct manner.

A GMP+ B4.4 *Sea Transport Affreightment* certified client who himself acts as affreightment party must entrust the LCI to an external CO. The affreightment party may not undertake LCI.

An LCI order must contain, at minimum, the following components, which must be confirmed by the loading inspector upon acceptance of the order:

- a. location of the LCI
- b. statement that the order is for an LCI within the framework of the GMP+ Feed Safety Assurance scheme
- c. products description(s) and quantities
- d. nature / name / number(s) of the means of transport, possible additional information: owner
- e. type of means of transport: "agri-only" or general
- f. number, designation of the loading compartment(s) intended for the batch
- g. if applicable directions with respect to:
  1. part loads / part stowage
  2. separate stowage / collective loading
- h. At least the last three previous bulk loads
- i. The client must be informed of the report of the results of the LCI immediately after it has been completed with a copy to the carrier.

In addition, an LCI order must contain the standard information which will enable a loading inspector to carry out the order: forecast date, LCI location, loading location, connection to the loading location, the supplier and the owner of the means of transport and the destination of the batch.

An LCI order may be part of a total order package, but must be identified as such, where necessary with supplementary information with regard to the batch and specific information related to the means of transport.

#### 7.12.5 Order processing for carrying out the LCI

The applicant will ensure that the LCI is carried out by the CO or their own loading inspector in accordance with the following requirements. They should record how the LCI should be carried out. This must be made known to the CO or their own loading inspector.

The LCI should comply with at least the following criteria:

- a. visual assessment of loading compartments for suitability for the storage or transport of the products to be loaded.
- b. the suitability must be tested, among other things, for the following items:
  1. clean, empty, dry, odourless
  2. absence of possible unfriendly elements for the products to be loaded such as residues from previous loads and/or cleanings
  3. the absence of insects and vermin (dead or alive)
  4. closable and complete. A visual check must be made to verify if the means of transport protects the goods to be transported sufficiently against effects from other goods to be transported, and furthermore if it is provided with resources to cover the cargo during loading and transport. This does not refer

to nautical inspection or inspection of the technical condition, but a visual assessment of the situation.

- c. what to do in the event of the determination of non-conformities
- d. recording findings
- e. reporting to the client.

#### 7.12.6 LCI reporting

The applicant will lay down in a contract with his CO that it will report the findings of the LCI in writing to the customer for the LCI<sup>2</sup>. The applicant will lay down in a contract with his CO or loading inspector that the findings of the LCI will be reported in writing to the customer for the LCI.

The final result of the LCI can only be a definitive acceptance or rejection of the load compartments. The LCI report must be unambiguous and contain the information which is relevant to the acceptance of the load compartment.

A report of the findings of the LCI should include at least the following elements:

- a. title: Loading Compartments Inspection Report – GMP+ Feed Safety Assurance scheme
- b. identity of the means of transport
- c. location of the LCI
- d. description of the batch
- e. name of the client
- f. confirmation of the *order description* containing the term “GMP+ Feed Safety Assurance scheme” – Loading Compartments Inspection”
- g. confirmation that the designated loading compartments have been inspected
- h. during this inspection it has been established, insofar as could be visually detected, that the loading compartments:
  - 1. are clean, empty, dry, odourless
  - 2. are free of harmful insects and vermin (dead or alive)
  - 3. are complete and closable.
- i. If there is a partial batch and a LCI in a 2nd or next loading port and the batch is additionally loaded in an already partly loaded loading compartment, this must be reported as such.

A confirmation must also be given of the visually established condition of the load already in the loading compartment and the planned manner of stowage and/or separation of the batch reported on.
- j. It must be declared, based on the findings, that the cargo compartment(s) is (are) accepted, partially on the basis of the information regarding previous cargoes, as being clean and dry, and suitable for loading with the batch, in this aspect.
- k. Date and time of the LCI (start to finish, if available)

Within the framework of the agreements between clients and control organisations, the findings of the LCI may be part of a general reporting on the total monitoring of the products flow.

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<sup>2</sup> *While the LCI is being carried out, there are various stages of information exchange, especially with regard to the actual state of affairs, possibly detected non-conformity, the measures taken and the particular findings; these so-called types of information exchange do not make up part of the report referred to but belong to the loading inspector's dossier structure*

The contracts of affreightment, if they have been drawn up, remain solely within the control and administration of the applicant. The LCI orders and the LCI reports received must be saved in the administration of the applicant for a term of three years, at minimum.

## **8 Measurement, analysis and improvement**

### **8.1 General**

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### **8.2 Internal audit**

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### **8.3 Analysis of data**

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### **8.4 Improvement**

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